

Items to Consider When Hosting a Residential Conference

New clients must submit and answer all questions to be reviewed before we proceed with the MOU process.

Our housing only provides basic university residence hall set-ups and minimal staffing for check-in, check-out, and emergency response. Before committing to hosting a residential conference, please address the following items

Group Name: _____

Group Coordinator: _____

Primary Contacts: _____

Group Dates: _____

Group Anticipated size: _____

Does the group need a revocable permit? Circle either Yes or No
(Revocable permits are only needed for groups not considered University Use of Stony Brook University facilities.) If applicable, please review the following information for permit requirements. [Revocable Permit Information](#)

Does the group need a youth camp operating permit with Suffolk County?
Circle either Yes or No [Suffolk County Camp Operating Permit Information](#)
If yes, do I have the resources, information, and time to complete this process before arrival and be available for all inspections required as part of the permit process?

Campus Residences requires the following information for the housing database when creating room assignments: First name, Last name, Date of Birth, Email Address, and Gender (Male, Female, Non-binary). The group will be responsible for collecting all of this information from their participants.

What is your staffing plan for managing the conference? Are you the only contact for all issues? Do you have enough staff to manage all aspects of your conference?

Assignments/ADA accommodations	Responding to issues, concerns, & conflicts between participants	Behavioral issues & policy violations
Registration/ waivers	Collecting emergency contact info	Medical needs and emergency transport needs

Do you have a plan for meals? (Campus Dining is separate from Campus Residences)

Are there any other unique components of your group or other needs you may need while on campus?

Items to Consider When Hosting a Residential Conference

Youth Housing

Youth groups are any groups that have participants under the age of 18.

- 1) Who will work with parents' and legal guardians' concerns?
- 2) What kind of evening engagement opportunities are you providing?
(Campus Residences does **not** provide after-hours events and programming.)

Youth Chaperones

1) Who will be your chaperones? Do you have enough staffing to cover chaperone responsibilities? The following are the Chaperone Requirements:

Age	Participants per Gender	Staff per Gender
15 and older	12	1
14	10	1

- 2) How will you train and manage them?
- 3) (University Use) Who is facilitating their SUNY required child safety training and working with the appropriate University offices to credential with child safety badges?
- 4) How will you address issues if a chaperone is not meeting expectations or causing residential policy issues?
- 5) How will Campus Residences contact the chaperones during your group's stay?
- 6) How will you track participants who may be gone for any part of their stay (evening with parents, going home for a weekend, etc.)?
- 7) How will you track their authorized ways to travel or who they can be picked up by?
- 8) You and your chaperones are liable for participants' safety and behavior at all times; what is your escorting plan for participants when they are outside the building?
- 9) Are you having a curfew, and are your chaperones expected to do bed checks?
- 10) What are your processes for authorizing and obtaining parental consent for medical and emergency care?