Housing Rates & Terms:

The following **nightly rates** will apply:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliated</td>
<td>Camps hosted by internal units or campus employees with revenue generated that supports University operations</td>
<td>$24 per camper/ per night</td>
</tr>
<tr>
<td>Quasi-Affiliated</td>
<td>Camps hosted by internal units or campus employees, with revenue generated that supports private interests</td>
<td>$30 per camper/ per night</td>
</tr>
<tr>
<td>Non-Affiliated</td>
<td>Camps hosted by non-University businesses and organizations</td>
<td>$40 per camper/ per night</td>
</tr>
</tbody>
</table>

*Discounted for stays lasting three or more nights. Summer camp groups, especially short term groups, require more frequent unit turns and incur additional cleaning and maintenance challenges beyond those presented by long term residents, thus resulting in a need to increase revenue to cover associated costs.*

Facilities:
- Zigler Hall, Watkins Hall, King Hall (suite-style)
- Collette Hall (traditional suite-style)
- Burton Hall* (suite-style)

*Burton Hall is the most modern of all potentially utilized facilities. It incurs a $50 per suite cleaning fee due to the University’s contractual cleaning cycle. This fee is applied regardless of the amount of days per stay or the amount of units utilized within a suite.*
Check-In Procedures:

- Camps should report to the Housing Clubhouse between 8:00 a.m to 2:00 p.m. to check in and receive keys. This may be done the day-of or the day before. Expected check-in time should be communicated with McNeese Housing so preparations can be made.
- The earliest time for check-in is 8:00 a.m. on Monday – Friday.
- The latest time for check-in is 10:00 a.m. on Monday – Friday. However, this is subject to a time agreed upon between the McNeese Housing and camp.
- Check-in is not conducted on weekends. If a camp is scheduled to report on a weekend day keys must be picked up Monday–Friday prior. There is 24-hour lockout number in case of an emergency 877-867-8410.

Check-Out Procedures:

- Camps must check out and clear residence halls by or before 5:00 p.m.
- No participant may remain in a room after the designated group check-out time.
- At the end of the designated check-out time, campers will no longer have access to the building through individual card swipe.
- Individual persons checking out after 5:00 p.m. may be billed for that night’s stay, unless exceptions are agreed to by McNeese Housing during check-in.

Binding reservation contracts will be signed by camp organizers.

**Deposits for housing** will be charged as follows:

- $5 per bed per days reserved with $2,500 maximum paid at time reservation is confirmed for non-organizational units of the University
- $500 flat reservation deposit for organizational units of the University
- All deposits may be applied toward final payment

Camps will be charged for every bed reserved whether or not the bed is occupied.

Housing cancellation policy will be as follows:

- 60 days prior—100% refund upon receipt of written cancellation notice
- 30 days prior—25% refund upon receipt of written cancellation notice
- Less than 30 days—NO REFUND

Camps that have counselors arriving prior to and departing after camps will be charged for the nights beds are reserved. These beds are considered in use by the camp group since they are not available to rent to other parties.

Final payments are due at check out. Organizational units of the University may provide a purchase order at check in and will have 15 days from check out to make final payment.

All camps, except those sponsored by organizational units of the University, must provide proof of insurance in compliance with the following:
- General liability policy ($1,000,000 per occurrence; $3,000,000 aggregate) in which the following interests are named, co-insured parties (certificate holders or additionally insured):
  a) McNeese State University
  b) Cowboy Facilities, Inc.
  c) Rise Residential, LLC
  d) McNeese Dining/Chartwells
- Automobile liability pursuant to Louisiana law for motor vehicles used in the transport of students on the camps and other camp-related businesses occurring on campus.

No food purchased outside of McNeese Dining/Chartwells will be allowed in residence halls without prior approval from housing office and Office of Student Services.

**Camp Housing Rules and Regulations**

Each camp member is responsible for keeping their residence hall spaces clean, in order and free from damage.
- A team member from McNeese Housing and Residential Life will accompany the camp at check in and check out to assess move in/out condition.
- Campers will be responsible for any damages to the room or furnishings.

Valuables such as money, watches, and jewelry should be properly safeguarded. McNeese Housing and Residential Life is not responsible for lost or stolen items. Lost or stolen items should be reported to campus police at 337.475.5711.

Trash should be disposed of in designated receptacles only. Trash and debris of any kind should not be left outside of the suite at any time. Trash and debris left outside or after check out will incur a $25 fine (per trash bag).

The following are **not** permitted on-campus or in the residence halls:

I. Athletic Activities:
   a) Athletic activities are prohibited in the residence halls. Running, throwing, wrestling and similar activities are to be done outside of the residence halls.

II. Fire/Fire Risk:
   a) Smoking is prohibited in all buildings on campus.
   b) There will be no storage in any area of any material or item of any kind or description that is combustible, or would increase the risk of fire. These items include but are not limited to candles of any type, incense, halogen lamps, fireworks and open burner cooking devices.
   c) Camp/Campers agree that they will NOT tamper with emergency and fire equipment.

III. Drug / Alcohol / Weapon Free Housing:
   a) Resident, any guest, or any person under the resident’s control shall NOT engage in criminal activity, including drug-related criminal activity, ON or NEAR the property
premises. “Drug-related activity” means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance.

b) Alcohol consumption and possession is not permitted ON or NEAR the premises.

c) Resident, any guest, or any person under the resident’s control shall NOT engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, ON or NEAR the premises.

IV. Pets:

a) No pets or visiting pets allowed on University grounds or in residence halls. Resident will not keep any pets in or about the premises.

b) Campers with preapproved documentation will be approved to bring in animal if, camper needs a certified animal, certified as being specially trained to aid the camper in his/her disability, within the premises, the rental facility and all other related structures in accordance with applicable laws.

c) Unauthorized pets will result in illegal pet fines for the camp/camper.

V. Furniture:

a) If any equipment or furniture is moved or borrowed, it should be returned to it’s original location.

b) Moving furniture from room to room is not allowed.

c) Unreturned items and moved furniture will be charged to the camp/camper.

d) Camp/Campers are responsible for fees incurred to replace damaged furniture.

Additional Check-Out Information

All keys must be returned at check-out. Lost room keys will be charged back to the camp at a rate of $50 per room key. Lost master keys will be charged back to the camp/camper at a rate of $200 per master key.

Contact Information

If you an emergency in campus housing, contact Campus Police at 337-475-5711.

Routine Maintenance: Monday – Friday 8:00 a.m.-5:00 p.m. dial 337-475-5606 for assistance.

After Hours Maintenance Emergencies: i.e. AC Outage, Toilet Overflow, Leaks - dial 877-867-8410 and leave a message for a technician.