Conference Handbook 2016
# TABLE OF CONTENTS

HANDBOOK OVERVIEW .......................................................................................................................... 3  
Guest Use ............................................................................................................................................ 3

FACILITIES .......................................................................................................................................... 4  
Overnight Conference Accommodations .......................................................................................... 4  
Meeting and Catering Facilities ........................................................................................................ 6

SERVICES ............................................................................................................................................. 11  
Dining Services .................................................................................................................................. 18  
University Catering ........................................................................................................................... 19  
Media Services .................................................................................................................................... 19  
WIFI ...................................................................................................................................................... 20  
Transportation ....................................................................................................................................... 20  
Library .................................................................................................................................................. 21  
University Print & Bindery ................................................................................................................ 24  
EVOKE a print studio ............................................................................................................................. 24  
University Bookstore .......................................................................................................................... 24  
Mail Services ......................................................................................................................................... 24  
Use of name “Azusa Pacific University” ............................................................................................. 25  
Additional Equipment ........................................................................................................................ 25

PLANNING YOUR EVENT .................................................................................................................... 26  
Group Contact Person ........................................................................................................................ 26  
Conference Services Staff .................................................................................................................. 26  
Supervisors and Counselors ............................................................................................................... 26  
Mailing Boxes to and from APU for your event ................................................................................... 27

CONFERENCE SERVICE POLICIES .................................................................................................... 28

AZUSA PACIFIC UNIVERSITY POLICY ON PROGRAMS INVOLVING MINORS .................................. 30

BOOKING PROCEDURE ...................................................................................................................... 45  
Registration ........................................................................................................................................ 45  
Contract .............................................................................................................................................. 45  
Fees and Charges ................................................................................................................................. 45  
Deposits and Payments ....................................................................................................................... 45  
Contract Additions .............................................................................................................................. 46

WHEN YOU ARRIVE .............................................................................................................................. 47  
Room Assignment/Housing Lists ........................................................................................................ 47  
Room Keys .......................................................................................................................................... 47  
Personnel ............................................................................................................................................ 47
Meal Cards ....................................................................................................................... 47
Insurance ............................................................................................................................. 47
Medical Release .................................................................................................................. 48
Cancellations and Changes ................................................................................................. 48

WHILE YOUR GROUP IS HERE .......................................................................................... 49
  Sign Hanging and Decorating ............................................................................................ 49
  Mail ................................................................................................................................... 49
  Arrival Time ....................................................................................................................... 49
  Check in Procedures ......................................................................................................... 49
  Parking .............................................................................................................................. 49
  Security .............................................................................................................................. 50
  Emergencies ...................................................................................................................... 50
  Missing Persons ................................................................................................................ 50
  Curfew ............................................................................................................................... 50
  Wake up Calls .................................................................................................................... 50

CHECK OUT .......................................................................................................................... 51

WHEN YOUR EVENT IS OVER .......................................................................................... 52
  Final Payment .................................................................................................................... 52
  Follow up ........................................................................................................................... 52

APU CONFERENCE REGISTRATION AND PAYMENT TIMELINE ........................................ 53

AZUSA PACIFIC UNIVERSITY MEDICAL AUTHORIZATION AND RELEASE ..................... 55

ADDITIONAL FORMS AND PAPERWORK ..................................................................... 56
HANDBOOK OVERVIEW

Thank you for your inquiry regarding use of facilities at Azusa Pacific University (APU) Conference Services. This handbook contains information that is crucial to the success of your event. The Handbook also serves as a contract supplement to APU’s Conference Contract that you will be signing should you decide to use the university’s facilities.

To insure a well-organized event, the Guest Group Leader should become familiar with the Conference Handbook as well as the contract during the planning process.

GUEST USE

There are university facilities available to the general public for private weddings and events throughout the year. In addition, churches, businesses and/or other non-profit organizations may use APU’s facilities on a “Day Use” basis provided that space is available. Lodging for residential conferences and camps is typically available from the middle of May through the end of July.

APU students, faculty, and staff may utilize university facilities on a space–available basis throughout the year. Reservations must be made by following the established booking procedures. Lodging may not be available for all functions.
FACILITIES

OVERNIGHT CONFERENCE ACCOMMODATIONS
All lodging areas are used as residence halls during the year, and are furnished with beds, dressers and desks with chairs. An optional linen package includes 1 pillow, 1 pillowcase, 2 flat sheets, 1 blanket, 1 washcloth, 1 hand towel, 1 bath towel and shower soap. Restroom and shower facilities vary according to residence hall. Please be advised that no other amenities are provided either in the rooms or bathrooms.

Guests must provide their own toiletries, alarm clocks, irons, hangers, reading lights, etc. Hot plates and appliances are not permitted.

Residence halls will be assigned according to availability and size of the group. Each conference guest will be assigned a single bed. We will attempt to accommodate all requests but reserve the right to book as best suits the university. The various accommodations are as follows:

LODGING
Lodging prices are per person per night price. Guests may be assigned to one or two bed rooms depending on availability and lodging area that is assigned to you by Conference Services. Price assumes full occupancy for each room, there is also 10% housing tax that will be added to your bill. Groups may request single occupancy room; however, prices will change for each single occupancy room.

<table>
<thead>
<tr>
<th>LODGING</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double Occupancy</strong></td>
<td></td>
</tr>
<tr>
<td>Lodging per night without linens</td>
<td>$28.00</td>
</tr>
<tr>
<td><strong>Single Occupancy</strong></td>
<td></td>
</tr>
<tr>
<td>Lodging per night without linens</td>
<td>$33.00</td>
</tr>
<tr>
<td>MODS only with or without linens</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Linens</strong></td>
<td></td>
</tr>
<tr>
<td>Linen Package</td>
<td>$8.00</td>
</tr>
<tr>
<td>Mid-stay exchange for linens</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

(Please note that this applies only to groups staying longer than a week upon request)
TRINITY HALL
Completed in August of 2003, Trinity Hall comfortably houses approximately 350 persons. Trinity is equipped with common bathrooms, and snack/soda machines. There is a small prayer room on each wing as well as study rooms which may be used upon request only, and the residence hall is fully air conditioned. Trinity Lounge is located on the first floor and can also be used during your stay only upon request (There is a daily room charge for Trinity Lounge).

ENGSTROM HALL
This residence hall was completed in 1994 and will accommodate 296 people. It is fully air conditioned, and every pair of rooms share a bathroom. Laundry facilities, snack and soda machines are on each floor and in the lobby areas as well.

ADAMS HALL
This residence hall accommodates approximately 200 people and has common bathrooms and laundry facilities on each floor. In the lobby area there are soda and snack machines. Campus Safety is located on the first level of this residence hall as well.

SMITH HALL
Accommodating 128, this residence hall is directly across from Adams Hall, making it easy for large conferences to utilize both areas. Smith Hall also has snack and soda machines, and laundry services conveniently located in the building.

SHIRE MODS
This housing option offers two bedroom units with living room, kitchen and full bath. Partially furnished with beds, dressers, desk and chair, these units are subject to availability.

Floor plans are available via email to the group contact person as early as three weeks prior to your event. The group contact person must supply Conference Services with an alphabetized list of all overnight guests with their room assignments one week prior to the event. Because of the style of the restroom and shower facilities in most lodging areas, men and women will be assigned to separate floors and buildings. Shared rooms will be restricted to married couples or occupants of the same sex. Cohabitation of unmarried persons is prohibited. Please be aware that groups may share space in the residence halls. Please be respectful of others space.
MEETING AND CATERING FACILITIES

RATE DEFINITIONS
All of our facility rates are based on per day price and based on availability after University classes have been booked.
If the group’s personal belongings are left in the facility or if the facility is set up so that the facility is not available for another group, it will be considered as being occupied for the entire time.

***Please keep in mind that rates are subject to change***

TURNER CAMPUS CENTER: (4 different meeting areas)

**UPPER TURNER** | Daily $850
This is a versatile meeting room. It can accommodate up to 1,000 people and even more in theater-style seating. Complete with stage, sound system* and piano, this is the ideal location for large meetings, concerts, worship and more. In addition, the room can be used as a banquet hall with space for service to groups as large as 450. We can also accommodate smaller, more intimate gatherings in our North Upper Turner area.

**NORTH UPPER TURNER** | Daily $350
This room will hold 112 people seated at tables or 300 seated lecture style. This room is great for small events and the north windows face the beautiful foothills.

**LOWER TURNER/1899 DINING HALL**
This location is only used for meal service only. Seating is a maximum capacity of 230.

**PRESIDENT’S DINING ROOM** | Daily $350
Ideal for elegant dining or executive meetings, this room seats a maximum of 48 people and is able to be equipped with sound or video*.

**NICHOLSON-PARMETER FACULTY DINING ROOM**
This room is connected directly to 1899 Dining Hall and can be utilized for groups looking for an area less crowded for a nice lunch meeting or nice get together.
**WYANT LECTURE HALL** | Daily $350
This is a modern lecture hall with theater-style seating and can accommodate 150 people. This room is perfect for showing videos, slides or overheads*. The room is also equipped with whiteboard, podium, microphone* and demonstration table.

**CARL WYNN LECTURE HALL** | Daily $350
This is a modern lecture hall that seats 90 people. This room is perfect for showing videos, slides or overheads*. The room is also equipped with a whiteboard, podium, microphone* and demonstration table.

**LAPC BOARD ROOM** | Daily $450
This is one of our banquet facilities. This room is set with round tables and can seat up to 100 people. It is an ideal location for catered events, but can also be used for meetings.

**RESIDENCE HALL LOUNGES** | Daily $125
All four residence hall lounges are comfortably arranged with couches and chairs and are excellent for small and informal discussion groups. Furniture cannot be removed from any lounge, no lecture style, no round tables. Rooms are as is only.

**SEVEN PALMS AMPHITHEATER** | Daily $100
Located in the middle of our beautiful campus, this is an outdoor, sloping grass amphitheater. It is ideal for fellowship events, picnic lunches, or worship for a maximum of 250 people.

**OUTDOOR AREAS** | Daily $350 - $2500
Centennial Courtyard, Wynn Amphitheater (Seats 1000), Trinity Lawn, Dillon Recreational Complex, Kresge Plaza, West campus lawn, Wilden Lawn, Duke Plaza, Azusa Square
CLASSROOMS | Daily $100
All classrooms have media equipment available*. Space availability ranges from 35 to 60 people. Availability is subject to class schedules.

