



Wheaton College

Conference Services

Meeting Planner's Guide

2011

Introduction and Contract



February, 2011

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 conference on the Wheaton College campus. During your stay we will do everything possible to assist you with your meeting.

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 for your conference staff 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 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,

A handwritten signature in blue ink that reads 'F. Gizzo'.

Fred Gizzo
Director

**Wheaton College
Conference Services
501 College Avenue
Wheaton, IL 60187
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 tobacco use is not 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. The first deposit, in the amount of 10% of the projected final invoice, is due upon execution of 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 guarantees that either a 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 occupied 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 their program, and verifies that all religious content will align with the Wheaton College Statement of Faith, and that no aspects of the program will conflict with the College Community Covenant. Both of these documents can be found on the Wheaton College website at 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, 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/Dates:
Advance Staff Arrival/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 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** guarantees 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 Operations 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 seatings 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 \$24.05 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 \$5.65, lunch at \$8.25, and dinner at \$10.15 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 \$6.45, lunch is \$9.00, and dinner is \$11.35.

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 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 **\$27.36 per man-hour** (time and a half for Saturday labor; double time on Sunday) for the entire time the auditorium is in use and any additional consultative time with the operator(s). Use of Edman Chapel lights and sound system requires on-site staffing as determined by Media Resources to adequately support the event.

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.

Audio-visual equipment is available at an additional rental fee. Reservations and arrangements for delivery and transportation of equipment must be made through Media Resources not less than 21 days prior to the first date

appearing in Section I of this Agreement. 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, \$25.00 per key card, and \$15.00 per KeyMate™ will be assessed for all lost residence hall keys/key cards and KeyMates™, payable by the **Lessee** to the **College**. Keys, key cards, and 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 **\$24.71 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 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 must 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 conference 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

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 an 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.

Assignment of campus housing must comply with **College** guidelines. The **College** reserves the right to re-assign housing in the event assignments are made inappropriately.

Adult, live-in supervision is required for all programs with participants under 18 years of age. One live-in supervisor for every ten minor participants is required in the same area of residence in which the minor participants are housed; supervision must be provided to account for housing of both male and female genders. Supervisors will act as liaison between **College** conference staff and the minor participant in the event of discipline, noise or destructive behavior. Children must be under adult supervision at all times, in all campus facilities, including public lounges, recreational areas, hallways, rest rooms and parking lots.

The event or conference group planner or appointed liaison may not leave the campus before all participants have vacated all meeting and residence hall premises.

The use of multi-media – and, in particular, sound systems – is restricted in outdoor locations. Requests for multi-media use in outdoor locations must be submitted as a portion of the final program, including detailed multi-media specifications, not less than thirty days prior to the first date appearing in Section I of this Agreement.

Section IX: COLLEGE RIGHTS

The **College** may exercise the following rights:

To enter any facility for the purpose of inspection, repair or emergency.

To re-assign residents within a residence hall, after timely notification, in order to accomplish necessary repairs and renovation to the building.

To revoke the campus privilege, including residency in or utilization of any of its buildings of any occupant whose conduct, solely in the **College's** opinion, becomes injurious or potentially injurious to the academic community.

Section X: MEDICAL RELEASE FOR MINORS

Lessee agrees that every minor child unaccompanied by a legal guardian shall be required to obtain a medical release for hospital treatment or treatment by a physician. The release shall be signed by the minor child's legal guardian to allow for treatment should an accident or injury occur. Such release forms shall be on the campus in the possession of the **Lessee**, or appointed liaison, for all dates as outlined under Section I.

Section XI: CURTAILMENT

The performance of this Contract by either party is subject to acts of God, war, governmental regulation, or natural disaster, which make it impractical, illegal, or impossible for the **College** to provide facilities or for the **Lessee** to hold the meeting or event. In the event that **College** buildings, property or facilities shall be destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of this Agreement impractical or impossible, the **Lessee** shall be obligated to pay the fees herein above stipulated only for those services, activities and events which shall have occurred prior to said casualty or circumstances. The **Lessee** hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this Agreement.

Section XII: NON-COMPLIANCE

Non-compliance with contract terms and/or with any **College** policy, regulation, or stipulation may result in forfeiture of the privilege of using **College** facilities and services. Such non-compliance shall be determined solely at the discretion of the **College**.

Section XIII: TIME LIMIT

This Agreement is not binding until countersigned by **Wheaton College**. The signed Contract Agreement must be received by *Conference Services* not later than fourteen days following the postmarked mailing date. Following that date, the Contract terms, the rates for charges, and the reserved facilities and services will be subject to change and availability.

*Designated as those with the authority to sign documents that are legally binding upon the **College** and the **Lessee**, we, the undersigned, do hereby enter into this Contract, as witnessed by our signatures below:*

WHEATON COLLEGE

CLIENT NAME

Fred Gizzo
Director, Conference Services

Name
Title

Date

Date

Return both original signed contracts to:

*Wheaton College
Conference Services
501 College Avenue
Wheaton, IL 60187
(630) 751-5112*

Housing Confirmation

Exhibit A to Residential Conference Contract between Wheaton College and Client Name

Date:

Dorms:

Singles: number of beds

Doubles: number of beds

Date:

Dorms:

Singles:

Doubles:

Date:

Dorms:

Singles:

Doubles:

Date:

Dorms:

Singles:

Doubles:

Date:

Dorms:

Singles:

Doubles:

Date:

Dorms:

Singles:

Doubles:

Charges for accommodations are as follows:

Room rates listed here

The single rate will automatically be applied to any room occupied by a single occupant when double, triple or quad room space was adequately available within the **Lessee's** assigned housing block. (Exceptions are applicable only for groups with uneven numbers of male/female participants housed together by gender.)

Facilities Use Chart – Meeting Rooms

Exhibit B to Residential Conference Contract between Wheaton College and [Client Name](#)

Date:

Facilities listed here

Date:

Facilities listed here

Date:

Date:

Date:

Date:

Facilities for Daily Use Include, but are not limited to:

Facilities Listed here

Charges for facility use are as follows:

Charges Listed here for each facility reserved

Facilities Use Chart – Services and Equipment
Exhibit C to Residential Conference Contract between Wheaton College and Client Name

Use of tables and chairs for registration, book table, exhibit, and refreshment areas as requested by **Lessee** with the understanding that all set-ups will meet fire safety codes.

Use of classrooms and seminar rooms is on an “as is” basis; any furnishing moved must be returned to original positions found upon entering the facility.

All other services and equipment as outlined in the *Meeting Planner’s Guide*.

Any required Trades or Public Safety labor will be billed at \$43.00 per hour, with time and a half on Saturday, and double time on Sunday.

Facilities Use Chart – Additional Special Facilities Arrangements
Exhibit D to Residential Conference Contract between Wheaton College and [Client Name](#)

Date:

Set-Ups and Requirements Listed Here

Date:

Set-Ups and Requirements Listed Here

EXPLANATION OF CONTRACT CLAUSES

In using a Contract, the College maintains a Lessee/Lessor relationship with groups using Wheaton College facilities. The Contract is legally binding upon both parties. Therefore, meeting planners must familiarize themselves with every clause contained in the document prior to execution.

Section I. Reserved Dates and Times

The check-in time is both the time that registration will begin for your conference, and the time that conference attendees may begin to check into their rooms. It is important that this time be consistently advertised in all registration materials and in your advance promotion, as the College will plan residence hall availability and staffing accordingly.

The advance staff/early arrivals and advance set-up dates and times as included in the Contract are expected to be the earliest dates and times that personnel will arrive on campus to begin set-up. Supplies, equipment, and materials you need to ship to campus must arrive no earlier than one week prior to the first day of your conference. Limited storage space is available prior to or following conference dates. All materials and equipment brought by conference groups should be removed from Wheaton College facilities no later than the final departure date and time listed in the Contract.

The check-out time should be communicated to all participants as the time when they must vacate residence hall rooms. The College reserves the right to charge an additional night's lodging for any participant who has not checked out by the contracted check-out time.

Section II. Description of Services

In order to qualify as a residential conference, a minimum of 75% of participants attending a conference held at Wheaton College must be housed on campus.

The College guarantees to reserve 100% of the bed/room block outlined in the Contract. The Lessee agrees to occupy and/or compensate the College for at least 75% of that bed/room block. The bed/room block can be increased following execution of the Contract if additional rooms are required and are available on campus. However, the bed/room block cannot be decreased once the Contract has been executed. It is recommended that groups be conservative in making their housing reservation in order to avoid penalty charges. Those charges will be applied in the final billing in the event that less than 75% of the reserved space is occupied.

Only Bon Appétit, Wheaton College's food service company, may prepare and/or serve food of any sort for consumption in the Anderson Commons dining room and in The Stupe Grill on the lower level of the Todd Beamer Center. Following completion of Contract arrangements with the College for use of facilities and accommodations, a separate agreement will be issued by Bon Appétit for food services. Any catering arrangements for coffee breaks, banquets, or other special food functions will also be part of the food service agreement.

DuPage County Health Department regulations prohibit food prepared in non-licensed or non-certified facilities (i.e., home kitchens) from being served to anyone other than immediate family members on the Wheaton College campus.

Section III. Financial Arrangements

Charges for damages to or loss of Wheaton College property as a result of use by your group will be assessed in the final billing. This includes loss of residence hall linen, room keys, keycards, and KeyMates™.

Deposits made for residential conferences are non-refundable.

Billing is forwarded within 45 days following your conference, payable within thirty days from the invoice date. If the invoice is paid in full within that thirty-day period, the amount of the deposit paid will be credited to the invoice.

If the invoice is not paid within thirty days, the full amount will be due, and the deposit will not be credited. Amounts in arrears more than ninety days will be subject to collections.

Section IV. Insurance

Liability insurance is required from all organizations leasing Wheaton College facilities. Organizations owning property are insured for general liability under their property insurance. Adding Wheaton College as an additional insured party for the dates of the conference, and having a certificate sent to the attention of *Conference Services*, is usually no more complicated than one phone call or fax to your insurance agent. Simply communicate the certificate requirements as outlined in the Contract. Groups who do not carry general liability insurance may arrange for coverage through Bene-Marc. Details for using this service can be found in the Insurance section of this *Meeting Planner's Guide*.

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

Programs which include minor participants (especially when minor participants are under the supervision of non-custodial parents and guardians) are strongly encouraged to purchase sexual misconduct or molestation insurance coverage. In addition to this coverage, youth-based programs are urged to conduct criminal background checks on all adults whose on-site responsibilities include residential supervision of minor participants.

Section VII. Promotion and Program

Promotion of conference programs should not be done prior to execution of the Contract. If you choose to pursue promotional arrangements prior to Contract execution, the College cannot be liable for any changes that may be required to bring your promotional materials into line with College requirements.

The College requires that the exact disclaimer, ***THIS IS NOT A FUNCTION OF WHEATON COLLEGE***, be included on the same page in which the name of Wheaton College or photograph of any Wheaton College building or facility appears. This requirement applies to all advertisements, news releases, brochures, and other promotional materials. The College reserves the right to pre-approve any promotional material in which the name of Wheaton College or photograph of any Wheaton College building or facility appears.

Organizations leasing College facilities may not advertise or solicit conference participation from the College community, nor use College distribution formats to advertise or solicit participation.

In order to insure that participants are adequately prepared for their time on the College campus, organizations are required to include certain information in registration confirmation materials prior to a guest's arrival on campus. A copy of this information must be forwarded to Conference Services one month prior to the conference dates.

Program content of a religious nature must concur with Wheaton College's Statement of Faith. Programs may not contain content of a controversial nature.

