

CAMP GUESTS

HELPFUL INFORMATION ABOUT YOUR RESIDENCE HALL

All TCU residence halls are **air-conditioned** and **smoke free**.

It is very important that you communicate any special needs to your conference coordinator prior to your check-in.

You will need to report any damages in your room to the Conference Housing Assistant within 24 hours of check-in. Any damages to your room after that time will be billed to the group.

Residence Halls have many wonderful amenities. You may notice other residence hall supplies gaming systems, TV's, or other items. These items are not available to our camps and conference guests as they belong to the residence hall and TCU students.

Micro fridges are available for use in each room, but they must be cleaned thoroughly prior to check out. There is a \$45 cleaning fee for each micro fridge left unclean. Lost keys are \$75-\$150 depending on the residence hall that is being occupied so please keep your key in a safe location. Keys must be turned in at time of check-out to avoid fee.

For security, residence hall doors remain locked at all times. **Never prop locked doors!** Because propped doors seriously compromise your safety and the security of all hall residents, TCU assesses a **\$100 fine** for each incident of a propped residence hall door. Hosts cannot let guests into the residence halls without appropriate camp staff being present.

Temporary **parking passes are necessary** for guest cars for all camps and conferences. Conference Services can provide those passes for you. Please follow campus parking regulations by avoiding fire lanes, handicap parking spaces, loading dock areas, and parking spaces outlined in red. You may park in any student parking spaces outlined with a white curb or no color at all. Busses may park in the Amon G. Carter Stadium parking lots.

Snack and laundry vending facilities are located in each residence hall. Please remember that the residence hall office will not have change. You may want to bring a roll of quarters.

Residents of legal age twenty-one and over may possess and consume **alcoholic beverages** in their private residence hall rooms and in the rooms of others twenty-one years of age and older. The consumption of alcoholic beverages is prohibited in all hallways, stairways, elevators, lobbies, lounges, recreation areas, restrooms and all other public areas of the residence hall. Kegs and containers larger than one gallon that are used for alcoholic beverages are not permitted anywhere on campus.

Articles left in residence hall rooms are taken to the Conference Services Office after the conference. **Lost and found** items must be claimed in person and cannot be mailed to owners. Please call Conference Services at **(817) 257-7641** if you need to claim a lost article.

Rates quoted in this document are subject to change without notice from the University.

CAMP GUESTS

BEFORE YOU DEPART FOR TCU

Items you may wish to pack: hangers, reading lamp, alarm clock, detergent for laundry machines, personal toiletries, and change for vending machines. You will need to bring a linens/sleeping bag, pillow and towels, unless your camp materials indicate that linens will be provided.

EMERGENCY

The **24-hour** campus emergency telephone number (TCU Police) is (817) 257-7777. This number is to be use for **emergencies only**. Housing emergencies may be routed through the Conference Housing Assistant from 11:00 pm-9:00 am at 817-257-7333. Non-Housing issues may be routed through Conference Services at 817-257-7641 (Monday-Friday 8:00 am-5:00 pm) & (817) 522-2744 for hours outside of the business day. Emergencies only please.

SPECIAL ACCOMMODATIONS

If you have any **special accommodation needs**, it is very important that you communicate those needs to your conference coordinator well in advance of your arrival on campus.

SAFETY

For our guests' security, TCU residence halls are **locked at all times** except during check-in hours. If you know for certain that you will not be able to arrive during the check-in hours specified in your conference materials, you must make special arrangements directly with your conference/camp coordinator for after-hours check-in.

