



# Camps/Conferences/Groups Handbook

## RATES, PAYMENT, AND CANCELLATION TERMS

- **Rates.** Rates increase each year in a nominal and affordable fashion, both to keep up with our rising utility and amenity costs, as well as the local lodging rentals. Rate is per space, NOT per person. Rates are not prorated; if a guest checks out in advance of the checkout of their rental, they will be responsible for the entire rental period charge. Rates are [posted online](#).
- **Minimum stay.** The minimum stay is two nights for groups. No groups will be honored for only an overnight stay.
- **Minimum date of reservation.** Reservations must be made at least ten business days in advance of check-in date.
- **Type of Accommodation.** We have two bedroom and four bedroom apartments (4 people) with living rooms and kitchens. We also have two bedroom suites (4 people) with no kitchen but a private bath. We also have single and double occupancy dorm rooms.
- **Sales Tax.** Sales tax of 13.875% (Duluth) is applicable.
- **Credit card processing fee.** A 3% credit card processing fee will be added to all transactions.
- **Payment.** Payment occurs in full upon registration with a credit card online.
- **Cancellation Policy.** If one decides to cancel their reservation, they must do so no later than 3 business days in advance of their arrival date for a full refund. Cancellations must come via email to [summerreslife@css.edu](mailto:summerreslife@css.edu) to be considered official and confirmed. Cancellations in less than 3 business days notice will not be refunded half of the amount of their rental stay.

## RESIDENTIAL LIFE AMENITIES

- **Furnishings:**
  - Dorms: Each dorm has a standard twin bed, built in desk and dressers, closets, and chairs. Bedding (flat sheet, fitted sheet, pillow, pillowcase, blanket) is optional with each person's rental. Single dorm rooms will only have one bed made up with bedding/towels (if applicable)
  - Suites: Same accommodations as dorms, but there is a private bathroom (separate toilet and shower rooms) with a two-sink vanity. There is a small living room space with a chair, desk
  - Apartments: Each apartment has full kitchen facilities with a fridge/freezer, stove/oven, sink, etc. The apartment is fully furnished with couch, chair, coffee table, beds, etc. There are no microwaves, toasters, broom, vacuum cleaner, iron/ironing board, or coffeemakers in the units. Dishes/cookware/utensils/plates, fans, and hangers are not provided. Fire extinguishers are provided in each apartment.
- **Heat & A/C.** The heat is off campus wide during the summer. We do not have air conditioning in our rooms/apts.
- **Laundry:** Laundry facilities are provided for guests use and convenience in each residence hall. Residence Life is not responsible for clothing left unattended or any articles that may be damaged in either the washers or dryers. Problems with laundry equipment should be reported immediately online via the [Residential Life Laundry Work Order Form](#) or reporting to any Residential Life staff member. Laundry is free. Laundry products are not supplied.

- **Common Areas:** Each building has a variety of common area spaces for lounging, visiting, playing games, or playing piano. There are tables, chairs, and couches throughout the buildings. Some buildings have pianos to play, fireplaces to run, pool tables, or private worship space. Each building also has a common kitchen to be used. Please note that items left in the common fridges may be thrown away due to rot. Please keep the common areas free of clutter and recognize that items should not be left in the common space.
- **Parking:** All motor vehicles brought to campus must be parked in the overnight lots across from Cedar, Scanlon, and Kerst. Parking may only occur in designated spots. Parking is free over the summer. More information about parking can be found [online](#).
- **Garbage & Recycling:** Guests in the residence halls are strongly encouraged to recycle. Recycling is considered “single stream” on campus. Garbage dumpsters and recycling dumpsters are located in the parking lots adjacent to all residence halls.
- **Cable & Internet:** Cable is provided locally through Charter Communications. If you have problems with your cable, please alert Residential Life. You must do a channel search on your TV after you connect it with the coax cable to the wall. We do not provide coax cables. Internet is provided on campus through our Information Technology department. We provide both wireless and wired Internet, with ports located in each department. We do not provide Ethernet cords. The IT Help Desk is available for **minimal assistance** to guests. You can contact them at [helpdesk@css.edu](mailto:helpdesk@css.edu), or find them at Tower 2410 during business hours. Please note that the IT help desk is available for minimal support. TVs, computers, etc are not provided in the rooms.
- **Vending Machines:** Vending machines providing a variety of snacks and beverages are located in each building. Machines are regularly refilled by our dining services.
- **Campus Operator/Somers Main Desk.** At this desk, we check out items like vacuums, cooking items, cleaning items, etc. The Campus Operator desk is only open from 7am-midnight.
- **Mail services.** Should you need mail services while at CSS, a full USPS mail room is available on the first floor of Tower Hall. It maintains regular weekly business hours.
- **Personal property insurance.** The College only covers items that belong to the College and are not liable for any lost, stolen, damaged items. Renters are encouraged to purchase personal property insurance to cover their items while they are at CSS. Please keep all personal items locked and stowed while on campus.
- **Saints Shop.** The Saints Shop has all CSS clothing items, merchandise, and novelty items as well as some snack items. It is located on the 1st floor of Tower Hall and is open during the weekdays.

