

Summer Conference Housing

The University of Delaware operates a total of 8 residence halls to meet your summer housing needs. We also offer full and partial meal plans at our North Campus Dining Hall. We invite you to learn more about our residence hall features and amenities below.

Guest Amenities

The following housing amenities are provided to all summer guests that are visiting as part of a group, camp, or conference:

- Toilet paper-one roll supplied in room upon arrival.
- Complimentary wireless internet access
- 16-hour front desk service (7am-11pm)
- University of Delaware Lanyard

Residence Halls

North Campus Housing

*THOMAS McKEAN, JAMES SMITH, INDEPENDENCE, GEORGE READ
AND RAY STREET HALL*

- Air-conditioning
- Double or single suite sleeping rooms
- Bed, desk, dresser, and closet or wardrobe for each guest
- Semi-private bathroom
- Nearby dining hall
- Coin-operated laundry room

East Campus Housing

****Special Use Only ****

Gilbert, Redding, South Academy Hall

- Double or Single sleeping rooms*
- Shared floor bathrooms
- Bed, desk, dresser, and closet or wardrobe for each guest
- Lounges
- Coin-operated laundry room

Summer Conference Housing Planning

The following information will be useful to keep handy during the conference planning process. For more information or if you have questions, please contact your assigned event manager or summer housing manager.

Dates and Deadlines

2019 First Available Night	June 10 th
2019 Last Available Night	August 14 th (check out on August 15)
Deposit	Upon signing the Agreement
Final Housing and Meal Guarantees	7 days prior to check in
Final Rooming List	4 Business days prior to check in
Final Payment	Due within 30 days of receiving final invoice

Packing List

We recommend the following packing list for all attendees:

- **Toiletries**—Soap, shampoo, and other toiletries are not provided.
- **Alarm clock/phone**—Rooms are not equipped with an alarm clock or phone.
- **Water bottle**—It is very important for guests to stay properly hydrated. Attendees can fill up their water bottle in one of the numerous hydration stations across campus.
- **Sunscreen**—Sunburns can happen easily; even though we are a 1.5 hour drive to the beach, the sun still shines here in Newark!
- **Weather protection**—Although summers are generally warm and dry, guests should be prepared for unexpected weather or temperature changes by packing a light jacket, long pants, closed toe shoes, and a small umbrella.
- **Cash & quarters**—Vending machines and laundry rooms are coin-operated. Guests bringing a vehicle to campus may also need cash to purchase a parking permit or pay meters.
- **Laundry detergent**—Guests staying for longer than a week are encouraged to bring detergent for their laundry needs, as well as quarters for the washers and dryers.
- **Fan**—We do not provide fans, guests staying in a non-air-conditioned residence hall are encouraged to bring their own fan whenever possible

Linen Packages

- Linen packages are available for purchase for your summer camp, conference, or retreat at \$30 per package
- All attendees whose group purchases the linen option, will receive a pillow, blanket, 2 flat sheets, a pillow case, and bath towel and a hand towel.
- Guests will be responsible for laundering their own linens or purchasing an additional package as needed.
- Upon departure, linens must be piled on bed for easy removal.

Transportation

Public transportation to and from the UD campus includes **Bus or Rail services** <https://www.amtrak.com/home.html> to popular locations. Please be sure to visit the **GWCVB_website** <https://www.visitwilmingtonde.com/> for trip planning, schedules, and other helpful information.

Mail

Mail cannot be delivered directly to the residence halls during the summer months.

Package Deliveries are generally delayed by 2 days in many instances due to transfers from shipper. Summer Staff does not notify summer attendees of mail/package delivery. All attendees are responsible for picking up their mail within 2 weeks of delivery or mail/packages are returned to sender.

We recommend that you utilize Amazon Lockers and USPS PO Boxes for summer mail.

If you need to receive a package during the summer, please see the front desk staff for instructions.

Emergency

WHAT TO DO WHEN

The University of Delaware is committed to creating a safe environment at all times. Clients are encouraged to become familiar with the University's Safety and Emergency Procedures <http://www1.udel.edu/emergency/>. Faculty, staff, students, and visitors should contact Campus Safety <http://www1.udel.edu/safety/> for safety concerns and questions at all times. Please make note of the following important phone numbers:

- Life Threatening Emergency: 911
- Campus Safety- Non-Emergency: 302-831-2222

HOSPITAL

On-campus health services are not available for summer conference guests. The nearest hospital to the UD campus is:

Christiana Care Hospital	https://christianacare.org/	302-733-1000
Newark Emergency	http://newarkurgentcare.org/	302-738-4300
Christiana Care Now Medical Aid Unit	https://christianacare.org/services/medicalaidunit/	302-533-7148

Summer Internship Housing

The University of Delaware (UD) is now accepting applications for Summer 2019 Internship Housing.

