



2018 Coordinator Guide

UAB Housing's Conference Services

INTRODUCTION

We are so excited you are going to be hosting your program at UAB! It is our hope that this guide helps you navigate this summer, as well as, know what services we can provide.

Information in this booklet comes from your contract, as well as, best practices from other groups that have stayed with us.

Coordinating a summer program can be a difficult, exciting, overwhelming, impactful, exhausting, and rewarding process. This guide can help in ensuring that more of those positive aspects occur in your experience.

If you have any questions or need help, please do not hesitate to reach out!

Thank you,

A.T. Helix, Camps & Conference Coordinator

Student Housing & Residence Life

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Housing



housing conference staff



Camps & Conferences Coordinator

Throughout your reservation process you will be communicating with the Camps & Conferences Coordinator. From the initial reservation through the contract process and then final invoice, the Camps & Conference Coordinator is your main point of contact for Housing questions.



Student Staff Members

Conference Student Managers

As summer approaches a student manager will reach out to re-confirm conference details and ensure the remaining deadlines are clear. CSMs are given all the relevant information from your initial reservation request to help streamline the process when they begin helping to manage your requests.

Conference Assistants

Once you arrive on campus, Conference Assistants are UAB students that will assist you during your group's stay. There is a CA accessible 24/7 over the summer to help with any emergency or need that may arise

Planning Timeline

30 Days Before Check-In Date

- Return Signed Contract
- Deposit Due
- Deadline to Cancel without penalty

7 Days Before Check-In Date

- Guarantee Date
- Roster Submitted

Other things to think about include whether you will need a camp/conference store, any space reservations you will want to make, parking/transportation needs, as well as, ensuring all your child protection requirements are completed if your group has anyone under the age of 18.

**housing
deadlines**





Residence Life vs. Conference Services

While we are housed in the Department of Student Housing and Residence Life our scope of services differ greatly. Conference Services is more aligned with staying at a hotel than staying in a residence hall. Below we have outlined differences between what Residence Life can provide versus what Conference Services can provide. Many of these differences are due to the fact that many of your program's participants are not UAB students which means that many of the services provided by UAB are not available for them.

Roommate Conflicts

- **Student Housing** has RAs who are trained in roommate mediation and can help.
- **Conference Services** has CAs who are not trained in roommate mediation. The spaces that you have in the contract are yours. If there is a roommate conflict we will refer that to the conference coordinator to make the decision. If it is decided that someone needs to move just email conference services and they will get the keys rearranged.

Person of Concern/Mental Health

- **Student Housing** has the ability to refer over to Counseling Service because the student is a student with UAB. They also have RAs who are trained to check-in with students
- **Conference Services** is not able to refer over to Counseling Services because they are not UAB students. In these situations, the responsibility falls to the conference coordinator as the responsible person to determine what care the participant needs and if the participant needs to leave the program. Conference Services does reserve the right to remove the participant from housing if we feel they are a potential threat to themselves or others.

Resource Person

- **Student Housing** has RAs who live on the floor with students
- **Conference Services** has CAs and Student Managers who are available to assist with questions. If groups are staying in halls with students they will interact with RAs; however, it is not an expectation of the RAs to know the conference services operation so the best way for them to get quick, accurate response they should email the student manager for their group.

We wanted to make sure to bring your attention to areas of the contract that bring about the most questions so that you could be aware before signing the contract. If you have questions about any other sections please do not hesitate to reach out to the camps and conferences coordinator.

Section 1: Supervision, Personnel & Security

- If you decide you want a police officer to be a part of your program you will need to request a police officer from UAB's police force
- We require a 10 to 1 adult ratio for any groups with participants under the age of 18

Section 2: Insurance

- Proof of insurance must be submitted with the signed contract
- Be sure to make sure that The Board of Trustees of the University of Alabama, its individual trustees, directors, agents, officers, trustees, affiliated foundations, volunteers, and employees are added as additional insureds

Section 21: Child Protection Requirements

- EVERY adult who is staying in the halls needs to complete a child protection requirement. The link for the quiz is on our website. Once the person passes the quiz they will receive the certification which they will need to either email to conference services or turn in when they check-in.

