

Murray State University
Summer Conference Housing Assignment and Building Rules

Your room number is _____.

The desk phone numbers are (270) 809-

Clark - 7500	Elizabeth - 6284	Hart - 4000	Hester - 2395	JH Richmond - 7700
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Dear Camp/Conference Attendee:

Please take a few moments to read over the information provided below. We hope your experience at Murray State University will be rewarding. The Housing Staff will do their best to ensure that it is.

1. You will be given either a key or a key card to your room. It is your responsibility to keep track of this key. If you lose it, please report this immediately to the front desk of your hall. Your group will be billed a \$75 lock change charge for a lost key if it isn't found. If a key card is lost, your group will be billed a \$20 replacement fee. For your safety, ***always lock your door!***
2. You are responsible for all damages done to your room. The MSU Staff has already checked the room prior to your arrival. We will check the room after you leave. All damages to the room will be directly charged to you. If your roommate damages the room, you must report this immediately so you will not be held responsible. Otherwise, we will assume that the damage was caused by both of you. *This includes cleaning charges for rooms that are left excessively dirty.* All trash MUST be taken out of the room to the dumpsters outside of the building before you leave.
3. In case of emergency, contact the front desk.
4. No smoking in the residence hall or in your room.
5. No alcoholic beverages of any type are allowed in the residence hall or in your room.
6. No illegal drugs or weapons of any sort are allowed in the residence hall room, including explosives.
7. There is **no visitation** in your residence hall room. Only those assigned to your space are allowed to be in your room and you are not to be in a room that you have not been assigned to. Visitation in the main lobby and common areas of the residence hall is permissible.
8. Conduct which is harmful to the atmosphere of the residence hall, other facilities, or persons, such as running, shouting, fighting, tampering with the vending machines, stealing, damaging University property, harassment, etc. is strictly prohibited. *This includes bulletin boards and emergency notification equipment.* Some actions may warrant attention by local authorities.
9. Horseplay, including but not limited to, playing football or basketball, using athletic equipment, frisbees, skateboards, skates, roller-blades, water guns, water balloons, or golf equipment in hallways or other common areas including the exteriors of the residential buildings (within 50 feet) is prohibited.
10. **Fire Procedures** - if the fire alarm sounds, you are to go to the nearest exit and evacuate the building immediately. Do not use the elevator to exit the building. Once you are outside the building, stand in the area designated by the staff. You should not leave the area. You must not re-enter the building while the alarm is sounding. You may return to the building when Housing Staff informs you that you may enter the building ****Please note that this facility is equipped with a fire suppression system.**
11. Do not hang objects out of the window. Do not throw objects from the windows.
12. Do not tamper with or hang objects near the fire safety equipment in the rooms. This includes sprinkler heads, smoke detectors, and fire alarm speakers.
13. SUPER-SOAKERS, water guns, and other simulated weapons are not allowed on campus. These will be confiscated if seen inside the building.

All of the above guidelines are created to protect each conference attendee and their possessions. Failure to abide by University and Housing rules will result in immediate expulsion from the residence hall. Expulsion from the conference will be left to the discretion of the conference coordinator, but the conference attendee will not be permitted to remain in the residence hall. This applies to live-in conference staff as well.

By signing below, I recognize that I have read and understand the above mentioned rules and agree to abide by them. I know that I must follow the rules set forth by the University and Housing because they are created for my safety.

Name _____

Date _____

Signature _____

**Murray State University
Summer Conferences
Housing Registration Form**

Camp/Conference Attending _____

Name _____ Gender M F N Age (if under 18) _____

Full Address _____

City State Zip

Cell Phone () _____

Disabilities/Allergies/Medications: _____

To be completed by staff:

Building: _____ Room: _____ Key Core #: _____

Roommate: _____ Private Double

Date Check-In: _____ Date Check-Out: _____ Nights Stayed: _____