Section VIII. College Regulations

If your conference includes children attending with parents or is a youth program, please be sure to make note of Section VIII of the Contract in regard to false fire alarms. Alarms pulled as a prank by a participant in your conference can be quite costly for you. The City of Wheaton Fire Department can charge up to \$500 per fire station response. On Wheaton's campus, it is not unusual to have three stations respond to an alarm due to the size of our buildings. We strongly advise that meeting planners communicate this information to all parents and supervisors of children in attendance at the conference, as charges will be assessed to the conference group in final billing if incurred. Children are to be under adult supervision on campus at all times, including in residence hall lounges and public areas.

The *Meeting Planner's Guide* is provided to enable each group to comply with the terms of their Contract. Signing a Contract with Wheaton College implies agreement and compliance with all procedures, deadlines, and policies contained in the *Meeting Planner's Guide*.

Pre-assignment of housing is the responsibility of the meeting planner. The appropriate forms will be provided by *Conference Services*. Assignments must be made using the exact format provided. Housing assignments must comply with College housing guidelines in order to insure that participants are housed appropriately.

Names of meeting planners and authorized personnel are given to Public Safety, to the College switchboard, and College Conference support staff. Requests from these individuals will be honored, but other members of your group making requests will be referred to an authorized liaison and told that it is College policy to work only with the appointed personnel.

DEADLINES AND TIMELINES

Meeting Planner's Timeline

<i>January 1st</i>	Provide information and details needed for the Contract, including numbers for housing and food service, and facilities to be used on campus
<i>February 1st</i>	<p>Send draft of registration brochure and all promotional materials to <i>Conference Services</i> for approval</p> <p>Place <i>Conference Services</i> on mailing list to receive all promotional, registration and program materials for conference</p>
<i>March 1st</i>	<p>Deadline for signing Contract and making first deposit</p> <p>Initiate contact with Bon Appétit Management to arrange meals, breaks, and catering; confirm your meal times prior to finalizing your program</p>
<i>April 1st</i>	<p>Finalize catering menus and events with Bon Appétit, including estimated meal attendance and meal package details</p> <p>Send <i>Conference Services</i> your needs for internet connections; determine additional on-site support required from Computer Services personnel</p> <p>Confirm media arrangements with College Media Resources</p> <p>Determine the need for extra power to support stage set-ups involving multiple amplifiers, large light and sound displays, or exhibit areas</p>
<i>60 Days Out</i>	<p>Send second deposit</p> <p>Finalize arrangements for use of College Bookstore services</p>
<i>30 Days Out</i>	<p>Confirm facilities to be reserved</p> <p>Send final program or agenda outlining all meals, breaks and session times, and their assigned locations on campus to <i>Conference Services</i></p> <p>Send to <i>Conference Services</i> all exhibit/book table specifications, including:</p> <ul style="list-style-type: none">✓ Electrical needs for exhibitors✓ Scale drawing of display area with diagram of tables and exhibit locations✓ Requests for College-provided tables <p>Send to <i>Conference Services</i> the certificate of insurance naming Wheaton College as additional insured for the dates of your conference</p> <p>Finalize arrangements with Bon Appétit for both cafeteria meals and all catered functions, and return the signed agreement to Bon Appétit; give them your final guaranteed number at this time</p> <p>Send a written request of all Media Resources services to both <i>Conference Services</i> and to the Media Resources Production Manager</p>

Note: 30-day planner deadlines must be met before the College will provide your housing assignment sheets

21 Days Out

Confirm all Media Resources arrangements as outlined in the ConfEstimate, including:

- Any program changes and all technician services needs
- Confirm all media equipment needs for facilities – alterations and additional equipment may be requested up to two weeks prior to the conference; no changes or additional services are allowed with less than fourteen days notice
- Confirm meeting arrangements for Smart Desk orientation, pre-event equipment checks, and plenary session sound checks

Finalize all food service arrangements, including:

- Final guarantee for number of participants on the all-conference meal plan
- Reserve the number of meal tickets required for commuters
- Confirm the final guarantee for all catered events
- Brief your food service liaison and dining room monitors of their on-site responsibilities
- Confirm arrangements for pick-up of meal cards and tickets
- Communicate final set-up arrangements and equipment needs to *Conference Services* for all facilities, including:
 - Shipping of material before and after the conference
 - Names and room numbers of authorized liaisons
 - Guest arrival patterns, check-in times and late registration details
 - Use of the College print shop
 - Logistics for all locations, including stage set-ups, facility set-ups, break and refreshment areas, and exhibit and book sale locations
 - Extra electrical power needs requiring the services of a College electrician
 - Planned times for advance staff arrival and orientation

Provide final schedule/program which includes need for advance staff entry or late use for unlocking and lock-up of all contracted facilities

10 Days Out

Conference Services is to have received the completed housing assignments in the Excel format

Media Resources is to have received any and all final detailed program information, including a description of each session, stage lay-outs, any instrument and vocalist needs, and the order of the programs

Check-In Date

Pick up meal cards and tickets from Bon Appétit and introduce on-site food service liaison to Bon Appétit personnel

Meet with Media Resources personnel, introduce on-site media liaison, complete Smart Desk orientations, and confirm any equipment set-up and sound checks

CONFERENCE LIABILITY INSURANCE

Conference groups that are unable to obtain event liability insurance through their own insurance carrier may contact Bene-Marc, Inc.

Bene-Marc has formed a partnership with the University Risk Management and Insurance Association (URMIA) to provide liability insurance policies specifically to insure colleges and those individuals and organizations who lease campus facilities for events and conferences.

You may apply for a short-term event policy through the URMIA Tenant User Program (TULIP) online. The site includes a step-by-step process to allow the policy to be purchased online with a credit card.

- Go to <http://urmia.bene-marc.com> to purchase the insurance
- Follow the steps to register with Bene-Marc as a user
- Use the following access code: 30051186
- When the online program asks you to provide the email of your contact at the university, enter the following email address to insure that Conference Services receives proof of your policy:
Conference.Services@wheaton.edu

You may contact Bene-Marc at 1-800-247-1734 if you experience any problems with this online service and ask for help with purchasing your TULIP policy.

WHEATON COLLEGE PERSONNEL

Conference Services Staff

Office Coordinator is **Meagan Connor**. Meagan is your best resource on campus. You can reach Meagan at 630-752-5112, or meagan.connor@wheaton.edu. The fax number in our office is 630-752-5292.

Sales and Marketing Coordinator is **Troy Bristow**. You can reach Troy at 630-752-5547, or troy.bristow@wheaton.edu.

Harbor House Coordinator is **Sara Total**. You can reach Sara at 630-752-7321, or at sara.total@wheaton.edu.

Conference Services Director is **Fred Gizzo**. You can reach Fred at 630-752-5112, or at fred.gizzo@wheaton.edu.

Conference Operations Staff

Conference Operations staff members provide assistance as well as support in specialized areas. Fred Gizzo manages the administrative function of residence hall operations, including direct coordination with conference group housing coordinators. His responsibilities include supervision and oversight of Conference Services Assistants, who are stationed in residence halls as Front Desk Attendants.

Residence Hall Support Staff

Conference Services Assistants (CSAs) serve in campus residence halls, providing guest services to conference participants. Summer conference desks are located in the main lobbies of Fischer, Smith/Traber, and Evans/McManis Halls. The lobby desks are staffed while conference attendees are in residence and the hours are posted in each residence hall.

CSAs are on duty for check-in and check-out of guests, and to routinely monitor supplies and assist conference participants.

The CSAs will often be your first point of contact for any need or question you may have. They are there to serve you and your participants and are familiar with the campus and can answer most questions. In event of an emergency in a residence hall, CSAs should be notified immediately. They are aware of procedures for proper handling of any emergency situation and can quickly notify emergency personnel.

Meeting Planner Information

MEETING PLANNER ON-SITE RESPONSIBILITIES

The College requires that conference meeting planners serve as the point of contact for their group and that they take responsibility for resolving any issues or concerns which involve participants in attendance at the conference.

The meeting planner's on-site responsibilities include:

Finalize all registration and guest check-in – Make arrangements and be available on-site to:

- Pick up meal cards and tickets prior to registration.
- Finalize media arrangements
- Be available during registration to resolve housing issues and answer participant questions. Conference attendees may check in during published hours only. A liaison must be available during all scheduled check-in hours.

Emergency support – In the event of an emergency, Public Safety officers may request the support, assistance, and cooperation of meeting planners and key liaison personnel in order to maintain order and the safety of conference participants. Meeting planner's assistance with evacuations and other emergency procedures required by College Public Safety is expected.

Load-out, Final Departure of All Guests, and Removal of Materials – The meeting planner must remain on-site until all guests have departed from the campus and until conference materials are removed from the campus. Load-out of all materials to be shipped from the College campus must be coordinated by the meeting planner, unless arrangements are made ahead of time for College Shipping and Receiving support.

REGISTRATION CONFIRMATION MATERIALS

Attention: Meeting Planners are required to include the information provided below in registration confirmation materials sent to conference attendees.

Campus Map and Directions

Directions to campus from all points, and suggested travel services can be found in this *Meeting Planner's Guide*. Campus maps are available at www.wheaton.edu/maps.

E-Mail Access and Internet Connections

Participants staying in campus housing should be advised that they may use their own laptops to access the internet through in-room computer ports and wireless access. There is a fee for this service. Attendees may also access their web-based e-mail accounts in computer labs located in the residence halls if the computer lab is reserved in advance for the conference.

A Conference Directory will be placed in each residence hall room and will contain valuable campus information for each participant.

Residence Hall Room Phones

There are no phones in the residence hall rooms. Campus phones are in the hallways and can access any campus extension. Those lines are able to make local or long-distance calls with a phone card, credit card, or a collect call.

Where to Go Upon Arrival at Wheaton College

Some generic signs are placed by the College at strategic locations offering guidance to conference participants driving to the campus.

We recommend that groups place additional specific signs to guide guests to their registration location. Conference participants must register for the conference before receiving keys and linen for their room. Housing check-in will not be completed for any guest unless they have fully registered for the conference.

Registration

A defined time period must be set for check-in and registration. Be sure to note to your guests that registration will not begin, nor can they check into their room, until the published registration time. Most conference groups will register participants in the primary residence hall assigned for the conference.

Front Desk Attendants are scheduled for main check-in at Fischer, Smith/Traber, and Evans/McManis during the registration timeframe. They will issue keys or keycards, linens, and other conference materials.

Late Check-In

A location for late registration and check-in following your main registration time must be arranged in advance and communicated to participants who may be arriving late. The outer doors to all residence halls

are locked. Participants should be advised in registration confirmation material that they should plan their travel to the campus so that they arrive no later than 10:00 p.m. Conference attendees unable to register or check-in before that time should plan to stay in a hotel and register the following day.

Participants must check in during published check-in times and late check-ins should be an exception.

Check-In After Registration Date

Attendees who arrive on campus to check-in following main check-in dates may not have the option to register and check-in to their room immediately. Conference desks in residence halls are not staffed 24 hours a day. Following the first full day of registration, check-in times must be established and communicated to arriving attendees so they may plan accordingly.

Housing Information

Housing is provided in College residence halls. Fischer Hall is arranged in suite style with two double rooms sharing a bathroom. Bathroom doors do not lock; arrange a system of knocking with your suitemates. Traber Hall has rooms on the perimeter of each floor with a central, single-gender bathroom. Smith, Evans and McManis Halls have shared, single-gender bathroom facilities on each floor.

Couples and families may only be accommodated in halls or on floors with bathrooms for both genders. Couples and/or families must have confirmed reservations in the designated housing block; only one gender will be accommodated in halls or on floors with one single-gender bathroom. Couples or families who arrive without confirmed reservations in this block will need to make off-campus arrangements for housing. This policy applies to all walk-in registrants.

