



**Wheaton College**

**Conference Services**

**Meeting Planner's Guide**

**2009**

## *Introduction and Contract*



February, 2009

Greetings!

For more than 25 years, Wheaton College has been honored to host conferences and summer programs for organizations, churches and youth groups from every state in the U.S. and from around the world.

Our hope is that your time with us will be rewarding and memorable, especially as a result of your decision to hold your meeting on the Wheaton College campus. During your stay we will do everything possible to assist you with your conference.

In order for you to make the best use of our services and facilities, please read through this Guide carefully. It will also be beneficial to your conference staff and liaison personnel to become familiar with the contents of this Guide. You will find the information we have provided to be helpful both for planning purposes, and for the comfort and security of your participants.

If you have any questions regarding any of the information you find here, please call us. We will be happy to help you, and we look forward to your upcoming event.

Sincerely,

(Ms.) Lee McGinty  
Director

**Wheaton College  
Conference Services  
501 College Avenue  
Wheaton, IL 60187  
[www.meetatwheaton.com](http://www.meetatwheaton.com)**

## **PRE-CONTRACT CRITERIA AND QUALIFICATIONS**

Organizations which are approved to use Wheaton College facilities must meet certain pre-contract criteria:

The organization agrees to inform all participants that no smoking is allowed in any facility, that no alcoholic beverages are allowed on campus, and that shared housing is reserved for married couples and roommates of the same gender. Social dancing is not permitted on the Wheaton College campus.

All organizations using College facilities will be required to make an initial deposit to reserve the dates for their conference. That first deposit in the amount of 10% of the projected final invoice, is due upon signing the contract. An additional deposit is due sixty days prior to the beginning of the conference in the amount of 40% of projected housing. Advance deposits are applied to the final billing amount in line with the terms of the Contract Agreement. Deposits are non-refundable.

The organization contracts that either the minimum of 50 bednights for each night the group is in residence, or seventy-five percent of the housing block outlined in the contract, whichever is higher, will be guaranteed for occupancy by conference participants.

Organizations agree that not less than 75% of those participants in attendance at the conference will be housed in on-campus accommodations.

The organization agrees to disclose all religious content of the planned program, and verifies that all religious content will align with the Wheaton College Statement of Faith, and that no aspects of the planned program will conflict with the College Community Covenant. Both of the documents can be found on the Wheaton College website at [www.wheaton.edu](http://www.wheaton.edu).



## Residential Conference Contract

This contract is entered into and made between **Wheaton College, Wheaton, Illinois 60187**, hereinafter referred to as “**College**”, and **Client Name**, hereinafter referred to as “**Lessee**”, for the **Event Name**.

Contact: **Name, Title**  
**Address** **s**  
**Phone:** **e-mail:**

The **College** agrees to provide facilities and services as listed below and the **Lessee** agrees to compensate the **College** for those facilities and services in accordance with the terms and conditions listed below:

### Section I: RESERVED DATES AND TIMES

*Reserved Days:*  
*Reserved Dates:*  
*Advance Staff Arrival:*  
*Advance Set-Up:*  
*Room Check-In and Registration Begins:*  
*Final Room Check-Out Time:*  
*Final Tear-Down/Load-Out:*

### Section II: DESCRIPTION OF SERVICES

#### Accommodations

Lessee agrees that not less than 75% of the total number of participants registered for attendance at the contracted conference program will be housed in College housing. The College agrees to provide housing accommodations for a total of **number** participants, as indicated on the Housing Chart attached to and made a part of this Contract Agreement as Exhibit A.

Residence Hall room check-in and registration will begin no sooner than **time** on **Date**, and the final check-out time will be no later than **time** on **Date**. Check-in for Harbor House is 3:00 p.m.; check-out is 11:00 a.m. Lessee agrees to guarantee minimum group-size requirements of 50 full-priced occupants for all reserved dates for which any Lessee-participants are in residence, or occupancy of not less than 75% of the financial equivalent of the reserved bed block, whichever is greater. **Lessee** guarantees that used beds will be occupied for a minimum of two consecutive nights. Charges will be assessed in the final billing for all unoccupied beds below the minimum group-size requirement, or for 75% of the financial equivalent of the reserved bed block, whichever is greater, and for beds occupied less than two nights for dates specified in Sections I and II.

### Facilities and Equipment:

The **College** agrees to provide meeting rooms to the **Lessee** as indicated on the Facilities Chart attached to and made a part of this Contract Agreement as Exhibit B.

The **College** agrees to provide services and equipment for use by the **Lessee** as indicated on the Facilities Chart attached to and made a part of this Contract Agreement as Exhibit C.