Applications will be accepted until 12:00 PM (ET) on May 15th, 2019 or until all spaces are filled, whichever occurs first. Before completing the [Internship Housing Request Form](#) please review the following important information, along with the [Housing Policies and Procedures](#). If you have questions, please contact Conference & Event Services at 302-831-2886 or matthews@udel.edu.

Dates and Availability

Housing is available starting at 5:00pm on Monday, June 8th until 11:00 am on Saturday, August 15th. UD cannot accommodate any guests outside of this time period.

- Applicants must meet the following requirements to be considered:
- Be 18 years of age or older;
- Be enrolled at a college or university;
- Participate in an internship located within 25 miles of Newark, DE;
- Stay for a minimum of 15 nights within the available dates above;
- Proof of Internship Letter from grantor.

Housing Options

Internship Housing guests will reside on Laird Campus. The Residence Hall Buildings offer the following floor plan options, subject to availability:

- [2-Bedroom, 1-Bathroom](#) (4 occupants) \$50 per night if less than the full 9 weeks
- [2-Bedroom, 1-Bathroom](#) (2 occupants) \$40 per night if less than the full 9 weeks

NO REFUNDS WILL BE GIVEN FOR CHECK-OUTS PRIOR TO THE DATE LISTED ABOVE.

- Housing space is limited. The earliest date available for check-in is June 8, 2020 after 5:00 PM. The latest date for check-out is August 15, 2020 by 11:00 AM. These dates and times are firm.
- When paying in full with application the total cost from 6/8-8/15 is \$1768.00 (double suite=4 beds) and \$2176.00 (single suite=2 beds) and the total is **due with application/request**. No money will be refunded for partial stays, early move outs, etc...

WHAT WE PROVIDE

- Bedroom furniture: Twin size bed, dresser, desk, and chair
- Utilities (no extra cost): Guest Wi-Fi, air-conditioning, electricity, and water
- Building Amenities (extra costs apply): Laundry room
- Building Kitchens (rules apply) *

WHAT TO BRING

- Bedding, pillows, and sheets (XL Twin recommended for best fit)
- Linens, towels, and toiletries
- Laundry bag and HE laundry detergent
- Vacuum, cleaning tools, and cleaning supplies
- Television and personal electronics (e.g. laptop, printer, etc.)
- Refrigerator
- Microwave

Intern Housing and Fees

Housing fees are per person, so applicants requesting a bed within a 1 or 2-Bedroom unit will be assigned roommates/suitemates who are also Internship Housing guests. Roommate assignments will be gender-specific.

- Housing Payment: Non Refundable [Credit Card Authorization](#)
- Single bed in a 2-Bedroom Shared Suite (4 people total): 6/10-8/10 is \$1450 total stay per person.
- Single bed in a 2-Bedroom Shared Suite (2 people total): 6/10-8/10 is \$1750.00 total stay per person.
- Parking Passes available: \$ per day, \$ per week, \$ per month: you may purchase parking passes through [parking services](#)
http://www1.udel.edu/transportation/parking/online-services_epark.html

- **Parking meters are never free/University spaces are not to be parked in/**
- **handicap must be displaying handicap tag or license plate and must be registered with the University of Delaware.**

PAYMENT SCHEDULE

All intern housing students are required to pay the summer housing fee up front with a credit card. Housing Fees are due in advance. For example, a student staying from June 10 -August 10, 2019 will have the following payment schedule:

- Full Payment for June 10-August 10, 2019 paid by June 1st \$1768.00 (4 person suite) or \$2176.00 (2 person suite)
- Non refundable at any time and amount not applicable for any other stay.
- Non Refundable Credit Card Payment : Due with signed Housing Agreement
- Housing Fees for Start Date thru expected end date: 30 days prior to arrival

If damages or loss of keys or access cards/fobs or meal cards occur, the damage or loss costs will be billed within 30 days.

Application Process

Please gather the following details & documents **prior** to completing the [Internship Housing Request Form](#). **All documents must be provided in the form of a clear and legible PDF file, or the application will be rejected.**

1. Check-in & Check-out Dates
2. Proof of Enrollment Provided by University/College
3. Proof of Internship Provided by Employer

Policies & Procedures for Summer Conference and Camp Housing

The following is a basic summary of policies and procedures for overnight summer conferences, camps and programs. This does not include all policies and it does not replace the Summer Housing & Conference Services Agreement (contract), which contains a detailed explanation of all policies and procedures.