All residence halls are air-conditioned with individual controls in each room. The beds in all residence halls are single beds. Evans/McManis, Fischer, and Traber Halls have full elevator service.

Indicate to your participants whether linen service is included. No linens are provided to children sleeping in parent-provided sleeping equipment.

Participants should make the meeting planner aware of any special needs which may prohibit the use of stairs, standard showers, or toilet stalls.

Campus Restrictions

Be certain that attendees are informed of College policy regarding the following:

- Animals are not allowed in any campus facility with the exception of assistance animals.
- Tobacco use is prohibited in all campus facilities, including residence hall rooms.
- Alcohol, firearms and non-prescription drugs are prohibited on campus.
- Social dancing is prohibited on campus.
- Shared rooms are reserved for married couples and roommates of the same gender.

Weather

Information on general weather conditions for the time of year your group will be on campus should be furnished to guests so they can plan accordingly. Average daily temperatures for the Chicago area are as follows:

May – 65 degrees
June – 70-80 degrees
July – 75-90 degrees

Evenings in May can be quite chilly, and temperatures in June and July have been known to exceed 90 degrees.

Parking

Free parking is available for conference attendees in campus lots. Permits are not required for commuters parking during daytime hours. City ordinances and College policy prohibit any motor vehicle being used for housing while parked on College premises. This restriction is applicable to all RVs and motor homes.

Health Services

There are no health-care services available on campus for conference participants. Instruct all attendees to be prepared with an adequate supply of any needed medications. The College cannot guarantee availability of refrigeration for medicines. Participants needing medication by injection should also be informed they are responsible for proper disposal of needles in a self-provided sharps container.

Appropriate Dress

The diversity of guests on campus requires that sensitivity be exercised with regard to appropriate dress. It is our desire that all conference participants co-exist on campus without distraction or offense due to any other guest's manner of dress or behavior.

All clothing must be modest in appearance. Shoes and shirts are required in all meeting and dining facilities. Girls' shorts and skirts should be a modest length. Sports and jogging bras must be covered by a waist-length shirt in the dining hall and in all meeting facilities other than those that are athletic or recreational.

CONFERENCE LIAISON PERSONNEL

In order to avoid confusion and possible additional financial obligation, liaison personnel may be appointed to act on behalf of your conference group. The primary liaison is always the conference meeting planner.

Authorized liaison must be at least 21 years of age and knowledgeable in the areas for which they are responsible.

Any changes made to events that have been previously arranged must be communicated directly to a CSA, Public Safety, Media Resources, or Bon Appétit personnel by an appointed liaison.

Liaison personnel should be made aware that they may be called upon at any time of the day or night, and that they should be prepared to provide support and assistance to College personnel if called. College personnel will contact them for assistance only when necessary.

Food Service Liaison

If your group appoints a food service liaison, this individual should be prepared to serve as the direct liaison with Bon Appétit personnel. They should also expect to field requests for changes or any on-site issues which may occur regarding food service or catered events. This individual's responsibility could include picking up meal cards and meal tickets from the Bon Appétit office, aiding attendees who lose meal cards, making last-minute adjustments to catering functions, and arranging for monitors in Anderson Commons.

Monitors should be appointed for large conferences, family conferences, or for conferences with a constituency who may be unfamiliar with cafeteria-style dining. They can assist with traffic flow and help families with children. These procedures should be confirmed as a part of the arrangements with the Bon Appétit Director of Operations.

Media Services Liaison

Any conference group using media equipment or services is required to designate a single media liaison to coordinate media-related requests. All requests must be coordinated through the same individual.

In the event your conference is utilizing both auditorium technician services and multiple workshop facilities with significant media needs, you may appoint both a *plenary session media liaison* and a *media equipment liaison*.

A *media equipment liaison* should be appointed if multiple workshop locations involve complex media arrangements. This individual's responsibilities might include completing the orientation for Smart Desks and providing oversight of this technology during workshops, insuring that workshop leaders have all the needed equipment and supplies.

Names and contact information for media liaison personnel should be provided to Conference Services and Media Resources immediately upon those assignments being confirmed.

Housing

RESIDENCE HALLS

Fischer Hall

Located at 600 East Harrison. Maximum capacity is 581. The reception desk in the lobby serves as the primary summer conference desk. The large lobby can easily serve as the registration area for incoming conference groups.

Rooms are arranged in suites with a bathroom between each two rooms. Bathrooms doors do not lock. Guests should work out a system of knocking with their suite mates. Most rooms contain two single beds, two desks, two dressers, closet space and a large window.

A laundry room is located on the lower level. A television, recreational equipment, and snack machines are located on the lower level. All floors have a lounge on each wing. Access to living areas on each floor is computer-controlled; accessibility is only through use of a keycard issued at check-in.

Fischer Hall Guest Rooms

Guest rooms, one single, one double, one triple and one quad, are available for use by conference groups in Fischer Hall. Reservations for Fischer Hall guest rooms are included separately in the Contract.

The double and triple guest rooms are equipped with twin beds; the quad room is equipped with two twin beds and one set of bunked beds. Each room is furnished with a dresser, desk, and a private bath containing a shower. Linens are available at the time of check-in.

Evans/McManis Hall

Located at 525 East Franklin Street, the west side of the building faces The Quad. Rooms vary in occupancy levels from singles to quads. Maximum capacity for Evans is 179; maximum capacity for McManis is 109. The building has elevator service and is completely wheelchair-accessible.

Lounge space and a conference room are located on each floor. Television, recreational equipment, snack machines, a kitchen and a separate study room are located on the lower level. A laundry room is located on the lower level of McManis Hall.

Two bathrooms are located on the fourth floor of both halls; one large single-gender bathroom is located on each of the remaining floors of each residence hall. The central bathroom contains several shower stalls – no bathtubs. Each bathroom contains one handicap-accessible toilet and shower stall.

Access to living areas on each floor is computer-controlled; accessibility is only through use of a KeyMate™, issued with a room key to each guest at check-in.

Traber Hall

Traber Hall is located at 611 North Howard Street. Residence hall rooms are accessible by elevator service. Access to living areas on each floor is computer-controlled; accessibility is only through use of a keycard issued to each guest at check-in.

Most rooms contain two twin beds, two desks, two dressers, two closets and a window. One single room and one triple room are located on each floor. Rooms are arranged on the perimeter of each floor, with a central

lounge and bathroom. The single-gender, common bathroom on each floor contains shower stalls – no bathtubs. Only the second floor bathroom is handicap-accessible.

Television, recreational equipment, vending machines and a kitchen are located just off the main lobby. A laundry room is located on the lower level.

Smith Hall

Located at 611 North Howard Street, with a maximum capacity of 167, Smith Hall has two wings which form an “L”; it is connected to Traber Hall by a shared, main lobby and a lower level passageway. Entrance for all guests is through the Smith/Traber lobby.

Access to living areas on each floor is by use of a key card which is issued at check-in. Most rooms are doubles that contain two single beds, two desks, two dressers and ample closet space. Single rooms contain one twin bed, one desk, one dresser and ample closet space.

The single-gender common bathroom on each wing contains shower stalls – no bathtubs. Each bathroom contains one handicap-accessible toilet and shower stall.

Lounge space is conveniently located on each floor in each wing. Additional lounge seating is located in the lower lounge area. Television, recreational equipment, vending machines, and a kitchen are located just off the adjacent Traber lobby. A laundry room is located on the lower level of Traber Hall and is accessed through the lower level passageway between the two buildings.

Additional Residence Hall Services

Information on individual residence halls and floor plans are available from *Conference Services*. The following information is pertinent to all of our residence halls.

Bio-hazardous materials are regulated by state and federal law. Attendees are advised in the Conference Directory to contact a CSA or to call Public Safety in the event their room is contaminated with any potentially hazardous fluid, such as blood.

Lost and Found items should be turned in to the CSA at the lobby desk. The College assumes no liability for items left behind after check-out. Items left behind may be claimed in the *Conference Services* office by calling 630-752-5112. There is a minimum \$20 shipping and handling fee to return items to guests who have left the campus. After August 15th, all unclaimed items will be donated to charity.

Residence hall outer doors are locked 24 hours a day, 7 days a week. The only exception to this policy is during published registration and check-in times at the beginning of a conference. Quiet hours in the residence hall living areas begin at 11:00 p.m.

Wheaton College Residence Life staff live in the residence halls year-round. They have no connection with summer conference programs and their privacy should be respected.

Linen exchanges are handled by the CSAs at the lobby desks. Limited towel and washcloth replacement is available. Guests staying in excess of six nights are entitled to a new linen package. One pillow is furnished per bed. There is no maid service.

Room changes may alter fees. Therefore, any changes in housing assignments requested by an attendee must be approved by the meeting planner or the housing liaison prior to making the change. Of course we will automatically make changes which are necessary due to problems caused by the College (e.g., construction or repairs). The meeting planner or housing liaison will be notified of these changes.

WHEATON COLLEGE RESIDENT OCCUPANCY

	<i>Singles</i>	<i>Doubles</i>	<i>Triples</i>	<i>Quads</i>	<i>Total Rooms</i>	<i>Total Beds</i>	<i>Total Rooms Per Wing</i>	<i>Total Beds Per Wing</i>
Fischer Hall								
2E	1	20	3	0	24	50		
3E	1	20	3	0	24	50		
4E	1	20	3	0	24	50		
5E	1	20	3	0	24	50	96	200
1W	1	19	3	0	23	48		
2W	1	20	3	0	24	50		
3W	1	20	3	0	24	50		
4W	1	20	3	0	24	50		
5W	1	20	3	0	24	50	119	248
3S	1	18	2	0	21	43		
4S	1	19	2	0	22	45		
5S	1	19	2	0	22	45	65	133
TOTALS	12	235	33	0	280	581		
Guest Room 229				1		4		
Guest Room 230		1				2		
Guest Room 239			1			3		
Guest Room 241	1					1		10
Traber Hall								
FLOOR 2	1	18	1	0	20	40		
FLOOR 3	1	18	1	0	20	40		
FLOOR 4	1	18	1	0	20	40		
FLOOR 5	1	18	1	0	20	40		
FLOOR 6	1	18	1	0	20	40		
FLOOR 7	1	18	1	0	20	40		
TOTALS	6	108	6	0	120	240		
Evans Hall								
LOWER LEVEL	6	5	3	1	15	29		
FLOOR 1	1	3	4	0	8	19		
FLOOR 2	4	11	5	2	22	49		
FLOOR 3	2	13	5	2	22	51		
FLOOR 4	9	8	2	0	19	31		
TOTALS	22	40	19	5	86	179		
McManis Hall								
FLOOR 1	4	3	3	0	10	19		
FLOOR 2	5	8	3	0	16	30		
FLOOR 3	2	11	3	0	16	33		
FLOOR 4	7	7	2	0	16	27		
TOTALS	18	29	11	0	58	109		

	<i>Singles</i>	<i>Doubles</i>	<i>Triples</i>	<i>Quads</i>	<i>Total Rooms</i>	<i>Total Beds</i>
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Williston Hall

FLOOR 1	1	2	3	0	6	14
FLOOR 2	6	4	3	0	13	23
FLOOR 3	6	4	3	0	13	23
TOTALS	13	10	9	0	32	60

Smith Hall

FLOOR 1	1	12	0	0	13	25
FLOOR 2S	1	15	0	0	16	31
FLOOR 2E	1	17	0	0	18	35
FLOOR 3	2	36	0	0	38	74
TOTALS	5	80	0	0	85	165

Campus

TOTALS	76	502	78	5	661	1344
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HOUSING ASSIGNMENTS

Housing forms are provided to the meeting planner, the meeting planner returns the completed form to *Conference Services*, and the housing assignments are ready for the conference at check-in.