### Special Facilities Arrangements:

The **College** agrees to provide additional special facilities arrangements for use by the **Lessee** as indicated on the Facilities Chart attached to and made a part of this Contract Agreement as Exhibit D.

### Food Service

Authority to regulate temporary food functions is derived from Subpart I of the DuPage County Ordinance Number 107-1977, "An Ordinance to Regulate and Supervise Food Service and Retain Food Store Sanitation", Sections 750.1600 through 750.1700. The **Lessee** agrees to provide food service to group guests or participants under the following conditions only:

Food service must be provided by Bon Appétit Management Company, the **Wheaton College** contracted food service (events contracted in Anderson Commons facilities automatically require service to be provided by Bon Appétit). Food service arrangements with Bon Appétit must be made in coordination with *Conference Services* and the Bon Appétit General Manager.

Conference programs which contract for meals in Anderson Commons must conform to the normal dining hours for Anderson Commons unless modified hours are negotiated with and agreed to by Bon Appétit Management Company. Dining hours must be extended for conference programs whose numbers exceed the seating capacity of Anderson Commons in order to allow for multiple dining windows in the same space. Rates for cafeteria meal service apply only to those meals provided in Anderson Commons; rates do not cover additional costs associated with use of adjacent facilities in order to shorten dining windows.

The package rate for cafeteria-style meals is \$23.35 per person, per day (parent- or legal guardian-accompanied children ages 2 and under are free of charge; children 3 through 7 are half price), with breakfast at \$5.50, lunch at \$8.00, and dinner at \$9.85 on the all-conference meal plan (individual meal tickets for guests not on a meal package plan are sold at a higher cash price as follows: breakfast is \$6.25, lunch is \$8.75, and dinner is \$11.00); and/or

Services must be provided by a licensed, state-certified caterer. The **College** reserves the right to require proof of state certification prior to the contracted event; and/or

With the prior consent and approval of the **College**, non-perishable food items must be purchased from a state-certified food preparation source.

Use of Anderson Commons, including the main dining commons and party rooms, is limited to events which incorporate food functions. All food provided for contracted events must be prepared and served by Bon Appétit Management Company, the **College's** contracted food service company; no food or beverages may be provided by or through other sources.

The **Lessee** agrees to confirm with and/or inform the **College** of specific food service arrangements not less than fourteen days prior to the first date appearing in Section I of this Agreement. A \$5.00 charge per

programmed meal card will be assessed for all lost cards, payable by the **Lessee** to the **College**. Meal cards not returned to Bon Appétit within 72 hours following the designated check-out time as outlined in Section I will be considered lost.

### Audio-Visual Services

Use of auditorium facilities requires the services of a **College**-employed light and sound operator at the charge of **\$26.80 per man-hour** (time and a half for Saturday; double time for Sunday and holidays) for the entire time the auditorium is in use, and for any additional consultation time with the operator(s). Use of Edman Chapel lights and sound system generally requires two on-site operators.

Use of technology tables (“smart desks”) requires orientation and training with a **College**-employed technician. A daily use fee of **\$25.00 per system**, will apply for each facility in which smart technology is used. Programs which require extensive customization of smart technology will be billed at the standard hourly rate; all fees will be applied in final billing statements.

Additional audio-visual equipment is available for a rental fee. Reservations and arrangements for delivery and transportation of equipment must be made through Media Resources not less than thirty days prior to the first date appearing in Section I of this Agreement. Instructions for making reservations and arrangements for delivery and transportation of equipment are outlined in the *Conference Services Meeting Planner’s Guide* available on-line at [www.meetatwheaton.com](http://www.meetatwheaton.com). Use of equipment is based upon availability on a first-come, first-served basis.

## **Section III: FINANCIAL ARRANGEMENTS**

### Charges

Charges for accommodations are listed in the Housing Chart attached to and made a part of this Contract Agreement as Exhibit A.

A \$10.00 charge per key or key card, and a \$15.00 charge per access control KeyMate™ will be assessed for all lost residence hall keys/key cards and access control KeyMates™, payable by the Lessee to the College. Keys, key cards, and access control KeyMates™ not returned to *Conference Services* by the designated check-out time as outlined in Section I will be considered lost. Charges will be assessed at cost directly to the **Lessee** for all unreturned, damaged, or lost linen.

Charges for services and use of facilities are listed in the Facilities Use Chart attached to and made a part of this Contract Agreement as Exhibit B.

Set-up, tear-down, and on-site custodial labor at **\$24.30 per man-hour** (time and a half on Saturday; double time on Sundays and holidays) will be assessed in the final billing in addition to the outlined facility charges. Equipment obtained by the **College** through an outside source will be charged at cost directly to the **Lessee**. Any labor costs for clean-up due to unreasonable conditions following an event will be charged directly to the **Lessee**.