Terms and Conditions (must be signed and returned with housing request)

Booking Process

To obtain availability and pricing please fill out the **Housing Request Form** and email the form to matthews@udel.edu. Please be sure to include the following details in your request:

- Brief description of your program and organization
- Check-in & check-out dates (1st, 2nd, and 3rd choices)
- Meeting room needs
- Meal plan and/or catering needs
- Other event details

Tax Exemption

Delaware is a TAX Free State, we do not charge sales tax.

Insurance

All clients are required to secure a commercial general liability insurance policy for a minimum limit of **\$1 million per occurrence and \$2 million in the aggregate**, including coverage for **fire damage of at least \$300,000 per occurrence**. The policy must be valid for the dates and times of the program, and include the University of Delaware as an additional insured.

As evidence of such coverage, the client must provide the University with a certificate of insurance (COI) at least **30 days prior to the program start date**.

Supervision

The University is dedicated to the safety and welfare of minors on the University's campus. All events must adhere to the Protection of Minors on Campus <https://sites.udel.edu/oei/protection-of-minors-policy/> policy. In accordance with this policy, the following procedures apply. The client must inform, and provide proper training to, its chaperones, employees, volunteers, and representatives regarding these procedures.

PREVENTION

- Always be vigilant in protecting the well-being and safety of all minors and be familiar with University safety, security, and emergency procedures.
- Demonstrate respectful behavior toward minors; do not engage in abuse or neglect of any kind toward, or in the presence of, a minor.
- When having a one-on-one interaction with a minor, meet in an open, well-illuminated space or whenever reasonably feasible and practical.
- Do not provide alcohol, tobacco products, or illegal drugs to a minor.
- Do not engage in any sexually oriented behavior with a minor.
- Do not touch a minor in a manner that a reasonable person could interpret as inappropriate.

REPORTING

- Report immediately to the University Department of Campus Safety suspected or actual instances of abuse or neglect of any minor on the University campus. Campus Safety can be reached at any time at 302-831-2222.
- When required by Delaware law, report to appropriate state or local government officials suspected or actual instances of abuse or neglect.

PERMISSIONS & AUTHORIZATIONS

For every minor attending the Camp unaccompanied by a parent or legal guardian:

- Obtain permission from the minor's parent or legal guardian before the minor can participate in the Event.
- Maintain procedures for notifying parents or legal guardians of minors in case of emergency, and provide information to parents or legal guardians about how to report concerns about any incidents that may have occurred during the minor's participation in the Event.
- The University recommends obtaining a medical release for hospital and/or physician treatment signed by at least one parent or legal guardian.

SUPERVISION

- Ensure adequate supervision of minors (children under the age of 18) by chaperones at all times. Chaperones must be an adult (over the age of 18).
- The University requires a minimum of one chaperone for every 12 minors, but recommends the following supervision ratios, when appropriate:
 - Minors ages 8-14 – one chaperone for every 10 minors.
 - Minors ages 15-17 – one chaperone for every 12 minors.
- When supervising minors overnight, chaperones must not enter a minor's room, suite, bathroom, or similar area without a second chaperone present or in the immediate vicinity.
- Conduct a criminal background check on all chaperones, employees, volunteers, and representatives supervising or having regular interaction with minors at the Event. Criminal background checks are the sole responsibility and expense of the client. Client shall be responsible for assessing whether or not to exclude from participation in the event any chaperone, employee, volunteer, or representative whose background check contains a conviction or other adverse information. Conducting background checks does not release or limit the client of any liabilities to University arising from the actions of the client's chaperones, employees, volunteers or representatives.

DAMAGES

The use of adhesives, nails, or items that may damage the premises are not allowed. Charges will be assessed on the Final Invoice for any damages to rooms, buildings, furniture, lawns and/or equipment.

Housing

ROOM BLOCK

Room blocks are based upon the estimated attendance provided by the client at the time of requesting a housing contract. The client may add or release rooms in the room block, subject to availability, at any point after signing the contract **until the Housing Guarantee deadline**. Clients should inform their event manager and/or summer housing manager of any changes as soon as possible.

HOUSING GUARANTEE

The Housing Guarantee is due no later than **7 business days prior to the group's check-in date**. Upon conclusion of the event, the University will charge the client based on the Guarantee or the actual attendance, whichever is higher.