WILDEN ATRIUM | Daily $450
Located on East Campus, this glass enclosed facility is great for afternoon luncheons and small intimate weddings. Seating in the round with a maximum capacity of 100 or lecture style with a maximum capacity of 120 is available for your event. Availability is based on current class schedules as this location is adjacent to high use classrooms.

RECREATION | Daily $300 - $3500
Recreational facilities, including a gymnasium, recreation room and athletic fields are available for use. It is necessary for the group contact person to make arrangements with Conference Services. Reservations may be made for two hour blocks of time.

*Please note that additional or varying charges may apply for audio and video equipment and services depending on the location and size of the event. Wireless access for on-line or power point presentations may also be available in certain locations.

Please note that only APU event staff is allowed to move furniture. When decorating for your event, please keep in mind that the following activities are strictly prohibited; Non-compliance will result in use or damage fees:

- Attaching any object to any APU premise by nail, screw, and/or tape.
- Altering the layout of any facility by removing or relocating interior and/or exterior furnishings and/or equipment.
- Tampering with or removing windows or window screens from any part of any building.
- Accessing locked electrical and/or sound/media equipment.
- Using and/or unlocking common area doors leading into areas not contracted for your group’s use.
- No Eating in any classrooms.
FELIX EVENT CENTER AND ATHLETIC FIELDS ARENA RENTAL RATES

FULL HOUSE CONCERT/PERFORMANCE | $3500.00/day*
Rate includes use of green room and the following: Arena set-up, including stage, chairs, floor tiles, three tables with skirting, standard utilities, curtain behind stage when on East end.

HALF HOUSE PERFORMANCE | $3000.00/day*
Rate includes use of green room and the following: Arena set-up, including stage, chairs, floor tiles, three tables with skirting, standard utilities, curtain behind stage when on East end.

ATHLETIC EVENT | $2500.00/day*
Rate includes game set up, team locker rooms, referee locker rooms, standard utilities.

*Or 12% of ticket sales, whichever is greater. Overtime rate of $250/hr applies before 8am and after 11:59pm

RENTAL RATES SHEET

<table>
<thead>
<tr>
<th>Room Rental</th>
<th>Flat Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP Room</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>$100.00/day/locker room</td>
</tr>
<tr>
<td>Hall of Champions</td>
<td>$200.00/day</td>
</tr>
</tbody>
</table>

Variable Charges:

**Ticket Office**

| Ticket office Manager          | $25.00/ 2 Hr. min |
| Ticket Sellers                 | $12.00/ 2 Hr. min |
| Ticket printing charges (Felix Ticket Office) | Variable |
| Ticket Surcharge (outside groups) | $1.00 per ticket |

**Crowd Control**

| Ushers/Ticket takers           | $12.00/ 2 hr. min |

**Facilities Staffing**

| Crew Member                    | $12.00/hour      |
| Administrative Staffing        | $12.00/hour      |
| Event Manager                  | $25.00/hour      |
| Cleaning Custodian Supervisor  | $15.00/hour      |
Technical Support
Scoreboard Operator $25.00/game
Electrician $35.00/2 hr min
Electrical Power beyond 20 amps $1.00 per amp
Rigging Tech TBD
Sound/Lighting Coordinators $25.00/2 hr min
Sound Lighting Technicians $12.00/2 hr min
Telephone Installation New $100.00/per line*
Telephone Software/Existing line $40.00/per line*
*plus applicable toll charges

Statistical Package $100.00/game

Security Personnel
APU Officers $25.00/hr 4 hr min

Medical Support
Event Medical Services $100.00*
*Covers 4 hr min, $20.00/additional hr

Parking
General Parking $3.00/day

Prices for practices and shoot around
Auxiliary Court $75.00/hour
Arena $150.00/hour

Prices for Fields for Games or Events
Football/Track and Field Stadium** $1700.00
Adams Field $400.00
Soccer Field $800.00
Cougar Soccer Complex $1000.00
Azusa Square $600.00
Baseball Field** $1250.00
Softball Field** $1000.00
West Campus Lawn $400.00

**Cannot be rented during perspective season

***Please contact the Event Services for practice field pricing.***
Cougar Dome/Student Union

Policies and Procedures

I. Jurisdiction and Operation of the Cougar Dome/Student Union shall be the responsibility of the Office of Communiversity and its staff.
   a. All decisions regarding the Union are to be considered by the Associate Director and/or Student Union Manager, hereby known as Student Union Management Staff.
   b. The Student Union Manager, hired at the beginning of each school year, shall be the primary individual responsible for the day-to-day operation of the Union.

II. Hours of Operation for the Student Union shall be determined by the Student Union Management Staff. Hours of operation for the academic year shall be as follows for InCom:
   a. Fall and Spring semesters:
      i. Monday- Friday 8 a.m. – 12 a.m.
      ii. Saturday 12 – 8 p.m.
      iii. Sunday 12 – 8 p.m.
   b. Summer
      i. Monday – Friday 4 p.m. – 9 p.m.
      ii. Saturday, Sunday CLOSED
   c. Holiday Schedule
      i. Holidays that fall on Mondays (during academic year)
         1. Friday before 8 a.m. – 12 a.m.
         2. Saturday-Sunday CLOSED
         3. Monday 4-12p.m.
      ii. Holidays that fall on Fridays (during academic year)
         1. Thursday before 8 a.m. – 12 a.m.
         2. Friday – Saturday Closed
         3. Sunday 12-8 p.m.
      iii. Holidays during Summer
         1. Closed on the Holiday
         2. The Student Union Management Staff has the discretion of closing the Union for days prior and after Holidays.

III. General Use of the Student Union and any of its services and/or equipment is for exclusive use of APU students, faculty, staff, alumni, and guests of the university.
   a. Rules and Operating Principles
      i. The use of the Student Union shall be primarily for the general use of the APU student community. Activities, events, or programs that impede the ability for APU students to use the Union shall be prohibited.
      ii. The Student Union Management Staff shall have the discretion to permit activities, events or programs that might impede with the general use of the Union during normal operating hours.
      iii. Unauthorized individuals will be asked to leave the premises and will be reported to Campus Safety.
      iv. The doors on the east end of the Union shall serve as the main entrance and exits. All other doors shall remain locked at all times unless opened by Union staff for ventilation purposes.
v. All persons using the Student Union do so on their own accord and shall not hold the university or any of its constituents liable or responsible for any injury, damage, or loss during their use of the facility.

b. Recreational Equipment (Billiards, table tennis)
   i. Individuals must present and give Student Union staff a valid/current APU ID in order to use the recreational equipment.
   ii. Guests of the university who do not have an APU ID must present and give Student Union staff a valid Driver’s License and another form of identification proving that they are guests of the university (conference nametag or wristband).
   iii. Guests of the university must pay at the InCom counter for user fee. Please refer to the rental fee.
   iv. Users returning recreational equipment IN THE SAME CONDITION as it was loaned to him/her will have their ID returned to them.
   v. Users who do not return recreational equipment in the same condition as it was loaned to him/her or lose equipment will not have their ID returned until the pay a DAMAGE FEE for the item(s) damaged. Fees are as follows:
      1. Damaged/Lost Billiard Equipment: $10 fee (per item)
      2. Damaged/Lost Table Tennis Paddle: $5 fee (per item)

c. Computer Usage
   i. Persons without a valid/current form of ID will not be permitted to use the computer until such form of ID is presented. Conference guests must present a valid form of ID and a conference nametag/wristband.
   ii. Users must use their personal APU login and password to utilize the computers. Conference guests must use the designated password given to conference attendees.
   iii. Users must comply with APU’s Acceptable Internet Use Policy (found on IMT’s page on the APU website).
   iv. Users found not in compliance with the policy will be removed from the computer terminal and be reported to IMT.
   v. Users who tamper with established settings on computers will be removed from the computer terminal and reported to IMT.

d. Gym
   i. All persons using the Gym for athletic purposes are required to wear rubber-soled athletic shoes.
   ii. Upon request, individuals using the Gym for open gym or any other athletic event must present Student Union staff a valid/current APU ID or other valid/current form of ID. Conference guests must present a valid form of ID and a conference nametag/wristband.
   iii. Persons without a valid/current form of ID will be asked to leave the facility until such form of ID is presented.
   iv. All persons using the Gym do so on their own accord and shall not hold the university or any of its constituents liable or responsible for any injury, damage, or loss during their use of the facility.
   v. The Communiversity Intramurals Program and Varsity Acrobatics and Tumbling have top priority in reserving time for the Gym.
   vi. If users of the Gym require ventilation, doors must be opened by a Student Union worker/representative. Users must go to the Incom desk, contact a
IV. Services

a. Printer services connected to the computers in the Student Union shall be available.
   i. IMT will serve as the contact department with regard to any issues regarding the copier/printer.
   ii. Neither Communiversity nor the Student Union staff shall be held responsible for the operation, malfunctioning, or other issues that users have while using the copier/printer. Student Union staff shall not refund any money to users.
   iii. In the event that a customer needs to be refunded money for services paid but not rendered, Student Union staff shall direct customers to IMT.
   iv. Persons found tampering with the copier/printer will be reported to Campus Safety.

b. Communiversity Event Ticket Sales: Ticket sales for specific Communiversity sponsored events, such as dances, Outdoor Adventure trips, etc...can be purchased at the Incom desk. Acceptable forms of payment include cash, credit/debit card, and checks.
   i. The Student Union will not refund, exchange, or resell any ticket after it has been sold to a customer. The buyer will need to contact the Office of Communiversity regarding such situations.
   ii. Deposits made for Outdoor Adventure trips are non-refundable. The participant will need to contact the Outdoor Adventure division of Communiversity regarding such situations.
   iii. Individuals listed on the “Bad Check List” (provided by the Business Office) shall not be allowed to pay for tickets with a check.

c. Consignment Sales: The sale of tickets to local amusement parks are all done online, through the Communiversity webpage
   i. Tickets shall be sold only to members of the APU community.
   ii. You must have your APU log on and password in order to purchase tickets.
   iii. The Student Union will not refund, exchange, or resell any tickets after it has been sold to a customer. The Student Union is also not responsible for any cancellations due to weather, technical difficulties, holidays, or unforeseen events.

d. Lost and Found: People losing items on campus should check at the Student Union /Information Desk. All items found will be turned into the Student Union Information Desk.
   i. Found items will be placed in the Union’s lost and found box.
   ii. Finders will have no claim on the items turned in.
   iii. A current ID and description of the lost item will be necessary to claim items.
   iv. Unclaimed items will be held at the Student Union Information Desk for one month. After this time the item will be disposed of by donation to local charities.

e. General Information regarding APU community shall be made available at the Information Desk.
i. On and off campus groups desiring for general information to be provided at the Information Desk must receive permission from the Associate Director of Communiversity prior to placing information on the Desk.