MAILING ADDRESS

The **mailing address** you may give to family and friends is:

Your name

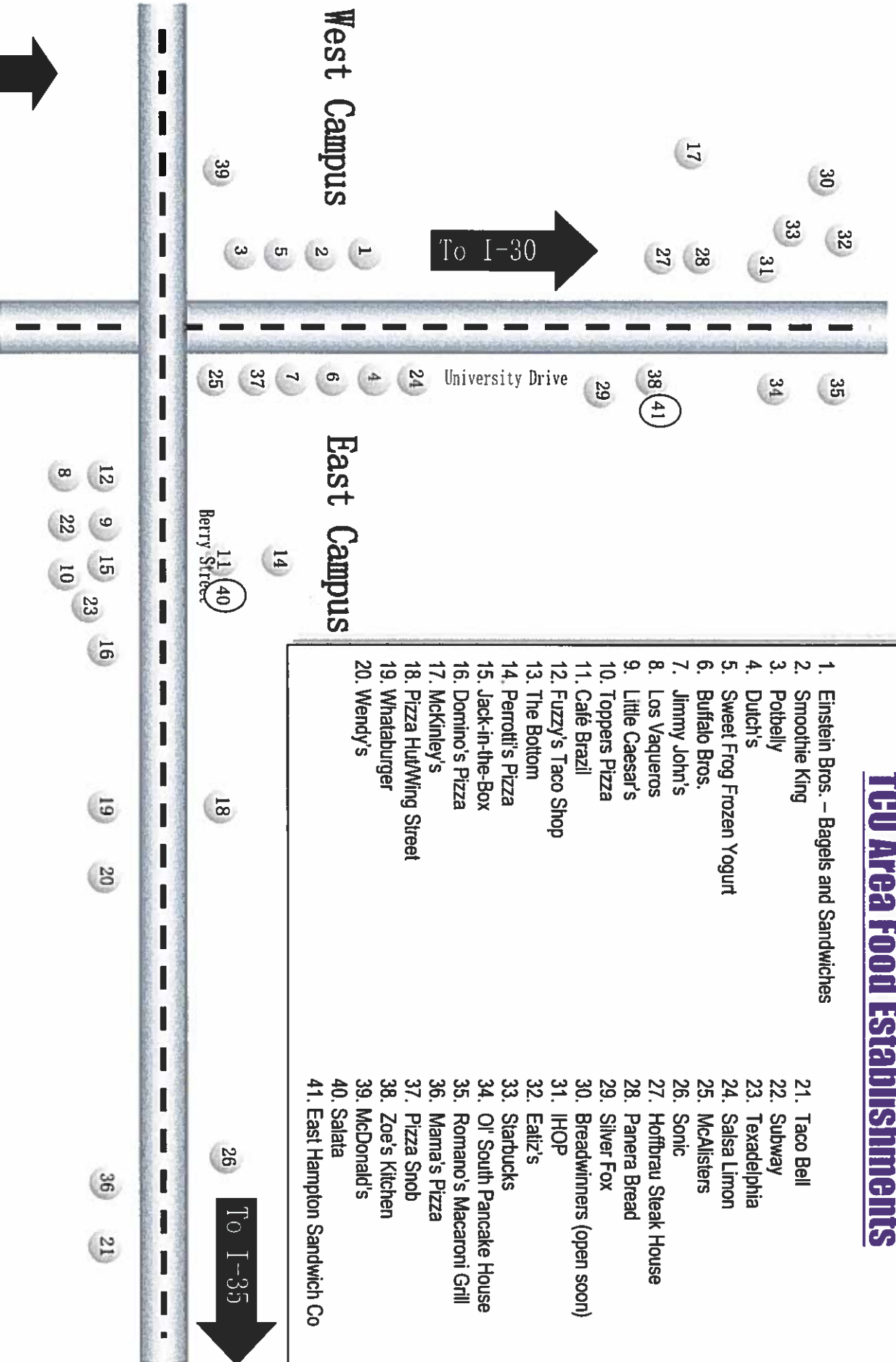
The name of your camp or conference

TCU Box 298310

Fort Worth, TX 76129

TCU Area Food Establishments

- | | |
|---|------------------------------|
| 1. Einstein Bros. – Bagels and Sandwiches | 21. Taco Bell |
| 2. Smoothie King | 22. Subway |
| 3. Potbelly | 23. Texadelphia |
| 4. Dutch's | 24. Salsa Limon |
| 5. Sweet Frog Frozen Yogurt | 25. McAlisters |
| 6. Buffalo Bros. | 26. Sonic |
| 7. Jimmy John's | 27. Hoffbrau Steak House |
| 8. Los Vaqueros | 28. Panera Bread |
| 9. Little Caesar's | 29. Silver Fox |
| 10. Toppers Pizza | 30. Breadwinners (open soon) |
| 11. Cafe Brazil | 31. IHOP |
| 12. Fuzzy's Taco Shop | 32. Eatiz's |
| 13. The Bottom | 33. Starbucks |
| 14. Perrotti's Pizza | 34. O' South Pancake House |
| 15. Jack-in-the-Box | 35. Romano's Macaroni Grill |
| 16. Domino's Pizza | 36. Mama's Pizza |
| 17. McKinley's | 37. Pizza Snob |
| 18. Pizza Hut/Wing Street | 38. Zoe's Kitchen |
| 19. Whataburger | 39. McDonald's |
| 20. Wendy's | 40. Salata |
| | 41. East Hampton Sandwich Co |



Conference Services

DIRECTIONS TO TCU

FROM I-20:

Take I-20 in to Fort Worth.
Exit Hulen St.
Take Hulen Street North to Bellaire
Turn East on Bellaire (Right; Stoplight Intersection)
Follow Bellaire to the TCU Campus
Turn North on Stadium Drive (Left at the third Stoplight)
Pass the first stop sign.
Turn Right at the second stop sign in to the main drive.
Student Center is at the top of the "U" drive.

FROM I-30:

Take I-30 into Fort Worth.
Exit S. University.
Go South on University about 1.5 miles.
Turn West on to Cantey Street (Right; Stoplight Intersection)
Turn South at stop sign on to Stadium Drive (Left)
Turn Left at stop sign in to the main drive.