Room assignments must be made using the forms provided by the College. These forms are necessary for Wheaton College housing software to run. Floor plans and assignment sheets for each residence hall are available from *Conference Services*.

The majority of conference participants are to be registered in advance with the expectation that walk-ins will be held to a minimum the first day of the conference. It is also necessary that housing changes be held to a minimum at check-in.

Additional housing assignment services are available for an additional fee at the rate of \$5.00 per attendee, including:

- Assignment of housing by *Conference Services* staff
- Alteration of our normal check-in process to accommodate a customized process
- Management of the on-site process, including resolution of room assignment issues and new room assignments for walk-in participants

All attendees must present a room assignment folder to request their key and linen packet at the conference desk in the residence hall.

Guests with special housing needs should be considered when making housing assignments. Information on elevators and handicap bathroom facilities are found in the Residence Hall descriptions. The room number for any guest who is physically challenged must be indicated on the Guest Registration Form. This information will be communicated to Wheaton College Public Safety personnel for their use in case of an emergency.

CHECK-IN AND CHECK-OUT INFORMATION

Check-In

Conference groups are responsible for:

- ✓ collecting all fees owed by participants
- ✓ furnishing attendees with a meal card
- ✓ confirming participants' housing assignments and giving them a confirmation card
- ✓ supplying conference program materials

Conference Services personnel will check attendees into their rooms, and will issue key cards, linens, and parking permits.

Wheaton College cannot accommodate individual early check-ins. If you need early accommodations for attendees, please contact the *Conference Services* office in advance. We partner with several hotels in the area, and can make those arrangements for your conference.

Room keys or key cards are issued to participants according to the number of beds in the room. Due to liability issues, a room key will be issued only to adults registered for the room. If parents wish for their child to have a key, they must indicate their willingness to be responsible for the key or keycard.

Youth conference groups may choose to have keys and/or key cards issued to youth leaders for distribution to individual youth participants. In this case, the group will be charged for all rooms for which the group leader accepts keys unless a key is returned to the CSA at the lobby desk on the same day the key was issued.

KeyMates™ are issued with room keys, and allow access to residence hall outer doors and to the living areas.

Access is defined by conference group. When two groups are in residence in the same hall, key cards will be programmed to admit guests only onto those floors occupied by their group.

Children should be instructed to not leave adult supervision as they will be locked out; child care personnel must be notified of this policy.

A power outage automatically secures all building entrances and all living area access doors. CSAs and Public Safety personnel will respond as quickly as possible to manually unlock doors for access.

Linen packets are issued to each guest at check-in. Children housed without charge will not be issued linens. Each linen packet contains one blanket, two sheets, one pillowcase, two bath towels, one hand towel and two washcloths.

Groups with attendees staying more than six nights may request a new linen packet. Meeting planners and/or housing liaison will be required to ensure that all soiled linens are returned in exchange for a clean linen packet.

Parking is free of charge to conference guests in campus lots. Parking permits are issued at check-in and are for designated lots. Vehicles parking overnight must be parked in the designated lot. Wheaton College Public Safety will issue tickets for vehicles parked improperly, and will be billed to the conference if not paid.

Permits are not required for commuters during daytime hours. Commuters may park at Fisher Hall, Traber Hall, or in the Jenks, Edman Chapel, or Billy Graham Center lots.

Parking is not allowed at Blanchard Hall. Vehicles parked in these lots will be ticketed. Due to fire regulations, no parking is allowed in the Fischer Hall U or the Traber Hall front driveway, except for loading/unloading purposes.

Cars parked on the Franklin Mall pavers in front of Edman Chapel will be towed.

All oversized vehicles must be parked on the far southeast side of the Billy Graham Center parking lot. This includes busses, passenger vans and RVs. City ordinances and College policies prohibit any motor vehicle from being used for housing while parked on College premises. Routine Public Safety patrols will verify that vehicles are not being used for housing.

Check-Out

Check-out procedures are outlined in the Conference Directory provided in each guest room. In addition, flyers are distributed to occupied rooms on the evening prior to check-out.

Attendees are asked to deposit their soiled linens in the bin on their floor hallway prior to check-out, and to leave the room in the condition in which it was found. Charges for items missing from, and damage to residence hall rooms will be assessed in the final billing. Excess cleaning requirements will also be billed to the conference. Linens that are not returned will be charged in the final billing.

All keys, KeyMates™ and keycards must be returned at check-out. Charges will be assessed for all missing keys and keycards in the final billing.

Late check-outs cannot be accommodated.

HARBOR HOUSE

Harbor House is the Wheaton College conference and retreat center available to house speakers and presenters at summer conferences.

There are three guest rooms available:

<u>Mayflower Room #203</u>	Queen bed with fireplace, desk, and seating area
<u>Fairwyn Room #205</u>	Two twin beds with desk, seating area, and oversized bath
<u>Fairwyn Suite #205/209</u>	The Fairwyn Suite consists of the Fairwyn Room plus an attached private sitting room with pull-out twin sleep sofa and breakfast nook
<u>Eventide Room #206</u>	Queen bed with desk and side chair

Harbor House Meeting Facilities

Harbor House provides executive-style space for board meetings, intimate conference dinners, or a speaker's green room. The Living Room, Dining Room, and Sun Room may be reserved as a combined space. The Board Room seats up to 28 in its standard Round Table configuration, and may also serve as a banquet space. The Harbor House kitchen contains an island which can be utilized for buffet meal service or to hold snacks for receptions. The maximum total capacity for the house for any individual or combination of meeting uses is 50 people.

Maximum Capacities					
Facility	Dimensions	Seating Capacity	Chairs Only	Seminar	Banquet
Sun Room	17' x 11'	6	12	n/a	n/a
Dining Room	17' x 13'	10	10	10	10
Living Room	23' x 17'	10	20	n/a	n/a
Board Room	45' x 29'	40	50	50	50

Initial reservations for Harbor House meeting space should be made through *Conference Services*. The Harbor House Coordinator will work directly with meeting planners to make final arrangements for all room set-ups and scheduling prior to your conference dates.

Reservation of the second floor bedrooms does not include use of the first floor spaces. Each space must be reserved separately.

Groups who utilize the first floor space without reservation will be billed for any and all usage in their final conference invoice.

KEYS, KEYCARDS AND KEYMATES™

For security purposes, anyone who has lost or misplaced their keys, or has locked their keys or keycards in their room, will be asked to properly identify themselves prior to being admitted to their room. Anyone needing assistance with key-related problems should contact the Front Desk Attendant in the lobby of their residence hall.

Persons asking for admittance who do not have ID will be accompanied by a Wheaton College Front Desk Attendant to their room where they will be asked to show ID immediately upon entrance to the room.

Attendees who have lost keys or keycards will be issued a new key following proper identification, provided an extra key is available for the room. Lost keys can usually be replaced within 24 hours. Guests who lose KeyMates™ must report the loss to a Front Desk Attendant (or to Public Safety if no Attendant is available) in order to gain access to the residence hall and have the KeyMate™ replaced. Keys are replaced at a cost of \$10.00 each, KeyMates™ are replaced at a cost of \$15.00 each, and key cards are replaced at a cost of \$25.00 each. Charges for any key not returned to conference personnel by the final check-out time will be included in the final billing.

College Facilities

MEETING FACILITIES

Facilities for all meeting locations must be reserved and included in your Contract. Additional facilities may be requested following completion of contract arrangements, however the availability of additional facilities cannot be guaranteed.

Bookstore services are available through the Wheaton College Bookstore. To order books (from U.S. publishing houses only) for your conference and have them held until your arrival, contact Jennifer Moe at (630) 752-5326. Book orders must be placed six weeks prior to the conference date. The Bookstore can staff your conference book table and perform all sales operations if requested. Six weeks advance notice is required for this service.

Exhibit accessories are limited to 8' x 30" tables and folding chairs. Draping, backdrops, carpeting, and other exhibit-type accessories are not furnished by the College. Table skirting and tablecloths are not provided by the College. The only exception is catered refreshments; tablecloths and skirting are provided by Bon Appétit Management Company when servicing catering orders.

Exhibit floor plan arrangements are subject to approval by Wheaton College Public Safety and Risk Management, and must adhere to strict fire and safety codes. These include 6-foot aisles between all tables and rows of chairs at all times and in front of all entrances, exits and emergency equipment storage areas.

Electrical support needs must be given special consideration for exhibit and display locations and in auditoriums when stage set-ups include amplifiers and multiple power sources.

Auditorium, Exhibit Hall, and Outdoor Electrical Capacity

Sufficient electrical power is available on the stage at Edman Chapel, Barrows Auditorium, and in Coray Gym for a limited number of microphones and one or two pieces of electrical equipment. Stage set-ups which include multiple amplifiers, large sound and light sets, and large exhibit areas will require extra power.

The following locations are equipped with Cam-Lok panels for providing extra power for large electrical set-ups. Note: These needs must be identified a minimum of thirty days prior to your arrival on campus.

- Edman Chapel – Edman features one 400 amp, 208 volt, 3-phase, 5-wire Cam-Lok panel as well as one 200 amp, 208 volt, 3-phase, 5-wire Cam-Lok panel.
- Barrows Auditorium, King Arena, and Coray Alumni Gym – Each location features one 200 amp, 208 volt, 3-phase, 5-wire Cam-lock panel.

Power distribution system panel specifications:

- Crouse Hinds E0200 with Cam-Lock connectors at Barrows, Coray, Edman, and King Arena
- Crouse Hinds E0400 with Cam-Lock connectors located at Edman only
- Power distribution system cable connector specifications (i.e. pigtails):
- Crouse Hinds J Power Series E1015/E1016 single pole locking cable connectors

Additional power through Cam-Lok panels is provided through the services of College electricians. The College will supply pigtail cables to connect each Cam-Lok panel to client-supplied cable with industry standard single pole locking-style connectors. It is the client's responsibility to insure that they have the correct correlating connector prior to arrival on campus.

A minimum two-hour charge for electrician services will be assessed for all Cam-Lok panel connections. Connections are made only through pre-arranged appointment. Electricians will make the connection and switch the circuit breaker; conference groups may not turn on breakers, but they are allowed to turn them off.

Exhibit Areas in Hallways and Foyers

Hallways and foyer areas on campus have a limited number of power outlets, all of which are usually on one or two circuits for a total availability of 36 amps. Arrangements for electrical support must be made at the time the facility is assigned for use as an exhibit area.

Meeting planners are responsible for obtaining information from each exhibitor about the type of equipment to be used, plug configuration, and number of amps required for each piece of equipment in the intended exhibit facility.

The use of plug power strips is mandatory if more than two appliances will be plugged into one wall socket (two outlets), and/or to provide extension from the wall socket to appliances at exhibit tables or booths. Power strips and all extension cords must be supplied by the exhibitor or conference group; these supplies are not available on campus. Any set-up requiring electrical power is subject to approval by a Wheaton College electrician prior to provision of electrical power.

Fire and safety code regulations determine maximum seating and room capacities. Room assignments are made based upon estimated occupancy of the room received from the meeting planner prior to the conference. Maximum capacity for any facility should not be exceeded under any circumstance. Under no conditions should furnishings and equipment be moved to block exits, hallways, or closets containing emergency and fire equipment.

Fog machines and chemical-based special effects are prohibited at Wheaton College.

Facility changes must be approved by *Conference Services*. Other college personnel should not be requested to unlock doors of unreserved facilities or move furniture from one facility to another. Removing equipment or furnishings from any room for use in any other room or facility is prohibited.

Master keys will not be issued for any facility under any circumstances. Doors for reserved facilities will be placed on a lock/unlock schedule arranged in advance through *Conference Services*.