V. Private Use of Student Union shall be available to student clubs/organizations, on-campus departments through a reservation process administered through the Office of Communiversity, and off-campus organizations must go through the office of Hospitality Services.
   a. Principles
      i. The permission for groups, organizations, or individuals to privately use the Student Union shall be at the discretion of the Student Union Management Staff.
      ii. Decisions to permit or prohibit the use of the facility during normal operational hours will be determined by the perceived impact that the unavailability of the facility will have on the general student community.
      iii. Events that promote the holistic development of the APU student community shall have top priority in the private use of the facility.
      iv. Off-campus groups and organizations have the opportunity to request the use of the facility during the Summer. The use of the facility will be severely limited during the Fall and Spring academic terms.
      v. Any reserving party wishing use the Union beyond that of normal opening/closing time must arrange it at least two weeks in advance with the Student Union Management Staff. The fee will be $9.00 per hour/per staff member and any part of an hour before and/or after the normal-closing hour. It is at the discretion of the Associate Director of Communiversity if more than one staff member will be needed for the event. If the request was not arranged two weeks in advance, then the request will not be approved.
      vi. As a rule, academic classes will not be scheduled in Student Union space. Exceptions to this rule are subject to approval by the Student Union Management Staff. Classes may be scheduled in the Gym, of which all communication regarding will go through the Associate Director.
   b. Reservation Process
      i. Reserving parties requesting the use of the Student Union shall submit a Student Union Facility Request Form (available online) at least two weeks prior to the event.
      ii. Requests considered major/special events should be submitted to the Office of Communiversity at least 45 days prior to the date of the event.
      iii. The Student Union Management Staff will review all space requests on a "first come, first served basis." Only completed requests will be accepted for review.
      iv. The Student Union Management Staff will then e-mail a confirmation letter to the reserving party within 72 hours of submitting requests. Should the request be denied, the group will receive an explanation for the denial.
      v. Priority for scheduling rooms within the Student Union will be given in the following order:
         1. Communiversity Programs (including Intramurals)
         2. APU Acrobatics and Tumbling
         3. Clubs/Organizations registered with Communiversity
4. Campus departments and organizations
5. Off-campus organizations

vi. Off-campus organizations that have no direct affiliation with Azusa Pacific University may schedule use of the Student Union.
   1. Use of the space will be on the basis of availability with first priority being given to students groups and organizations.
   2. Off-campus organizations must contact the office of Hospitality Services (hospitality services is responsible for all summer conference groups).
   3. Off-campus organizations must pay a rental fee to reserve the Student Union.

   **Student Union (Lounge and Court)**
   1. *Hourly rate (up to 4 hours):* $100 per hour (+4 hours is additional flat fee of $550)
   2. *Full Day (8 hours):* $700 flat fee (+8 hours is additional $100 per hour)

   **Half Student Union (Lounge or Court)**
   3. *Hourly rate (up to 4 hours):* $75 per hour (+4 hours is additional flat fee of $375)
   4. *Full Day (8 hours):* $400 flat fee (+8 hours is additional $75 per hour)

vii. On-Campus departments/organizations will be charged at $100 fee for any repeated/recurring event of 3 times or more per semester, i.e., weekly meetings, practices, etc...In addition, on-campus departments will be charged a $50 per hour fee to use the Student Union, as outlined below and effective September 5, 2012.

   1. Fees

   **Student Union (Lounge and Court)**
   1. Hourly rate (up to 4 hours): $75 per hour (+4 hours is additional flat fee of $450)
   2. Full day (8 hours): $550 flat fee (+8 hours is additional $75 per hour)

   **Half Student Union (Lounge or court)**
   1. Hourly rate (up to 4 hours): $50 per hour (+4 hours is additional flat fee of $300)
   2. Full day (8 hours): $350 flat fee (+8 hours is additional $50 per hour)
2. The following conditions must be met when reserving the Student Union. Failure to do so will result in probationary status of reserving the building for future events.

3. Furniture- furniture must be subject to minimal movement and must be put back in the original setting for the building. Failure to do so will result in the $100 reservation fee.

4. Food- any food not cleaned up properly or spilled without cleaning will result in the $100 reservation fee.

5. Condition and cleaning- any breaking, abuse, or tarnishing of furniture, supplies, and other pieces in the Student Union will result in the $100 reservation fee. Also, any trash or left over items found from reserving party’s event will result in a $100 reservation fee.

6. Outside supplies- tables, chair, and media supplies must be removed within 48 hours of your event. The reserving party is responsible for contacting Hospitality Services or outside vendor to ensure removal. Failure to do so will result in the $100 reservation fee.

7. Time- times on the reservation must include set up and clean up. Set up will not be allowed until the time the reserving party notes in the reservation.

8. The $100 reservation fee may be waived based upon the meeting of the above criteria, at the discretion of the building manager.

viii. A reserving party cannot schedule the use of the Union for more than one semester in advance.

ix. All requests for audio/visual equipment, room setup, security, and catering are not the responsibility of the Student Union and shall be submitted by the reserving party to the appropriate campus department(s).

x. The reserving party must receive permission from the Student Union Management Staff in order to serve refreshments or food at the event. Student Union Management Staff reserves the right to prohibit or determine what types of refreshments may be served (for clean-up purposes).

xi. The reserving party must receive permission from the Student Union Management Staff in order to hang decorations in the Union.

xii. If, because of extenuating circumstances, an event is canceled, THE RESERVING PARTY MUST NOTIFY THE Office of Communiversity AS EARLY AS POSSIBLE! This will allow time to contact those concerned about the cancellation.

xiii. Any reserving party wishing use the Union beyond that of normal opening/closing time must arrange it at least two weeks in advance with the Student Union Management Staff. The fee will be $9.00 per hour/per staff member and any part of an hour before and/or after the normal-closing hour. It is at the discretion of the Associate Director of Communiversity if more than one staff member will be needed for the event. If the request was not arranged two weeks in advance, then the request will not be approved.

c. Use, Security and Liability
i. The reserving party is responsible and liable for the use, care, safety and condition of the room/area and its contents.

ii. No food or refreshments shall be served in the Union without prior permission from the Student Union Management Staff.

iii. No decorations shall be hung or taped in the Union without prior permission from the Student Union Management Staff. Any permissible decorations must in no way damage or mar the surface of the reserved area.

iv. Union Furniture (tables and chairs) and recreational equipment shall not be moved by anyone other than Student Union Management staff. If a Student Union Management Staff member is not present, special arrangements must be made and approved by the Associate Director.

v. The reserving party incurs responsibility for security measures and arrangements relative to its proposed event. He/she thereby assumes full responsibility for any damages, theft or vandalism resulting from either the use of space and/or equipment, or failure to notify the Student Union Management Staff so that rooms and equipment can be secured. Items which are broken or not in their original condition when the building was reserved will be charged to the personnel renting/reserving the space.

vi. For those activities that require the hiring of security personnel, it is the responsibility of the reserving party to make arrangements that meet the approval of Student Union Management Staff and Office of Campus Safety.

d. After Events

i. The reserving party is responsible for insuring that the reserved space is cleaned after an event. This includes collecting trash and putting all tables and chairs where they belong. Failure to do so will result in a $100 cleaning fee.

ii. The reserving party must remove all decorations following the event. A $100 damage fee will be assessed for decorations that damage or mar the surface of the reserved area.

iii. The reserving party must ensure that all external media and tables/chairs are removed in a timely fashion. Failure to do so will affect reservation privileges for future events.

iv. The reserving party must also contact the Department of Campus Safety if need be, to make sure the building is locked and secured if no Student Union Management Staff is present.

e. Violations: Failure to comply with the Student Union Policies and Procedures may result in sanctions and/or denied use of space in the future for the reserving party.
DINING SERVICES
Azusa Pacific University offers a variety of dining opportunities to meet the needs of your group.

Meals
Breakfast, Lunch, and Dinner are Buffet style meals served in APU’s 1899 Dining Hall. Meals may be served buffet style in the 1899 Dining Hall or may be catered by University Catering in one of our many banquet facilities.
A catering menu will be enclosed with the contract and booking confirmation.

Package Price
Package Price per day                   $27.00
Meal Card (must be purchased with package plan)   $1.00
Meal Card replacement fee       $20.00

Current Los Angeles County Sales tax will be added in your final bill for all dining services. Please inquire about meal prices for children under the age of eleven. Door prices are subject to change without notice.

East Campus  |  Located near the residence halls, in the Lower Turner Campus Center, this buffet style location, known as 1899 Dining Hall prepares a full range of nutritious and appealing food on site. Cornerstone Coffeehouse, located on the southeast corner of Marshburn Library, offers coffee, tea and blended drinks. Paws N Go is our convenience store located next to the 1899 Dining Hall offers a wide variety of snacks to satisfy any craving as well as select school supplies and other small household supplies.

**Not all locations are open during the summer; please check with the conference staff, for open locations. Also, based on headcounts as well as University construction and improvements, meals may be moved to other locations such as Cougars’ Den Café or Mexicali Grill and we will do our best to inform you as soon as information is given to our staff.**

West Campus  |  The Heritage Court houses The Grill, serving made to order burgers and specials for lunchtime fare. Also at Heritage Court you will find The Market for on-the-go snacks and meals and Hillside Grounds which offers a variety of hot, cold, and blended drinks as well as ice cream with all the fixings.
Meal Cards | Groups may contract to eat meals on campus during their stay. Conference guests will be issued meal cards as directed by the Contract between Conference Services and the group contact person with a $1.00 charge per person for each card. These cards will allow the individuals to eat any contracted meals. Please safeguard the meal card, they can be reissued but for a $20 replacement fee. If a card is lost, please let Conference Services know immediately.

Due to health regulations, APU cannot allow groups to cook on campus or host potluck dinners.

UNIVERSITY CATERING

In addition to our daily dining service, our catering staff is ready to create any mood for any occasion by transforming a variety of rooms into just the right place for your event. Whether you wish to serve a continental breakfast, a buffet, or a gourmet dinner, we want to help make your event a success. We offer services that provide you a “one stop shop” and our professional staff is available to assist you in planning your event from beginning to end.

For an additional fee, groups may request meals or snacks catered and delivered to various locations on campus. Fees depend on facility, time, décor and menu selection. Please contact the Conference Office to obtain more information.

