



Stony Brook University

Campus Residences West Campus Conference Housing 2025 Memorandum of Understanding

This document serves as an agreement 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," to utilize residential housing spaces. The Client acknowledges they must execute this agreement on behalf of all participants in their group. If a Client has multiple groups within a similar time frame, one agreement can be completed for all groups. All times listed in this document are based on Eastern Standard/New York time.

The client must have a responsible party for Campus Residences to notify for managing the group or participant's medical/personal emergencies, participant policy violations, and other group needs. This primary contact is not required to live with participants on campus but must be able to receive communications and report to campus in a reasonable time frame at any time of day or night during the group's stay on campus if urgent matters arise. The Group Coordinator will be designated as the Primary Contact if another representative is not identified.

Conference Group Name:
Conference Group Coordinator Name:
Conference Group Coordinator Title:
Phone:
Email:
Address:
City/State/Zip:
Purpose of Event: (Conference, Workshop, Visiting research, local event, etc....):

Permits

Third-party Clients acknowledge that this agreement is in addition to a **Revocable Permit** and in no way replaces or exempts the Client from securing a Revocable Permit through the designated University office as a condition of utilizing Stony Brook University Facilities. Our Permit process requires submission of the following: **W9 & sub-W9** Forms, a **Certificate of Insurance** of one million dollars (\$1,000,000) for each occurrence, and two million dollars (\$2,000,000) naming SBU, SUNY, & NYS as additionally insured, Certificate of **Workers' Compensation** Insurance, and Certificate of **Disability Benefits** Insurance (or Exemption document Form CE-200). *Permits should be engaged at least 45 days in advance of the group's stay, depending on the total cost of the stay. Groups working with University Conference and Events Services will work with their office for their permits.*

Is this a third-party group needing a revocable permit? Yes No Client Initials [redacted]

Is anyone under the age of 17 staying in our residence halls? Yes No Client Initials [redacted]

Is this a Youth Camp needing a **Suffolk County Camp Permit**? Yes No Client Initials [redacted]

If yes, what other offices is the client working with to reserve spaces? (Office, Contact, Locations being reserved)

Staff Check-in	Date: _____	Time: <u>1 pm-4 pm</u>	Notes:
Participants Check-in	Date: _____	Time: <u>1 pm-4 pm</u>	
Staff Check-out	Date: _____	Time: <u>9 am-11 am</u>	
Participants Check-out	Date: _____	Time: <u>9 am-11 am</u>	

Client's Initials:

Payment Type:

- | | |
|--|---|
| <input type="checkbox"/> ACH (Automated Clearing House) or Wire Transfer | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Materials & Services Requisition: (RESEARCH) | <input type="checkbox"/> Materials & Services Requisition: (STATE) |
| <input type="checkbox"/> Check via Certified Mail | <input type="checkbox"/> AVID Stony Brook Foundation |

Client's bill is equal to the amount below in Total Cost plus any damage, additional cleaning, or late fee charges regardless of the number of participants unless the client requests additional suites OR elects to enact one or two of the size-drop down options:

Group Name	Date Range	Room Type (Size)	Max Number of Participants	Number of Rooms	Number of Nights	Rate*	Total	
Sign to commit to payment of the Total Cost Amount shown at the far right:						Total Bill:		
60 days before arrival, you can drop your requested suites by 10% in each type.*								
60-day drop-down date:		New Total Cost:			Client Initials:			
30 days before arrival, you can drop your requested suites by 10% in each type.*								
30-day drop-down date:		New Total Cost:			Client Initials			
<i>With Initials, the client understands the above total cost(s) and agrees to pay the total cost plus any additional fees or charges. *Drop-downs are only for groups with eligible minimum size.</i>								

Additional Authorized Group Contacts (if applicable):

Payment & Billing Items: Name: Title: Email: Phone:	Day to Day Concerns Name: Title: Email: Phone:	Rosters & Participant Lists Name: Title: Email: Phone:
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Primary Residential Education Contacts:

Overall: Name: Title: Assistant Director Email: Phone:	Day to Day Concerns Name: Title: Residence Hall Director Email: Phone:	Rosters & Participant Lists Name: Title: Area Office Manager Email: Phone:
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Client's Initials:

Campus Residences Conference Housing Terms

Participant Registration, Payment, & Billing

- Clients staying three (3) nights to 13 nights must have a minimum of three (3) suites to be housed.
- Clients staying 14 or more nights must have a minimum of one (1) suite to be housed.
- Clients who inquire **by January 31** and sign their MOUs by **March 15** will receive the standard rate. Any additional space requested between **March 16 and before April 30** will be billed at the Standard rate plus 10%.
- Clients who sign their MOU by **April 30** will be charged at the Standard rate plus 10%.
- Any requests for additional space after **April 30** will be billed at the Standard rate plus 15%.
- No inquiries will be considered after **March 15**.
- The client must have at least ten (10) suites to be eligible for size drop-down options.
- The client must provide first name, last name, date of birth, email address, and gender (male, female, nonbinary) to be registered in our housing database.
- Participants' registration (rosters) must be submitted using the roster template provided **by noon 14 days before arrival (Date)**. After the deadline, late rosters will be assessed a **\$200 late fee**.
- An additional **\$50 late fee** will be assessed for each day the roster is late until day 10 **(Date)**, after day 10, and before day 7 **(Date)**; a **\$25 per person** charge will be added. Rosters cannot be accepted less than 7 days prior to arrival; **your group will be canceled at the 75% liability rate below**.
- Additions, changes, or removals to the housing roster after the final roster date will incur a \$25 fee per change transaction.
- The final invoice may change from the above cost to include damage/cleaning fees and lost keys/cards.
- Campus Residences charges on a continuous billing cycle. All units are billed from the listed arrival date until the final departure date, regardless of occupancy. Breaks in reservations are not permitted.
- Campus Residences will provide an invoice within 14 business days after the departure date.
- The Client is expected to pay their charges in full within 30 days of the invoice sent date. Groups who do not pay on time are subject to a late fee equal to 1% of their total outstanding charge for every 30 days payment is late. If, after 90 days, payment has still not been received, Campus Residences reserves the right to refer the matter to the State Attorney General Collections Bureau. Unexpected delays in payment that are communicated before the 30-day deadline may not be subject to a late fee.
- Campus Residences prefers check, ACH payment/wire transfer, or credit card payment. Only University Use groups can pay via Stony Brook Materials and Services Requisitions (preferred). Campus Residences does not accept cash or Walmart payments.
- Disputes of charges or adjustments must be submitted by email within ten (10) days of the invoice date.

Group Cancellation

- Cancellation of the client's full group is subject to the following timeline and financial liability:
 - Received by March 31, 2025 - No liability; agreements signed after this date will incur liability.
 - 60 days before arrival - 25% liability for minimum group bill: **(INSERT AMOUNT)**
 - 30-59 days before arrival - 50% liability for minimum group bill: **(INSERT AMOUNT)**
 - Less than thirty (30) before arrival - 75% liability for minimum group bill: **(INSERT AMOUNT)**
- Pursuant to New York State law, Campus Residences reserves the right to cancel a reservation.

Client's Initials:

Campus Residences Building Staff Services

- Multiple student staff members (Summer Housing Assistants) will live and work in the building to assist with check-in, check-out, and housing-related matters during the groups' stay.
- Residential Education Professional staff members (Residence Hall Director, Area Office Manager, and/or Assistant Director) will supervise the student staff and assist with the planning, arrival, departure, and requests.
- To maintain the safety of the building and its residents, 24-hour phone and/or office coverage is provided. The student staff's role is to respond to facility issues, assist with participant assignment issues, and advise participants on housing and campus-related policies and protocols.
 - Business days: staff has an in-person office presence in an area office 8:30 am - 11:00 pm unless the staff is on rounds. When on rounds, they are accessible via phone.
 - Holidays & Weekends: 9:00 am - 11:00 pm staff are accessible via phone.
 - Overnights: 11:00 pm - 8:30 am staff will be accessible via phone for emergencies.
- **The client must regularly communicate with and meet with Residential Education staff as needed, starting 30 days before arrival and throughout the group's stay.**

