

HOUSING AND MEALS 2011

The Summer Arts staff welcomes you to a fun and comfortable stay during the 2011 Festival! Summer Arts students, Course Coordinators, and Guest Artists will reside on the **Fresno State** campus in the **University Courtyard** residence facilities. The **University Courtyard** is conveniently located close to Summer Arts classrooms and on-campus performance venues.



WHEN YOU ARRIVE

Based upon a participant's course registration, the assigned date for orientation and check-in is either **Sunday, June 26 for the first session, or Sunday, July 10 for the second session.**

Sunday check-in will take place on the **Fresno State** campus inside the **East Dining Hall**, (please refer to campus map), from **2:00 pm to 4:00 pm**. During check-in, students will confirm their course registration and check in for housing. Access to residence suites will be permitted after 2:00 pm.

There will be a general meeting at 4:00 pm for all Summer Arts participants inside the **East Dining Hall**. A barbecue is scheduled following orientation for all program participants.

Summer Arts participants arriving after Sunday orientations may check in with campus housing at the **Atrium Customer Service Desk**. The **Atrium** is a 24-hour customer service area.

CHECK-IN

Upon checking into your suite, University Courtyard will issue a magnetic Saflok key and meal card.

Participants who arrive late or the following day will still be charged for the first nights stay.



CHECK-OUT

Check-out is on the last Saturday of each two-week session between 8:00 am and 10:00 am. If you pay for four weeks of housing in advance, you will not need to check out between sessions.

Participants and Faculty Guest Artists who check out any time after 10:00 am will be assessed a \$50.00 late fee, due

at the time of checkout.

Participants and Faculty Guest Artists are required to return all linen items, Saflok keys, and meal cards to University Courtyard staff during check-out. Failure to return any of the above items will result in additional fees charged.

YOUR HOME AWAY FROM HOME

There are six residence suite buildings located throughout University Courtyard. The residence suites have one to three bedrooms with a common living room area, and one bathroom. Men and women will live in separate suites. Residence buildings are two or three stories high and are accessible through a secured stairwell. Participants with any medical or physical limitations that require ground level accommodations must inform University Courtyard at least thirty days in advance in order to reserve a ground level suite.

There are a limited number of single rooms available within a suite. The majority of the

bedrooms are double occupancy and are set up in a bunk bed fashion, with beds above desks. Prior arrangements must be made with University Courtyard before your check-in date if you require a debunked bed. There is an additional charge of \$10 for this service, and Summer Arts participants are responsible for the cost. (Please note that some rooms may have furniture for three occupants, but Summer Arts participants will only be housed single or double occupancy.)

If you choose not to debunk your bed, we strongly recommend that participants request a bed rail to help ensure a secure

night's sleep. You may request a bed rail at check-in; there is no charge for this service.

University Courtyard supplies each resident with bedroom and bathroom linens, (lightweight blanket, mattress pad, two flat sheets, bath towel, hand towel, washcloth, and a shower mat). **Residents will need to supply their own pillows, pillowcases, hangers, iron, toiletries, clocks, pool towels, and any other necessary items.** Linen exchange will be available once a week for sheets, and three days a week for towels. Linen and towel exchange information will be provided to you at check-in.

ROOM CHANGES

The Summer Arts staff encourages participants to be courteous with housing roommates, University Courtyard, and Summer Arts staff. There will be an on-site Summer Arts housing advisor available to assist participants with

housing concerns or questions. If you need assistance regarding housing or roommates, please speak with the Summer Arts housing advisor first. Room changes are allowable only if there are available rooms and the Summer Arts

advisor has attempted to mediate any roommate issues. The fee for a room change is **\$50.00 per person**, plus any additional charges if only a single room suite is available or requested.

ROOM LOCKOUTS

The Summer Arts advisor will be available to let participants into their rooms in the event they become locked out. For your safety and protection, a form of I.D. is required to enter a room or suite, and a

Summer Arts staff member will let you into your room, **NO EXCEPTIONS.** University Courtyard staff will NOT let individuals into their rooms. Participants who have repeated lockouts may be required to pay

an infraction fee (see #8 under "Summer Policies and Guidelines"). The charge for a replacement Saflok key is **\$25.00.**

HEALTH CENTER

A campus Health Center, with an in-house pharmacy, is available to program participants for urgent medical services. Participants are financially responsible for prescription and medical purchases.

