2018 CONFERENCE HANDBOOK
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HANDBOOK OVERVIEW

Thank you for your inquiry regarding use of facilities at Azusa Pacific University (APU) Event 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 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 if space is available. Lodging for residential conferences and camps is typically available from the middle of May through the end of July.

Churches and faith based organizations who wish to use APU facilities for any functions, must be pre-approved by the church collaboration committee before any functions can be tentatively reserved or booked. Church collaboration applications may be obtained from Event Services via email at conference@apu.edu.

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.
OVERNIGHT CONFERENCE ACCOMMODATIONS
All lodging areas are used as residence halls during the year, and are furnished with 2 beds, 2 dressers and 2 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 in bathrooms. Guests must provide their own toiletries, alarm clocks, irons, hangers, reading lights, etc. Hot plates, in-room cooking and appliances are not permitted per Los Angeles County Fire Regulations. Residence halls will be assigned according to availability and size of the group. Each conference guest will be assigned a single bed. All beds are set at specific height and adjustments should not be made to this. 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 will be assigned to bedrooms depending on availability of lodging areas that are assigned to you by The University. Pricing 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. Laundry rooms are available; please inquire with Event Services for specifics on using the facilities.

**Double Occupancy**
Lodging per night without linens $28.00

**Single Occupancy**
Lodging per night without linens $33.00
MODS only with or without linens $40.00
(Price applies to Engstrom when requesting non-shared bathrooms)

**Linens** (Sales tax may be applied based on if group size requires supplementing inventory)
Linen Package $12.00**
Mid-stay exchange for linens $10.00**
(Please note that this applies only to groups staying longer than a week upon request made no later than 14 days prior to Conference move-in.)
**Missing linen items will incur a charge per missing item at the close of your conference and will be applied to your final bill. Pricing for each missing item is as follows:
- Pillow $5.00
- Blanket $8.00
- Sheet $8.00
- Pillow Case $2.75
- Bath Towel $6.00
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 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. When utilizing this facility, if you would like to skip rooms allowing each room to have an unshared bathroom, this will be considered a single occupancy room fee. 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. This building does not have elevators. 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. This building does not have elevators. 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 a living room, kitchen and full bath. These units are partially furnished with beds, dressers, desks and chairs. These units are subject to availability.
The group contact person must supply The University with an alphabetized list of all overnight guests with their roommate assignments 10 working days prior to the event. Due to 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. If the Conference housing list is not submitted on appropriate housing forms by the 10-day cut-off deadline, an expedited processing fee of $250 may be assessed.

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 making it unavailable 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 450 people seated at round tables and up to 1400 in theater-style seating. Complete with stage, sound system* and a piano, this is the ideal location for large meetings, concerts, worship and more. 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 in rounds of 8 or 270 seated theater style. This room is great for small events and the north windows face the beautiful foothills.

LOWER Turner/1899 Dining Hall
This location is 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 40 people and is able to be equipped with sound or video. *Any A/V needs must be requested in advance and are subject to separate charges depending on service needs.
**LAPC BOARD ROOM** | Daily $450
This is one of our banquet facilities. This room is set with round tables and can seat up to 80 people. It is an ideal location for catered events, but can also be used for meetings. *Any A/V needs must be requested in advance and are subject to separate charges depending on service needs.*

**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 and presentations. The room is also equipped with whiteboard, podium, microphone and demonstration table. *Any A/V needs must be requested in advance and are subject to separate charges depending on service needs.*

**CARL WYNN LECTURE HALL** | Daily $350
This modern lecture hall seats 90 people. This room is perfect for showing videos and presentations*. The room is also equipped with a whiteboard, podium, microphone* and demonstration table. *Any A/V needs must be requested in advance and are subject to separate charges depending on service needs.*

**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. 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, Cougar Mall, and Wallace Way
CLASSROOMS | Daily $100
All classrooms have media equipment available*. Space availability ranges from 35 to 60 people. Availability is subject to class schedules. *Any A/V needs must be requested in advance and are subject to separate charges depending on service needs.