MEDIA SERVICES

Media equipment (projectors, tape recorders, video machines, microphones, etc...) is available for rent from the department of Information and Media Technology. Requests should be submitted to Conference Services at least two weeks prior to your conference. Also, for full sound (more than 2 microphones, speakers, monitors, etc...), requests must be submitted at least 2 months prior to the start of the conference. All are based on approval and will not be confirmed until approval has been given by media services.
Access your wireless settings

Windows:

Mac:

Select the APU-Guest Wireless Network:

Windows:
You will then note that you are connected to APU-Guest Wireless
Mac:

Open up a browser and you should see the following screen:

If this is the first time you are using APU-Guest click the Create Guest Account link.

Fill in the required information and press submit.
You will then be prompted with a screen providing you a username and a password. It is recommended that you copy the password, by highlighting the text and using Control+C on Windows or Command+C on the Mac.

Press OK and you will then be prompted to enter your username and password.

You can use Control+V for Windows or Command+V for Mac to paste your password in the password field. Then click Sign On.
TRANSPORTATION

Groups may pay an additional fee for campus trolley services on a per-hour basis. This service is particularly useful for events that are located on both campuses. This must be arranged 2 months prior to your event with the Conference office. We can also refer you to area companies for airport transportation, if needed.

LIBRARY

The Marshburn and Darling Libraries have posted hours and may be available during conferences. Contact the Conference office for additional information, or refer to the University website for updated information.

UNIVERSITY PRINT AND BINDING SERVICES

Let their experienced print professionals assist you with your printing, copying, and scanning projects at a reasonable cost. They offer a variety of services, and are conveniently located on campus. For additional information about their services, visit them at www.apu.edu/auxiliaryservices/duplicating

EVOKE, A PRINT STUDIO

Evoke is a graphics self-serve lab open to anyone in the community. Experienced staff is available to assist you with basic instruction and suggestions to help you design your projects. Our purpose is to provide an alternative solution to those wishing to manage their own project or gain hands-on experience with graphic design. Services include screen printing with no minimums, posters, banners, business cards, vinyl printing, flyers, buttons, computer resources, and much more! For additional information about their services, contact them at (626)815-5078 and for screen printing visit them at http://www.evokeprintstudio.com/

UNIVERSITY BOOKSTORE

Located on West Campus between the Event Center and Heritage Court include Christian books including current best sellers, classics, Bibles, Bible Studies, Devotionals, Gift books and Children’s books as well as cards, gifts, and balloons. APU exclusive merchandise such as clothing, mugs, frames, pens, gifts, as well as general office supplies. Cards, gifts and balloons are just some of the offerings. Office and school supplies with special order available as well. For additional information visit www.bookstore.apu.edu

MAIL SERVICES

Incoming mail will be available for pick up by the contact person at Conference Services in the Trinity Office. All mail sent to the guest group should be addressed as follows:

Azusa Pacific University
Conference Services (Chad Crane/Traci Chun)
Attn: (Guest Name) / (Group Name)
There are two locations to assist with guest’s mailing needs during their conference stay. Both locations offer First Class stamps, Express Mail, Priority Mail and Certified Mail.

**East Campus** | Mail Services on East is located on the southeast corner of the Lower Turner Campus Center. Hours available are Monday-Friday, 8:30 am-3:30 pm. **CREDIT CARDS AND CASH ONLY.** *(Hours are subject to change without notice but will be posted at the location)*

**West Campus** | University Mail Services is located on the north end of the Darling Building 3 Hallway. Hours available are Monday-Friday, 8:30 am-4:00 pm. UPS and Federal Express are also available. **CREDIT CARDS AND CASH ONLY.** *(Hours are subject to change without notice but will be posted at the location)*

**USE OF NAME “AZUSA PACIFIC UNIVERSITY”**
Written approval is required in advance to use the name “Azusa Pacific University” as well as the logo in any advertising, notices or other publicity which applies to both traditional and online mediums. This approval is not required when describing the location of your event. Please refer to the Azusa Pacific University: University Relations website for more information: [www.apu.edu/universityrelations/design/logo/](http://www.apu.edu/universityrelations/design/logo/)

**ADDITIONAL EQUIPMENT**
Additional tables and chairs may be requested and are based on availability and extra charges may apply. Please notify Conference Services at least two months prior to the conference. All equipment in rooms are not to be moved by guests at any time. Items missing from both dorm rooms and classrooms will result in a charge per item missing.
PLANNING YOUR EVENT

GROUP CONTACT PERSON
It is required that each group must designate ONE person as their group contact person. This person will work with the Conference office in the facilitation and coordination of your event. In some cases, you may wish to have two people in this capacity. When choosing the group contact person(s), please keep in mind that they:

- Facilitate the group’s check-in and check-out process.
- Check-in with the Conference Staff Office located in Trinity Lobby daily for messages, mail, and any other conference needs or concerns.
- Serve as liaison with Campus Safety to receive and deliver emergency messages, hold medical permissions as applicable, and advise group members’ emergency contacts should a medical situation arise.
- Is responsible for all group members and event activities including compliance to the provisions of this handbook, your Contract with APU and all local, state and federal laws.
- Are responsible for ensuring that facilities and equipment used by the group are restored to or kept in their original condition, i.e. decorations removed, trash in provided receptacles.
- Are responsible for informing attendees of Conference Services Policies and ensure that they are being enforced.

Violations of the terms of this handbook and the Conference Contract could result in the forfeiture of current and future use of APU facilities and the termination of any existing agreement between APU and your group.

CONFERENCE SERVICES STAFF
To help make your stay comfortable and your event successful, the Conference staff will be in contact with you at various times during the planning process, and will be available during the conference as well. During the Conference season while groups are on-campus we also staff our Summer Conference office located in the Lobby of Trinity hall. This location is open when the main office is closed during the week and all day on the weekends as well as Holidays, the employees in this office are student leaders representing Conference Services and are here to help you in any way they can. These students also have direct contact with the on-call supervisor in the event that there is something they cannot handle. For any questions, concerns, or requests, please call Conference Services at 626-815-6000 ext. 3265.

SUPERVISORS AND COUNSELORS
Please refer to Azusa Pacific University Policy on programs involving minors, located on pages 27 – 41.
MAILING BOXES TO AND FROM APU FOR YOUR EVENT

You may mail boxes to APU for your event prior to your arrival within the following guidelines:

- Inform Conference Services via email that you are sending boxes and how many are being sent. A tracking number is required and must be given to Conference Services via email.

- Address the box:
  Azusa Pacific University
  Conference Services (Chad Crane/Traci Chun)
  Attn: ___(Group Name) &/ (Guest Name)_____
  701 E. Foothill Blvd.
  Azusa, CA 91702

- Once the boxes have arrived on site, the conference staff will contact you and your staff and it will be your responsibility to pick them up in a timely manner, from the Trinity Conference Office on East Campus.

**Packages that are lost prior to arrival at APU will be the responsibility of the sender to track down**

When your event is over, it is the group’s responsibility to ensure each box is labeled properly and taken to the mail room located on east or west campus. If your event ends on a Saturday or Sunday, you will be required to make arrangements with Conference Services to ensure proper mailing. All fees will be charged to your group’s bill unless your company has an established account with UPS or FedEx.
CONFERENCE SERVICE POLICIES

The following policies govern the use of Azusa Pacific University's facilities by off-campus individuals and groups. Any exception to these policies requires prior approval by university administration. It is understood that all individuals will abide by city codes/statutes and state/federal laws; in addition the university has the following regulations:

1. **Smoking and alcoholic beverages are NOT permitted at any time on the Azusa Pacific University campus.** Guests may not be in possession of firearms, weapons, ammunition, fireworks, explosives, and/or highly flammable materials. Any deviance from this regulation will be cause for immediate termination of contract and any and all events.

2. No food may be served in residence or meeting areas except with written permission.

3. No cooking, hot plates, candles or other open flame are permitted in the residence or meeting areas.

4. Groups are required to submit a set-up plan for each meeting room they will be using with a detailed list of equipment that will also be in the room three months prior to the start of the conference. All set-ups must be approved by Conference Services no less than one week prior to the start of the conference.

5. Guest groups are responsible for all damage charges incurred. Payment for such damages will be assessed and due at checkout.

6. Guest groups are required to provide their own liability and accident insurance and must include coverage for sexual molestation and abuse. Proof of insurance coverage must be submitted to Conference Services a minimum one month prior to the start of your conference. It is necessary for Azusa Pacific University to be listed as an additional insured party.

7. Events that are not officially sponsored by the university, even when APU students, faculty, or staff are involved, require full payment of the appropriate fees and must follow the payment schedule accordingly.

8. The facilities of the university are designed primarily for use by Azusa Pacific University students, faculty and staff. Therefore, university facilities will only be allotted for use by off-campus organizations after on-campus needs have been met.

9. Groups and churches that desire to use Azusa Pacific University facilities must complete a church collaboration form and must be submitted and approved before your conference can be booked. Each Church must be supportive of the purpose and mission statement of
Azusa Pacific University and your mission statement and event purpose will be required upon request.

10. No animals, except service assistance animals, are allowed on campus. Unless pre-arranged with Conference Services and proper documentation is provided.

11. Groups may use APU’s name for the purpose of referencing the location of the event. Other use must be approved by Azusa Pacific University; please contact Conference Services for further assistance. No inference should be made regarding the sponsorship or co-sponsorship of an event.

12. Group members and conference attendees must refrain from profanity, excessive noise, gambling and food fights. All other regulations noted in the handbook or Conference Contract and posted on campus must be followed at all times as well.

13. Groups that send members home due to violations are responsible for full payment of their housing expenses according to the original arrival and departure dates. Those sent home for medical reasons will be negotiated on a per person basis. Conferences must be notified immediately.

14. The group contact person is responsible not only for the conduct of their members while on campus but also for any intentional or accidental damage that occurs from guest activity.

Minimum fees assessed will be as follows but not limited to:

- Keys not returned, per key (within 24 hours) $50.00*
- Lost Meal cards to be replaced, per card $20.00*
- Smoking/fumigation charges, per room $50.00*
- Setting off Fire Alarms, per alarm $100.00*
- Tampering with electrical/ emergency equipment $100.00*
- Discharging fire extinguishers $50.00*

*Fees could change without notice.

