Information for RAM Housing at UVa-Wise 2014
Thursday, July 17 – Sunday, July 20

To the more than 700 RAM volunteers -- welcome to the UVa-Wise campus!

Please read the information below carefully which is specifically for those RAM volunteers using UVa-Wise Conferences & Events. All RAM housing fees must be paid when returning the contract/reservation form.

COLLEGE RESPONSIBILITIES
The College will provide campus housing and other facilities as stated in the contract. The College assumes no responsibility for accidents and/or lost or stolen property incurred by users or group members. The user further agrees to hold the College harmless from any and all suits or claims resulting from the activities of the user and the participants.

UVa-Wise reserves the right to enter any room for purposes of inspection, policy enforcement, maintenance or emergencies. UVa-Wise may also remove disruptive group members from College residential facilities. No refunds will be provided.

INDIVIDUAL/GROUP RESPONSIBILITIES
The individual/sponsoring group leader(s) assumes full responsibility for the actions of the group members using College facilities and is financially responsible for any and all damages to facilities during the group's stay, including loss of keys, phones, equipment, etc. Groups are expected to abide by all federal, state and local laws and ordinances which may now or hereafter be enacted during the contract period. Groups are also expected to comply with rules and regulations relating to College housing as set forth in the Student Handbook which is available on-line at www.uvawise.edu.

GENERAL INFORMATION ABOUT YOUR STAY

CAMPUS MAP  You may access a map of the campus at www.uvawise.edu/admissions/documents/Campus_Map.pdf

CHECK-IN INFORMATION  All RAM volunteers must check in at the C. Bascom Slemp Student Center at the 3rd floor Check Desk. Designated check-in dates and times are: Thursday, July 17 – 2 pm-midnight; Friday, July 18 – 7 am-9 pm; and Saturday, July 19 – 2-6 pm.

CHECK-OUT INFORMATION  All RAM volunteers must check out at the C. Bascom Slemp Student Center check desk, located on the 3rd floor, during any of the following times: Friday, July 18 – 7 am-9 pm; Saturday, July 19 – 2-6 pm; or Sunday, July 20 – 5-7 am. You must physically return the key to a member of the Conferences & Events staff at the check desk. Leaving your key in the room will result in an improper check-out fee. Failure of groups to check-out during designated times affects facility cleaning schedules and other group check-in times, and thus will result in an improper check-out charge of $100.00.

COLLEGE PROPERTY/FURNITURE  Conference participants must treat College property, furniture, and facilities in an appropriate manner to insure no damage occurs during the group’s stay on campus. Individuals/groups will be charged for any resulting damages and/or for any furniture that has been changed, moved and/or removed from campus facilities, including residence hall rooms or common areas.

HOUSEKEEPING  The College's Housekeeping staff cleans and prepares individual rooms prior to the arrival of each conference group. All other necessary cleaning and trash removal during your stay must be done by individuals; trash bags are provided in each room. All trash must be taken to the assigned residence hall's dumpsters. Please do not place trash in the hallways; there is no building trash pick-up. A $25 housekeeping fee will be incurred for trash not removed. NOTE: We thank you in advance for your complete trash removal as this assists with room preparations for the three high school camps checking in at 11 am after your early morning departure.

LINENS  Linens are not provided for any of our residential facilities. However, we do have linen packs available for rent in advance of arrival that contain one (1) blanket, two (2) twin-size sheets, one (1) bath towel & washcloth, and one (1) pillow & pillow case. If you rent a linen pack, the pack will be placed in your room before arrival. Please place all of the linen in the pillow case and leave in the designated cart in the lobby of your building prior to departure.