Signs may be posted in buildings to guide participants and give directions. Signs must be posted with Plasti-Tac or a similar substance. No tape, staples, or push-pins of any sort are allowed to hang signs on doors or walls in any facility. All signs should be removed by the conference group prior to final check-out.

Requests for use of pianos or the organ in Edman Chapel should be directed to *Conference Services* no less than thirty days prior to your conference. Pianos are furnished "as is" unless tuning is requested. The \$90.00 tuning charge is included in the final billing.

Groups may bring instruments to campus for use in meeting facilities. However, authorization must be obtained through *Conference Services*. Use of instrumentation in some campus facilities is inappropriate due to adjacent administrative offices and summer school classes.

Residential Facility Rates 2011

Capacity	Room	Residential	
		Rate	Smart
Class A Classrooms			
8	SRC 255	\$37.00	No
16	Blanchard 472	\$37.00	No
19	Blanchard 440	\$37.00	No
20	Blanchard 323	\$37.00	Yes
20	McAlister 225	\$37.00	Yes
20	MSC 204	\$37.00	Yes
20	MSC 304	\$37.00	Yes
20	SRC 009	\$37.00	Yes
20	SRC 225	\$37.00	Yes
22	BGC 253	\$37.00	Yes
22	Blanchard 223	\$37.00	Yes
24	BGC 255	\$37.00	Yes
25	BGC 012	\$37.00	No
25	BGC 252	\$37.00	No
25	BGC 263	\$37.00	Yes
25	Blanchard 124	\$37.00	No
28	Jenks 206	\$37.00	Yes
29	Blanchard 125	\$37.00	Yes
29	McAlister 224	\$37.00	Yes
30	SCI 129 Class Room	\$37.00	Yes
30	SCI 131 Class Room	\$37.00	Yes
31	Blanchard 322	\$37.00	Yes
35	Blanchard 324	\$37.00	Yes
36	Blanchard 272	\$37.00	Yes
36	SCI 184 Class Room	\$37.00	Yes
38	BGC 254	\$37.00	No
Multi-Purpose			
50	Wilson Suite B	\$45.00	No
75	Wilson Suite C	\$64.00	No
100	Wilson Suite D	\$64.00	No
55	East Wing Wurdack	\$70.00	No
164	East Wing Kresge	\$70.00	No
219	East Wing KW	\$150.00	No
100	Fischer Crusader	\$94.00	No
100	SRC 208 Dance	\$117.00	No
100	SRC 210 Wrestling	\$117.00	No
120	Edman 102 Rehearsal Rm	\$204.00	Yes
150	Jenks Arena Theater	\$117.00	No
150	Jenks Setzuan	\$113.00	No
150	Phelps Room	\$140.00	Yes
Harbor House			
8	Sun Room	\$66.00	No
10	Dining Room	\$66.00	No
20	Living Room	\$66.00	No
27	Board Room	\$113.00	Yes
	Guest Rooms	\$140.00	No
Conference Rooms			
10	Thunder	\$35.00	No
10	Wheaton	\$35.00	No
13	Chicago	\$35.00	No
14	Hannay	\$35.00	No
18	Parmalee	\$42.00	No

Capacity	Room	Residential	
		Rate	Smart
Class B Classrooms			
40	BGC 130	\$42.00	Yes
40	BGC 132	\$42.00	Yes
40	BGC 250	\$42.00	Yes
40	MSC 103	\$42.00	Yes
40	MSC 105	\$42.00	Yes
40	MSC 202	\$42.00	Yes
40	Pierce 201	\$42.00	No
40	SCI 143 Class Room	\$42.00	Yes
42	BGC 010	\$42.00	Yes
44	SCI 217 Class Room	\$42.00	Yes
45	MSC 302	\$42.00	Yes
46	Blanchard 455	\$42.00	Yes
47	BGC 140	\$42.00	Yes
48	BGC 134	\$42.00	Yes
48	SCI 133 Class Room	\$42.00	Yes
48	SRC 223	\$42.00	Yes
49	Blanchard 139	\$42.00	Yes
50	Jenks 204	\$42.00	No
51	Blanchard 222	\$42.00	Yes
53	Jenks 205	\$42.00	Yes
54	BGC 136	\$42.00	Yes
59	BGC 138	\$42.00	Yes
60	Adams 301	\$42.00	Yes
61	Pierce 104	\$42.00	Yes
68	Pierce 108	\$42.00	Yes
70	SCI 021	\$42.00	Yes
Lecture Halls			
144	Blanchard 339	\$117.00	Yes
147	McAlister Harris	\$117.00	Yes
203	Armerding LH	\$119.00	Yes
144	SCI 145 Lecture Hall	\$117.00	Yes
Dining Rooms			
	SPR A	\$45.00	No
	SPR B	\$45.00	No
	SPR C	\$45.00	No
	SPR K	\$45.00	No
	SPR All	\$190.00	No
	NRP D	\$45.00	No
	NPR E	\$45.00	No
	NPR All	\$90.00	No
Auditoria et al			
459	Barrows	\$309.00	Yes
750	Coray Gym	\$608.00	No
750	Pierce Chapel	\$279.00	No
2347	Edman Chapel	\$819.00	Yes
Gymnasias			
438	Eckert 152	\$424.00	No
1890	Eckert 154	\$611.00	No
2380	King Arena	\$1,061.00	No
	McCully Field Turf	\$743.00	No
	Bean Stadium Turf	\$743.00	No
	McCully Field Track	\$318.00	No
	Grass Playing Fields	\$106.00	No

ACCESSIBILITY FOR THE PHYSICALLY HANDICAPPED

Most Wheaton College facilities can accommodate wheelchairs. We strongly recommend that physically challenged attendees staying in residence halls be accompanied by, or appointed a companion from the group to ensure their needs are met. The room number for any individual who is physically challenged must be indicated on the housing spreadsheet when returned to *Conference Services*. This information will then be communicated to Public Safety. In the event of an emergency, these persons will be escorted to safety.

Facilities listed below are properly equipped or are handicap accessible.

Residence Halls

Note: Limited accessible housing is available for married couples. There is no wheelchair access to Smith Hall 3rd floor.

Fischer Hall – A sidewalk ramp on the south side of the building provides entrance to the main floor lounge. The north side with the “U” driveway has stairs only. Elevator service is available to all floors. The building contains a total of eight ADA accessible and equipped bathrooms: floors 1-3 have one ADA accessible bathroom each; floors 4 and 5 south have one ADA accessible bathroom. A public accessible bathroom is located off the main lobby.

Evans/McManis Halls – Both residence halls are completely accessible. A ramp is located on the west side of the building facing the Quad, and the east entrance located on Chase Street is wheelchair accessible. Elevator service is available to all floors. Individuals housed on floors 2-4 must be able to use the stairs in the case of an emergency. All bathrooms are shared single-gender floor bathrooms. With the exception of the fourth floor bathrooms in both halls, each bathroom is equipped with one wheelchair-accessible toilet stall and shower stall. Physically-challenged guests should be made aware that wheelchair-accessible bathrooms are not private. A public accessible bathroom is located off the main lobby.

Traber Hall – Both the front and back entrances to the lobby are wheelchair accessible. Elevator service is available to all floors. Individuals housed in Traber must be able to use the stairs in the case of an emergency. A public accessible bathroom is located off the main lobby. Bathrooms on each floor are wheelchair-accessible but toilet stalls are not, with the exception of the bathroom located on the second floor, which is handicap-equipped with one toilet stall and one shower stall. All floor bathrooms are shared single-gender bathrooms.

Smith Hall – Connected to Traber by a shared, first-floor lobby and a lower-level corridor passageway. Housing for disabled individuals confined to wheelchairs must be on the first floor, or the second floor northwest and southeast wings, as there is no elevator service to the third floor. Bathrooms are shared, single-gender on each floor. Each is equipped with one wheelchair-accessible shower stall and toilet stall. Physically-challenged guests should be made aware that wheelchair-accessible bathrooms are not private.

Facilities

Todd Beamer Center – This building is entirely handicap accessible on both levels.

Billy Graham Center – Wheelchair ramps are available at the Barrows Auditorium entrance on the northeast side and at the rear of the building on the southeast side. The building is elevator equipped; stairwells and elevators are also Braille-marked. In Barrows Auditorium, wheelchairs should be placed at wall indentations, four on each side of the auditorium. Wheelchair-accessible restrooms are located on floors one and three.

Blanchard Hall – This building is entirely handicap accessible, with wheelchair-accessible restrooms located on floors one and three.

Bookstore – Entrance is through the East doors in the Student Services building. A wheelchair ramp is available. Restrooms are wheelchair accessible.

Chrouser Pool – Entrance to the pool is through the main Sports and Recreation Complex entrance. Use of the lift-sling for lowering disabled individuals into the pool must be arranged ahead of time through *Conference Services*. Locker rooms are equipped with wheelchair-accessible stalls.

Edman Chapel – There are two wheelchair ramps for the chapel; one on the east side of the auditorium, and another on the west side at the drop off area on Washington Street. An attendant should make arrangements with an usher to open the door from the inside to admit the wheelchair. For ticketed events, tickets must be presented to the usher before admittance will be permitted.

Room for 12 wheelchairs is available in rows TT and UU of Section 4. Permanent seats in this aisle are mounted on swing-style support poles which swing in to accommodate wheelchairs. Additional handicapped seating is available in seats 28AA-GG in Sections 2 and 4 and M27 through S28 in Sections 1 and 3. Chair arms swing up to allow easy access to the permanent seats; wheelchairs must be stored at the back of the auditorium behind row UU in Section 4. No wheelchairs may be placed in the main aisle running from east to west between rows AA and S or at the back of the auditorium behind row UU. A wheelchair-accessible restroom is available on the west side of the narthex.

Jenks Hall – The only wheelchair accessible room is the Setzuan Room, with an entrance through the Northeast door to Arena Theater.

Science Center – this building is entirely handicap accessible on all levels.

Sports and Recreation Complex (SRC) – Entrance is through the main entrance (Great Hall) on the west side of the building. King Arena and the strength and conditioning rooms are directly accessible through this entrance. Entrance to the Eckert practice and recreational gyms is via an inside ramp on the east side of Eckert 152. Elevator service is available to second floor classrooms. Restrooms are wheelchair-accessible.

Reserved Parking for the Disabled

Billy Graham Center – Seven spaces; four in the northeast corner of the lot east of Barrows Auditorium; three on the west side of the building

Blanchard Hall – Five spaces; three on the north end of the east lot; one on the east end of the west lot; one on the southeast side of the building

Chase Street Cul-de-sac – Two spaces; northeast side of the street

Edman Chapel – Five spaces; southeast corner of the lot north of Edman Chapel

Jenks Hall – Six spaces; two on the south side of the west lot, two on the north end and two on the south end of the east lot

Smith/Traber Hall – Three spaces; east side of Smith Hall

Science Center – Two spaces on the north side of the building on University Place

Sports and Recreation Complex (SRC) – Four spaces; one space on Centennial Drive across from the front sidewalk of SRC and three spaces along the north side of the SRC

SPORTS AND RECREATION COMPLEX (SRC)

The SRC offers conference participants access to a strength and conditioning room, an indoor jogging track, the gymnasiums, and the Chrouser Pool. The combative room, dance studio, and climbing wall are available to conference guests only with previous reservations that allow staffing requirements to be met.

Conference guest access to the SRC is available by purchasing a one-day or five-day pass, available from the SRC staff at the information desk in the Great Hall of the SRC. Use of SRC facilities is limited to registered conference guests only. The cost for the one-day pass is \$5.00 for use of the strength and conditioning room, jogging track, and Chrouser Pool. The cost for the five-day pass is \$20 for the same facility use.