WILDEN ATRIUM | Daily $450
Located on East Campus, this glass-enclosed facility is great for afternoon luncheons and intimate receptions or gatherings. Seating in the round with a maximum capacity of 75 or lecture style with a maximum capacity of 100 is available for your event. Availability is based on current class schedules, as this location is adjacent to high use classrooms.

MUNSON CHAPEL | Daily $600
Located on East Campus, this facility is great for lectures or meetings with guest speakers as well as music events. There is a piano located in the facility and may be used upon request for a fee. This facility has fixed theater seating with a maximum capacity of 240.

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 arrange with Event Services. Reservations may be made for two-hour blocks of time.

*Please note that additional or varying charges will 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 and may incur additional use charges.

Please note that only APU event staff is allowed to move furniture. Items rearranged in classrooms will result in a $50 reset charge per room. When decorating for your event, please keep in mind that the following activities are strictly prohibited and 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.
- 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, APU stage, black house chairs, floor tiles, registration tables with skirting, standard utilities, curtain behind stage if needed.

**HALF HOUSE 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.

**ATHLETIC EVENT** | $3500.00/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>$250.00/day</td>
</tr>
<tr>
<td>Green Room</td>
<td>$250.00/day</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>$100.00/day/locker room</td>
</tr>
</tbody>
</table>
Hall of Champions $400.00/day

**Variable Charges:**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ticket Office</strong></td>
<td></td>
</tr>
<tr>
<td>Ticket office Manager</td>
<td>$30.00/ 2 Hr. min</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>$18.00/ 2 Hr. min</td>
</tr>
<tr>
<td>Ticket printing charges (Felix Ticket Office)</td>
<td>Variable</td>
</tr>
<tr>
<td>Ticket Surcharge (outside groups)</td>
<td>$1.00 per ticket</td>
</tr>
</tbody>
</table>

**Crowd Control** $18.00/ 2 hr. min

**Facilities Staffing**

<table>
<thead>
<tr>
<th>Staff Type</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Member</td>
<td>$18.00/hour</td>
</tr>
<tr>
<td>Administrative Staffing</td>
<td>$18.00/hour</td>
</tr>
<tr>
<td>Event Manager</td>
<td>$30.00/hour</td>
</tr>
<tr>
<td>Cleaning Custodian Supervisor</td>
<td>$25.00/hour</td>
</tr>
</tbody>
</table>

**Technical Support-Pricing based on event size and scope of needs**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoreboard Operator</td>
<td>$65.00/hr./2 hr. min</td>
</tr>
<tr>
<td>Electrician</td>
<td>$65.00/hr./2 hr. min</td>
</tr>
<tr>
<td>Electrical Power beyond 20 amps</td>
<td>$1.00 per amp</td>
</tr>
<tr>
<td>Rigging Tech</td>
<td>TBD-Call for quote</td>
</tr>
<tr>
<td>Sound/Lighting Coordinators</td>
<td>TBD-Call for quote</td>
</tr>
<tr>
<td>Sound Lighting Technicians</td>
<td>TBD-Call for quote</td>
</tr>
<tr>
<td>Telephone Installation New</td>
<td>$100.00/per line*</td>
</tr>
<tr>
<td>Telephone Software/Existing line</td>
<td>$40.00/per line*</td>
</tr>
<tr>
<td></td>
<td>*plus applicable toll charges</td>
</tr>
</tbody>
</table>

**Statistical Package** $100.00/game

**Security Personnel**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>APU Officers</td>
<td>$35.00/hr. 4 hr. min</td>
</tr>
</tbody>
</table>

**Medical Support**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Medical Services</td>
<td>$55.00*/hr. for 1 EMT</td>
</tr>
<tr>
<td></td>
<td>$125*/hr. for Paramedic</td>
</tr>
<tr>
<td></td>
<td>*4 hr. min</td>
</tr>
</tbody>
</table>