MAIL OR MESSAGES

Participants may have mail forwarded to the Summer Arts temporary office at: CSU Summer Arts. 2380 East Keats Avenue, MS/MB 129, Fresno, CA 93740. Please ask senders to indicate the course you are enrolled in and the mail will be delivered to your classroom. Do not have mail sent to the University Courtyard or to your room address.

In emergency situations, you may have phone calls routed to the Summer Arts main office and a message will be delivered to your classroom or suite room.

LAUNDRY FACILITIES

Large capacity washers and dryers are available for use by residents. To use the laundry facilities, you'll need to purchase a Webcard. Cards cost \$5.00, which is automatically credited to the card for use. Additional money may be placed on your Webcard via credit card. A Webcard deposit machine is located in the Atrium. Suite residents need their Saflok key for access into the laundry rooms. Detergent is not provided.



AMENITIES

- 24-hour fitness center
- Outdoor patio area with tables, chairs and umbrellas
- Atrium big screen TV with cable and movie channels
- Outdoor swimming pool, open daily from 12:00 pm – 8:00 pm (unless closed for a private reservation.)
- Golden 1 Credit Union located on campus
- Citibank ATM on campus
- Near public transportation and shopping
- Wireless internet access from the Atrium (internet ID and password must be requested 48 hours in advance.)



PARKING

Parking in lot “G” is provided at no cost for participants staying on campus. Free parking permits will be handed out at the time of check in and must be placed in your car immediately. Failure to visibly display the parking permit will result in a parking citation. **The free permit is good in lot “G” only.**

as “student/visitor” parking can be purchased for \$3.00 per day at dispensers located throughout campus, or at the Office of Parking and Transportation.

Parking rules are subject to change. Summer Arts and University Courtyard will not be liable for any parking citations incurred by participants.

Student parking permits that allow you to park on campus in green lots designated



MEALS

Meals are included with housing. Resident participants will receive a magnetic service card to be used for meals. The cost for a lost meal card is **\$10.00** for participants. There are three daily buffet-style meals served at the Residence Dining Facility. There are general vegetarian options including pastas, fresh fruit, salad bar, and vegetables.

Meal Times

Breakfast	7:00 – 8:30 am
Lunch	11:30 – 1:30 pm
Dinner	5:00 – 6:30 pm



REFUND POLICY

Written cancellation for housing and meals must be received by:

- June 17 (first session) or July 1 (second session) to receive a refund less a \$25 processing fee.
- June 24 (first session) or July 8 (second session) to receive a refund less a \$60 processing fee.
- Cancellations received after June 24 (first session) or July 8 (second session) will not receive a refund.

Written cancellations can be mailed to the University Courtyard address on your reservation form, or faxed to (559) 278-5020. Approved refunds will be mailed in six to eight weeks.

SUMMER POLICIES AND GUIDELINES

1. Alcohol consumption by MINORS:

This is against the law, and will result in resident being dismissed for the first violation of this rule. Campus police will be notified.

2. Alcohol violations by ADULTS: Adult residents are not permitted to consume alcoholic beverages in rooms or suites where minors are housed. Specifically, alcoholic beverages may not be consumed in public areas such as, but not limited to hallways, lounges, lobbies, bathrooms, balconies, or areas outside the residence halls. Please be aware that parties where alcohol is served is strictly prohibited. Alcoholic beverages may be transported by or through University Courtyard only if unopened and in a bag.

- **1st violation:** written warning by authorized group leader
- **2nd violation:** dismissal

3. Drugs: Using or possessing any sort of any illicit drugs or paraphernalia (including bongos or water pipes) is a violation of the law and will result in a resident being dismissed for the first violation of this rule, along with being **reported to campus police.**

4. Harassment: Harassment defined as the unwanted imposition of attention, usually in the form of repeated or unwanted verbal or physically abusive behavior, is strictly prohibited, and is subject to criminal prosecution.

