

## **UC MERCED HOUSING CONFERENCE SERVICES**

### **GENERAL POLICY GUIDELINES**

The following guidelines summarize and paraphrase terms and conditions that appear in the official Conference Agreement, which is produced upon acceptance of a conference application and must be signed by representatives of UC Merced and the Sponsoring Organization. Text of the official, signed Agreement always supersedes the information below.

### **ACCOMMODATIONS**

All accommodations must include meals, and are arranged and billed as a Group Package Plan with no credits for individuals who arrive late, leave early, or miss meals. Preference is given to groups with a minimum of 50 conferees and two nights lodging. Meals are coordinated through Lakeside Catering and will be billed as per contracted.

### **PROGRAM LITERATURE**

All promotional materials mentioning UC Merced must be approved by Housing Conference Services prior to distribution. Advertised room and board rates may not exceed actual rates charged by the University.

### **BOOKING DEPOSIT**

A non-refundable Booking Deposit is due when the Conference Agreement is signed and returned. The deposit will equal 25% of the reservation quote and must accompany the signed Conference Agreement.

### **30-DAY GUARANTEE (Number of Participants)**

Each conference is required to provide written notification of the guaranteed number of conferees (participants and staff) 30 days prior to the start date of the conference.

If the 30-day guaranteed number is less than 75% of the initial reservation, there will be a charge of \$5 per person for the difference between 75% of the initial contract reservation and the guaranteed number of conferees.

If the actual number of participants attending is fewer than the number guaranteed, the conference will still be charged lodging fees for the total guaranteed number of conferees.

### **PARTICIPANT HOUSING LISTS**

A typed or electronic list of all conferees residing on campus must be received by Housing Conference Services no later than two weeks prior to the start date of the conference. A late penalty of \$25 per calendar day late will be charged.

### **PREPAYMENT**

100% payment for facilities fees plus room and board costs for

the guaranteed number of conferees is due 7 days prior to the start of the conference.

### **POSSIBLE ADDITIONAL CHARGES**

Lost keys • Restitution for damages or excessive cleaning caused by the conference • Audio-visual equipment/operator charges • Catering & special meal events • Facilities use fees

### **YOUTH SUPERVISION**

One adult live-in counselor is required for every ten youths in attendance.

### **INSURANCE**

The sponsoring organization is required to procure, at its own expense and valid for the duration of the conference, the minimum insurance coverage (as defined case-by-case by the University of California) for comprehensive general liability & property damage, automobile liability, and workers' compensation. All Certificates of Insurance issued to the University must provide for thirty (30) days advance written notice to the University of any modification, change, or cancellation of any of the insurance coverages; and name the Regents of the University of California as additional insured.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

In accordance with the provisions of ADA, certain services, facilities and/or accommodations may be required for conference participants. It is the Organization's sole responsibility to determine whether such needs exist and whether the University has the capability to provide for them. The Organization also has the responsibility to pay all costs for such services, equipment or facilities furnished by the University at the request of the Organization.

### **SEXUAL HARASSMENT POLICY**

The University of California is committed to creating and maintaining a community in which all persons who participate in programs and activities at the University can work together in an atmosphere free of all forms (including sexual) of harassment, exploitation, or intimidation. Specifically, every member of a program held at the University should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.