Exhibit A: Rules & Regulations

- Anyone not on the roster will NOT be permitted in the hall without permission from UAB Conference Services Staff. This includes children, guests, or family members of Live-in Staff, Chaperones, or Attendees. If you know this is going to present a problem please notify us in advance so we can develop a plan.

contract highlights





Dining Services

Dining Facility Options

Hello Camp Coordinators,

We are gearing up for 2018 Camps and Conferences at UAB and I am very excited to assist you with our services in the newly renovated Commons! This year we will be offering breakfast, lunch and dinner for the “all you care to eat buffet” at the following rates:

- Breakfast \$7.25
- Lunch \$8.25
- Dinner \$9.25

I highly recommend you contact me as early as possible to get your dates and times locked in. The times will be similar as in the previous years; for every 100 campers we will provide 30 minute of service time. This has always worked well in past, however we are flexible depending on the needs of the camps.

There is a minimum of 50 participants for service unless we have already confirmed services to another camp or conference. I will do my best to work with any smaller groups as long as they will agree to the same service time frames as a group that meets the minimums. Standard hours of operation will be as follows:

- Breakfast 7 – 8:30 AM
- Lunch 11:30 – 1 PM
- Dinner 5 – 6 :30 PM

Thank you and I look forward to hearing from you soon!

Kim Lindley

Camps and Conferences Coordinator

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**fee structure
& times**



Recreation Center

	RSOs	University Department	Non- University
Basketball Court	\$30.00	\$45.00	\$60.00
Game Room	\$20.00	\$30.00	\$40.00
Center Court	\$30.00	\$45.00	\$60.00
Climbing Wall	\$50.00	\$75.00	\$100.00
Outdoor Patio	\$30.00	\$45.00	\$60.00
Lap Lanes (per lane)	\$10.00	\$15.00	\$20.00
Leisure Pool	\$50.00	\$75.00	\$100.00
Fitness Studio 1	\$20.00	\$30.00	\$40.00
Fitness Studio 2	\$20.00	\$30.00	\$40.00
Fitness Studio 4	\$20.00	\$30.00	\$40.00
Meeting Room 150	\$20.00	\$30.00	\$40.00
Wet Classroom	\$20.00	\$30.00	\$20.00
Racquetball Court	\$10.00	\$15.00	\$20.00

We have implemented Special Event Pricing in order to better accommodate larger events and provide more adequate customer service to these groups. These events include but are not limited to graduation receptions, birthday parties, bridal showers, baby showers, tournaments, and other receptions held on courts 1-4, center court, or in the aquatics center. The below pricing includes setup and breakdown along with extra staffing and cleaning.

\$75/hour -up to 30 people

\$100/hour for 31+ people

Tournaments: \$100/hour

Fees

76-100 people = \$150 fee

101-150 people = \$200 fee

151-200+ people = \$250 fee



event
pricing



Hill Student Center

Hill Student Center Usage Policy

- Recognized Student Organizations (RSO's) will not pay for using the facility during normal hours
- UAB Departments hosting either student or non-student events will pay the UAB hourly user fee plus a service fee.
- Sponsored groups (a non-uab organization sponsored by an RSO, UAB academic or administrative department and not an individual person) will pay the full hourly user fee plus a service fee.

Service Fees

	UAB Departments	Sponsored Groups	Service Fee	
Ballroom	\$200.00	\$400.00	\$100.00	
1 Section- Ballroom	\$50.00	\$100.00	\$30.00	
2 Sections - Ballroom	\$100.00	\$200.00	\$60.00	
3 Sections - Ballroom	\$150.00	\$300.00	\$90.00	
Alumni Theater	\$75.00	\$150.00	\$50.00	
Room 101	\$25.00	\$50.00	\$10.00	
Performance Lounge	\$25.00	\$50.00	\$10.00	
Amphitheater	\$50.00	\$100.00	\$10.00	
Room 203	\$40.00	\$80.00	\$10.00	
Room 204	\$20.00	\$40.00	\$20.00	\$30.00
Room 206	\$20.00	\$40.00	\$20.00	if combined
Room 220	\$30.00	\$60.00	\$20.00	
Room 309	\$25.00	\$50.00	\$10.00	
Room 312	\$25.00	\$50.00	\$20.00	
Room 314	\$30.00	\$60.00	\$20.00	
Room 316	\$40.00	\$80.00	\$20.00	
Room 318	\$50.00	\$100.00	\$30.00	
	50% Discount	FULL RATE		

fee structure
& usage
policy