- **1st violation:** Conference with the Assistant Director and campus police if required. The resident may be dismissed.

5. Weapons and fireworks: Unauthorized possession, use, or storage of weapons or fireworks is strictly prohibited. For example: BB guns, pellet guns, starter pistols, CO2 guns, paint guns, as well as any other similar type of gun, will result in a resident being dismissed for the first violation of this rule, along with campus police being notified.

6. Gambling and lotteries: These are illegal, and will result in the resident being reported to the campus police, and dismissal may thereafter follow.

7. Maximum occupancy: For reasons of health and safety, the maximum occupancy in any suite is 10 persons. Violations will result in conferences with the authorized group leader.

8. Lockouts:

- **1st lockout:** There will be no charge for the 1st lockout.
- **Additional lockouts:** There will be a \$10 charge assessed by CSU Summer Arts for each additional lockout.
- There will be a \$25 charge by University Courtyard to replace a lost key.

9. Noise: Quiet hours are from 11:00 pm to 7:00 am, seven days a week.

- **1st violation:** written warning by authorized group leader
- Subsequent violations may result in dismissal.

10. Pets: Pets are specifically not allowed at or in University Courtyard, and will be immediately removed upon discovery.

- **1st violation:** verbal warning from authorized group leader
- Possible dismissal for a repeat offense.

11. Room changes: If a resident requests a room change, a fee of \$50 will be assessed by University Courtyard to the participant for each room change, plus an additional charge if change is to a single room. (Subject to space available within designated building.)

12. Windows and window screen:

Windows and window screens are not to be removed by residents. The minimum replacement fee is \$75. The fee may be substantially more if there is damage to the screen housing, or the screen is on the second or third floor.

- **Violations:** the participant will be assessed a minimum of \$75 for removed windows or screens. In the event that the specific resident cannot be determined, the authorized group leader will have a suite or wing conference. If the problem persists, the resident(s) may be dismissed and each charged with a common area damage fee.

13. Furniture removals: It is a violation of policy to remove or exchange University Courtyard furniture from any room or area.

- **1st violation:** written notice by authorized group leader
- **2nd violation:** dismissal

14. Visitors and guests: No overnight guests are permitted at University Courtyard past 11:00 pm on any night. A \$50 per night fee will be applied to your final invoice for all unregistered persons staying overnight at University Courtyard. University Courtyard holds the right to conduct random room checks.

- **1st violation:** written notice by authorized group leader
- **2nd violation:** dismissal

15. Smoking: Smoking is prohibited by law in all campus and University Courtyard buildings. Smoking is also not allowed on balconies. The university and the University Courtyard permit smoking in designated outdoor areas only.

- **1st violation:** written warning from authorized group leader
- **2nd violation:** dismissal

16. Candles: Candles are prohibited in University Courtyard.

- **1st violation:** written warning by authorized group leader
- **2nd violation:** dismissal

17. Cooking: Cooking by residents, except use of provided microwave, is prohibited in University Courtyard.

- **1st violation:** written warning by authorized group leader
- **2nd violation:** dismissal

18. Courtesy Hours (24/7)

It is the policy of University Courtyard that each resident must be considerate of the comfort of other residents. As a result, at all times, each resident should conduct him/herself so as not to create a disruptive situation for others.

- **1st violation:** conference with authorized group leader
- Subsequent violations may result in dismissal

19. Fighting: Fighting is a violation of the law, and is prohibited. Campus Police will be notified.

- **1st and any subsequent offense:** possible dismissal

CSU Summer Arts 2011 - Fresno State University Courtyard Housing & Meal Plan Registration Form

(Please print clearly)

NAME: _____

ADDRESS: _____

TELEPHONE: _____

ALTERNATE: _____

FAX/EMAIL: _____

Room Assignment Information

AGE _____ FEMALE MALE

If you have chosen double occupancy and have a desired roommate, please give name here. It is helpful for you and your roommate to mail your forms together.

Name of roommate: _____

Please note: if you don't list a roommate, one will be chosen for you.

LATE ARRIVAL DATE: _____ * Please note that if you will be arriving late you must notify the University Courtyard in Advance.
 (if arriving late ONLY) Refunds are not given.