Housing Assignments

- Suites are booked by gender, so the client should ensure they have enough suites to meet the gender needs of their participants. A non-binary or gender-inclusive suite can be designated, but the client should ensure all assignments to this suite are aware of the gender-inclusive designation.
- The client must notify Campus Residences if any participant is removed or leaves early.
- The client's participants may be split between buildings and floors or on the same floor as another group.
- Campus Residences reserves the right to assign resources at its discretion. The client is not guaranteed exclusive use of any facility or resource nor guaranteed any special requests will be fulfilled. Spaces within the facility (residential or otherwise) not agreed upon in advance by both Campus Residences and the Client may not be utilized by the Client. A charge may be applied for unauthorized use of spaces by a Client or participants.
- The client must inform Campus Residences of any medical accommodations for a specific room type or participant's needs as soon as possible. The participant may be required to complete university processes for medical accommodation housing referrals. To best meet an individual's needs, the documentation should be submitted at least two (2) weeks before arrival. We cannot house a participant outside the group's housing location, which may limit the available accommodations.
- Campus Residences reserves the right to change assignments based on the needs of the University.
- An electronic card access system locks and controls residential building exterior doors. Each participant will be given an access card to their specific building and required to return it upon check-out in the same condition as when given out. Youth participants are not given access cards, as chaperones must escort them.
- Interruptions of facilities temporarily for maintenance, repair, or catastrophe will not be considered a breach of this agreement. Campus Residences assumes no responsibility for damages such as food spoilage. If an interruption does occur, Campus Residences agrees to restore the affected service in a reasonable time. If the service cannot be restored in a reasonable time, Campus Residences will work on reassigning all participants to a new location.
- Campus Residences reserves the right to enter rooms/suites to conduct weekly inspections for the purposes of, but not limited to, occupancy verification, health and safety checks, cleaning and maintenance, Fall room readiness, etc.

Check-In and Check-Out

- Arrival information, including check-in information and policy reminders, is sent to participants 5 to 7 days before the group's arrival. Campus Residences or the Client can send this email.
- Check-ins can occur daily between 1 pm and 9 pm through the Area Office. Early arrival requests between 9 am and 1 pm can be managed with the area office on a space-available basis.

Client's Initials:

- If the client needs to check in outside of their check-in window, the client can request that the Residential Education staff provide keys and a sign-out log to the client or designee. The sign-out log and any undistributed keys must be returned to the Residential Education staff by 9:30 a.m.
- Check-outs must occur by 11:30 a.m. through the Area Office. Late departure requests from 11:30 a.m. to 4 p.m. can be managed with the area office on a space-available basis. **Check-outs after 4 p.m. will be subject to an additional night charge.**
- For groups over 100 arriving or departing on the same day, up to 3 hours can be identified for additional Campus Residences staffing to assist with high-volume check-in and check-out. All other check-in and out times are staffed by limited office staff.
- The Client **must** have a representative present at check-in to answer any participant questions regarding program activities and general information. This individual and contact information must be submitted with the client's roster.

Terms of Occupancy

- All participants must adhere to the Campus Residences Terms of Occupancy: <https://www.stonybrook.edu/commcms/studentaffairs/res/safety/policies.php>
- Items prohibited from the residence halls are on the FAQ section of the conference housing website. https://www.stonybrook.edu/commcms/studentaffairs/res/housing/conference_housing/faq.php
- Any reports of sexual misconduct to Campus Residences staff will be reported to the Title IX coordinator. Clients are expected to comply with investigation processes and outcomes.
- Campus Residences reserves the right to dismiss any participant engaging in inappropriate or destructive behavior. If the Client refuses the removal request, the entire program will be removed from the residential building(s).
- Stony Brook University assumes no responsibility for any property of the conference or any of its attendees that is lost, stolen, damaged, or destroyed in Campus Residences at any time, including, but not limited to, periods when the attendees are not in the building.
- A registered participant who withdraws from the program or courses ends their affiliation with their group. They will have no more than 48 hours to vacate their space and complete their check-out.
- Individuals not registered for housing through the client are prohibited in residential buildings. All guests must be met outside of residential buildings.