Fees will be in addition to the costs of repairs or replacements for damaged equipment or facilities.
AZUSA PACIFIC UNIVERSITY POLICY ON PROGRAMS INVOLVING MINORS

PURPOSE
Azusa Pacific University is committed to the safety and protection of minors. The purpose of this policy is to provide for appropriate supervision of minors who are involved in University-sponsored programs, programs held at the University and/or programs housed in University facilities at all geographic locations. This includes programs operating outside of the United States, including Mexico Outreach. However, this policy does not apply to general public events where parents/guardians are invited/expected to provide the supervision of minors, to events where parents/guardians are explicitly required to accompany their children, or to events, such as “Night of Champions” where thousands of junior and senior high school students are accompanied onto the premises by group leaders, or by parents or guardians for a group event, but may not be overseen by Authorized Adults as defined by this Policy. This policy applies to all faculty, staff, volunteers and students representing the University who interact with minors in a direct and/or unsupervised capacity. It also applies to independent contractors, employees and volunteers from external groups that interact with minors in a direct and/or unsupervised capacity in University facilities or on University premises. This policy does not apply to enrolled Azusa Pacific University undergraduate students who are minors, except in the following circumstances:

(i) Where signatures of a parent or legal guardian are required for liability releases, waivers, contracts and other applicable documents;
(ii) Where a consent for medical treatment is required;
(iii) For legally-mandated reporting of abuse or neglect.

This policy does not apply to activities that individuals undertake in their private capacities, unrelated to the University.

All those who work with minors must be particularly aware that they are responsible for maintaining appropriate physical, emotional, and sexual boundaries. Sexual behaviors, including seductive speech, gestures, photographs/pictures of a sexual nature or physical contact that exploits, abuses, or harasses, must be avoided at all times.

This policy addresses appropriate supervision, conduct and reporting requirements for all who interact with minors.

DEFINITIONS - While the definition of “minor” may vary from state to state and from country to country, for purposes of this policy a “minor” is defined as a person under the age of eighteen (18). This policy does not apply to enrolled Azusa Pacific University students who are minors except in the following circumstances:

(i) Where signatures or a parent or legal guardian are required for liability releases, waivers, contracts and other applicable documents;
(ii) Where a consent for medical treatment is required;
(iii) For legally mandated reporting of abuse or neglect.
UNIVERSITY FACILITIES - Facilities owned by or under the control of, the University, with the exception of facilities leased to the public

PROGRAMS - Programs and activities offered by various units of the University, including, but not limited to academic, student life, administrative and athletic units, or by non-University groups or entities using University facilities. This includes but is not limited to workshops, sports camps, academic camps, conferences, pre-enrollment visits, and similar activities.

SPONSORING UNIT - The unit of the University which offers a program or gives approval for housing or use of the University’s facilities. All programs for minors must have a sponsoring unit, and the sponsoring unit will be responsible for ensuring that the program meets the criteria set forth in this policy.

AUTHORIZED ADULT - Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, recreational and/or residential facilities where such program activities, recreational and/or residential facilities are under the University’s supervision and control. This includes, but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, independent contractors and consultants. The Authorized Adults’ roles may include positions as counselors, chaperones, coaches, instructors, team leaders, etc. Authorized Adults are considered mandated reporters under applicable laws and University policy.

Adults who are engaged to render their services as employees, independent contractors, volunteers or in any other capacity for programs that are permitted to use University facilities or premises, but are not a University sponsored program or controlled program and adults who are foreign nationals who are engaged by third parties to accompany minors from outside the United States to engage in University programs, are not Authorized Adults as defined by this policy. However, it is the responsibility of such programs to provide adult supervision for minors consistent with the University’s requirements for University-sponsored programs.

DIRECT CONTACT - Authorized adult positions with the possibility of care, supervision, guidance or control of minors and/or routine interaction with minors.

ONE-ON-ONE CONTACT - Personal, unsupervised interaction between any Authorized Adult and a minor participant without at least one other Authorized Adult, parent or legal guardian being present. One-on-one contact between an Authorized Adult and a minor is prohibited, except as permitted under Paragraph 9 of this policy.
POLICY

SPONSORING UNIT

A sponsoring unit offering or approving a program which involves minors or provides University housing for minors participating in a program, or a non-University group being sponsored for a program, whether utilizing University housing or not, shall:

1. Establish a procedure for the notification of the minor’s parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disaster, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. The signature of a parent or legal guardian must be obtained on the notification form acknowledging receipt of the information prior to participation of the minors in the program.

2. Provide a list of all program participants and a directory of program staff to Campus Safety. If University housing is provided, to a sponsoring unit or to a non-University group being sponsored for a program, a list of program participants and a directory of program staff will be provided to both Campus Safety and Residence Life. This list shall include participant’s name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.

3. Provide information to parent(s) or legal guardian detailing the manner in which the participant can be contacted during the program.

4. Obtain a Medical Treatment Authorization form signed by a parent or legal guardian. All Medical Treatment Authorization forms must include the following:

   a. A statement informing the parent/legal guardian that the University does not provide medical insurance to cover medical care for the minor.
   b. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
   c. A list of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/her participation in the program. Where applicable, the need for the administering of medication by Authorized Adults must be specified. Medications to be administered by the minor must also be authorized by the parent or legal guardian.
d. All emergency contact information including name, address and phone number of the emergency contact.

5. Follow guidance from the University Health Center, or a recognized authority, such as the Centers for Disease Control, concerning communicable diseases.

PROPER HANDLING OF MEDICATIONS

6. Authorized Adults must have access to first aid kits containing appropriate supplies. First aid kits must be readily available at all times, whether minors are on University premises or elsewhere. The contents of first aid kits must be approved by the University’s Risk Manager, and contents must be appropriate to the program activity. An Authorized Adult shall be assigned the responsibility of ensuring the availability of a first aid kit when on or off University premises. Participants’ medicines may be distributed by program (adult) staff, under the following conditions:
   a. The participant’s parent or legal guardian provides the medicine in its original pharmacy container labeled with the participant’s name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers’ container.
   b. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
   c. The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
   d. Any medicine which the participant cannot self-administer, must be administered by an Authorized Adult staff member according to the dosage and timing indicated for consumption. Any medicines administered by an Authorized Adult must be recorded on a log maintained for the individual participant (not a group log) indicating name of participant, medication administered, dosage, date medication was administered, and amount of medication given. The Authorized Adult staff member must also initial each entry.
   e. Personal “epi” pens and inhalers may be carried by the participant during activities.
   f. Authorized adults shall not administer medication by injection except for an “epi” pen in emergency situations where the participant is unable to self-administer the “epi” pen and emergency medical personnel are not available.
   g. Each Authorized Adult shall be informed in advance of commencement of the program of how to access emergency medical services at all locations.
SAFETY MEASURES

7. Authorized Adults shall follow appropriate safety measures approved by the University’s Risk Management Manager and Department of Campus Safety.

ADEQUATE SUPERVISION OF MINORS

8. Ensure adequate supervision of minors while they are on University property, or engaged in University sponsored or approved programs, whether on or off University property. Except for circumstances outlined in Paragraph 9 below, all activities involving minors must be supervised by at least two or more Authorized Adults, with at least one of the Authorized Adults being at least 21 years of age, or by the minor’s parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining “adequate supervision” are the number and age of the participants, the activity(ies) involved, type of housing if applicable, and age and experience of the counselors.

9. When Azusa Pacific University students are hosting high school students, including prospective athletes, participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. Further, where instructors are providing music lessons on an individual or small group basis where the lessons can be observed by others. This requirement is also waived in cases where a licensed psychologist provides psychological and counseling services to minors, where social workers and nurses are working with minors in their professional capacity, or when the minor is being supervised by his/her parent or legal guardian.

10. All supervised participants in a University program or a program taking place on University property are permitted in the general use facilities (e.g., athletic fields, public spaces, academic buildings) but may be restricted from certain areas of the facilities [e.g., storage rooms, weight rooms, shower rooms, equipment rooms, athletic training rooms, lab spaces, staff/faculty offices] or from utilizing certain equipment.

PROGRAM RULES AND COMPLIANCE

11. Develop and make available to participants and to all Authorized Adults the rules and discipline measures applicable to the program. Program participants, staff, faculty, volunteers, students, independent contractors and consultants must abide
by all University regulations and may be removed from the program for non-compliance with rules. The following must be included in program rules:

a. The possession or use of alcohol and the possession, manufacturing, selling or distribution of illegal or controlled substances (drugs), fireworks, guns and other weapons is prohibited.
b. The operation of a motor vehicle by minors or by any unauthorized adults is prohibited while attending and participating in the program. Only authorized adults may transport minors or other adults in their own vehicles or in University vehicles. Certain requirements, such as provision of DMV records, and provision of proof of insurance will apply.
c. The parking of staff, volunteer, consultant, independent contractor and participant vehicles must be in accordance with University parking regulations.
d. The transporting of minors in University owned or operated trolleys and buses, if applicable, must be in accordance with University policies and applicable state laws.
e. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
f. No violence, including sexual abuse or harassment, or other illegal activities will be tolerated.
g. Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying are prohibited.
h. No theft of property regardless of owner will be tolerated.
i. No use of tobacco products (smoking is prohibited on all University premises) will be tolerated.
j. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University property. Intentional damage (vandalism) to University property may also result in reporting to law enforcement authorities and the barring of the individual causing the damage from University-sponsored programs and premises.
k. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
l. Any posting of names, likenesses, photographs or other identifying documents or materials related tp any minor participant on social media is prohibited. Posting of names, likenesses, photographs or other identifying documents or materials related adults is strictly prohibited without the signed authorization of the adult.
Violation of these rules or of other University policies may result in discipline of the participant(s) up to and including removal and dismissal from the program. It must also be made clear to Authorized Adults, counselors, volunteers, independent contractors, consultants and others that violation of these rules may result in their removal and exclusion from the program, as well.

**MEDIA AND LIABILITY RELEASES**

12. Liability releases in a form approved by the APU Risk Manager must be signed by all participants (and a parent or guardian if the participant is a minor) in a program covered by this policy, if the use of names, likenesses, photographs, videotapes or other materials which would result in identification of participants for any media related purpose is planned, including where photographs, sound recordings or videotapes will be taken by staff members. Where applicable, all media releases must be obtained as part of the program registration process. All releases and data gathered shall be kept confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law.

**ASSIGNED STAFF MEMBER ACCESSIBLE TO PARTICIPANTS**

13. Assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, except in approved circumstances [See Paragraph 9], and that appropriate levels of supervision are implemented.