Student Center is at the top of the "U" drive.

FROM I-35W:

Take I-35W in to Fort Worth
Exit Berry Street
Take Berry Street West (Left)
Follow Berry Street for Approximately 3 miles
Cross University Drive
Turn North at Stadium Drive (Right; Stoplight Intersection)
Pass the first stop sign.
Turn Right at the second stop sign in to the main drive.
Student Center is at the top of the "U" drive.

FROM HWY 121: (AIRPORT)

Take 121 South in to Fort Worth
Exit I-35W South
Take I-35W South to Berry Street
Exit Berry Street
Take Berry Street West (Right)
Follow Berry Street for Approximately 3 miles
Cross University Drive
Turn North at Stadium Drive (Right; Stoplight Intersection)
Pass the first stop sign.
Turn Right at the second stop sign in to the main drive.
Student Center is at the top of the "U" drive.

FORT WORTH HOSPITALS

All Saints Hospital:

817-926-2544

1400 8th Avenue

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Proceed down Stadium to West Berry, and turn left. Travel down West Berry to Forest Park Boulevard. Turn left onto Forest Park and travel to Rosedale. Turn right onto Rosedale, and proceed to 8th Avenue. Turn right onto 8th. All Saints is located (2) two blocks down on the right at 1400 8th Avenue.

Cook-Fort Worth Children's Medical Center*:

817-885-4000

801 7th Avenue

From Brown-Lupton Student Center, exit the campus to Stadium Drive, and turn right. From Stadium turn right onto West Cantey. Proceed down West Cantey to University Drive, and turn left. Continue down University to Rosedale Street, and turn right. Stay on Rosedale until you reach 8th Avenue. Turn left onto 8th. Proceed down 8th Avenue to Pennsylvania, and turn right onto Pennsylvania. Go (2) two blocks, and the Cook-Fort Worth Children's Medical Center is located at Pennsylvania and Seventh Avenue at 801 Seventh Avenue.