### Deposit

A deposit of \$ \_\_\_\_ is required, to be returned with this Agreement to confirm the reservation. Deposit amounts are applied to the final billing. An additional non-refundable payment of \$ \_\_\_\_, equal to approximately 40% of the estimated final billing for accommodations, is due by **Date**.

## Billing

In the month following the date of the conference, the **College** will provide the **Lessee** with an itemized bill listing all charges and credits. Questions regarding billing statements must be addressed to *Conference Services* within fifteen days from the date of the invoice. The **Lessee** will pay to the **College** all unpaid charges within thirty days of the date of the invoice. If the invoice is paid in full within that thirty-day period, the amount of the deposit paid at the time of execution of this Contract Agreement will be credited to the invoice.

If the invoice is not paid within thirty days, the full invoice amount will be due, and the deposit will not be credited to the conference invoice. Amounts in arrears more than ninety days will be submitted for collection. **Lessee** will also pay to the **College** all fees associated with the collection of invoiced amounts held in arrears.

## Cancellations

Requests for cancellation of an executed Contract must be received by the **College** in writing. Written cancellations received ninety days or more before the first date appearing in Section I of this Agreement will result in forfeiture of all advance deposit amounts. In addition, the **College** will charge the **Lessee** for direct costs incurred by the **College** prior to cancellation of the conference. Cancellations of executed Contracts after the ninety-day deadline will result in charges being assessed to the **Lessee** for the financial equivalent of the guaranteed number contracted for accommodations and food service.

## **Section IV: INSURANCE**

The **Lessee** agrees to purchase comprehensive general liability insurance to cover the period of **Lessee's** use of the subject facilities. A Certificate of Insurance shall be furnished no later than thirty days prior to the first date appearing in Section I of this Agreement, directed to the attention of *Conference Services*, to include the following:

**Wheaton College** shall be named as additional insured on the Certificate to cover the specific event or series of events as outlined in this Agreement.

Limit of Liability should not be less than \$1,000,000 per occurrence for bodily injury and property damage liability.

Proof of Workers Compensation Coverage must be provided, covering all staff and volunteers.

The **Lessee's** liability, for which the above insurance is to be obtained, includes: (1) acts or omissions by its principals, employees, representatives or agents, as well as by those attending the function(s) for which the facilities are leased, which results in injury or property damage; (2) the cost of responding to, or defending, any claims or demands arising out of such acts of omissions, including attorney fees and any other resulting costs; and (3) all costs which are the proximate result of any claim of injury or damage as described above, irrespective of the merits of said claim.

## **Section V: DAMAGES AND INDEMNITY**

The **Lessee** agrees that all participants are under the direct and complete supervision and control of the sponsoring individual or organization. As such, the **Lessee** is liable for all damages resulting from participant utilization of the facilities and services provided by the **College**. The **Lessee** will also reimburse

the **College** for all damages to facilities of the **College** resulting from the use of those facilities by the **Lessee** and/or its participants. In addition, the terms and conditions of this Agreement do not require the **College** to relinquish control of its facilities and services to the **Lessee**. The **College** retains the right to require the **Lessee**, or any of its participants, to leave the **College** premises if the **College** feels that circumstances warrant such actions. The **College** assumes no responsibility for loss or theft of personal property or damage to personal property of the **Lessee** or any of its participants. The **College** assumes no liability whatsoever for any property placed by the **Lessee** in **College** buildings, properties or facilities. The **Lessee** shall indemnify and hold harmless the **College**, its officers and employees, against any and all claims for loss, injury or damage to persons or property, including claims of employees of the sponsoring organization or its agents, arising out of activities conducted by the **Lessee** or its guests on or in **College** buildings, properties or facilities. **Lessee** agrees to comply with all applicable copyright laws and to hold harmless and indemnify **Wheaton College** for any liability, costs and expenses incurred for any violation by **Lessee** of such laws.

#### **Section VI: ADDITIONS OR DELETIONS**

Facilities and/or services requested in addition to those specified in this Agreement are subject to additional charges. These charges will be included in the balance due in the final billing. Any additions to and/or deletions from this Agreement must be included on the original Contract form and/or the Exhibits, and must be validated and initialed by an authorized agent of the **College** and the **Lessee**. A copy of the modified Contract will be furnished to the **Lessee** by the **College**.

