

SMITHSONIAN-MASON SCHOOL OF CONSERVATION
TERMS AND CONDITIONS

1. **ACCOMODATIONS**

- a. Guestrooms are provided with the following amenities: Telephones, flat panel TV's for streaming, mini refrigerator, and hair dryers. Internet Access is available at no additional charge to all Guests.
- b. Extra furniture may not be removed from residence hall rooms at any time for any purposes. Guests who remove furniture from their rooms will be charged for the replacement costs associated with each item removed and are subject to having their agreement with SMSC terminated.

2. **CHECK-IN/OUT PROCEDURES**

- a. The check-in desk is located in the main lobby of the residence hall. The hours of operation are 7:30 am to 5 pm Monday through Friday.
- b. To reach the check-in desk during normal hours of operation, call 540-635-0027. For after hours assistance, please call 571-305-0055.
- c. In the event of emergency, contact NZP Police at 540-635-0069 or 540-422-3238
- d. Check-in time is after 3:00 pm
- e. Early arrivals are not permitted without prior written approval from SMSC. SMSC reserves the right, in its sole discretion, to deny such requests. The Conference will be responsible for charges for additional nights. The Conference will not receive any refunds if a participant does not check-in.
- f. Upon check-in, all Guests will receive a room card. The card must be kept with the Guest at all times, as it allows the Guest to access exterior doors as well as the Guest room.
- g. Check-out time is 10 am. Another night's charge will be levied for each participant who checks out after that time.
- h. Assessment for damages or excessive cleaning will be conducted within 24 hours departure. Assessment for damages will not be completed prior to the departure. Rooms requiring excessive cleaning upon the departure of Guests may be assessed a fee.

3. **HOUSKEEPING**

- a. Rooms are cleaned prior to Conference arrival and after Conference departure.
- b. Laundry Service is located on the second floor in Room 2002.

4. **PARKING**

- a. The Conference has access to free parking during the Event. An electronic parking pass will be sent to the Conference ahead of the event start date.
- b. All Conference vehicles must have a parking pass displayed at all times during the duration of the event.
- c. Limited parking is available near the Residence Hall with additional parking available within walking distance.

5. **SMSC POLICIES**

These include, but are not limited to, the University Policies (found at <http://universitypolicy.gmu.edu/>) and SMSC policies below:

- a. **Smithsonian Conservation Biology Institute (SCBI)**
 1. SCBI is a federal research facility.
 2. Access to the site is restricted to the areas within the Residence Hall, Dining Hall, and the Academic Building. Violations related to access will result in immediate removal from the site and will be exempt from any refund policies.
 3. Violations of law will be handled by SCBI's onsite police department.
- b. **Alcoholic Beverages**

1. Guests who are under legal drinking age (21 years of age) may not drink or possess alcohol anywhere on campus grounds. SMSC Staff will require underage Guests to dispose of alcohol. Any person who violates the University's alcohol policy or the Commonwealth of Virginia's law regarding the use of alcoholic beverages may be subject to being barred from the campus. Any alcohol may be confiscated by the University and anyone who violates these regulations may be subject to penalties including any requirements the University may have to report such violations to the appropriate Commonwealth of Virginia authorities.
 2. Of age Guests who provide alcohol to underage Guests are subject to removal from the residence halls. Guests of legal drinking age may only possess and store alcohol in quantities that reasonably can be considered for personal consumption.
 3. Drinking games, common source containers and/or containers designed for rapid consumption of alcohol are prohibited. Unauthorized kegs containing alcohol are prohibited in residence halls. Possession of excessive amounts of alcohol, and/or common source containers, regardless of age, may result in eviction.
 4. Virginia State Law prohibits open containers of alcohol in public areas. No open containers of alcoholic beverages are permitted outside of individual residence hall rooms. No open containers of alcoholic beverages are permitted on porches, balconies, landings, hallways, corridors, in lounges or courtyards.
- c. **Compliance with Staff.** Guests are required to follow all reasonable direction issued by authorized representatives of SMSC or other University officials. Failure to comply will result in immediate removal.
 - d. **Fire.** Tampering with fire equipment including the fire extinguisher, exit signs, smoke detectors, fire alarms, and fire doors is a serious violation of the Commonwealth of Virginia law and University regulations.
 - e. **Fireworks.** Firecrackers, cherry bombs, smoke bombs and other similar devices are strictly prohibited in Commonwealth of Virginia and anywhere on University property.
 - f. **Illegal Drugs.** The use, possession or sale of dangerous illegal drugs or controlled substances (as defined under applicable federal and local law) is strictly prohibited.
 - g. **Keys and Locks.** Guests are issued a key and/or swipe card, which permit them access to their assigned building and room. These keys are given for that particular individual's personal use and are not transferable. Guests are responsible for their personal security and University property and are encouraged to lock their room doors whenever they leave. Guests who lose keys must immediately report the loss to SMSC.
 - h. **Pets.** Pets of any kind are not permitted on SCBI property with the exception of service animals. Guests will notify the Event coordinator if a service animal will be coming onsite as part of the Event. Service animals must be leashed, housebroken, and remain under control.
 - i. **Weapons.** Weapons of any kind or instruments used in a dangerous fashion are not permitted in residence hall areas or on University property.
 - j. **Reporting Maintenance.** Guests are responsible for reporting items that need repair to the SMSC Staff in the complex that the Guest is assigned. This includes items in rooms, common areas and bathrooms. If Guests do not report broken items in the room when they occur, Guests may be billed for those items at check-out.
 - k. **Smoking.** All residential areas are smoke free. Smoking is prohibited within all residential buildings including stairways and entrances. Outdoors, smoking is permitted 25 feet or beyond a residential building, unless it is a hazardous area or if otherwise posted. Proper disposal of cigarette butts is required.
 - l. **Violent Behavior.** Behavior of a violent nature cannot be tolerated in a community living situation. Guests who commit acts of a violent nature including, but not limited to fighting, physical and verbal threats and vandalism may be immediately removed from housing.

- m. **Insurance.** The University is not responsible for thefts or destruction of personal property. It is recommended that valuables be covered by a homeowner's insurance policy.
- n. **Solicitors and Canvassers.** Solicitation is prohibited in the residence halls. Violators should be reported to Housing Staff.

6. **OTHER PROVISIONS**

- a. SMSC will not accept deliveries for the Event or its participants. SMSC will not provide storage to Guests. SMSC will not accept mail or packages on behalf of the Conference and its participants. Any mail or packages received will be returned to sender at the expense of the Guest.
- b. SMSC and/or University has authority to exercise the following rights, in addition to any other rights reserved in this Agreement:
 - 1. To enter any room for the purpose of any emergency. When possible, the Guest and/or primary emergency contact will be notified in advance;
 - 2. To revoke Guest privileges, including occupancy in a residence hall or use of any other SMSC facilities if SMSC, in its sole discretion, believes that this action is warranted. If this determination results in departure, the Guest will not be entitled to a refund.