*Treatment facility for infant – 21 years of age

Harris Hospital:

817-882-3333

1301 Pennsylvania Avenue

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Stay on Stadium until you reach West Berry, and turn left on West Berry. Proceed down West Berry to University Drive. Turn left and travel down University Drive to Rosedale. Turn right and proceed down Rosedale traveling east to 8th Avenue, and turn left. Travel down 8th and turn right onto Pennsylvania. Stay on Pennsylvania until you reach 6th. Harris Hospital is located on the corner of Pennsylvania and 6th at 1301 Pennsylvania Avenue.

Medical Plaza Hospital:

817-336-2100

1612 W Humbolt

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Travel down Stadium to West Berry and turn left. Proceed on West Berry to 8th Avenue. Turn left onto 8th Avenue. Stay on 8th Avenue until you reach West Humbolt, and turn left. Medical Plaza Hospital is (1) block down at 1612 West Humbolt.

Med CareNow of Fort Worth

817-294-1651

7400 McCart Avenue

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Stay on Stadium until you reach the Berry/Bellaire intersection, and take a right onto Bellaire. Follow Bellaire to Hulen Street. Turn left, and continue South on Hulen until you reach Interstate 20. Take I-20 East and exit McCart. Turn right onto McCart, and Med CareNow is before intersection of Sycamore School Rd. and McCart on your right at 7400 McCart Avenue.

*Open M-F 8am-10pm; Sat 8am-8pm; Sun 10am-6pm

Harris Methodist Southwest
6100 Harris Pkwy

817-433-5000

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Stay on Stadium and continue through Berry/Bellaire intersection to Bellaire. Take Bellaire to Hulen Street. Turn left on Hulen and continue past I-20. On Oakmont, take a right, and then a left on Harris pkwy. Arrive at 6100 Harris Pkwy.

Baylor All Saints Cityview
7100 Oakmont Blvd.

817-346-5700

From Brown-Lupton Student Center, exit the campus to Stadium Drive and turn left. Continue on Stadium and make right on Berry/Bellaire intersection to Bellaire. Take Bellaire to Hulen Street, and make a left on Hulen. On Oakmont, take a right and arrive at 7100 Oakmont Blvd.

COUNSELOR EXPECTATIONS FOR YOUTH CONFERENCES & CAMPS TEXAS CHRISTIAN UNIVERSITY

TCU requires all youth camps and conferences to provide a minimum of one adult counselor for every fifteen youth.

NOTE: IN THE COURSE OF ALL CONFERENCE ACTIVITIES, COUNSELORS MUST ACCOMPANY CAMP AND CONFERENCE PARTICIPANTS AT ALL TIMES.

CONDUCT

Counselors are responsible for the conduct of group members. In addition to any rules and regulations that your conference may have, all TCU policies must be thoroughly communicated and enforced.

If a TCU fire alarm is intentionally pulled or triggered by one of your group participants when there is not an actual threat of fire, your group is billed the \$400 fine that the Fort Worth Fire Department issues to TCU for false alarms.

In addition to policies not specifically communicated, we expect your group to observe common sense guidelines for safe and acceptable behavior. For example, at no time should anyone exit or enter campus buildings through windows. Keep windows closed at all times for security and to facilitate efficient functioning of the air conditioning system.

Please keep noise to a minimum after 10:00 p.m. This includes areas outside the residence halls as well as inside, as the noise is disruptive to other conference participants.

VISITATION POLICY

Specific rules for visitation are made at the discretion of each individual conference coordinator. It is the responsibility of conference counselors to enforce their own group visitation policy.

SECURITY

Please instruct your conference participants to lock their rooms at all times, even when sleeping, and at no time to loan their key to another individual. TCU is not responsible for articles that are lost or stolen from the residence hall rooms.

The residence hall doors are locked at all times. Residents can exit all building doors at any time, but are able to enter the building only when accompanied by an adult with a building key. Please stress to your conference participants the importance of NOT PROPPING DOORS.