**BACKGROUND CHECKS**

14. Authorized Adults who have direct contact with minors under a University-sponsored program are required to have a current background check on record with the University at the time of hire and/or beginning work with minors. This background check must be reviewed and approved by the Office of Human Resources prior to the individual being hired and/or working with minors. Background checks for those who will work with minors must include, at minimum, the following:

(i) Fingerprint processing via FBI or other appropriate law enforcement records;

(ii) County, state and federal criminal background checks via an approved vendor;
(iii) Checks via a national sex offender registry using the federal government’s website. The Department of Justice’s website is located at www.nsopw.gov. The site includes federal, state, territory and tribal government registered sex offender information.

(iv) Driver record checks for anyone who will drive others (adults or minors) as part of participation in the program. This applies whether the individual will be driving his/her vehicle or a University owned or leased vehicle.

The University’s Office of Human Resources will handle the checks specified in (i) through (iv) for University-sponsored programs. Information obtained through background checks must remain confidential and shall not be disclosed to anyone who does not have a legitimate business need to know such information. Background checks conducted by a third-party vendor trigger federal Fair Credit Reporting Act requirements, including confidentiality provisions, certain disclosure provisions, and prior written authorization requirements. Federal and state restrictions on conducting background checks must be adhered to.

The costs of background checks for University-sponsored programs will be borne by the program.

In the case of non-University sponsored programs, it will be the responsibility of the organization or entity operating the program to ensure that all individuals, whether employees, volunteers, or independent contractors or others who have direct contact with minors have background checks which meet the requirements described in (i) through (iv), above, prior to their arrival on University premises. The costs of background checks for programs using University facilities shall be borne by the organization or entity operating the program.

Criminal background checks will be repeated not less frequently than every three years, unless the initial background check includes an element of automatic notification of subsequent arrests or convictions.

The University reserves the right to review any background checks of independent contractors, employees and volunteers working or rendering services for any non-University sponsored programs, and the right to bar from University premises, at the University’s sole discretion, anyone the University deems unsuitable based on information in the criminal background check. Likewise, background checks of University employees, independent contractors, or volunteers may be grounds, at the University’s sole discretion, for barring such individuals from participating as Authorized Adults in University-sponsored programs.

15. Authorized Adults who work for programs which are not University-sponsored programs, but which have been permitted to use University facilities and/or premises and who have direct contact with minors, must also have a current background check on record with the same minimum requirements as set forth in Paragraph 14.
When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting Azusa Pacific University student(s) will not be required to undergo a background check.

APPLICATIONS FOR AUTHORIZED ADULTS

16. Authorized Adults shall be required to complete applications before working with minors. If applying for employment, the Authorized Adult shall be required to complete an employment application. If the individual wishes to volunteer, he/she shall complete a volunteer application prior to working in any program involving minors.

17. A complete roster of Authorized Adults supervising, chaperoning, and/or interacting with minors, whether employees, volunteers, independent contractors or consultants working with programs not sponsored by the University must be provided to the unit sponsoring the program and the Office of Campus Safety prior to commencement of the applicable program. The Department of Student Life and the Office of Campus Safety must be notified within 24 hours of changes to the roster.

SUPERVISION IN UNIVERSITY HOUSING

18. If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in University housing. The following must be included:

a. Written permission signed by the parent/guardian for the minor to reside in University housing.

b. A curfew time of 12 midnight for high school students. If students younger than typical high school age are being supervised in University housing, an earlier curfew, if deemed age-appropriate for the participants, may be established. However, high school students may stay out later than the 12 midnight curfew provided that the students are accompanied by their APU student ambassadors. This is to accommodate traditional activities (e.g., Donut Man run) and planned activities (e.g., Midnight Madness) that occur after midnight.

c. Guests of participants (other than a parent/legal guardian and other program participants) or guests of authorized adults are restricted to visitation in the building lobby and/or floor lounge, and only during approved hours specified by the program. Guests of participants, including spouses, siblings,
girlfriends/boyfriends, and other relatives, may not sleep in University housing or accompany participants or Authorized Adults on trips, or during any other activities, unless such individuals are approved volunteers who have gone through the appropriate screening process (including background checks) required of other Authorized Adults.

d. The program must comply with all security measures and procedures specified by Student Life and Campus Safety.

e. Pre-enrollment visit programs for high school students housed overnight in residence halls must be registered with the Office of Residence Life and the Office of Campus Safety.

f. Proper screening of Azusa Pacific University student hosts, including confirmation that such student hosts are in good standing and have not been subject to discipline during their time at APU. Such screening shall also require verification that such student hosts were in good standing during their senior year in high school. Student hosts must complete an approved application, which shall be submitted to, and approved by, the Office of Residence Life prior to any hosting of high school student visitors by the student. The application process for student hosts is currently handled by Undergraduate Admissions. The Christian character reference the University receives for incoming students shall be adequate verification that the student hosts are of good character, it being understood that the student’s home high school does not provide APU with any verification regarding discipline issues.

g. Where a prospective student host shares campus housing with other APU students, the other students in the shared housing must also be in good standing at APU. The names of all student hosts and their roommates will be sent to the Office of Residence Life on a watch list and Residence Life will notify Undergraduate Admissions if there are any issues involving those students.

**SERVICE LEARNING AND SIMILAR PROGRAMS**

In Service Learning programs where APU students provide tutoring or mentoring of K-12 students away from University premises, e.g., activities coordinated by the School of Social Work, such as at public libraries, public or private schools, community centers, or other non-University facilities, such activities shall take place in public areas of the facility. Otherwise, administrators at the school, library, community center, or other facility where the Service Learning activities are taking place will be responsible for establishing appropriate requirements for supervision of the K-12 students, and the student’s participation in the program, including obtaining of any required permission forms from parents or guardians.
USE OF RESTROOM FACILITIES BY MINORS

For any program activities taking place on University owned or controlled premises, where one person restroom facilities are available, and if the minor is determined to be capable of properly taking care of his/her restroom needs without assistance, the minor shall be permitted to use the restroom unaided, and with any Authorized Adults remaining outside of the restroom, in a place where they are able to continue their supervision as soon as the minor finishes using the restroom. Where the only restroom facilities that are available are multi-stall facilities on University premises, where minors are being accompanied on activities off of University premises or where the minor is unable to take care of his/her restroom needs unaided, the two Authorized Adults rule set forth in Paragraph 8 will apply.

RATIO OF AUTHORIZED ADULTS TO MINORS

19. The ratio of Authorized Adults to minor participants may vary depending on the age of the participants, the number of participants and the ages and level of experience of the Authorized Adults. The following represent minimum standards for resident camps:

- Two Authorized Adults for every five campers ages 4 and 5
- Two Authorized Adults for every six campers ages 6 to 8
- Two Authorized Adult for every eight campers ages 9 to 14
- Two Authorized Adults for every ten campers ages 15 to 17

Standards for non-residential camps and programs are:

- Two Authorized Adults for every six participants ages 4 and 5
- Two Authorized Adults for every eight participants ages 6 to 8
- Two Authorized Adults for every ten participants ages 9 to 14
- Two Authorized Adults for every twelve participants ages 15 to 17.

The foregoing ratios shall apply to both University and non-University sponsored programs, it being understood that for such programs the responsibility for meeting the adult to minor ratio shall be solely the responsibility of the organization or entity overseeing the program. With regard to Mexico Outreach, and while the ratios indicated above are required, meeting the adult to minor ratios shall be the responsibility of the church groups or other entities who participate in Mexico Outreach, and not the responsibility of the University. Background check requirements, as outlined in this policy, including the costs of such background checks, and the requirement to make such background checks available to designated University representatives upon request, shall also be the responsibility of the church groups or other entities sending adults to supervise minor participants in Mexico Outreach.
TRAINING AND RESPONSIBILITIES OF AUTHORIZED ADULTS

20. Training for Authorized Adults, including counselors and volunteers must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; administering of first aid; confidentiality issues involving minors; mandated reporting; and University responsibility/liability.

21. Responsibilities of Authorized Adults, including counselors and volunteers must include, at a minimum, informing program participants about safety and security procedures, University rules, rules established by the program, violations of rules which may result in discipline including dismissal from the program, behavioral expectations, reporting of crimes against minors, and mandated reporting of child abuse and neglect. Counselors and other Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included in this policy to program participants and be able to response to emergencies.

22. Each Authorized Adult who will be participating in a program covered by this policy shall attend annual mandatory training on the conduct requirements of this policy, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities.

MANDATORY REPORTING OF CHILD ABUSE

23. Mandatory reporters of child abuse, as defined by state law, include specific roles, including teacher, social worker, peace officer, and therapist. The University’s reporting requirement, however, is much broader, and includes all Authorized Adults as defined by this policy.

If a program participant discloses any type of assault or abuse (at any time previously or during the program), or if an Authorized Adult has reason to suspect that the participant has been subject to such assault or abuse, the Authorized Adult, as a mandated reporter, shall inform the Program Director and Child Protective Services (CPS) immediately. If the Program Director is not immediately available, the Authorized Adult shall proceed to making a report to Child Protective Services, as a mandated reporter, and inform the Program Director of the report at the earliest possible opportunity. The Authorized Adult shall call the CPS Hotline to make the report. The CPS Hotline numbers for Los Angeles County are:

800-639-4000 -- within California
213-639-4500—outside California
800-272-6699—TDD
As a mandated reporter, the Authorized Adult is required to report any type of assault or abuse whether or not the minor participant cooperates in the reporting, and whether or not the minor asks the Authorized Adult not to make the report. The Authorized Adult shall never instruct nor require the minor to make the report or participate in the reporting process. The Authorized Adult must follow up the phoned in report with a written report to Child Protective Services within 36 hours of filing the oral report. The Suspected Child Abuse Report form may be accessed at http://ag.ca.gov/childabuse/pdf/ss8572.pdf.

When contacting Child Protective Services, the mandated reporter shall include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the minor, his/her whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report shall also contain, if known, any evidence of previous injuries to the minor and any other pertinent information that might establish the cause of the injury or injuries, and the identity of the person or persons believed to be responsible for the injury. Reporting shall never be delayed in order to attempt to gather evidence. This is not the mandated reporter’s role, and is not in the best interest of the minor. The CPS and/or appropriate law enforcement agency will determine if an investigation is appropriate. The Program Director shall also notify the Office of General Counsel of such report immediately after reporting the assault or abuse to the CPS hotline.

Authorized Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this Policy, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitations or requirements. Authorized Adults shall not, however, attempt to visit homes of parents or legal guardians, nor shall Authorized Adults engage in any arguments or confrontations with parents, legal guardians, or caregivers. The appropriate authorities will determine what actions should or should not be taken.