#### **Section VII: PROMOTION AND PROGRAM**

The exact wording **THIS IS NOT A FUNCTION OF WHEATON COLLEGE** must be included as a disclaimer on the same page in which the name of **Wheaton College** or photograph of **Wheaton College** buildings or facilities is used, in all advertisements, news releases, brochures and promotional materials publicizing the event or series of events. The name of **Wheaton College** may be used solely for location purposes set in a type style appropriate for this purpose. Copies of all promotional materials must be furnished to *Conference Services* to ensure proper representation of the **College**. The **College** reserves the right to pre-approve all printed promotional materials which include the name of **Wheaton College** or photographs of any **Wheaton College** building or facility prior to their publication.

Radio advertisements may not use the name of **Wheaton College**.

All advertising and promotional materials should prominently list names and phone numbers for sponsoring organizations and must not direct interested parties to contact the **College** for information. The **College** and/or **College** phone numbers may not be listed as sources for additional information. Photographs not supplied by the **College** but which include **College** property are prohibited for use in any printed material without the explicit written approval of the **College**. Scans, artwork, or any material which includes **College** photographs may not be used for any purpose whatsoever following the dates of the contracted conference or event. All photographs must be accompanied by appropriate credit to the **College** and/or the photographer. The **College** reserves the right to review materials prior to publication and distribution. The **College** reserves the right to prohibit the use of photographs which include **College** property, or to require revision of any material which includes photographs of **College** property which, solely in the **College's** opinion, may be potentially damaging to the **College** community.

The distribution of literature advertising the event, series of events, or conference, and the selling of tickets is the sole responsibility of the **Lessee**. The **College** will not distribute literature, display signs or posters, or sell tickets for groups or organizations leasing campus facilities. **Lessee** agrees to refrain from advertising through **College** distribution formats for the purpose of soliciting participation from the **College** community.

A tentative agenda or program outlining the anticipated needs for the event must be returned with this Agreement. A final agenda or program is to be submitted immediately upon its availability and not less than thirty days prior to the first date appearing in Section I of this Agreement.

**Lessee's** program **does/does not** contain content of a religious nature. **Lessee** agrees that anticipated program content has been fully disclosed to the **College**, that content of a religious nature concurs with the **College Statement of Faith**, and that content does not conflict with the **College's Community Covenant**. Final program content is subject to **College** review and must concur with the anticipated program structure originally submitted to the **College** at the time the initial request was made. Registration confirmation material must be distributed to all conference participants prior to their arrival on the **College** campus and must include **College**-designated information regarding services and facilities available to conference guests. A copy of this information must be received by *Conference Services* not less than thirty days prior to the first date appearing in Section I of this Contract Agreement.

### **Section VIII: COLLEGE REGULATIONS**

The **Lessee** is required to adhere to all **College** policies, regulations, guidelines, and all local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using **College** facilities and services. **College** regulations include, but are not limited to the following:

Smoking is not allowed in any campus facility; firearms, illegal drugs, and alcohol are prohibited on campus.

Parking in *service vehicle* or *fire lane* locations is not permitted.

Fire and safety code regulations determine maximum seating and room capacities. The maximum capacity for any facility may not be exceeded under any circumstances.

Charges for any false fire alarm caused by either a prank-pulled alarm or conduct resulting in an alarm sounding and attributed to **Lessee** participant(s) will be assessed in the final billing, including the following: (1) a charge of \$500 per fire station response per alarm; and (2) a \$100 charge for **Wheaton College** Public Safety response per alarm.

Charges for elevator repairs attributed to participant abuse will be assessed to the **Lessee**. Equipment and furnishings may not be removed from any room for use in any other room or facility. Furnishings and equipment may not be moved to block exits, hallways or closets containing emergency and fire equipment.

Attaching any object to any **College** structure by nail, tack, staple or tape is prohibited.

Male and female guests may share floors but have separate bathroom facilities. Shared rooms are reserved for married couples or occupants of the same gender.

Instructions for arrangements for any event, series of events, or conference must come from only one person.

Deadlines and procedures outlined in the *Conference Services Meeting Planner's Guide* must be met by the **Lessee**. Set-up arrangements must be finalized not less than fourteen days prior to the first date appearing in Section I of this Agreement. Following that date, additions, changes or deletions to set-up arrangements are at the discretion of the **College** and are subject to additional charges.























































































































































































## WHEATON AREA HOTELS

### **Best Western Inn Naperville**

1617 Naperville Road  
Naperville, IL 60563  
Phone: (630) 505-0200  
[www.bestwestern.com](http://www.bestwestern.com)

### **Comfort Inn**

3010 Finley Road  
Downers Grove, IL 60515  
Phone: (630) 515-1500  
[www.comfortinn.com](http://www.comfortinn.com)

### **Comfort Suites**

530 West North Avenue  
Lombard, IL 60148  
Phone: (630) 268-1300  
[www.comfortsuiteslombard.com](http://www.comfortsuiteslombard.com)

