



This document serves as an appendix to the Memorandum of Understanding (MOU) between Campus Residences Conference Housing, hereinafter referred to as “Campus Residences,” and the Conference Group Name listed on page 1 hereinafter referred to as the “Client” for the purpose of utilizing residential housing spaces for participants under 17 years old.

Conference MOU Group Number: _____ Conference Group Name: _____

Programs that include youth shall have in place, enforce, and make available policies that address the following areas:

- Youth are not permitted to share bedrooms or restrooms with adults. The Conference Client is responsible for reviewing final room assignments before check-in to ensure adults are not assigned to youth rooms or vice versa.
- It is essential to define and enforce a set of behavior standards for youth attendees that are clear and explicit. The client is responsible for articulating and outlining these expectations to the youth attendees before the conference check-in. A copy of these standards must be submitted to Campus Residences staff at least ten days before the group arrives on campus. The Standard Behavior Document must include, at a minimum, the following information:
 - Restrictive Hours: All youth attendees must be in their assigned Campus Residences building no later than 11:00 pm and in their assigned room no later than 12:00 midnight. Exceptions to the above timeline must be arranged with CampusResidences before arrival. Individual groups can be more restrictive in setting hours. The enforcement of these hours is the responsibility of the sponsored organization.
 - Quiet hours, which the Client may establish, must begin no later than 10:00 pm and end no earlier than 7:00 am. There are always 24-hour courtesy hours in effect.
 - Visitation Standards: Campus Residences does not tolerate mixed-gender visitation in youth attendees’ rooms.
 - Behaviors that would result in immediate dismissal from Campus Residences housing.
 - Instructions for conference youth and staff to cooperate with requests from the University Staff in performing their responsibilities and duties.
 - Smoking, vaping, or use of drugs, with the exception of prescription medications, are prohibited on campus.
 - Standards of care regarding our facilities: Attendees are responsible for taking care of their assigned living space. A clean facility is important to promote a healthy environment.
- A mechanism by which each youth attendee can immediately be identified as an attendee of the conference must be provided (For example: A T-shirt, program specific lanyard, or nametag). It is required that all youth attendees always wear or carry the identification while in University Residences and while on campus.
- Adequate training and orientation for staff must be provided. A meeting with the client, their staff, and a housing representative is required upon arrival and before checking into or entering Campus Residences. The duties of the client’s staff shall be clearly and explicitly defined. Minimum duties must include:
 - Knowing youth to the extent they can be identified and called by name, assisting them with problem-solving, and accounting for their presence, health, and safety at various intervals during the day.
 - Enforcing conference rules and terms stated in this agreement and MOU.
 - Working with Campus Residences staff on the enforcement and management of university policies.
 - Escorting participants anytime they are outside the residential facility.
 - Staff must have the University Police number (631) 632-3333 saved in their cell phone for the duration of their stay.
 - All fire safety procedures, including evacuating during a fire alarm, must be followed by all staff and participants.
- Youth participants must have a dining option that is coordinated with Faculty Student Association (FSA)/Campus Dining.

- Staff / Participant Ratios: Live-in staff must be provided at a ratio of at least one (1) live-in staff for every 12 youth of each gender over age 15 and one (1) live-in staff for every 10 youth of each gender age 14. Staff must be two years older than the oldest participant and, at minimum, 18 years old. Contact information of all staff is due 14 days before arrival to Campus Residences.

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

Youth Requirement Example(s):

Ages 15-17 Years: 12 Youth participants (6 Male, 6 Female), 1 Male Staff, 1 Female Staff

Ages 14: 18 Youth Participants (11 Male, 7 Female), 2 Male Staff, 1 Female Staff

- Appropriate forms, including permission forms, medical release forms, emergency contact information, and liability waivers, should be safeguarded and readily available.
- Response plans for severe weather or other emergency situations.
- The client will ensure compliance with SUNY 6505 Child Protection Policy, SUNY 6504 Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, and SBU P599 Child Protection Policy.
 - University Use Clients must follow procedures outlined by Enterprise Risk Management for training and policies around child safety.
 - Third-party use must follow the Revocable Permit parameters.
 - The associated cost incurred for the child safety credential badge is approximately \$25 per badge. Third-party Use clients will be billed this cost as part of their Campus Residences Invoice if Campus Residences is the one who acquires the badges for the client.
- The client and their staff are responsible for all participants at all times. This includes engagement activities, ensuring participants are in their room each night, addressing behavioral concerns, tracking participants being signed out to legal guardians (or designee) when not participating in the program, and providing escorts around campus. The client's staff are the main point of contact for parents/guardians.
- No staff, including those above the age of 21, are permitted to possess or consume alcohol in a youth building at any time.
- The client's staff must be available by phone outside of business hours and have a presence in their assigned building whenever youth are present. If youth are in common lounges of the building, the client's staff must be present.
- The client and their staff will ensure participants are accounted for on a daily/nightly basis.
- The client, their staff, and Campus Residences Staff will have a required first-night participant meeting.
- The client must meet with Campus Residences staff 15 to 30 days before arrival to discuss the client's policy plans and items the Campus Residences live-in staff must be informed about, such as emergency medical, facilities, and assignment adjustments. Campus Residences will ensure the client understands Campus Residences policies and expectations.
- Failure to follow proper child safety procedures and/or address behavioral issues of participants may result in individual participant dismissal from housing and potentially dismissal of the entire group.

Print Name of Client (Group Coordinator)

Date

Signature of Client (Group Coordinator)