Damage Billing and Lost Keys or Building Access Cards

- The client agrees to pay for any lost/damaged keys and building access cards. Any key or access card not returned at participant check-out will be considered lost. Fees are based on the minimum price index. <https://www.stonybrook.edu/commcms/studentaffairs/res/housing/rates.php>
- The client agrees to notify Campus Residences of a lost key during the stay as soon as the key is lost.
- The client agrees to be directly and financially responsible for keeping all rooms, shared common spaces, and furnishings clean and free from damage. Further, the Client agrees to notify Campus Residences of any damages on arrival and of any damage that occurs during their stay.
- The client agrees to pay the charges assessed for room or common space damages or excessive trash.
- The client is encouraged to complete a walk-through of their assigned facility before the arrival of participants and again after their departure. Charges for changes in facility condition, other than wear and tear, will be assessed to the Client as part of their final invoice.

Linens

- **Linens are not provided for Youth Conferences.**
- Linens are included in the adult conference housing fee. Linens include a fitted sheet, flat sheet, blanket, pillow, pillow case, small, medium, and large towel. Additional toiletries, including mini shampoo, mini conditioner, mini bar soap, or body wash, may be available upon request.

Client's Initials:

- Participants can drop off used linens and towels and pick up clean linens and towels in the designated areas. Campus Residences does not make beds after participant arrival. An additional pillow and blanket will be available upon request from Campus Residences staff.

Services:

- Information for WiFi, laundry, and receiving mail can be found on our conference participant website.
- Bathrooms and common area trash removal will occur once a week if the group stay is longer than a week. Cleaning and trash removal may be split between different days depending on staff availability. Additional or requested cleaning will be determined by Campus Residences and may incur additional costs to the client.
- Campus Residences does not manage dining and parking options.
 - **Dining:** Clients must work directly with the Auxiliary Services Association (ASA)/SBU Eats to determine dining and catering options for their participants. For more details, please contact summermeals@stonybrook.edu or complete the Summer meal plan [form](#).
 - **Parking:** Clients must work with Mobility & Parking Services (MAPS) for parking-related matters, including passes, permits, and parking locations. Contact MAPS for information at parking@stonybrook.edu and fill out the MAPS request [form](#):
- Residential building common areas (kitchens, lounges, and classrooms) are nonreservable as meeting spaces.

Medical Treatment

- The client must maintain emergency contact information for each participant.
- The client must have a medical plan in place should a participant need medical treatment.
- Campus Residences is not responsible for the treatment or transport of participants. Emergency medical issues should be reported to University Police for assistance from Emergency Medical Services (EMS), or the Client can arrange for participants to be transported to a local medical provider.
- Campus Residences must be promptly notified about emergency medical or police-related matters.

Additional group-specific arrangements or policies

- This section will be filled out by Campus Residences Staff as needed.

Client's Initials:



Agreement

I have carefully read this Conference Housing Memorandum of Understanding and fully understand its contents. If the Client violates any terms of this agreement, Campus Residences may terminate this agreement. I voluntarily agree to the terms and conditions stated throughout.

Print Name of Client (Group Coordinator)

Print Name of *Authorizing Agent

Signature of Client (Group Coordinator)

Signature of *Authorizing Agent

Date

Date

**Authorizing Agent signature may be included as per the discretion of the Client.*

Print Name of Assistant Director of Conference and Summer Housing or designee

Signature of Assistant Director of Conference and Summer Housing or designee

Date

A signed Conference Housing Memorandum of Understanding must be sent to:

Benjamin A. Saraydarian
Assistant Director of Conference and Summer Housing
100 Circle Road
Campus Residences
Stony Brook, NY 11794-4444

crch@stonybrook.edu
benjamin.saraydarian@stonybrook.edu