### **Comfort Inn Geneva**

1555 East Fabyan Parkway  
Geneva, IL 60134  
Phone: (630) 208-8811  
[www.comfortinngeneva.com](http://www.comfortinngeneva.com)

### **Fairfield Inn**

1820 Abriter Court  
Naperville, IL 60563  
Phone: (630) 577-1820  
[www.fairfieldinnnaperville.com](http://www.fairfieldinnnaperville.com)

### **Hampton Inn - Carol Stream**

205 West North Avenue  
Carol Stream, IL 60188  
Phone: (630) 681-9200  
[www.hamptoninn.com](http://www.hamptoninn.com)

### **Holiday Inn Carol Stream**

150 South Gary Avenue  
Carol Stream, IL 60188  
Phone: (630) 665-3000  
[www.hicarolstream.com](http://www.hicarolstream.com)

**Holiday Inn Express**

3031 Finley Road  
Downers Grove, IL 60515  
Phone: (630) 810-9500  
[www.hiexpress.com](http://www.hiexpress.com)

**Holiday Inn Select Naperville**

1801 North Naper Boulevard  
Naperville, IL 60563  
Phone: (630) 505-4900  
[www.naperselect.com](http://www.naperselect.com)

**Hyatt Place**

2340 South Fountain Square Drive  
Lombard, IL 60148  
Phone: (630) 932-6501  
[www.lombard.place.hyatt.com](http://www.lombard.place.hyatt.com)

**Lisle/Naperville Hilton**

3003 Corporate West Drive  
Lisle, IL 60532  
Phone: (630) 505-0900  
[www.hilton.com](http://www.hilton.com)

**SleepInn**

1831 West Diehl Road  
Naperville, IL 60563  
Phone: (630) 778-5900  
[www.sleepinn.com](http://www.sleepinn.com)

**Springhill Suites**

4305 Weaver Parkway  
Warrenville, IL 60555  
Phone: (630) 393-0400  
[www.springhillwarrenville.com](http://www.springhillwarrenville.com)

**Wyndham Lisle Hotel**

3000 Warrenville Road  
Lisle, IL 60532  
Phone: (630) 505-1000  
[www.wyndhamlislehotel.com](http://www.wyndhamlislehotel.com)

This list is a partial representation of area hotels for information purposes only. Inclusion in the list does not signify endorsement or recommendation by Wheaton College.

## **MAIL, MESSAGES AND FAX TRANSMISSIONS**

### **Mail**

Resident conference guests who need to receive mail while on campus should have it addressed to the name of the participant, the name of the conference group, the assigned residence hall location, c/o Wheaton College, Wheaton, IL 60187. The name of your group and the name of the residence hall must appear on each piece of mail in order for it to be properly delivered.

Mail will be delivered daily on weekdays to staffed residence halls. No mail delivery is available on weekends or holidays. At Fischer Hall and Traber Hall, mail will be placed in a box at the desk for your conference. Resident guests are responsible for picking up their mail. A message will be posted with pick-up instructions for any packages received for guests. All mail remaining or received following the conference will be returned to sender.

### **Phone Messages**

Incoming calls for resident guests should be directed to the conference desk in their respective residence hall. Messages for guests housed in Williston Hall should be directed to the desk at McManis-Evans Hall. Emergency calls between 11:00 p.m. and 8:00 a.m. should be directed to Public Safety at (630) 752-5911.

The phone numbers at the respective conference desks in residence halls are as follows:

Fischer	Hall	(630)	752-5144
Smith-Traber	Hall	(630)	752-5549
McManis-Evans	Hall	(630)	752-5141

Messages for guests in the residence halls are posted on bulletin boards in the main lobby. Guests are responsible for checking the board and picking up their own messages. CSAs cannot deliver messages to rooms or search for a guest unless the call is an emergency.

Messages for guests housed in Williston Hall received at the conference desk in Fischer Hall will be posted for guests on bulletin boards in Williston Hall once daily, or communicated to meeting planners or liaison personnel for delivery to these residence hall guests.

### **Fax Transmission Services**

Fax services are available at the College Bookstore during normal business hours. The cost for sending domestic faxes is \$1.25 for the first page, and \$0.10 for each subsequent page, up to five pages. For more than five pages, the cost is \$1.00 per page. For Canada and international faxes, the cost is \$3.00 per page. The cost to receive both domestic and international faxes is \$0.50 per page. All faxes must be paid for at the time of sending or receiving.