Information about the SRC can be found at www.wheaton.edu/athletics.

Additional usage information for conference guests:

- The Chrouser pool is available during most of the summer for use by resident conference guests. The pool is closed on Sunday. Children under the age of 18 may swim when accompanied by an adult during the evening family swim time.
- Indoor basketball courts and volleyball courts are not available for organized conference attendee use unless included in contracted facilities.

TODD M. BEAMER STUDENT CENTER

General information regarding the Student Center can be found at www.wheaton.edu/tour/onlinemap/anderson.html

Specific information on the Anderson Commons food service is available at www.wheaton.edu/dining.

The Student Center is open daily from 6:00 a.m. until 11:00 p.m. If your group reserves facilities in the Center beyond these hours, those reservations will determine the closing time for the Student Center.

Sam's is open to the public Monday through Friday from 8:30 a.m. until 3:00 p.m. It is not open on weekends. All purchases in *Sam's* are cash or credit card; meal cards do not work at *Sam's*. *Sam's* is not part of the contracted meal plan in Anderson Commons. *Sam's* offers coffee, espresso, tea and smoothies, as well as a variety of soft drinks, the Creamery (hand-dipped ice cream), sandwiches, salads, bakery goods, and packaged snacks.

If your evening program will include reserved blocks of time in the Beamer Center for large group events, contact Bon Appétit directly to negotiate extended operating hours of *Sam's*.

The **Stupe Grill** will not be open for service during the summer unless specific contracted arrangements are made directly with Bon Appétit. Seating in the Stupe Grill will be open to conference guests during regular Beamer Center hours by pre-arrangement with *Conference Services*. Conference groups may reserve the Stupe Grill for special events after 9:00 p.m., however, private reservation of The Stupe Grill requires contracted food service with Bon Appétit.

The **Game Room** will remain locked during summer months. Game equipment will be kept in locked storage, and may be used by conference guests with a contracted reservation. The Game Room may be used by minors only if they are under direct adult supervision at all times. Conference guests who wish to use the Beamer Game Room may request a facility key if they have reserved the room in their Contract; the key will be issued to the Group Planner. Specific guidelines and policies, hours of availability, and instructions for use of the Game Room equipment will accompany the key sign-out form.

Private reservations of the Game Room may be requested after 9:00 p.m. for adult groups only. The same guidelines and rules apply.

Wheaton College Policies and Procedures

BANNER POLICY AND REQUEST PROCEDURE

Locations and Dimensions

Banners may be placed *only* at the locations listed below and must comply with the dimensions specified.

Hanging banners

Barrows Auditorium (exterior)	Maximum 22 ft. wide x 4 ft. high
Coray Alumni Gym (exterior)	Maximum 8 ft. wide x 3 ft. high
Anderson Commons (above the cashier)	Maximum 22 ft. wide x 4 ft. high

Ground-staked banners

NE corner of Washington and College	4 ft. wide x 2 ft. high
NW corner of Howard and College	4 ft. wide x 2 ft. high
SE corner of Centennial and Harrison	4 ft. wide x 2 ft. high

Banner Construction

Exterior banners are to be made of canvas or reinforced vinyl with grommets one foot apart along the top and bottom of the banner. The bottom of the banner must have a sewn one-inch loop along the bottom edge for a counterweight. The College will provide the counterweight.

Ground-staked banners will be tied to double stakes. They are to be made of canvas or reinforced vinyl with grommets on each corner.

Interior banners can be lighter weight but should not be paper. Reinforced grommets on each end of the top of the banner are required.

Banner Request Procedure

Requests and approval for banner hanging must be coordinated with *Conference Services* no less than fourteen days prior to the conference or event. Wheaton College assumes no responsibility for damage to banners caused by weather while the banner is hanging.

All banners will be hung and removed by College tradesmen. A minimum two-hour labor charge will be assessed for the combined hanging and removing of each banner.

Banners will be removed by College tradesmen on the next business day following the final date of the conference or event. Banners will be held in the *Conference Services* office for up to one week after takedown, awaiting pickup or shipping instructions (charges will be billed in the final conference invoice). Banners not claimed during this one-week period will be discarded.

COMPUTER TECHNOLOGY AND INTERNET ACCESS

Wireless internet access is available for a fee during conferences. Meeting planners and conference attendees may use personal laptops or the College computer labs, if authorized, with the College network system.

High-Speed Internet Access

Internet connection is available through ports located in residence hall rooms and in some public areas. All residence halls and most areas of campus have wireless access.

High-speed internet connection is available as follows:

- Access is limited to HTTP. Other protocols, such as SMTP/POP, are not supported. Conference attendees who need to access email must use a web-based (HTTP) email service.
- Configuration is limited to individual computers; no routers, hubs, wireless access points, switches, etc., are allowed.
- Availability is limited to pre-existing wired access ports and/or wireless access points. Additional access ports or wireless access points cannot be installed.
- Actual speed/throughput of the high-speed connection is not guaranteed.
- Internet connection is only available to adults – 18 years and older.

The charge per individual computer account is \$20.00. Charges apply for access to either wireless or wired ports. This fee includes the assumption that all knowledge and technical support to complete the connection as outlined below will be provided by the conference group or individual user.

Internet Access Procedures

Username and passwords for conference attendees are available from the Front Desk Attendants in the residence halls.

After completing check-in, guests may purchase a username and password. The process will include verification of age, acknowledgment and agreement to comply with College terms and conditions for the use of the Wheaton College network, configuration instructions, and on-line registration instructions.

The \$20.00 user fee includes College support through online instructions following wireless connection. Hardware and interface equipment, including ethernet and network cables, are not provided by the College. CAT 5 network cables are sold at the College Bookstore.

Residence Hall Computer Labs and Business Center Services

Business center services are available in residence hall computer labs. The computer lab must be reserved in advance of your conference. The cost to each conference is \$100 per day for each day the computer lab is used by your attendees.

Services include access to the internet, Microsoft software applications, photocopiers, and printers. Print cards are available from the Front Desk Attendants at residence hall front desks.

Residence hall computer labs are available to adults 18 years of age and older who are registered in campus housing. Services are available in the computer lab from 8:00 a.m. to 9:30 p.m. in Fischer Hall, and from 9 a.m. to 8:30 p.m. in Evan-McManis and Traber-Smith Halls.

In your registration materials encourage your attendees to bring their laptop computers.

Computer labs are on controlled access. Users must exchange their room key or keycard for a lab-access KeyMate™ from a CSA.

On behalf of adult conference participants utilizing residence hall computer labs, meeting planners will be required to sign a copy of the “Terms & Conditions for Computer Lab Access” as the College’s acceptable-use policy for users.

Terms and Conditions for Guest Computer Accounts

Acceptable Use Policy for Guests

(Guest Copy)

Summary of Terms and Conditions

The following summarizes major points in the Terms and Conditions:

Your computer may be used for:

- Access to Worldwide Web

Your account may not be used:

- For commercial or business purposes
- For any activity prohibited by law
- To access sexually explicit or pornographic materials

Your account may be suspended or terminated for:

- Violating policies in these Terms and Conditions
- Using it for commercial or business purposes
- Allowing others to use your account
- Accessing sexually explicit or pornographic materials
- Violating copyrights for documents, media or software
- Computer or Network tampering

Guests must ensure that steps have been taken to protect against known vulnerabilities to both computers and the campus network by keeping personal Anti-Virus and Anti-Spyware up to date. .

Technical Guide

Guest Connectivity will be made available for Approved Guests; however this is not a guarantee that connectivity will be achieved. For any number of technical reasons some machines may not have the ability connect to the Wheaton College network.

Computing Services will provide assistance on a “Best Effort” basis to establish this connectivity.

Please note: In attempting to configure and attach a personally owned computer to the College’s network, there is always a risk of data loss or corruption. It is the responsibility of the equipment owner to back-up and protect all data and software. The signing of this form releases Wheaton College from any and all liability associated with connecting personal equipment to its network. This includes but is not limited to the loss/damage of data, software, or hardware.

For assistance with Connectivity Please contact the Computing Services Support Desk at x4357 (HELP)
Computer Support is located in Blanchard 171. Hours are 9am-5pm M-F

Username: _____

Password: _____

Expiration date: _____

(Please ensure Username is recorded on page 1)

1.0 General Information

Wheaton College provides computer access to the Worldwide Web for guests utilizing servers and networks owned and operated by the College. The College reserves the right to circumscribe operation of these facilities, using policies consistent with its mission and the role computers and networks are intended to play within that mission. Specifically, each person's conduct in the use of such services is expected to be consistent with and conform to policies set forth herein

We trust that all guests who use the College network will behave in ways that are in line with the Colleges commitment to be a *community seeking to honor Christ and His Kingdom in all we do*.

2.0 Computer Accounts

Guests can access the Worldwide Web only by obtaining "accounts" for their computers. These are accessed using a *username* (also called a *login name*) and password. Only the person to whom the account is assigned is authorized to use it; the password is intended to ensure this. To allow friends, colleagues, or anyone else to use one's account is to violate the Acceptable Use Policy. If guests let other people use their accounts, they and the person using the account are in violation of College policy, and subject to the account being disabled.

3.0 Network Access

The network provides a gateway to the Internet, as well as access to other networks and computer systems not owned or operated by the College. Users of the campus network are required to adhere to all policies and procedures established by the College, both for the campus network, and for other networks and systems accessed through this gateway.

3.1 Guests may connect personal computers to the campus network from their rooms, in public locations via a wired port or wireless connection and are expected to abide by all of the policies contained in these *Terms and Conditions* in their use of the campus network and the Internet. Guests may not allow others to connect to their personal computers using wired or wireless connections.

3.2 Guests may not connect wireless access points to the College network, in any College-owned facility.

4.0 Intended Uses of Guest Access to the Worldwide Web

Guests are not allowed to operate servers of any kind on the campus network.

Guests must agree to abide by the following policies:

- agreement not to publish, on any system connected to the campus network, and not to include in any email communication, information which violates or infringes upon the rights of any other person, which is abusive, profane or sexually offensive, or which contains advertising or solicitation for goods or services;
- agreement not to transmit via the campus network copyrighted documents or media for which you do not have written authorization from the copyright owner;
- agreement not to use the campus network to conduct commercial or business activities, or to perform or solicit others to perform any activity prohibited by law.

5.0 Email

5.1 Email content. All users of email are expected to abide by acceptable use policy as stated in these *Terms and Conditions*. College policy prohibits sending email containing defamatory, abusive, obscene, sexually oriented, threatening, racially offensive or illegal material.

5.2 The College will cooperate fully with local, state, and federal officials in investigations related to email transmitted using the campus network or the College Internet connection.

5.3 Restraint in using email. The college network should not be used: (a) to create or forward "chain letters" or "pyramid schemes"; (b) to send or forward "junk mail" or "spam" to individuals not specifically requesting it; (c) to send email using forged addresses or headers

6.0 Confidentiality of User Data

6.1 User data on the campus network. The College will treat data created and/or transmitted on its network and computer systems as confidential. Confidentiality in this context does not imply complete privacy; only that access is limited to individuals authorized by the College. Whenever possible, user privacy will be respected, but this cannot be viewed as absolute. College personnel can and will access data when necessary for maintaining the campus network and computer systems. Every effort will be made to respect privacy of user data, and the contents of user data will be examined only when it is required by law or by the policies of the College.

6.2 Legal issues relating to privacy. The College is careful to abide by the requirements of the *Family Educational Rights and Privacy Act (FERPA)* and the *Gramm-Leach-Bliley Act*, both of which mandate that institutions implement safeguards for certain information pertaining to guests and other customers.