LOST/NON-RETURNED KEYS  There will be a room re-keying fee of $75.00 per lost or non-returned key. Please immediately see a member of the Conferences & Events staff for assistance with lost keys during your stay. Keys must be returned upon check-out to the SSC 3rd floor Check Desk, or applicable fees will be billed to the responsible individual/group. NOTE: ’Found’ keys mailed/returned after 7 am on Sunday, July 21 do not negate the room re-keying charge(s) as rooms are re-keyed immediately after a group’s departure in anticipation of the next group's arrival.
PARKING All guests must park in a legitimate parking place in one of the following lots — Culbertson Hall Gravel Lot, McRaray Hall Gravel Lot, Asbury Hall lot, and Martha Randolph Hall lot. Parking tickets may be issued to RAM participants who park on sidewalks, in the road, or in front of the buildings. Note: McRaray Hall is reserved for faculty/staff parking and is not available to RAM participants during regular business hours; however, it is available throughout the weekend beginning after 5 pm on Friday. Additional parking to groups is available at Greear Gymnasium.

PAYMENT INFORMATION Payment by check (made payable to UVa-Wise Conferences & Events) must be submitted when returning the contract/reservation form. Room assignments will not be processed until payment has been received. Refunds requested in writing or by email by July 1 will be processed. No refunds will be given after July 1. If a reservation holder is unable to attend, a same sex substitution of each night until 8 am the following morning. We ask that all group members please be considerate of others for any noise(s) that may carry outside of individual rooms/suites. Throwing them on the ground is considered littering. Receptacles are placed near facilities for the collection of waste tobacco products.

POLICIES ON ALCOHOL, SMOKING/TOBACCO USAGE & WEAPONS/FIREARMS
ALCOHOL The College abides by all state laws and regulations regarding alcohol usage and consumption. Alcohol consumed by those of legal drinking age must be confined to personal rooms and is not permitted in common areas and general use spaces including balconies, lounges, hallways, etc. Those who do not abide by these stipulations will be subject to ticketing and/or arrest.

SMOKING/TOBACCO All campus buildings are tobacco-free (including smoking and smokeless tobaccos). Use of all tobacco products is prohibited in all College facilities, including seating areas/stands of outdoor athletic facilities, as well as within 25 feet of the entrance of any College indoor/outdoor facility. If you smoke, please discard all cigarette butts in appropriate containers. Throwing them on the ground is considered littering. Receptacles are placed near facilities for the collection of waste tobacco products.

WEAPONS/FIREARMS The University of Virginia's College at Wise provides rules and regulations concerning the possession of weapons on college owned property and all facilities in an effort to provide a safe and secure learning and working environment for the students, faculty, staff and visitors in accordance with the University of Virginia Policy: Regulation of Weapons, Fireworks and Explosives, available at https://policy.itc.virginia.edu/policy/policydisplay?id=SEC-030. No student, faculty, staff, visitor or affiliate shall carry, possess, maintain, or conceal (concealed handgun carry permits included) on any property owned by The University of Virginia's College at Wise.

PORCHES, BALCONIES AND ROOFS Porches and balconies must be kept clean and clear. No furniture or chairs may be left outside. Clothing, towels, etc. may not be hung from porches, railings or any other outside areas. ALL BUILDING ROOFS ARE OFF-LIMITS.

QUIET HOURS/NOISE To insure the comfort of all our groups, courtesy quiet hours are in effect from 10 pm each night until 8 am the following morning. We ask that all group members please be considerate of others for any noise(s) that may carry outside of individual rooms/suites. Most College offices maintain year-round office hours each weekday, so please also be considerate of them for your daytime event or as your residential group travels to/from practice fields, classrooms, residence halls, etc.

RESIDENCE HALLS The following halls will be available for your stay during RAM weekend:

**ASBURY HALL** These two and three bedroom apartments are hardwired for internet access. They are furnished with beds, wardrobes, chests, desks w/chairs, and blinds. Each apartment has one full bath and one half bath, furnished living room, small table and chairs, and a full kitchen.

**MCRARAY HALL** This residence hall with double occupancy rooms is hard-wired for internet access. Each floor has a common bathroom. Male and female residents live on separate wings of the building. Rooms are furnished with beds, closets, chests, desks w/chairs, and blinds. Built-in desk lamps are furnished on the women’s wing.