EMERGENCIES

If one of the youths attending your camp or conference has a medical emergency, it is important that you are readily available and can assist in making the decision to take the youth to a health care facility. The conference staff is responsible for maintaining copies of all participants' medical release

forms and must have them readily at hand if medical treatment (even minor) is necessary. Please note that the University Health Center is available only for very minor first aid treatment.

If an injury requiring emergency medical attention occurs, please call Campus Police from any campus phone. The phone number is 7777. Campus Police will immediately summon an ambulance. They will also meet the emergency vehicle in order to expedite its arrival to your campus location. If you call an ambulance by using 911, please call Campus Police as well so that they may assist the ambulance in finding the medical emergency.

You can contact Campus Police from any one of the numerous outdoor emergency phone boxes located throughout campus grounds. Please do not hesitate to contact Campus Police for assistance when needed.

In the event the fire alarm sounds while conference participants are in the residence hall, it is imperative that all group members evacuate the building immediately, no matter what the cause of the alarm. Fire escape routes are posted on the inside of each residence hall room door. The hall staff will announce when it is safe to re-enter the building.

If at any time you notice a residence hall facility emergency such as a flooding toilet, please notify the Conference Host as soon as possible. Other problems that require attention such as burned out light bulbs, should be reported to the Conference Host during normal desk hours. Please do not hesitate to contact a TCU staff member for assistance.

AVAILABILITY

To successfully serve the above functions, it is important for you to be available to your conference participants at all times. If there is more than one counselor with your group, you may want to take turns being "on call" for your group during the night.

I have read and understand the responsibilities of a summer camp/conference counselor and agree to accept the responsibilities for the full term of the conference for which I am registered:

Signature

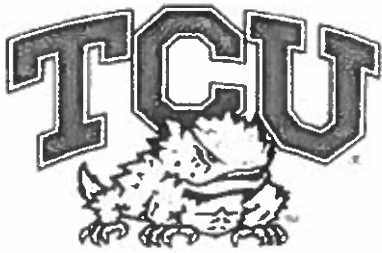
Date



REGULATIONS

TCU requires conference groups to adhere to all of TCU's regulations, policies, guidelines and all local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in the forfeiture of the privilege of using TCU facilities and services or termination of TCU agreements. TCU regulations include, but are not limited to, the following in TCU buildings and on TCU property:

- Smoking is prohibited in all buildings.
- Minors require direct supervision at all times while on campus.
- Attaching any object to any TCU premise by tape, nail, screw or alteration of the premises in any manner whatsoever without prior written permission from Conference Services is not permitted. No signs are to be attached to the outside walls of any TCU facility without prior written permission.
- All visitors are expected to comply with TCU traffic regulations. Parking is allowed only in the white-lined spaces. There is no parking or driving on ANY non-paved area.
- All facility and residence hall rooms must be left in the condition found. Any damages or excessive clean-up will be billed after the event. No furniture may be moved out of the residence hall rooms or from lounge areas into individual rooms.
- TCU prohibits alcoholic beverages in all areas of the campus without written permission. Residents of legal age twenty-one (21) or over may possess and consume alcoholic beverages in their residence hall rooms only. The consumption of alcoholic beverages is prohibited in all hallways, stairways, elevators, lobbies, lounges, recreation areas, restrooms and all other areas of residence halls. Kegs and any other containers larger than one gallon used for alcoholic beverages are not permitted anywhere on campus. If approved, alcohol cut off times are 30 minutes before end of event time scheduled.
- The illegal possession, manufacture, distribution, use or sale of any quantity of any drug, narcotic or any controlled substance or being illegally under the influence of any drug, narcotic or any controlled substance is prohibited.
- Tampering with the fire system or with fire fighting equipment is a violation of the Fort Worth City Ordinance. **EVERYONE MUST** evacuate the building when an alarm is sounded. All violators are subject to persecution and fine (\$400) by the University as well as city authorities.
- Possession, ignition or detonation of any explosive device, fireworks liquid or flammable object is prohibited. This includes any hazardous materials.
- TCU is a weapons-free campus and all firearms, whether openly carried or in a concealed manner, are strictly prohibited on the TCU Campus and other TCU property except in the limited exceptions identified in University policy 2.060.
- Candles and open flames may not be used in any building without permission from Conference Services.
- No shoes with cleats are allowed in any facility. Only white-soled court shoes (tennis shoes) are allowed on University Recreation Center gym floors.
- No cut-offs are allowed in the University Recreation Center pool.
- All security arrangements must be made through TCU Conference Services. The number of officers required for each event is at the discretion of the TCU Police.