6.3 Data on personal computers. User data on personal computers connected to the campus network is private, and College personnel are not authorized to obtain access to such data. System status information, which may be used to diagnose and protect against system vulnerabilities will be accessed routinely by the network monitoring systems and IT Staff.

7.0 Internet Blocking and Proxy Services

Those who use the campus network as a gateway to the Internet have access to networks and computer systems which contain information over which the College has no control. The College reserves the right to block access to subject matter on the Internet which is in conflict with the College's *Community Covenant*.

The College's Board and Senior Administration have mandated that attempts to access sexually explicit or pornographic materials, or websites devoted to gambling, by way of the College Internet connection be blocked, logged, and reported. Guests who show evidence of repeated attempts to access such materials are subject to having their account disabled.

7.1 The Campus Proxy Server. A proxy server mediates access to Internet web pages. It use enables access to certain materials to be restricted. The proxy script (<http://proxy.wheaton.edu/proxy.pac>) must be used for all Internet access. Use of other proxy servers, or of the above proxy server on any port other than port 80 is prohibited, and considered a violation of the Acceptable Use Policy of these *Terms and Conditions*.

8.0 On-line Conduct

Your signature on the appropriate form, as indicated in sections 2.1 and 2.2 above, signifies that you agree not to submit, publish, or display, on any network or computing system accessed through your College account, any material which is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.

Transmission of any material, information or software in violation of any local, state or federal law is prohibited. Your signature on the form indicates your agreement to indemnify the College for any loss, costs or damages, including reasonable attorneys' fees, incurred by the College relating to, or arising from, any breach of this policy.

8.1 Copyrighted Material. The campus network may not be used to transfer Copyrighted material, without written permission. Only the author(s) or those they specifically authorize may transfer copyrighted material from other media on the college network. Material in this category includes not only human readable documents, but also software and data files used with software designed to play musical, video, or multimedia productions. In particular, providing access to copyrighted audio, video or multimedia files from media is prohibited.

8.2 Public Domain Material. Guests may download public domain programs or non-copyrighted information using the College's network. Guests assume all risks regarding the determination of whether such programs or other materials are in the public domain.

8.3 Inappropriate Material. Off-campus systems to which College guests have access may contain material that is abusive, defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. The College reserves the right to monitor its campus network to ensure that such materials are not being accessed. Guests who knowingly bring such materials into the College computing environment will be subject to having their access removed. Electronic forums do not constitute a separate universe of discourse, governed by a separate ethic, but are governed by the same moral and ethical guidelines which apply to other means of discourse.

8.4 Message Boards. The College has no control over the content of messages on external message boards, but all content posted by College guests while they are on campus to any message board must adhere to these *Terms and Conditions*. The College reserves the right to terminate accounts of users who misuse message boards.

8.5 Security. Security on computer systems receives a high level of priority at the College. Guests who identify situations that pose threats to information security are asked to notify Computing Services.

Guests should notify Computing Services at 630-752-HELP if there is reason to believe someone has obtained unauthorized access to their accounts.

8.6 Privacy of Information. All information on College computer systems should be considered private, unless it has been explicitly classified otherwise. Any attempt to circumvent computer or network security in order to gain access to private information is illegal, as outlined below.

9.0 Laws concerning computer usage

9.1 Computer Tampering. The Illinois Code deals with various forms of computer tampering: While some acts are classified as misdemeanors, others are considered to be felonies. See § 16D-3 of the Illinois Criminal Code.

9.2 Unlawful use of recordings. The following excerpt is from § 720 ILCS 5 / 16-8 of the Illinois Criminal Code.

Sec. 16-8. Unlawful use of unidentified sound or audio visual recordings.

(a) A person commits unlawful use of unidentified sound or audio visual recordings when he intentionally, knowingly, recklessly or negligently for profit manufactures, sells, distributes, vends, circulates, performs, leases or otherwise deals in and with unidentified sound or audio visual recordings or causes the manufacture, sale, distribution, vending, circulation, performance, lease or other dealing in and with unidentified sound or audio visual recordings.

(b) Unlawful use of unidentified sound or audio visual recordings is a Class 4 felony.

10.0 Suspension or Termination of Accounts

The College reserves the right to suspend or terminate a guest's account for breaches of policy as set forth in these *Terms and Conditions*.

11.0 Network Security

Guests who wish to connect personal computers to the campus network must ensure that their computers are protected against known vulnerabilities.

11.1 Use of Ethernet switches, network hubs, or wireless networking technology on the campus network without prior approval is expressly prohibited.

11.2 Network users may not operate network services from their computers (BBS, Chat, DHCP, DNS, anonymous FTP, IRC, NNTP, POP2/POP3, SMTP, INS, etc.). Guests who have a *bona fide* need to operate such services must obtain authorization from computing services at 630-752-HELP prior to activating any such service.

11.3 Guests may not conduct port scans on the campus network, or of outside networks from the campus network, may not operate Ethernet cards in promiscuous mode, or use any IP address on the campus network other than the one(s) assigned by the College.

11.4 Network usage that inhibits or interferes with the use of the network by others is not permitted. Applications which make heavy use of network bandwidth for extended periods of time, and applications designed to send repeated email messages or mass email messages ("email bombs" or "bulk emailers") are not permitted.

11.5 To guarantee that network resources are available to all users, pop mail clients (Eudora, Netscape Messenger, Outlook, Outlook Express, etc.), if set to retrieve mail automatically, must do so no more frequently than every thirty (30) minutes. However, users may manually retrieve mail as frequently as they wish.

11.6 The college network may only be used for legal purposes and to access only systems, software and data to which the guest has authorized access. Providing access to copyrighted software or other material (including audio, video or multimedia files from copyrighted media) on the network is prohibited.

11.7 Respecting the rights of other users, including their rights as set forth in other College policies for students, faculty, and staff, is required at all times.

11.8 Users may not provide open access from their computers to anything protected by copyright (including audio, video or multimedia files from copyrighted media), or of a sexually explicit or pornographic nature, or which violates College policy or community standards.

11.9 Forgery or other misrepresentation of identity via electronic or other form of communication is a violation of the Community Covenant and will be subject to disciplinary action. Prosecution under State and Federal laws may also apply. This includes the use of a network (IP) address not specifically assigned to the individual, or use of a forged or false identity in sending email.

11.10 The College may refuse network access to anyone who violates its policies or abuses the rights of others. If it is suspected that a network connection has been used to violate policy, that connection may be suspended without prior notice, pending investigation and resolution of the issue. The College reserves the right to scan any part of its network for security problems, and to monitor traffic and usage patterns on its network.

11.11 The College retains the right to block or to disable network applications which use excessive network bandwidth or which facilitate illegal activity.

12.0 Other provisions

The *Terms and Conditions* shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Illinois. Each user irrevocably consents to the jurisdiction of the courts of the State of Illinois and the federal courts situated in the State of Illinois, in connection with any action to enforce the provisions of the *Terms and Conditions*, to recover damages or other relief for breach or default under the *Terms and Conditions*, or otherwise arising under or by reason of the *Terms and Conditions*. ◆

MINORS ON CAMPUS

The safety of minors on campus is of primary importance to Wheaton College. Our policies address the best interests of both Wheaton College and conference groups.

Adult supervision is required for all minors under the age of 18. Children are to be under adult supervision at all times on campus. Wheaton College safety and risk regulations require a ratio of one adult for every ten minor children.

Facility and Equipment Use

The Sports and Recreation Complex (SRC) enforces age guidelines for users. Minors between the ages of 14—17 years old must be accompanied by a parent or guardian when using the Weight Room. No one under the age of 14 is permitted in the Weight Room unless accompanied by a Wheaton College coach or trainer.

Minors may not use the Chrouser Pool without adult supervision at a ratio of one adult for every 5 children. Minors under the age of 14 must be accompanied by an adult when using the indoor track and gymnasiums.

Residence hall recreation equipment may be used by minors under adult supervision only. An adult must check out equipment on behalf of a minor and must supervise its use. The individual who checks out the equipment will be held responsible for the condition of the equipment and for its return.

Childcare and Children's Equipment

Children's furniture on campus is limited to a few booster seats and highchairs at Anderson Commons Dining Hall. No children's tables, chairs, cribs, etc., are available on campus.

Wading pools must be placed in a location designated by the College, with the understanding that they will be filled and emptied daily and removed from grass areas so they do not cause damage. For safety purposes, pools must be filled just prior to and emptied immediately following their use. Children in or near the water must be supervised at all times.

Security for Minors on Campus

Childcare workers and adults with direct supervision of minors should have background checks performed by the conference organization prior to the conference.

Any unaccompanied child who exits a residence hall floor's living area will be locked out. Children should be instructed not to leave adult supervisors; all child-care personnel should be made aware of this security procedure.

Minors who have lost keys, keycards, or KeyMates™ will be required to have a guardian or an authorized conference liaison accompany them and identify them to the CSA prior to being admitted to their rooms.

Pranks and Damages

Prank-pulled fire alarms and tampering with smoke detectors, fire extinguishers, or sprinkler systems is against the law and will be taken seriously.

Abuse of elevators, such as deliberate overloading, will cause the elevator to automatically shut down. Charges will be assessed to the conference for a service call for any needed repairs or to restore service.

Damages, including unreasonable cleaning or conditions requiring excessive labor, will result in charges assessed to the conference group in final billing. Discovery of damages or unreasonable conditions in a facility will be documented by photograph and written account. Copies of documentation of the damage will be provided to the meeting planner upon request.

SAFETY PROCEDURES AND SECURITY

Public Safety

Wheaton College Public Safety has uniformed officers on duty 24 hours a day, patrolling campus buildings, streets, and parking lots. In any emergency Public Safety should be called immediately. They can be reached at extension 5911 from any campus phone or by dialing (630) 752-5911.

Public Safety officers are trained in American Red Cross standard first aid and in CPR. Officers have direct contact and work in complete cooperation with the City of Wheaton Fire and Police Departments.

Conference meeting planners, authorized liaison, and support personnel should be familiar with the following safety and prevention regulations:

Tornado and Thunderstorm/Lightning Strike Warnings – There is a lightning prediction system on campus. This system sends an alert when conditions are right for a lightning strike. Horns are located at the Chase Service Center and at the SRC. A 15-second blast indicates a high threat for lightning strike. Those outside should take shelter immediately. When the potential for a lightning strike is gone, three blasts from the horns will signal “All Clear”. Questions about emergency alerts should be directed to Wheaton College Public Safety.

Summer Power Outages – Severe summer weather sometimes causes power outages in this area. Public Safety and *Conference Services* personnel will contact the group liaison as soon as notification of the outage is received. Public Safety has the authority to determine whether life-safety issues in black-out conditions require conference guests to be evacuated from meeting locations or to move them to appropriate shelter. The cooperation of conference personnel during these periods is essential for the safety of participants.

Fire drills – are not scheduled during summer conferences. If an alarm sounds, there is an actual emergency, and all participants must immediately evacuate the building, even if they do not see or smell smoke. **The alarm will not be a drill.**

Elevators – In the event of a power brown-out, black-out, or fire alarm, the elevators will shut down.

Emergencies – Wheaton College personnel are familiar with campus procedures and will call Public Safety immediately should an emergency occur. Be sure to contact Public Safety immediately if you witness or are the victim of an accident or crime.

Injury and Accident Reports – Meeting planners must report any accident or injury to *Conference Services*, regardless of whether or not Public Safety is involved, even if the conference guest did not require medical attention.

Safety Codes and Regulations – Safety and fire codes are set for all facilities, including maximum seating and room capacities, and placement and use of equipment and furnishings. Under no circumstances should room capacities be exceeded, nor should furnishings and equipment be moved to block exits, hallways, or closets containing emergency and fire equipment.

