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GUEST CHECK-IN IS BETWEEN 3-5PM ON YOUR ARRIVAL DATE.

IF CHECK-IN IS NEEDED AFTER 5PM, WE ASK THAT YOU LET CONFERENCE SERVICES KNOW 2 BUSINESS DAYS IN ADVANCE.

IF RUNNING LATE, PLEASE CONTACT THE CONFERENCE SERVICES COORDINATOR SO WE CAN MAKE NECESSARY ACCOMMODATIONS FOR YOUR ARRIVAL.

WE HOPE YOU ENJOY YOUR STAY
WITH US! STAFF MEMBERS ARE ON
CALL EACH NIGHT TO ANSWER
QUESTIONS AND OFFER
ASSISTANCE!

# CONTACT INEO

CONFERENCE STAFF ON-CALL

541-944-1408

CONFERENCES

EMAIL

CONFERENCES@SOU.EDU

CONFERENCE SERVICES COORDINATOR 541-552-6222 NON EMERGENCY DISPATCH

541-552-6911

EMERGENCY DISPATCH 911

### POLICIES

### PROHIBITED ITEMS

ALCOHOL/DRUGS - SOU IS THE PROPERTY OF THE STATE OF OREGON, WHICH STATES: "NO ALCOHOLIC BEVERAGES ARE ALLOWED ON STATE PROPERTY". GROUP SOCIALS INVOLVING ALCOHOL MUST BE APPROVED BY UNIVERSITY ADMINISTRATION. ALCOHOL IS PROHIBITED IN PUBLIC PLACES. MARIJUANA AND OTHER DRUGS ARE PROHIBITED ON CAMPUS.

SMOKING - THE OREGON CLEAN AIR ACT ALLOWS SMOKING IN DESIGNATED AREAS. THE DINING AREAS ARE NO SMOKING AREAS. IF YOU SMOKE, PLEASE BE CONSIDERATE OF OTHERS AND SMOKE OUTSIDE, FIFTEEN FEET FROM THE BUILDING. SMOKING RECEPTACLES ARE PROVIDED OUTSIDE; PLEASE USE THEM TO EXTINGUISH CIGARETTES.

OTHER - THE BURNING OF INCENSE AND CANDLES IS PROHIBITED WITHIN THE RESIDENCE HALLS.

### DOLICIES

#### **RESIDENCE HALLS**

ROOMS - ABSOLUTELY NO FURNITURE OR LINENS (INCLUDING PILLOWS) SHOULD BE REMOVED FROM ROOMS. PRIOR TO LEAVING, PLEASE CHECK ROOMS TO VERIFY NO PERSONAL ITEMS HAVE BEEN LEFT BEHIND. IF WASTE BINS FILL, PLEASE EMPTY THEM IN THE DUMPSTER INDICATED ON THE MAP. PLEASE LEAVE ROOMS TIDY UPON CHECKOUT.

KEYS - LOST ROOM KEYS COST UP TO \$150. GUESTS SHOULD POSSESS THEIR KEYS AT ALL TIMES DURING THEIR STAY. IF A ROOM KEY IS LOST OR GETS LOCKED IN A ROOM, CONFERENCE STAFF ON CALL SHOULD BE NOTIFIED IMMEDIATELY.

DOORS - BUILDINGS REMAIN LOCKED 24 HOURS A DAY.
PROPPING EXTERIOR DOORS OPEN RESULTS IN A FINE OF \$50
DUE TO SECURITY RISKS. (SHASTA AND MCLOUGHLIN HALLS
HAVE ADDITIONAL FINES FOR PROPPING HALLWAY DOORS.)

WINDOWS - GUESTS THAT LEAN OR TOSS THINGS OUT OF WINDOWS WILL BE FINED \$50. STEPPING OUTSIDE OF A WINDOW OR WALKING ON AN OUTSIDE LEDGE WILL RESULT IN A GUEST BEING IMMEDIATELY SENT HOME. REPLACING SCREENS IS \$300 EACH.

QUIET HOURS - QUIET HOURS BEGIN AT 10PM. WHEN RETURNING TO THE HALLS AFTER 10 PM PLEASE BE CONSIDERATE OF OTHERS WHO ARE SLEEPING. THE VOLUME OF VOICES AND MUSIC SHOULD BE KEPT TO A LOW NOISE LEVEL. NOISE CARRIES EASILY IN OUR HALLS, PLEASE BE CONSIDERATE OF OTHER GUESTS IN THE BUILDING.

