

## ITEMS TO CONSIDER WHEN HOSTING A RESIDENTIAL CONFERENCE

New clients are strongly encouraged to review and consider these items before they proceed with the MOU process.

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

- Does your group need a revocable permit? Revocable permits are only needed for groups not considered University Use of Stony Brook University facilities. If applicable, please review the [Revocable Permit Information](#) for permit requirements.
- Does your group need a youth camp operating permit with Suffolk County? If yes, do we 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? Please review the [Suffolk County Camp Operating Permit Information](#).
- Campus Residences requires the following information for the housing database when creating room assignments. The group will be responsible for collecting this information from their participants: First and Last Name, Date of Birth, Email Address, and Gender (Male, Female, Non-binary).
- 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? These aspects include, but are not limited to:
  - ▶ Managing assignments, registration, waivers and ADA accommodations.
  - ▶ Responding to issues, concerns and conflicts between participants.
  - ▶ Addressing participants behavioral issues and policy violations.
  - ▶ Collecting emergency contact information.
  - ▶ Coordinating medical and emergency transportation needs.
- Need other services? If you need any other University services, such as meeting rooms, please contact Conferences and Event Services at [conferences\\_services@stonybrook.edu](mailto:conferences_services@stonybrook.edu) or (631) 632-1930. Third-party clients work directly with Conference and Event Services.
  - ▶ University-use clients must work directly with the Auxiliary Services Association (ASA) to determine dining and catering options for their participants. SBU Eats offers customizable meal options tailored to your group's unique needs. To explore catering or on-campus dining options for your group, please contact [summermeals@stonybrook.edu](mailto:summermeals@stonybrook.edu). Campus dining is required for youth conference groups.
  - ▶ University-use 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](mailto:parking@stonybrook.edu) and fill out the MAPS request [form](#).

**If you have any other unique components of your group or questions not addressed here, please be sure to contact Campus Residences Conference Housing at [crch@stonybrook.edu](mailto:crch@stonybrook.edu).**

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## Youth Housing (Not Applicable to Southampton)

- Youth groups are any groups that have participants under the age of 18.
- Who will work with parents and legal guardians concerns with your organization?
- What kind of evening engagement opportunities are you providing? Campus Residences does **not** provide after-hours events and programming.

## Youth Chaperones

- 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 Years Old and Older | 12                      | 1                |
| 14 Years Old           | 10                      | 1                |

- How will you train and manage your chaperones?
- (University Use) Who is facilitating their SUNY-required child safety training and working with the appropriate University offices to credential with child safety badges?
- What is your **escorting plan** for youth participants when they are outside the building? You and your chaperones are responsible for participants' safety and behavior throughout your entire stay on campus.
- How will you address issues if a chaperone is not meeting expectations or causing residential policy issues?
- How will Campus Residences contact the chaperones during your group's stay?
- How will you track participants who may be gone for any part of their stay? (Evening with parents, going home for a weekend, etc.)
- How will you track their authorized ways to travel or who they can be picked up by?
- Are you having a curfew and are your chaperones expected to do bed checks?
- What is your process for authorizing and obtaining parental medical and emergency care consent?