If a situation presents immediate danger to a minor, the Azusa Police Department shall be contacted immediately if the minor is on campus or in the City of Azusa, and the appropriate city police department shall be contacted if the minor is outside of the City of Azusa. The University’s Department of Campus Safety shall also be notified of immediate danger to a minor participating in a University-sponsored program or a program authorized to use University facilities.

**PROHIBITED CONDUCT BY AUTHORIZED ADULTS**

Authorized Adults shall not:

- Share accommodations with minors. Separate accommodations for adults and minors are required other than the minor’s parents or guardians, and other than arrangements where a high school student is hosted by an APU student who will be sharing his/her room during the high school student’s visit.
- Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- Strike, hit, administer corporal punishment to, or touch in any inappropriate or illegal manner any minor or any adult in the presence of a minor.
f. Pick up minors from or drop off minors at their homes, other than the driver’s child(ren), except as specifically authorized in writing by the minor’s parent or legal guardian.

g. Authorized Adults shall not provide alcohol or illegal drugs to any minor. Authorized Adults shall not purchase, obtain or use alcohol or illegal drugs in the presence of any minor or on University premises. Authorized Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor’s care or for the minor’s emergency treatment. Participants’ medicines may be distributed by program staff, following the conditions outlined in Paragraph 6 of this Policy. Faculty, staff, employees and volunteers are expected to refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products on any University premises and/or when working with minors.

**GIFTS TO MINORS**

h. Authorized Adults shall never accept or give gifts to minors without the prior knowledge and approval of their parents or legal guardians. Any gifts permitted by a parent or legal guardian must be age appropriate and of nominal value. Authorized Adults shall never accept or give gifts to minors’ parents or legal guardians’, unless the same or similar gifts of nominal value are given to all parents or legal guardians of minors in the program.

**INAPPROPRIATE MATERIALS PROHIBITED**

i. Authorized Adults must never provide inappropriate videos, or reading materials, or direct minors to sources where they can access inappropriate videos, reading or other materials. This includes an absolute prohibition against making sexual materials in any form available to minors participating in programs or activities covered by the Policy or assisting them in any way to gain access to such materials.

**ALLEGATIONS OF INAPPROPRIATE CONDUCT BY AUTHORIZED ADULT**

24. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved.
COMMUNICATIONS BETWEEN AUTHORIZED ADULTS AND MINORS

25. For the protection of all concerned, the key safety concept that will be applied to these interactions is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between Authorized Adults and minors:

- Communications between Authorized Adults and minors that is outside of the role of the professional or volunteer relationship is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the University, must be made using an apu.edu email address. Email communications between an Authorized Adult and a minor shall also include another adult, except where confidential counseling is involved.
- Electronic communications on a University network or platform between APU personnel/volunteers and minors may be subject to monitoring by authorized APU personnel.
- Except in emergency situations, text messaging between Authorized Adults and minors shall be avoided.
- Communications and postings via social media (e.g., Facebook, Twitter) shall be avoided, except when specifically approved by parent(s) and/or legal guardians.

RECORDS RETENTION

26. Adherence to this Policy requires the generation and retention of various records, including, but not limited to, signed parental permission forms, employee, independent contractor, and volunteer screening and selection documents, training certifications, agreement with outside parties, documentation of complaints, and results of investigations. Retention of these documents is an essential part of programs involving minors. Retention periods may vary from state to state and from country to country. In some states, there is no limit on the time period for which such records must be maintained. In others, the time period does not begin to run until the minor reaches the age of majority. Consequently, records related to programs involving minors must be retained in locked confidential files for not less than seven years by the University department sponsoring the program except for background check documentation. Background check documentation shall be kept in Human Resources for a minimum of seven years.
BOOKING PROCEDURE

REGISTRATION
The group contact person should communicate with Conference Services to begin the registration process a minimum of 6-8 months prior to the event dates. Please be advised that many groups book 1 year in advance. Booking is based on a first come first serve basis as well as based on availability. You will begin by contacting us at conference@apu.edu to receive a request form and church collaboration form (if applicable).

CONTRACT
When you have determined that you would like to use APU’s facilities for your event, please contact Conference Services. They will discuss your needs in detail and prepare a quote, with an itemized list of fees for lodging, facilities and/or meals you require.

This quote will be forwarded to you, along with a Conference Contract. This contract will serve as a legally binding agreement between your organization or group and Azusa Pacific University. You will have 10 business days to sign and return the Contract to APU Conference Services, with a tentative schedule, or your requested event dates will NOT be confirmed. Along with your contract, you will receive a bill and schedule of payments. The first payment will be due with the signed contract and a credit card to put on file.

By signing the Contract, you will be agreeing to pay the minimum contracted amount plus any additional amounts that may become due because of increased attendance or the use of additional facilities, equipment, etc. Because of this, you should be as realistic as possible when contracting the minimum numbers for your event.

APU will be agreeing to provide the contracted facilities and services plus it will summarize the maximum number of meals and/or residence hall rooms that will be set aside for your group in case you exceed your minimums. If, for any reason, Azusa Pacific University is required to make a facility change after the signed Conference Contract has been received, the guest group will pay the lesser amount between the contracted facility and the facility used. If APU is unable to provide all of the contracted services or equipment, reimbursement may be negotiated.

FEES AND CHARGES
Rate sheets are provided and Conference Services are available to provide written estimates via Email. Estimated quotes are based upon the number of attendees, lodging, facility, and food, which you may request after your conference has been booked and contract signed.

DEPOSITS AND PAYMENTS:
An initial deposit of 20% of the contracted minimum amount, but not less than $100 is due with the signed contract to Conference Services as well as a credit card to secure all reservations.
Full payment of the balance of the contracted minimum amount is required before arrival as per the terms listed below. Access to APU facilities will not be granted until payment is received. Groups may make payments prior to scheduled payment dates.

- 40% of minimum contract due 30 days prior to arrival.
- 40% of minimum contract due upon arrival.
- All additional fees resulting from increased attendance or contract changes are due on the day of your check-out without exception.
- If there are additional charges such as damages and other miscellaneous fees after your groups’ departure, charges will be billed to the credit card on file.

**CONTRACT ADDITIONS:**

The group contact person may request additional equipment by submitting an email to conference@apu.edu. Since the availability of facilities and certain equipment may be limited, the email should be sent to Conference Services as soon as possible, but no later than 30 days before your event.
WHEN YOU ARRIVE

ROOM ASSIGNMENT/HOUSING LISTS
The housing areas will be assigned through Conference Services. Specific room assignments can be done by Conference Services or the group contact person. The room assignments must be completed at least 10 working days prior to the group’s arrival on campus. Please indicate on the housing lists which guests will be requiring a linen package. Special requests for specific locations or handicap access should be communicated with Conference Services prior to your arrival as well.

ROOM KEYS
Keys will be checked out to the attendees and signed for by each person. The keys must be returned to Conference Services and signed for before leaving campus. Lost keys will incur a $50 per key charge, keys should not be left inside the trinity office without handing it to the Conference Services staff and signed back in. Keys should also not be turned into University Housing Office, keys turned into the University Housing Office will be considered lost and incur the lost fee charge. If the attendee fails to return their key to conference services, the charge will fall on the responsibility of the group to pay the lost key fee.

PERSONNEL
A complete list of guest group personnel (directors, advisors, counselors, etc...) must be submitted upon arrival to Conference Services. They will provide APU personnel located in the main office that will be available to assist the group during their stay.

MEAL CARDS
Meal cards will be issued to the attendee upon arrival to campus at $1.00 per person. A $20 fee will be charged if the card is lost and needs to be replaced during your stay. Each attendee is responsible to have his/her own card; no card will result in non-entry to eat in any dining facility. For bigger groups with minors, please speak with Conference Services for alternative options.

INSURANCE
The group contact person should submit an insurance certificate no less than 90 days prior to your arrival. This certificate is evidence of liability insurance coverage for all of the Group’s members, including not less than $1,000,000 bodily injury and $3,000,000 property damage or single limit coverage of not less than $1,000,000 and must also include coverage for sexual molestation and abuse.

APU should be named as an additional insured; the dates of coverage should be the dates of your event including early arrival for your staff. An insurance rider can usually be provided through an existing business/organizational policy. The group contact person must provide APU immediate notice of any cancellation or modification of the required coverage.
MEDICAL RELEASE
Any group that uses campus lodging or groups that involve minor children are required to obtain a medical authorization and release form signed by each participant and/or at least one parent or legal guardian for each minor that is in attendance. This release authorizes hospital, physician and emergency medical treatment for all injuries and illnesses, and releases Azusa Pacific University from all liability for such treatment. Please copy the master release and distribute as needed. Altered releases will not be accepted. This form is found on page 40 of this Handbook.

CANCELLATIONS AND CHANGES
All cancellations must be in writing and received 90 days prior to the conference start date and submitted to Conference Services. Deposits are forfeited if cancellation occurs within 89 days of this date. Groups with attendees that leave due to unforeseen emergencies will only be charged for the nights stayed.
WHILE YOUR GROUP IS HERE

SIGN HANGING AND DECORATING

When decorating for your event, please keep in mind that the following activities are strictly prohibited:

- Attaching any object to any APU premise by nail, screw, and/or tape.
- Altering the layout of any facility by removing or relocating interior and/or exterior furnishings and/or equipment. **Only APU event staff is allowed to move furniture. Not all locations can have the furniture moved or removed.**
- Tampering with or removing windows or window screens from any part of any building.
- Accessing locked electrical and/or sound/media equipment.
- Using and/or unlocking common area doors leading into areas not contracted for your group’s use.
- There is no tampering or altering the sprinkler system. Setting them off or damage is cause for further action.

MAIL

Please refer to page 22 in the Handbook regarding mail services.

ARRIVAL TIME

Your arrival and departure time will be arranged between Conference Services and the group contact person, and will be noted on the Contract. Please note, however, that guests will not be able to check in to dorm rooms until 2:00 PM to allow for cleaning. Unless previously arranged, guests will not be checked in past 1:00 AM as well.

CHECK IN PROCEDURES

Upon the group’s arrival to campus, it is necessary for the group contact person to check in with Conference Services. At this time, each attendee will sign for and receive meal cards and keys.

Your group will have a designated space for attendee check in. It is expected that the group contact person will facilitate the check-in process for their entire group and coordinate this with Conference Services prior to your arrival.

PARKING

Azusa Pacific University provides ample parking in close proximity to housing, meeting rooms and dining. Please observe the restricted and no parking signs posted throughout the campus. Conference Services is not responsible for any and all parking violation or damages occurred during your stay.
SECURITY
Azusa Pacific University Campus Safety has the right to obtain additional outsourced security for large and special events, in which case the charges are the responsibility of the guest group.