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IF YOUR GROUP IS GETTING LINENS:

PLEASE BRING

TOILETRIES
ADDITIONAL
BLANKETS IF
NEEDED

IF YOUR
GROUP IS NOT
GETTING
LINENS:

PLEASE BRING

TOILETRIES
BATH TOWEL
PILLOW
SHEET
BLANKET

NOTE: COX HALL SUITES ARE PROVIDED A BAR OF SOAP, BUT ARE NO LONGER PROVIDED A PLASTIC CUP AS PART OF OUR EFFORTS TO REDUCE SINGLE USE PLASTIC.

## CAMPUS DINING

### THE HAWK



WHEN ENTERING THE HAWK, CHECK IN WITH THE CASHIER AND LET THEM KNOW THE NAME AND SIZE OF YOUR GROUP.

AFTER YOU FINISH, TAKE
YOUR DISHES TO THE DISH
RETURN AREA (UP FRONT TO
THE FAR LEFT).

ADDITIONAL FOOD ITEMS AND SNACKS CAN BE PURCHASED AT THE LANDING, LOCATED AT THE ENTRANCE OF THE HAWK.

MONDAY-FRIDAY BREAKFAST - 7-10AM LUNCH - 11AM-1:30PM DINNER - 4:30-7:30PM

SATURDAY-SUNDAY BRUNCH - 9AM-1:30PM DINNER - 4:30-7:30PM

\*SUBJECT TO CHANGE\*





CHECKOUT IS NO LATER THAN 11AM ON THE DATE OF DEPARTURE.

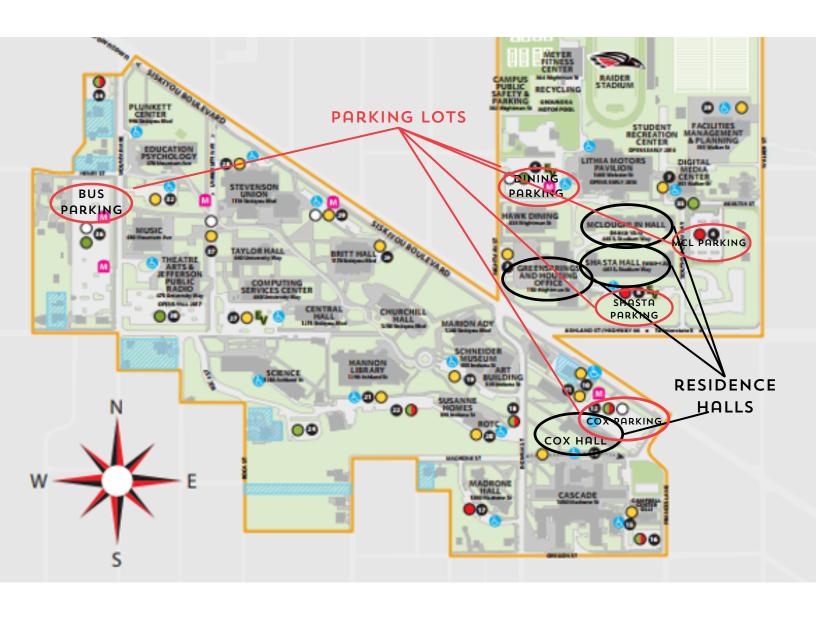
PLEASE CONTACT CONFERENCE SERVICES AT LEAST 2 DAYS PRIOR TO REQUESTING AN EXTENDED STAY. WE CANNOT GUARANTEE THAT LATE/EXTENDED STAYS WILL BE GRANTED. A LATE STAY FEE WILL BE ADDED WHEN STAYING PAST 11AM.

PLEASE COLLECT ALL KEYS IN THE BUCKET PROVIDED BY CONFERENCE STAFF.

THE PILLOW FROM THE PILLOWCASE, STRIP
THE SHEETS OFF OF THE BED, AND PLACE
THEM IN A PILE ON THE FLOOR WITH DIRTY
TOWELS. BLANKETS AND PILLOWS CAN
REMAIN ON THE BED.

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#### PARKING AND RESIDENCE HALLS



\*PAY FOR PARKING VIA THE KIOSK LOCATED IN EACH LOT OR BY CONTACTING THE CONFERENCE TEAM!