### Phone Numbers to Know

**Campus Security (24/7):** 5937 from any Campus Phone or (218) 723-5937

**Residential Life** (8 am to 4:30 pm Mon-Thurs, 3:30pm on Friday): 218-723-6391

**Louanne Johnson (primary contact):** (218) 529-5777 (7am-3:30pm, Mon-Thurs, 3pm on Fri)

**Director of Residence Life:** Elliott R. Johnston (218) 723-5939 (8-4:30 M-Th, 3:30pm Fri)

**Information on who to call with routine concerns will be posted in the hallways of the buildings.**

### RESIDENCE HALL POLICIES

All residence hall policies are detailed in the Residence Life Handbook. All guests and residents are expected to read, understand, and abide by the policies. [Please find the handbook online.](#) Below are the major policies that should be reviewed and understood for your stay this summer

- **Locking Systems.** The exterior of Somers Hall and the apartment buildings are electronically locked at all exits from midnight to 6am daily. Some doors are locked 24/7. When issued a keycard, please keep that on your person at all times. Brass keys are issued for non-key card buildings. Replacement key cards can be acquired for free at the Somers Main Desk/Campus Operator (open 7am-midnight). Please note that it is a \$50 re-core fee for lost brass keys.

- **Smoking/Tobacco Use:** The College of St. Scholastica is a tobacco free campus for all community members. No smoking or tobacco products are allowed at any time. Hookahs and other smoking devices are not allowed and will be confiscated.
- **Window Screens.** Screens are to remain in the windows at all times.
- **Pets.** Pets are not allowed in any residences with the exception of some fish in small tanks. Exceptions to this policy may be granted through the Center for Equal Access.
- **Appliances .** All electrical appliances must be safety labeled by either Underwriters Laboratories (UL) or Factory Mutual (FM). Electrical heat-producing appliances used for food preparation must have non-exposed heating elements. In addition, hot plates and space heaters with open coils are not allowed in any on campus living quarters. Toasters are not allowed. Air conditioners are not allowed and will be removed.
- **Bikes.** Bikes may be stored in designated racks around campus. They are not to be left in the stairwells, bathrooms or hallways.
- **Grills.** Charcoal and gas grills may be used only at a distance of at least 15 feet from any residential living areas or woods. Grills may not be stored in or within 15 feet from the woods or a residence. Electric grills are acceptable in and near buildings.
- **Maintenance and Repairs.** Facilities Services staff are responsible for repairs in your residence and public areas. Requests for repairs and maintenance can be made by calling the maintenance hotline (218-723-3030) 24 hours a day. Halogen bulbs are considered hazardous and not allowed in housing units. Phone and/or key problems should be reported immediately to Residential Life (218-723-6391).
- **Furniture.** Furniture owned by The College of St. Scholastica is not to be removed from any university building. Also, furniture may not be transferred between rooms, nor stored outside of its original location. You may bring extra furniture (such as chairs and small dressers) of their own into the resident areas if space allows. Only lofts purchased by the College will be allowed and are only permitted in certain residence halls. Residential Life reserves the right to search rooms for provided furniture.
- **Housekeeping.** The College housekeeping staff is responsible for routine cleaning and maintenance of general facility space in communal areas of the buildings. Residents are responsible for their own private residence; any excessive debris, mess or disarrangement of furniture is the responsibility of the participating parties.
- **Carpets.** Guests may use carpets and rugs in their rooms. For safety and cleaning purposes, doormats are not allowed in hallways.
- **Alcohol & Drugs.** Drugs are never allowed to be consumed on campus. Alcohol can be consumed in private living quarters behind closed doors by those who are age 21 or over. Alcohol may not be consumed outside, in lounges, or parking lots.