**MARTHA RANDOLPH HALL** This suite-area residential facility is air-conditioned. Each unit is hardwired for internet access. These two-bedroom units are furnished with beds, chests, desks w/chairs, closets, and blinds. These units have a bathroom and a common area with sofa, coffee table, end tables, and love seat.

RESPECT TO COLLEGE PERSONNEL All conference groups and their members must be respectful to Conferences & Events staff members, as well as other members of the College community. Conferences & Events staff members are to insure that groups maintain College policies, procedures and safety standards, and thus, when necessary, will make requests in accordance with the enforcement of stated policies in a courteous and respectful manner. Groups should also be reminded that campus offices remain open throughout the summer and should be reminded to be considerate as they travel from facility to facility.
GENERAL INFORMATION

INDIVIDUAL/GROUP NAME ___________________________________________ NUMBER IN GROUP ______

INDIVIDUAL/GROUP LEADER – Any changes/requests must be made by this individual; changes/requests by others will not be honored. Group leaders are responsible for collection of monies from individual group members and for entire payment of the account. We do not collect from individual members of a group. Full payment must accompany this reservation form; reservations are not processed without payment.

Name ___________________________________________________________ E-mail ____________________________

Contact numbers ( ) _____ - ______W; ( ) _____ - ______Cell; ( ) _____ - ______H; ( ) _____ - ______FAX

Billing address __________________________________________________________ Street Address / Post Office Box
                                                                                                                                                       City State Zip

ARRIVAL Individual/Group Leader will check in & receive all keys during the following times at the SSC 3rd floor Check Desk (no early or late check-ins outside of these designated times is available.).

☐ Thursday, July 17 — 2 pm-midnight  ☐ Friday, July 18 — 7 am-9 pm  ☐ Saturday, July 19 — 2-6 pm

DEPARTURE Individual/Group Leader will check out & return all keys at SSC 3rd floor Check Desk on the date and time designated below; all members must be completely out of rooms at this time or a $100 improper check-out fee will be incurred. CHECK-OUT ON SUNDAY MUST BE BETWEEN 6-7 AM.

☐ Friday, July 18 — 7 am-9 pm  ☐ Saturday, July 19 — 2-6 pm  ☐ Sunday, July 20 — 5-7 am

RESIDENCE HALL REQUEST _____________________________________________________________________________

INDIVIDUAL INFORMATION (INCLUDE GROUP LEADER)

NAME SEX LINENS REQUESTED ROOMMATE
1. _______________________________________ M    F     Y    N          _______________________________________
2. _______________________________________ M    F     Y    N          _______________________________________
3. _______________________________________ M    F     Y    N          _______________________________________
4. _______________________________________ M    F     Y    N          _______________________________________
5. _______________________________________ M    F     Y    N          _______________________________________
6. _______________________________________ M    F     Y    N          _______________________________________
7. _______________________________________ M    F     Y    N          _______________________________________
8. _______________________________________ M    F     Y    N          _______________________________________
9. _______________________________________ M    F     Y    N          _______________________________________
10. _______________________________________ M    F     Y    N          _______________________________________

Additional individuals listed on attached sheet? ☐ Yes - total number of individuals________  ☐ No

ESTIMATED COSTS Lodging with linens: _____ # participants x $24.00 per night x ____ number of nights = $_________

Lodging without linens: _____ # participants x $17.00 per night x ____ number of nights = $_________

TOTAL ESTIMATED COSTS = $_________

GROUP LEADER SIGNATURE

I understand and agree to abide by the terms contained in this contract and the Conferences & Events RAM Agreement. I submit this form with payment for my 2014 RAM reservation.

Signature ___________________________________________ Date _____ / _____ / _____

---

FOR OFFICE USE ONLY

form received _____________ reserved space _____________ invoice # _____________ payment received ________