Visitor Accident Report

TEXAS CHRISTIAN UNIVERSITY
Return form to:

TCU Risk Management, Box 297110
Fort Worth, Texas 76129
817-257-7778

VISITOR CONTACT INFORMATION

Name: _____ Daytime phone: _____
Address: _____ Evening phone: _____
City/State: _____ Cellular phone: _____

ACCIDENT INFORMATION

Date of Accident: _____ Time of Accident: _____ a.m. p.m. Date of Report: _____

Describe the Accident: _____

Location of the Accident: _____

Describe the Injury: _____

Describe any Property Loss: _____

If applicable:

Vehicle Make/Model: _____ State/License Plate Number: _____

Was the visitor a participant in a conference: yes no Name of conference: _____

MEDICAL/TRANSPORTATION INFORMATION

None Provided (✓): _____ Transported by Ambulance (✓): _____
Taken to Hospital/clinic (✓): _____ Driven by friend/Individual (✓): _____
Hospital/clinic name: _____ Treating Physician: _____

WITNESS INFORMATION

Name/Address: _____ Daytime phone: _____
Name/Address: _____ Daytime phone: _____
Name/Address: _____ Daytime phone: _____

Completed by: _____ Date: _____

Sherley TCU Conference Housing Information

Important Rules and Regulations:

- Call Campus Police (7777) for ALL EMERGENCIES including ambulance and fire.
- Furniture in rooms **may not** be moved/adjusted by participants. Damaged furniture from trying to de-loft/move items are billable to camps.
- Doors may not be propped. A propped door will result in a \$100 fine.
- Windows must stay closed and locked.
- All TCU facilities (including Residence Halls) are NON SMOKING.
- Evacuate every time a fire alarm sounds. A false pulled alarm will result in \$400 fine.
- Conference Staff cannot open doors for conferences guests.
- Keys must be returned by the end of CHECK OUT to avoid a charge.
 - Keys may not be left on desks in rooms. Keys must either be handed to staff or placed in the designated area.
- Notify staff of lost keys immediately.
- The microfridge may be used, but it must be clean before departure.
- No taping items to the walls or ceilings without permission of housing staff.
- Items stored at the front desk are not available for check out.
- Trash bags are provided in each room and trash cans are available in each hall.
- Notify CHA in Carter Technology of any damages to the room within 24 hours of check-in. Any damages after that time will be billed to the group.

Contact Information:

- CHA On-Call Number: 817-257-7883
- Conference Housing @ Carter Tech Desk (open M-F 9:00 am- 11:00 pm) 817-257-7773
- Conference Services Office (open M-F 8:00 am-5:00 pm) 817-257-7641
 - Conferences On-Call Number: 817-522-2744 (for non-housing questions)
- TCU Police – 817-257-7777

Conference Housing Assistant (CHA) will be in Carter Technology Center each day from 9:00 am-11:00 pm for housing questions/towel exchange, etc. After these hours they can be reached by calling the CHA On-Call phone number listed above, please emergencies only.

Storm Shelter Locations:

- Corridor in 1st floor area and basement

Common Fines:

Lost Key	\$75
New Access Card	\$20
Propped Door	\$100
False Pulled Alarm	\$400
Excessively Dirty Room	\$25
Moved or Altered Furniture	\$50
Dirty/Frozen Microfridge	\$45
Any damages to the facility during your stay will be assessed by a TCU Housing Office and will be billed to you.	