**Prices for practices and shoot around**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary Court</td>
<td>$75.00/hour</td>
</tr>
</tbody>
</table>
**Prices for Fields for Games or Events**

<table>
<thead>
<tr>
<th>Field</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football/Track and Field Stadium**</td>
<td>$1700.00</td>
</tr>
<tr>
<td>Dillon Complex</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Soccer game Field</td>
<td>$850.00</td>
</tr>
<tr>
<td>Azusa Cougar Soccer Complex</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Soccer practice Field</td>
<td>$650.00</td>
</tr>
<tr>
<td>Baseball Field**</td>
<td>$1250.00</td>
</tr>
<tr>
<td>Softball Field**</td>
<td>$1200.00</td>
</tr>
<tr>
<td>West Campus Lawn</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Cannot be rented during prospective season**

***Please contact the Event Services for practice field pricing.***

**Cougar Dome/Student Union**

Jurisdiction and Operation of the Cougar Dome/Student Union shall be the responsibility of the Office of Communiversity and its staff.

I. All decisions regarding the Union are to be considered by the Associate Director and/or Student Union Manager in conjunction with the Director of Event Services.
   i. Holidays during Summer
      1. Closed on the Holiday
      2. Management Staff has the discretion of closing the Union for days prior to and after Holidays.

II. Once the location has been booked and confirmed with Event Services. You will be given a list of policy and procedures while using the area.

**Student Union (Lounge and Court)**

1. **Full Day (8 hours): $600 flat fee (+8 hours is additional $100 per hour)**

**DINING SERVICES**

Azusa Pacific University offers a variety of dining opportunities to meet the needs of your group. Azusa Pacific University prides itself in being conscientious of the multiple dietary considerations your group may be looking for. With that being said, we are not able to accommodate all needs, but are happy to provide gluten-friendly, dairy-friendly and vegetarian options as requested. We are not able to create personalized menu options for each person however.
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. You must guarantee the total number of guests no later than 14 days prior to the conference start date. No more than a 10% variation in excess of or below the guaranteed number of guests will be permitted without an additional charge. Example: If 200 people are guaranteed for a meal at the 14 day cut-off and only 85 show up to the meal, your group will still be billed based on the final guarantee provided of 200. All meals, whether for the Dining Hall or for a catered event will be arranged and scheduled with your designated Conference Representative.

Our meal options unless otherwise arranged and approved by both the Director of Event Services and the Director of Dining Services will fall into the following schedules for dining. Dining Services reserves the right to adjust any or all of these hours based on attendance and the needs of the group.

Breakfast: 7:00am-9:00am
Lunch 11:00am-1:30pm
Dinner 5:00pm-7:00pm

Conference Dining Plan-Our dining plan is an all-encompassing package that enables the attendee to eat at any of the pre-selected meals. Requests for partial or customized plans that deviate from the group’s meal schedule will be evaluated on a case by case basis, but are generally discouraged. Any attendee choosing not to purchase the meal plan, is more than welcome to pay cash at the door for the cost of that particular meal being offered. Meal cards may not be shared, used more than once per meal or transferred to another attendee at any time.

Package Price per day per person $30.00
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 to your final bill for all dining services. 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. Starbucks is conveniently located along Cougar Walk adjacent to the Paws N Go Convenience Store and the Cougar's Den Food Court, and proudly offers coffee, tea, blended drinks and snacks. 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. Cougar’s Den Food Court is our made-to-order food court providing a wide-variety of food options from burgers and sandwiches, to pasta, pizza and dessert selections.

**Not all locations are open during the summer; please check with the conference staff, for open locations. Based on headcounts as well as University construction and improvements, meals may be moved to other locations such as Cougars’ Den Café, Mexicali Grill, or Heritage Court on West Campus. Should these adjustments be necessary, we will do our best to inform you as soon as information is given to our staff. All meals in the Dining Hall are All-You-Care-To-Eat, and eating outside or taking food to go is strictly prohibited.**

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, meals, and Hillside Grounds that 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 the University 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 in University designated locations. Please safeguard the meal card, they can be reissued but for a $20 replacement fee. If a card is lost, please let your Conference Representative know immediately.