ROOM ASSIGNMENTS

Clients are responsible for assigning guests to rooms. After receipt of the Housing Guarantee, a blank rooming spreadsheet will be provided for this purpose. The final Rooming List is due no later than **4 business days prior to check-in**. Please note:

- Assignments must be gender-specific within rooms and suites. Adults may not share rooms or suites with minors.
- Exceptions to the above can be made in family situations and are subject to the University's approval.

CHECK-IN & CHECK-OUT

Check-in is after 2:00 PM and check-out prior to 11:00 AM. Early check-ins or late check-outs are subject to the University's approval and may incur additional fees. The entire group must check-in and check-out on the same date and time period.

All room keys must be returned to the Christiana Commons Front Desk or designated check out lounge at the time of check-out. If a guest leaves without returning the room key, the University will proceed to replace the lock and add this cost to the conference invoice.

MINIMUM AGE

The minimum age for overnight guests in the residence halls is 8 years of age.

Dining

MEAL PLAN

Meal plans are based upon the estimated attendance and meal schedule provided by the client at the time of requesting a contract. The client may change the meal plan, subject to availability, at any point after signing the contract **until the Meal Guarantee deadline**. Clients should inform their event manager of any changes as soon as possible.

MEAL GUARANTEE

The Meal Guarantee is due no later than **7 business days prior to the group's check-in date**. Upon conclusion of the event, the University will charge the client based on the Guarantee or the actual use, whichever is higher.

MEAL SCHEDULING

While meal plans can be customized for each group, all participants within a group must be on the same meal plan. In the case of groups that have overnight vs. commuter guests, two meal plans can be made available. However, individual exceptions to the group's meal plan(s) cannot be accommodated.

In addition, each group will be assigned a time frame for each meal in order to avoid long lines and provide expedite service.

Catering

We provide catering services in virtually all locations through ARAMARK. The University of Delaware does not allow outside caterers on campus.

Parking

Guest(s) may purchase a permit through [parking services](http://www.udel.edu/transportation/parking/permit-prices.html)
<http://www.udel.edu/transportation/parking/permit-prices.html>.

**Parking meters are never free/University spaces are not to be parked in/
handicap must be displaying handicap tag or license plate and must be registered with the University
of Delaware.**

Disability Accommodations

It is both the client's and the University's responsibility to provide facility accommodations for guests with a disability or medical condition. Therefore, it is imperative that the client inform the University if any guests or potential guests are in need of such accommodations.

In some cases, the University may request additional information from the guest in order to determine appropriate measures.

It is the client's sole responsibility and expense to provide disability or medical accommodations pertaining to the program or content of the event. If necessary, the University may provide the client with a list of providers of assistive services.

ONLY animals trained to assist the disabled are allowed in University facilities.

- You must provide the University with the appropriate legal credentials for all service type animals 14 days prior to arrival on campus.

Miscellaneous

CANDLES & FIREWORKS

- The use of candles is not allowed on the University of Delaware Campus.
- The use of fireworks (including sparklers) is not allowed on the University of Delaware campus.

SMOKE-FREE POLICY

The University of Delaware campus is 100% smoke free. Smoking is not allowed indoors or outdoors on campus property; this does not apply to sidewalks or other public areas surrounding the campus.

Kitchens and Lounge use Policy

Kitchens and Lounges are NOT eligible for individual or group reservation.

Kitchens are to be used solely for culinary purposes (cooking/food preparation), and all groups are responsible for their own clean up and trash removal.

The University does not provide any kitchen equipment, cleaning supplies, utensils, etc...

Kitchen privileges will be revoked from any group that violates the kitchen use policy.

We do NOT allow you to store any kitchen supplies in the kitchen.

We do NOT allow you to leave food items in the refrigerators for a period of more than 24 hours.

Any food items left in refrigerators will be disposed of.

The University and staff will NOT be held liable for any food, cooking utensils, nor any other items that have been left in the kitchen or not properly disposed of.

ALL trash and waste must be removed from the University premises and properly disposed of in the dumpsters located outside of each building.

If you are with a group that needs refrigerator/freezer storage for a special event, you MUST contact Cathy Matthews to ensure that your building Custodial Manager is aware.

Lounges CANNOT be reserved at the University of Delaware unless your group is the only group in the building or on that specific floor. Lounge Fees vary depending on what you are reserving the lounge for.

All lounge space is for the use of the entire building, and no one is permitted to block off, post signs, or in any way prohibit anyone from entering the space.

If you would like to reserve a space for meetings, please contact

Cathy Matthews by email at matthews@udel.edu.

**Meeting spaces are available on campus
and at Clayton Hall for a fee.**

www.udel.edu/conferences

302-831-2214

Front Desk at Christiana Commons (summer only)

302-831-1245