

Bluefield College Summer Groups Rules and Regulations

3000 College Ave; Bluefield, VA 24605 · (276)-326-4207

I. Introduction

The Sponsor agrees that all participants are under the direct and complete supervision and control of the sponsoring individual or organization. Sponsor is liable for all damages resulting from participant utilization of the facilities. Bluefield College retains the right to require Sponsor, or any of its participants, to leave the College premises if the College feels that circumstances warrant such action. The College assumes no responsibility for loss, damage, or theft of personal property of Sponsor or participants.

The Sponsor agrees to adhere to these regulations, as well as local, state, and federal laws concerning health, safety, and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using College facilities and services.

II. Campus Policies

- a. Bluefield College is committed to creating and maintaining an environment which reflects our life in Christ. Bluefield College expects its guests to exemplify a high standard of behavior and personal values. Bluefield College asks that its guests refrain from using profanity.
- b. The person or group responsible for the event understands and must include in any publicity of the event the following statement: “Use of Bluefield College’s facilities do not necessarily imply College sponsorship.”
- c. **Groups** of ten (10) or more under the age of 18 must provide one adult (over the age of 21) for every ten (10) participants.
- d. The laws of the Commonwealth of Virginia, Town of Bluefield, Tazewell County, and the rules and regulations of Bluefield College must be strictly enforced at all times. The undersigned entity or person agrees to reimburse Bluefield College for cost or fees (including reasonable attorney’s fees) incurred to enforce this agreement.
- e. Bluefield College is a tobacco and alcohol free campus. Smoking (or any other form of tobacco or e-cigarettes) is not permitted in any building or outside area.
- f. Food and drinks are allowed only allowed in designated areas (see “Facilities Policies” for further explanation).
- g. Gambling in any form is prohibited on or within the College’s buildings and grounds.
- h. **Parking** (for vehicles as well as golf carts) is permitted in spaces and lots which are not restricted for visitors. These spots include spaces near or in front of residence halls with RED or BLUE circles. Parking is not permitted in reserved areas and in the fire line along the curbs.
 - i. If golf carts or other transportation-assistance vehicles are brought to the Campus, only participants over the age of eighteen (18) are permitted to drive said vehicles. Any participants that do not meet this requirement or drive recklessly will be removed from the Campus.
 - ii. RV’s are prohibited on Campus, save medical reasons.
- i. The possession of firearms, fireworks, and other weapons is prohibited on campus. This includes, but is not limited to, air pistols, air rifles, ammunition, BB guns, combustible

materials, hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, and pellet guns.

- j. **It is** inevitable that members and guests may misplace or forget personal property in our facilities. We will make every attempt to safeguard lost property that is of value (wallets, credit cards, electronics, etc.) and make it available to the rightful owner. Other items such as clothes, accessories, etc. will be kept for two (2) weeks and then will be claimed by Bluefield College. Items such as toiletries, torn clothes, water bottles, etc. will be discarded immediately. Lost and Found for summer guests is located in the Campus Safety Office, located on the first floor of Cruise Hall.

III. Residential and Facilities Policies

- a. **The** entry doors to the Residence Halls will remain locked 24 hours/day with the exception of check-in and check-out times. The Residence Halls are controlled by ID cards for the security of guests. The Bluefield College guest ID card is issued to group leaders and chaperones at the beginning of the week. Misuse could result in forfeiture. Cost to replace a lost or stolen card is \$25.00. Cards that cease to work for no apparent reason will be replaced free of charge.
- b. One key per room will be issued to guests who are staying in the residence halls. The Sponsor group will be responsible for the cost of replacing the key if lost or stolen. The replacement cost is \$50.00.
- c. Food and drink is allowed in all campus buildings except Harman Chapel. Failure to clean after eating or drinking anywhere on Campus will result in forfeiture of the cleaning discount.
- d. Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. Any guests who make unauthorized use of or interfere in any way with the efficient functioning of this equipment could jeopardize the safety and lives of other guests and students. If a guest discharges a campus fire extinguisher without just cause, the guest may face a \$150.00 automatic fine.
- e. Guests are asked to evacuate the building when the fire alarm sounds. Each residence hall room has an evacuation route posted on the door. Please take the initiative to familiarize yourself with the evacuation posted and instruct those in your group to do so as well.
- f. All personal furnishings brought into the residence halls must comply with fire safety codes. All electrical appliances, with the exception of the microwave/fridge unit that is provided, are prohibited in the residence halls. Extension cords and power strips are prohibited; rather, guests are required to use surge protectors. Guests are not to put mattresses on the floor. Open flames and the use of candles and lighted incense are prohibited in the residence halls.
- g. Furniture provided in rooms must remain in the rooms at all times. Guests may rearrange the furniture in the room to better accommodate their stay as long as it stays in the room. Please ask for assistance before moving furniture from group leaders. If more help is needed, please contact the RA during on-duty hours. RA contact information will be included on the "Summer Cleaning Checklist" paper left in rooms reserved by the group.
- h. **Guests** are not permitted in any other residence halls or buildings that their group is not renting. Failure to comply may result in removal from the College.