Repairs

If it becomes necessary for our Facilities Management department to enter an occupied residence hall room for maintenance or repair, a Conference Services staff member or a Public Safety officer will be notified prior to the trades person entering the room. Upon completion of the repair the technician will leave a business card in the room for identification purposes, and will inform Conference Services or Public Safety that the repair has been completed. Occasionally, and only when deemed necessary, a Public Safety officer will accompany the trades person during the repair.

TELEPHONES ON CAMPUS

Some meeting facilities have access to phone lines. The foyer outside Barrows Auditorium and the East Wing of Edman Chapel have been equipped with phone jacks in each location, which may be used for phone service and for credit card machine connection. Conference groups may request use of existing programmed phone service as a component of their on-campus service, provided the facility has been included in their contracted facility package. Programming upgrades for these phones must be arranged no later than April 1. All programming charges will be assessed to the conference group, as well as actual charges for long-distance and service unit calls.

College Services

CAMPUS SERVICES AND DESTINATIONS

Todd Beamer Student Center

Anderson Commons (Dining Room)

Breakfast: 7:30 – 8:30 a.m. Lunch: 11:45 a.m. – 1:00 p.m. Dinner: 5:00 – 6:00 p.m.

Note: Posted times are regular summer dining hours; meal times for individual conference groups should be confirmed in consultation with Bon Appétit prior to finalizing printed programs.

ATM Location: Lower level, across from the elevator

Campus Post Office Location: Lower level, east side of building
Hours: Monday – Friday, 9:00 a.m. – 3:45 p.m.

Billy Graham Center

Museum Hours: Monday – Saturday, 9:30 a.m. – 5:30 p.m.
Sunday, 1:00 p.m. – 5:00 p.m.

Bookstore

Location: Student Services Building
Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.
Saturday, 10:00 a.m. – 2:00 p.m.

In addition to books, the Bookstore sells gifts, health and beauty aids, office supplies, greeting cards, Wheaton College insignia clothing, stamps, and snacks

Buswell Library

Location: Corner of Franklin and Irving
Hours: Monday – Friday, 8:00 a.m. – 8:00 p.m.
Saturday, 9:00 a.m. – 5:00 p.m.
Sunday, Closed

Wade Center

Location: Corner of Liberty and Washington
Hours: Monday – Friday, 9:00 a.m. – 4:00 p.m.
Saturday, 9:00 a.m. – 12 p.m.

Photocopies

Copiers are available in the Buswell Library and in each residence hall. Copy Cards can be purchased at the desk in the residence hall and in the Bookstore.

FOOD SERVICE

All food for conference attendees must be prepared and served by the College's food service provider. In addition to the basic meal plans for the conference, meeting planners will need to provide information about meals for early arrivals, for commuters, and any special meals or catered events.

Following execution of your Contract with *Conference Services*, conference groups work directly with Bon Appétit Management Company, the Wheaton College food service company, at (630) 752-5839. Conference meeting planners using Wheaton College facilities for the first time are encouraged to arrange an appointment to meet with Kimberly Farmer, Director of Catering.

Planning Your Meal Package

Meals for conference participants should be designed in a package. All attendees should be on the all-conference meal plan for the length of your conference. If your Contract with the College includes a small number of leaders arriving early, the meal package can be modified to include meals in the plan for these individuals. You will then issue meal cards to conference participants as part of your registration process.

Meal plans utilize a plastic meal identification card. The meal package rate is discounted for conference groups at a lower rate than individual meals. Only commuters should be provided with individual meal tickets. Conference registration fees should include a set fee for the package of meals, with no refunds for skipped or missed meals. ***In the final billing the conference group will be charged for every meal associated with the issued identification cards, whether eaten or not.***

Planning Your Meal Times

Conference group programs should be planned with the meal service hours shown below. Exceptions may be negotiated and approved, but only through Bon Appétit. The hours listed below should be included in any conference materials you print.

Breakfast: 7:30 – 8:30 a.m. Lunch: 11:45 a.m. – 1:00 p.m. Dinner: 5:00 – 6:00 p.m.

To control line length and waiting times, Bon Appétit may stagger meal hours or expand serving times based on numbers of attendees. A color-coded meal card system may be used for efficiency. ***Your final conference program should not be printed or distributed until you have confirmed with Bon Appétit the exact schedule for your meal times.***

Banquets

There are many facilities on the Wheaton College campus which are suitable for private banquets if you wish to plan one. Catering rates apply to all food service functions that are not part of the meal plan. Arrangements for catered meals and a copy of Bon Appétit's catering guide may be found at www.wheaton.edu/dining. Tables for banquets are usually 60" round, eight people per table. ***Set-up is to be arranged through Conference Services, not with Bon Appétit.***

Food Service Agreements

All conference groups are required to sign an agreement with Bon Appétit to confirm food service details. The same individual signing the Wheaton College *Conference Services* Contract must also sign the food service agreement. Plan to contact Bon Appétit no later than March 1 before your conference. In addition to those requirements outlined above, the food service agreement will include the following stipulations:

- 75% of your original estimated headcount will be considered your minimum guarantee.
- A final guaranteed headcount must be provided to Bon Appétit not less than thirty days prior to your group's arrival on campus. This final count cannot be any less than 75% of your original estimated count, and must be forwarded to *Conference Services* and to Bon Appétit in writing.
- The number of meal cards which Bon Appétit issues for your conference will match the final guarantee count. A signed receipt is provided at the time of card pick-up; this receipt will provide a written record of the financial value of the meal plan cards. Your conference group will be charged for a minimum of 95% of the number of meal cards issued to you. No more than five percent of the meal plan cards may be returned for credit against your final bill, and they must be returned no later than 24 hours following the first meal of your conference.
- In the event your on-site conference attendance exceeds your final guarantee count, Bon Appétit will be prepared to add up to five percent additional packaged meal plans/cards. The need for additional meal cards must be communicated directly to Bon Appétit.

Meal Identification Cards

Meal cards are issued for the dates of your conference. The meal cards will be grouped by meal plan as outlined in the agreement between the conference group and Bon Appétit. In preparation for your conference registration, you may arrange to pick up these cards in the Bon Appétit office up to three days in advance of the conference dates. ***It is the responsibility of the conference meeting planner to arrange for the pick up and return of all meal cards and meal tickets.***

Extra cards not issued during registration must be returned to Bon Appétit immediately (no later than 24 hours following the first meal programmed on the plan) in order to receive an adjustment to the final bill. Meal cards are required from each conference attendee as they come through the line in Anderson Commons; participants will not be admitted to the dining room without their meal card.

Participants who lose their meal card during a conference should be instructed to go to the Bon Appétit office in Anderson Commons for a replacement card. There is a \$5.00 fee for each card lost; Bon Appétit will make the adjustment on the final invoice to account for any lost cards. Attendees who intend to depart prior to the last meal on their meal plan should be instructed to return their meal cards to conference personnel. Meal cards will be collected by Bon Appétit at the last meal served in Anderson Commons. ***It is ultimately the responsibility of the conference group to account for all meal cards.***

Individual Meal Tickets

Individual meal tickets are available for people unable to attend the entire conference. Due to congestion, Anderson Commons policy is that there are no cash sales of meal tickets for conference group participants or their guests. Conference meeting planners should arrange for the sale and distribution of meal tickets to conference attendees as a part of the registration process. Note: Meal ticket totals should not be counted as part of the final guaranteed count, only package plan totals using the meal identification cards.

On a daily basis, not less than eight hours in advance of any meal, Bon Appétit must be notified of the approximate count for each meal if the number has been altered by the sale of more than twenty meal tickets for that meal. Prices for individual meal tickets are listed in the *Conference Services* contract.

Food Service Liaison

For large or complex conference programs, we recommend that groups appoint a food service liaison as one of their authorized personnel. Monitors should be appointed to assist conference participants in dining hall procedures and to help with traffic control. These arrangements should be made in direct consultation with the Bon Appétit Director of Catering and the General Manager.

Additional Information

TRAVEL AND TRANSPORTATION

Wheaton is easily reached by all means of transportation: car, train, bus or airline.

By Car

For travelers who are driving, directions are posted on the Wheaton College website at www.wheaton.edu/visit/maps.html

By Train

Amtrak trains deliver passengers to Chicago at Union Station. To continue by train to Wheaton, passengers must transfer to the Metra line at the Ogilvie Transportation Center, approximately 1-1/2 blocks from Union Station.

Commuter rail information and prices are available from Metra passenger Services at 312-322-6777, or the Travel Information Center at 708-836-7000. Additional information is available on their website at www.metrarail.com. Guests traveling to Wheaton by train should disembark at the College Avenue Station, approximately four blocks east of the campus.

By Air or Bus

Ground transportation from either O'Hare or Midway is easily accessible.

The Greyhound and Trailways bus depots are located approximately eight blocks from the Ogilvie Transportation Center where guests can board the train to Wheaton. Bus service is not available directly to Wheaton.

Guests arriving on campus in a taxi or limo must know the building, cross streets or designated drop-off point on campus.

Van and Bus Rental

Illinois state law does not allow campus vehicles to be rented to outside groups. If you need shuttle or ground transportation service for your guests while on campus, the following local bus companies can serve your needs.

First Student Charter Bus Rental
www.firstcharterbus.com
866-514-8747

Mid-America Charter Lines
www.midamericatours.com
800-323-8383

The Free Enterprise System, Inc.
www.freeenterprisesystem.com
800-448-5728

American Charter Coach, Inc.
888-400-5500

Limo and Taxi Information

Guests must identify themselves as a conference participant at Wheaton College to receive the discounted rate. Quoted rates are for pick-up hours after 4:30 a.m. and before 11:00 p.m.

Green Airport Shuttle 800-701-4817

\$30 to O'Hare for shared ride
\$30 to Midway for shared ride
Add \$5.00 for each additional passenger

Private car:
\$40.00 to O'Hare
\$40.00 to Midway
Add \$5.00 for each additional passenger
Rates do not include driver gratuity

George Ibekie 630-870-2140

American Coach Limousine 630-629-0001

\$40.00 to O'Hare for shared ride
\$49.00 to Midway for shared ride
Add \$7.00 for each additional passenger

Private car (up to 3 passengers):
\$44.00 to O'Hare
\$54.00 to Midway

Rates do not include driver gratuity

A-1 Limousine 630-833-3788

\$45.00 to O'Hare for one passenger
\$55.00 to Midway for one passenger
Add \$8.00 for each additional passenger

For a private car, add \$20.00
Rates do not include driver gratuity

Bill's Limo Dispatch 800-851-0200

\$36.00 to O'Hare for one passenger
\$46.00 to Midway for one passenger
Add \$7.00 for each additional passenger
For a private car, add \$15.00
Each ride will require an additional \$3 fuel charge
Rates do not include driver gratuity

West Suburban Travelers Limousine 630-668-9600

\$39.00 to O'Hare for one passenger
\$52.00 to Midway for one passenger
Add \$7.00 for each additional passenger
For a private car, add \$25.00
Add \$2 airport tax for arrivals only
Rates do not include driver gratuity

American Taxi 847-255-9614

\$38.00 to O'Hare for one passenger
\$46.00 to Midway for one passenger

For a mini-van (6 seats):
\$45.00 to O'Hare
\$53.00 to Midway
Add \$2 airport tax for arrivals only
Rates do not include driver gratuity

Windy City Limousine 847-916-9300

\$64.00 to O'Hare for private car
\$74.00 to Midway for private car
Rates do not include driver gratuity
Copy and paste this web address to book online:
<http://windycitylimos.hudsonltd.net/res?USERIDENTRY=WC&LOGON=GO>