EARLY DEPARTURE DATE: _____ * Please note that early departures will be permitted, but refunds will not be given.
 (if departing early ONLY)

Please circle your choice and fill in the appropriate amount.

HOUSING AND MEAL PLAN PACKAGE

Occupancy refers to ROOM only. Single suites are NOT available.

Please indicate which option(s) you prefer:

Double, 6/26-7/9	(session one)	\$612.00	\$
Single, 6/26-7/9	(session one)	\$837.00	\$
Double, 7/10-7/23	(session two)	\$612.00	\$
Single, 7/10-7/23	(session two)	\$837.00	\$
Double, 6/26-7/23	(both sessions)	\$1,253.00	\$
Single, 6/26-7/23	(both sessions)	\$1,719.00	\$

TOTAL DUE = \$

Availability is based on receipt of this form and payment.

**HOUSING RESERVATIONS ARE NOT GUARANTEED
UNTIL FULL PAYMENT OF FEES HAS BEEN RECEIVED.**

If you have received a housing scholarship, you MUST include a copy of your award document with this form and payment of any balance.
Scholarships are applicable to DOUBLE OCCUPANCY only.

Do you have a disability which requires a special room assignment or accommodation? (circle one)		YES	NO
<i>If yes, to assist with room assignment, please indicate if you will need:</i>			
Hearing-Fire Alert _____	Visual-Fire Alert _____	Wheelchair Access _____	Other _____
		Non-Stair Access _____	(Please specify)

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*Cancellations received after June 24 (first session) or July 8 (second session) do not receive a refund.

Written cancellations can be mailed to the address below or faxed to (559) 278-5020. Approved refunds will be mailed in 6 to 8 weeks.

Payment must accompany registration and be made by MONEY ORDER, CASHIER'S CHECK or CREDIT CARD (Visa or Mastercard) only. Make your money order or cashier's check payable to UNIVERSITY COURTYARD.

Personal checks are NOT accepted.

Your signature indicates that you have read and understand the policies and guidelines listed in the information packet.

YOUR SIGNATURE _____ DATE _____

Signature of Parent or Guardian (required if applicant is under 18 years of age) _____ DATE _____

Registration starts April 1. Mail this form and your payment in the enclosed envelope to:

Summer Arts Housing / University Courtyard, Fresno State, 5152 N. Barton, RH 82, Fresno, CA 93740-8013

After April 1, you may call University Courtyard at (559) 278-2396, Monday-Friday, 7:30 a.m.-3:00 p.m.

UNIVERSITY COURTYARD

Date: _____

To Whom It May Concern:

I authorize University Courtyard to debit my credit card in the amount of \$ _____

Amount is to be applied to the outstanding housing balance of _____
(Resident Name)

whose account number is _____.

*******Must Be Completed**

* One time transaction OR Automatic Deduction
(card will be charged per Payment schedule)

*Credit Card Holder Name: _____

*Credit Card Type (Please Circle): Visa MasterCard

*Credit Card Number: _____

*Expiration Date: _____

*Three digit code _____ (Last three digits located on the backside of card)

*Billing Address _____

*Cardholder Signature: _____

*Print Cardholder Name: _____

*Contact Phone Number: _____

Special Instructions / Notes: _____

Please refer any questions regarding this form to University Courtyard accounting at (559) 278-2396.



STUDENT PARKING
 NO PERMIT REQUIRED ON SUNDAY
 PERMIT REQUIRED ALL OTHER DAYS
 - PROVIDED AT CHECK-IN

- GREEN PERMIT Student/Public Parking
- YELLOW PERMIT Faculty/Staff Parking
- BLUE PERMIT Disabled Parking
- GOLD PERMIT Special Use Parking

CUSTOMER SERVICE DESK
 LATE CHECK-IN / EARLY CHECK-IN

STUDENT CHECK-IN

RESIDENCE DINING

STUDENT CHECK-IN

SUMMER ARTS OFFICE

Main Entrance

- Parking Meters
- Daily Parking Permit Dispensers
- Emergency Telephones
- Short Term Parking
- Motorcycle Parking
- Safe Lighting Path

11002