Due to health and safety 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 be 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, and décor and menu selection. Please contact Event Services to obtain more information.

**MEDIA SERVICES**

Media equipment (projectors, audio recorders, DVD players, microphones, etc...) are available for rent from the department of Information and Media Technology. Requests MUST be submitted to the assigned Conference Representative 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 is given by media services. Media Services does not allow outside groups to tap into the existing systems. Once Media Services has confirmed with your Conference Representative that they will be available for your events, a meeting will be arranged for you between Media Services and a representative from your group. *Media Services staff are NOT available on Sundays.*

**Access your wireless settings**

*Guest logins re-set after 24hours and cannot be used on the computers in classrooms.*

**Windows:**

![Wireless Settings Window](image1)

**Mac:**

![Wireless Settings Window](image2)

**Select the APU-Guest Wireless Network:**

**Windows:**
Mac:

Not connected

Connections are available

Wireless Network Connection 2

IMT

APUWIFI

APU-MYDEVICES

APU-GUEST

Information sent over this network might be visible to others.

☐ Connect automatically

Connect

YMQ7L

Open Network and Sharing Center

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

Windows:

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 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 your Conference Representative. We can also refer you to local services for airport transportation, if needed.

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

Azusa Print + Design
Let Azusa Print + Design’s experienced print professionals assist you with your conference material. We offer a wide variety of services that include copying, posters, banners, business cards, vinyl printing, flyers, buttons, and much more!
For additional information about Azusa Print + Design services, contact Senior Print Manager Patrick Kalout at pkalout@apu.edu at (626) 815-5078.

UNIVERSITY BOOKSTORE
Located on West Campus between the Event Center and Heritage Court out University Bookstore offers 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. For additional information visit www.bookstore.apu.edu

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

Azusa Pacific University
Event Services
Attn: (Guest Name) / (Group Name)
701 E. Foothill Blvd.
Azusa, CA 91702-7000

There are two locations to assist with guest’s mailing needs during their conference stay. Both locations sell stamps and shipping supplies, USPS, FedEx, and UPS; they also accept outgoing mail, pre-paid packages and letters. West Campus receives and delivers all incoming packages as well.
Early Shipments and Warehousing Deliveries
Azusa Pacific University will only accept packages and shipments that arrive the first day your conference is set to move in and setup. Any shipments that arrive before this day will be refused.

**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-4 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 that 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 will apply. Please notify you Conference Representative at least 2 months prior to the conference. All equipment in rooms are not to be moved by guests at any time. Items rearranged in classrooms will result in a $50 reset charge per room.
PLANNING YOUR EVENT

GROUP CONTACT PERSON
It is required that each group designate ONE person as their group contact person. This person will work with a Conference Representative 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 Event Services 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 permission slips as applicable, and advise group members’ emergency contacts should a medical situation arise.
- Are 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 Policies and ensure that they are 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. By contracting a conference and receiving this information, you understand that this is an extension of your contract with the University.

CONFERENCE 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/Event Services 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 Event 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 our Event Services Staff at 626-815-6000 ext. 6016.

SUPERVISORS AND COUNSELORS
Please refer to Azusa Pacific University Policy on programs involving minors, located on pages 25 – 39.
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 Staff via email at conference@apu.edu that you are sending boxes and how many are being sent. Please keep in mind that any packages that arrive prior to the conference move-in date will be refused. When informing us of a shipment, please remember that a tracking number is required.

- Address the box to:
  Azusa Pacific University
  Event Services
  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 mailroom located on east or west campus. If your event ends on a Saturday or Sunday, you will be required to arrangements for 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/Vaping 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 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. Event Services must approve all set-ups 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 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 include coverage for sexual molestation and abuse. Proof of insurance coverage must be submitted to Event 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 that 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 physical service assistance animals, are allowed on campus, unless pre-arranged with Event Services and approval is provided in writing. Emotional support animals are not permitted.