EMERGENCIES
Life threatening emergencies:
- Please call 911 or 9-911 from any campus phone.
- Then immediately call the Department of Campus Safety at (626)815-3898
- Wait for the emergency teams to arrive. Emergency personnel will manage the scene upon their arrival.
- Please call Campus Safety at (626)815-3898 with updates.

For all other situations, please call the Department of Campus Safety at (626)815-3898.

Nearby medical facilities:
Foothill Presbyterian Hospital is located in Glendora at 229 South Grand Avenue, Glendora, CA 91741; Phone Number 626-963-8411.

MISSING PERSONS
In the event that one of your guests appears to be missing, the group contact person should ascertain when the missing person was last seen and what he or she was wearing. It may also be helpful to know the participant’s mood (angry, upset, homesick, etc.). Check the residence hall to see if clothing or baggage has been taken. If the person is not located, obtain the assistance of Conference Service staff and Campus Safety to search the campus. If the participant is not found after a reasonable time, Campus Safety will contact local police.

CURFEW
The city of Azusa enforces a curfew of 10PM for persons under 18. In addition, APU requests that quiet hours be observed between 10PM and 7AM, in deference to the members of your own group, and other groups who may be on campus with you, as well as the surrounding community.

WAKE UP CALLS
Please bring your own alarm clocks. If your group designates a wake up person for your group, please be mindful of other guests who are likely to be on a different schedule; do not conduct any public wakeup calls.
CHECK OUT

The group contact person will arrange a check out time with Conference Services before your group arrives. All activities scheduled by the group should be arranged to end so all members of the group are able to leave the campus by the appointed time.

- All members of the group must vacate housing facilities by 10:00 AM on the day of departure.
- Please leave rooms clean, with trash deposited in the proper receptacles.
- All blankets should be folded and left on the beds, with the pillows.
- All other linens should be bundled and left outside the door.
- Each person is to check their keys back into the Conference Services office or the designated check-out area by returning the key in its bag as well as signing the key back in.
- Meal cards do not need to be returned.
- The group contact person is to do a final walk-thru before they depart to ensure things are all in-order.

Azusa Pacific University cannot be held responsible for items left in the rooms after check out. Conference Services staff will remove such articles to a central location; however, storage space is limited and after 30 days any remaining items will be donated to a charitable organization. Attempts will be made to inform the group contact person of the found items. The guest group will be responsible for any shipping or mailing charges for the return of the item(s).

***The group contact person is responsible to meet with Conference Services before leaving the campus to review closing details, address any issues, and pay the final bill.***
WHEN YOUR EVENT IS OVER

FINAL PAYMENT
Final payment is due at the time of check out. If the final bill is not paid in full on the last day of the Conference, all remaining charges will be billed to the credit card on file.

As noted on the Conference Contract, the guest group agrees to reimburse Azusa Pacific University for all reasonable collection costs, including professional fees and other expenses incurred in collecting fees and charges, whether or not any legal action is taken, should the need arise. In the event legal action is taken to enforce any portion of any agreement, including but not limited to the collection of fees and charges, APU will be entitled to costs and attorney fees, including trials and appeals.

FOLLOW UP
After the event, we would appreciate hearing about your experience at Azusa Pacific University. Please take the time to complete the customer survey you receive with your final bill and return it to Conference Services. Thank you! Also, at the end of your conference, we encourage you to fill out a conference request form for the next summer as we do book one year in advance.
APU CONFERENCE REGISTRATION AND PAYMENT TIMELINE

WHERE TO START
• Submit a Conference Request form including as much details as possible to allow for a quote to be generated
  o Tentative Conference Schedule
  o Send an estimated headcount including what will be single occupancy vs. Double occupancy
  o Tentative University Catering needs including water service, snacks, and special meals
  o Room needs – how many classrooms or meeting rooms do you need and what is a tentative headcount for these rooms?

10 DAYS FROM RECEIPT OF CONFERENCE CONTRACT, INVOICE, AND PAYMENT SCHEDULE
• Signed Contract
• 20% deposit of total bill but no less than $100
• Credit Card for file

90 DAYS PRIOR TO ARRIVAL
• Last day to cancel your conference and receive a full refund. Cancellations must be in writing. Cancellations made within 89 days prior to the conference will result in forfeiture of the deposit.
• Liability Insurance Policy Certificate
• Cougar Dome Request
• A/V needs
• Equipment needs
• Trolley Request

60 DAYS PRIOR TO ARRIVAL
• Final schedule
• Room set-ups for your meeting rooms, what do you need
• Media requirements

30 DAYS PRIOR TO ARRIVAL
• Submit second payment – 40% of total estimated bill
• Confirm Meal requests – times and specific meals

10 WORKING DAYS PRIOR TO ARRIVAL
• Guaranteed Headcount is due
• Submit lodging assignment lists that specifies the following:
  o First Name
  o Last Name
  o Check-in date
  o Check-out date
  o Male or Female
  o Single occupancy, double occupancy, or married couple
  o Linens or no linens
• Updated program schedules (if, Applicable)
• Contact phone list of on-site staff

5 WORKING DAYS PRIOR TO ARRIVAL
• Review confirmation of classrooms, equipment, meal times, catering, and any other details with Conference Services.
CHECK IN
• Submit third payment – 40% of estimated remaining bill (*remainder of contracted minimum: please note that access to APU facilities cannot be granted prior to this payment*)
• Medical Authorization and Release due for all guests – a copy will be kept in Conference Services trinity Office.

CHECK OUT
• Return all keys
• Final payment is due upon departure
• Any damages or unpaid balances will be charged to the credit card on file within 10 day of departure and a detailed bill will be mailed to you for your records.
• Final walk-thru with conference staff and this must be scheduled with
AZUSA PACIFIC UNIVERSITY MEDICAL AUTHORIZATION AND RELEASE

Please use one form for each attendee

As consideration for Azusa Pacific University’s permission to use its facilities and services:
I knowingly and voluntarily release, acquit and forever discharge Azusa Pacific University
and its related persons from any and all charges, complaints, claims, liabilities, obligations,
promises, agreements, controversies, damages, actions, causes of action, suits, rights,
demands, costs, losses, debts and expenses of any nature whatsoever, known or unknown,
suspected or unsuspected, foreseen or unforeseen, matured or un-matured, which exist,
have existed, or may arise from any matter whatsoever occurring, including, but not limited
to, any claims arising out of or in any way related to me and my dependents’ presence on
the campus of Azusa Pacific University which I or my dependents have or hereafter may
have, own or hold against Azusa Pacific University or its related persons.

In case of illness or injury, I hereby authorize emergency medical treatment for myself or
my unaccompanied minor children (named below) and agree to assume full responsibility
for any such treatment, including payment of cost and any claims arising from or associated
with such medical treatment.

By executing this Authorization and Release, I am waiving all my and my dependents’ claims
against Azusa Pacific University and its related persons arising under common law or any
federal, state or local laws of any state.

___________________________________________________________________________
Group Name

______________________________________      ______________
Print Name               Date

______________________________________
Signature

Name of Minor Child:

___________________________________________

Please note we need a separate Medical Authorization for children, even if attending
conference with parents. Thank you.
ADDITIONAL FORMS AND PAPERWORK

Attached you will find a sample housing list as it will look on the day of check-in as well as check-out. Other forms attached as well are:

- Conference contact sheet (Due to APU TEN Days prior to your arrival)
- Conference Housing List (Due to APU TEN Days prior to your arrival)
- Meal Service Request (Due to APU THIRTY Days prior to your arrival)
- Cougar Dome Request Form (Due to APU NINETY Days prior to your arrival)
- Conference Room and Equipment List for A/V needs (Due to APU NINETY Days prior to your arrival)
- Trolley Request Form (Due to APU NINETY Days prior to your arrival)
- Conference Room and Equipment List (Due to APU SIXTY Days prior to your arrival)
- Medical Release form (Due to APU upon the groups arrival)

All of these forms are required to be filled out prior to your arrival and can be sent to you via email upon request.
Contact Information

Conference/Group Name: ___________________________ Dates of Conference: ____________

Group Representative

First Name: ___________________________ Last Name: ___________________________
E-mail Address: ___________________________
Phone Number: ___________________________ Check-in Date: ___________ Check-out Date: __________

First Name: ___________________________ Last Name: ___________________________
E-mail Address: ___________________________
Phone Number: ___________________________ Check-in Date: ___________ Check-out Date: __________

First Name: ___________________________ Last Name: ___________________________
E-mail Address: ___________________________
Phone Number: ___________________________ Check-in Date: ___________ Check-out Date: __________
## Conference Group - 2016

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Room #:</th>
<th>Linens?</th>
<th>Single/Double</th>
<th>Check In:</th>
<th>Check Out:</th>
<th>Signature In:</th>
<th>Signature Out:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Meal Schedule

<table>
<thead>
<tr>
<th>Conference Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Breakfast Head Count</th>
<th>Lunch Head Count</th>
<th>Dinner Head Count</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Cougar Dome Request Form**

<table>
<thead>
<tr>
<th>Conference Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
</tbody>
</table>

**Dates of Conference**

**Please note that this is not official until you receive a confirmation from communiversity, this is to help start the process of what is needed when it comes to the rental of Cougar Dome student union or the half basketball court.**

<table>
<thead>
<tr>
<th>Day</th>
<th>Start time</th>
<th>End time</th>
<th>What you will be doing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Revised as of 10/2/2015**
## A/V Needs

<table>
<thead>
<tr>
<th>Conference Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Set-up</td>
<td></td>
</tr>
<tr>
<td>First day of Conference</td>
<td></td>
</tr>
<tr>
<td>Last day of Conference</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/V Equipment</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Tech Needed</th>
<th>Room/Area Needed in?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised as of 10/2/2015
<table>
<thead>
<tr>
<th>Conference Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Set-up</strong></td>
<td></td>
</tr>
<tr>
<td><strong>First day of Conference</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last day of Conference</strong></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Day In</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trolley Request Form

<table>
<thead>
<tr>
<th>Conference Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates of Conference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note that the start time and end time does not include pre and post driving time required by the state, also drivers are only allowed 8 hours of driving time per day and the final schedule will be discussed one month prior to your conference between Hospitality Services, Trolley Services, and the Conference Representative.**

<table>
<thead>
<tr>
<th>Day</th>
<th>Start time</th>
<th>End time</th>
<th>Number of Trolley's</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>