- i. **The College** has implemented new standards for cleaning upon departure. Groups that comply with these standards are eligible for a five percent (5%) discount on their facility rental bill. The standards are as follows:
 - i. Guests are permitted to bring food into and use the fridge/microwave unit in the provided rooms. This must be cleaned upon departure. Failure to remove perishable food will result in the forfeiture of the cleaning discount.
 - ii. In order to assist the College in turning over the Residence Halls for future groups, guests are asked to sweep the floors in the Residence Hall room and bathroom as well as wipe down the furniture and clean the shower, sink, and toilet. Cleaning supplies will be provided by the College. Guests are also expected to take their trash to the dumpsters in the trash bags provided by the College.
 - iii. Guests are asked to remove all personal belongings and trash from rooms before their departure.

IV. Check In/Out Procedure

- a. **Check-in** for groups is at 2:00pm the day of given reservation. Check-out time is 10:00am the final reservation day. Groups are expected to be packed and have all people and belongings out of all buildings by the given check-out time at the *latest*. These times will be strictly enforced to create a successful transition between groups. Failure to adhere to these times will result in an additional fee of 5% of the cost of the group's total bill.
- b. **Group** leaders are expected to arrive in the Student Activities Center, located on the far left side of Shott Hall, one (1) hour prior to their group's official check-in date/time to meet with the Director of Student Engagement and the Special Events Coordinator. During this time, group leaders and the College employees will:
 - i. Review the group's rental information, contract, insurance, group information, and room assignments.
 - ii. Distribute ID cards and keys to assigned rooms to group leaders. Leaders are expected to conduct their group's check-in process upon their arrival.

V. Deposits

To confirm a reservation, Bluefield College requires a Security Deposit* that totals twenty percent (20%) of the estimated facilities bill. The Security Deposit is due within ten (10) days of a group receiving its reservation approval. The Security Deposit will be subtracted from the total facilities rental prior to billing of the rental group. Groups will be held responsible for any loss or damage incurred during their occupancy and assessments will be made accordingly.

** If any loss, damage, or theft of college property incurs, the Security Deposit will be used to replace those reparations. If the damage exceeds the twenty percent (20%) deposit, the group will be billed for the remaining amount. Please also see the Cancellations Procedures.*

VI. Payment Procedure

Full payment for all services is due within fifteen (15) days of receiving the invoice.

Please make checks payable to “Bluefield College with Special Programs.” Your group name must be written in the memo section.

VII. Cancellation Procedure

Cancellation of a confirmed group must be received by the Office Manager of Student Development, in writing, at least three (3) weeks in advance to avoid charges. If the Office Manager is not notified within three (3) weeks’ notice, Bluefield College will not refund the group’s Security Deposit.

VIII. Liability Form

Groups using college facilities for periods longer than one (1) day are required to prove their insurability against liability claims by providing a certificate of insurance naming Bluefield College as an additional insured. *This liability insurance should include sexual abuse and molestation coverage.*

The person responsible for the event releases Bluefield College from any liability as a result of this event and agrees to indemnify and hold Bluefield College harmless from any and all claims for damages, injury, or harm resulting from this event.