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 Event Services for further assistance. No inference should be made regarding the sponsorship, endorsement, support 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. No outdoor areas, facilities, rented spaces or classrooms may be used after 10pm.

13. Groups that send members home due to violations are responsible for full payment of their housing and meal expenses according to the original arrival and departure dates. Those sent home for medical reasons would 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 at Conference check-out $50.00*
- Lost Meal cards to be replaced, per card $20.00*
- Smoking/fumigation charges, per room $100.00*
- Setting off Fire Alarms, per alarm $500.00*
- Tampering with electrical/equipment $500.00*
- Discharging fire extinguishers $150.00*

*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-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 Event Services. 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 from the attending conference group 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 from the attending conference group 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, or 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, text 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.
I. Any posting of names, likenesses, photographs or other identifying documents or materials related to 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:
a. 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.

b. Engage in abusive conduct of any kind toward, or in the presence of, a minor.

e. 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 a Conference Representative 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 Event 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 Event 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 and 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 and 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 Representatives 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 Event Services as well as a credit card to secure all reservations.

Full payment of the balance of the contracted minimum amount is required 30 days 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.

- 50% of remaining balance for minimum contracted space, meals and estimated services due 60 days prior to arrival.
- Remaining balance of minimum contracted space, meals and estimated services due 30 days prior to arrival.
- All additional fees resulting from increased attendance or contract changes are due on the day of your checkout 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 Event 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 Event Services. Specific room assignments can be done by Event Services or the group contact person. The room assignments must be completed on University approved/provided forms at least 10 working days prior to the group’s arrival on campus. If the final housing list is not provided by the 10 working day time-frame, a $250 expedited processing fee will be assessed. 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 Event 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 Event 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 staff-member and signed back in. Keys should 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 Event 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 your Conference Representative. APU personnel is located in the main office and the Trinity Hall office and 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. Anyone not in possession of their meal card will result in non-entry to eat in any dining facility. For bigger groups with minors, please speak with Conference Staff 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 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 50 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 Event 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. Please see the Dining Services and University Catering section for information on cancellations and changes.
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. Items rearranged in classrooms will result in a $50 reset charge per room.**
- 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 Mail Services section of the Handbook regarding mail services.

ARRIVAL TIME

Your arrival and departure time will be arranged between Event 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 Event 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 Event 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. Event 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 7-911 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 wake up calls.
CHECK OUT

The group contact person will arrange a check out time with Event 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 Event 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, no items are left behind and notate damages resulting from the conference attendees/activities.

Azusa Pacific University cannot be held responsible for items left in the rooms after check out. Event 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 Event Services before leaving the campus to review closing details, address any issues, and pay the final bill if there are overages needing to be reconciled.***
WHEN YOUR EVENT IS OVER

FINAL PAYMENT
Final payment is due 30 days prior to your conference start date. If the final bill is not paid by the Conference, you will not be able to begin setup or move-in. If there are overages from estimated amounts that were paid prior to the start of the conference, all remaining charges will be billed to the credit card on file, or a check may be cut on the final day of the conference. Should any damages resulting from a conference be discovered, they will be billed to the conference at the conclusion of the event(s) and noted during the final walk-thru.

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 Conference Final Statement and return it to Event Services. Thank you! In addition, at the end of your conference, we encourage you to fill out a conference request form for the following 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
• Submit second payment – 50% of total remaining estimated bill
• Room set-ups for your meeting rooms, what do you need
• Media requirements

30 DAYS PRIOR TO ARRIVAL
• Confirm Meal requests – times and specific meals
• Submit third/final payment – total amount of remaining bill (remainder of contracted minimum: please note that access to APU facilities cannot be granted prior to this payment)

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 Event Services.

CHECK IN
• Medical Authorization and Release due for all guests – a copy will be kept in Event Services Trinity Hall Office.

CHECK OUT
• Return all keys
• 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.
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 group’s 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.