

2015 Summer Guest Policies and Procedures

The Office of Conference and Guest Services at North Carolina Central University has established the following conference guest policies and procedures to help ensure personal safety and the protection of property. Conference guests and sponsors are responsible for familiarizing themselves with these policies and procedures and abiding by them during their visit to campus. Violation of these policies and procedures could result in cleaning or damage charges, removal from Residential Life and/or criminal arrest.

ALCOHOL: North Carolina Central University (NCCU) prohibits possession or consumption of alcoholic beverages on campus by persons of any age. No person of any age may manufacture and/or sell alcoholic beverages in the residence halls or adjoining property outside the residence halls.

DECORATIONS: You may decorate your room in a way that does not cause damage. Do not paint your room or decorate door frames, doors, floors, hallways, or walls using stickers, tape or any other products that would cause marring, chipping, holes or other damage. Use of any adhesive or tape besides removable poster squares could result in damage or excessive cleaning charges. The application of shaving cream, soap, streamers, or contact paper to residence hall facilities is prohibited.

DRUGS: The possession and/or use of illegal drugs and narcotics are against state and university regulations and are not permitted on university property.

CHECK OUT: Please check with the front desk for check out times and procedures. Any guest who checks out without returning their room key will accrue a \$100 lock security program fee (minimum base fee). NCCU cannot be responsible for items **left in the room after check out**.

ELEVATORS: Playing on elevators is prohibited. The maximum number of persons on one elevator at one time is listed in or by the elevator. Overloading the elevators can cause them to break down, which can lead to guests being stuck inside them until repairs can be made by a certified technician. Guests staying on the second and third floors are encouraged to use the stairs

FIRE SAFETY: Fire and emergency procedures are posted on the back of each room's door. Please familiarize yourself with evacuation routes. Tampering with fire safety equipment and/or smoke detectors is prohibited and will result in immediate action. Do not attempt to use elevators in the event of a fire or fire evacuation.

FURNITURE: All room furniture must remain in the rooms. Do not move or remove furniture such as mattresses, chairs and/or bedframes from rooms or floor lounges or any other public areas. No furniture may be taken outside the building for any reason. Adjustable furniture must be reset to the original position prior to check out.

Community Front Desks

<u>Residence Hall</u>	<u>Phone #</u>
<u>Annie Day Sheppard</u>	<u>919-530-7843</u>
<u>Baynes</u>	<u>919-530-6439</u>
<u>Chidley North</u>	<u>919-530-4335</u>
<u>Eagleson</u>	<u>919-530-6464</u>
<u>Eagle Landing</u>	<u>919-530-5042</u>
<u>George Street</u>	<u>919-530-6464</u>
<u>Martha Street</u>	<u>919-530-6464</u>
<u>McClean</u>	<u>919-530-4308</u>
<u>New Residence II</u>	<u>919-530-6227</u>
<u>Richmond</u>	<u>919-530-4141</u>
<u>Rush</u>	<u>919-530-7280</u>
<u>Ruffin</u>	<u>919-530-6526</u>

NOISE: Be considerate of other conference guests. Each guest is responsible for keeping the noise levels to a minimum at all times so that others are not disturbed.

POSTING OF SIGNS AND INFORMATION: All posters, flyers and notices must be approved by the Office of Conference and Guest Services. Sponsors must get approval prior to check in. Non-approved or unauthorized posters or materials are prohibited and will be removed

ROOF AND LEDGE AREAS: For your personal safety and the safety of others, access to roof and ledge areas is prohibited.

SECURITY: Residence hall security is a shared responsibility. Always lock your door and carry your key. Do not prop open any floor or building doors. Report suspicious persons or behavior to a housing official and remember any distinguishing characteristics. Know the people in your group, and report any persons on your floor who are not part of your group. Guests are restricted to the floor(s) assigned to them.

TOBACCO USE POLICY: Smoking of any material in any and all facilities owned or leased for use by the University, including all buildings and athletic facilities. Smoking is prohibited within 25 feet of the entrance or exit doors, or the heating and air conditioning intake systems of such facilities, or in any other physical circumstance that would allow smoke either to enter or affect those persons entering or exiting such facilities.

THROWING OBJECTS FROM WINDOWS: For the safety of others, throwing anything from windows is strictly prohibited. Conference guests will be held responsible for personal injuries, property damage and cleaning charges that result from this action.

TRASH DISPOSAL: All trash must be disposed of properly. Trash may be placed in a trash chute or, in residence halls without a trash chute, trash must be placed in the dumpsters outside each building. Large items should be taken outside. Guests are encouraged to recycle.

WEAPONS: North Carolina Central University is a designated school safety zone. This means that it is illegal to possess any explosive compound or weapon in or on any property owned by the North Carolina Central University, including residence halls. Illegals items include but are not limited to guns, knives, explosives, fireworks, martial arts implements, hoax devices, and paintball guns. It is a felony to break this law – penalties may be severe. If you legally possess a firearm in your vehicle, please do not remove it from your vehicle while on campus.

WINDOW SCREENS: Window screens must remain in place to help control insects and to prevent accidents.

Emergency

Emergency/Fire Dial 911
University Police 919-530-6106

Main Residential Life Office

919-530-6227

Main Conference and Guest Services Office

919-530-5446