## EMERGENCY PROCEDURES

- **Fire Procedures.** If a fire is detected, pull the nearest fire alarm or call 9-1-1 immediately, and then evacuate the building. Failure to exit a building during a fire alarm/drill or tampering with a fire alarm may result in probation, suspension or dismissal from housing. Any time an alarm sounds in a College building, the building must be evacuated immediately.
- **Evacuation.** Go to the nearest exits away from the center of the complex to reduce risk, unless this route is determined to be less safe than the central stairway. Those in the lounge area should follow this procedure as well. DO NOT use the elevator under any circumstances. Use the rooftop for an exit ONLY if fire is blocking other exits.
- **Evacuation sites.** Proceed to the safest building that is closest to your residence. Please note that Tower Hall is open 24 hours a day.
- **Smoke Detectors.** All rooms and apartments are equipped with smoke detectors. For your protection and that of other residents, keep the smoke detector in working order. NOTE: A regular beeping may

indicate a low battery. Call (218) 723-3030 so the batteries can be replaced. It is illegal in the State of Minnesota to tamper with any fire protection equipment.

- **Fire Hazards.** Candles, oil lamps, halogen lamps, toasters, toaster ovens, incense, etc., that have flames, glowing elements, etc., are not allowed to be burned in the residence halls. Smoking is not allowed on campus. No fire of any size or kind may be ignited on campus property without prior written permission from Residential Life. Firecrackers are not allowed on campus.
- **Power Failure** If a power failure occurs in your living space, notify Security immediately.
- **Tornadoes.** All residents and employees should take note of this the tornado and severe weather response policy.
- **Emergency Call Boxes.** Emergency call boxes are located in parking lots 1 (east and west), 2, 5, 6, 6A and 13. Please use these phones in the event of an emergency or to report any unusual or suspicious activity. When you pick up the phone, you will be connected with Security on their emergency line. Accidents or Emergency Call 9-1-1. Residents do not need to dial an extra '9' to get an outside line when calling 9-1-1.
- **Weapons.** Weapons of any sort are not welcome on campus. This includes hunting equipment. Please refer to the CSS Student Handbook.

### **OTHER GUESTS, CAMPERS, AND STUDENTS ON CAMPUS**

Other guests, camps, and College of St. Scholastica traditional-aged students will be in the halls and apartments while you are visiting and staying on campus. Guests and students are asked to treat one another with respect and understand that this is a collegiate environment. Please understand that Residential Life will be working within the halls in which guests and students are staying, doing maintenance and repair projects, as well as staffing the areas.

### **ROOM ENTRY**

Authorized Residential Life staff, CSS Facilities Staff, and emergency personnel have the right to enter your apartment at any time if there is a healthy or safety concern. Facilities staff or Residential Life staff may enter your apartment at any point to complete a repair.

### **YOUR ARRIVAL**

**Prior to travelling to CSS.** Prior to your arrival at CSS, we suggest you review the following and pack appropriately:

- bring any TVs, radios, computers, cords, etc you need (we do not provide any of them)
- bring warm clothes, jackets, blankets, etc for chilly Duluth summers and evenings
- confirm your methods of transportation to arrive at CSS safely and within our check-in hours. Please note we do not provide transportation at all.

**Arrival at The College of St. Scholastica.** Upon arrival at CSS, please come to the Somers Front Desk/Campus Operator. At check-in, you will get the following items:

- information on amenities provided
- notification of where to park
- information on how to connect to the wireless and wired internet (internet is not an extra charge)
- other important documentation
- your keys

Once you arrive to your room/apartment, you will find:

- bedding & towels for the number of occupants in your room/apartment (flat sheet, fitted sheet, pillow, pillowcase, blanket, bath towels, bath mat, washcloth)--if you have requested this through reservation

- important information

**Leaving The College of St. Scholastica.** Upon departure at CSS, please go to Campus Operator desk/Somers Front Desk. During your check-out, you will:

- in your room/apartment, you will be provided with a detailed checkout instructions sheet to go through
- turn in your keys
- sign a waiver of damages
- provide a forwarding address (if there are any items left behind)

### **FLOOR PLANS**

Floor plans for each of the residence halls [are located on the homepage of Residential Life](#). Residential Life will confirm with you your room/apartment assignment. Room/apartment changes are not granted.

### **DINING OPTIONS**

Starting in July 2014, campus dining is now outsourced to Aramark Dining. You can find out more information about dining that will be available by reviewing the [Saints Dining website](#). There will be limited dining options on campus available, so please plan to cook in your apartment or eat out in the many options available in the Twin Ports.