



University of St. Thomas
Office of Residence Life

Summer Conference Housing
Guest Guide

Welcome to the University of St. Thomas!!

Our conference staff wishes you a pleasant and productive stay on our campus. The following information is intended to make you aware of the campus facilities and services available to you as well as university regulations.

About the University of St. Thomas (UST).

Founded in 1947, the University of St. Thomas is the Catholic university in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship, and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline, and knowledge.

We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate students to think critically, communicate effectively, succeed professionally, and lead ethically.



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Alcoholic Beverages:

The possession, consumption, or distribution of alcoholic beverages will not be permitted in Guinan Hall, regardless of age.

Responsible use of alcohol outside of Guinan Hall is also expected. Conference residents found to be intoxicated or potentially harmful to themselves or others may be detained for assessment before being allowed in the residence hall.

ATM:

There is a Chase ATM located on the second floor of Crooker center that may be accessed whenever the building is open.

Balcony:

Conference residents may not climb, sit, or stand on balconies, stairways, or other railings or fencing. Conference residents may not climb poles, walls, trees, fences, or otherwise use any objects to gain access to a balcony or walkway. Sitting on or swinging from balcony railings is also prohibited. Entry access to balconies or walkways is via stairwells and interior entryways only.

No more than three persons may be on a balcony at any one time.

Check-Out Procedures:

On the day of departure, conference residents must clean and vacate rooms by noon. There are cleaning supplies available at the front desk if needed.

Conference residents must return their key and lanyard according to their group leaders' instructions. There is a \$20 fee for any key not returned at this time. Failure to complete check out by noon will result in charges.

Chapel:

Conference residents may request use of the Guinan Chapel by asking for a conference assistant through the front desk. The Chapel may also be reserved with 24 hour notice through your conference contact. It may only be used between 8 AM and midnight.

Code of Conduct:

The quality of community life within University housing is dependent upon an understanding of, and respect for, both individual conference residents and the community as a whole. The following general responsibilities and corresponding rights are intended to define minimal expectations to ensure the quality of life within University housing:

- a. Respect others and their rights.
- b. Respect the property of individuals, groups and the University.
- c. Respect the teaching and principles of the Catholic Church.
- d. Refrain from activities which interfere with the regular operation of the University.
- e. Present identification upon request of an authorized University official.
- f. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
- g. Maintain modest attire when in public areas of University Housing.
- h. Refraining from acts which are obnoxious and offensive to other residents.

Computer Lab:

There is a computer lab on the second floor of Guinan which can be accessed by flashing your card key in front of the proxy reader. We ask that it only be used for professional work. Minors are not permitted into the computer lab without a chaperone present.

Conference Room:

Conference residents may request use of the conference room by asking for a conference assistant through the front desk. The room may also be reserved with 24 hour notice through your conference contact. It may only be used between 8 AM and midnight. Minors are not permitted into the conference room without a chaperone present.

Dress Code:

Maintain modest attire when in public areas of university housing. Modest attire as defined by the university means clothing that covers all private areas completely, and is not too short, low-cut or tight. Clothing must be worn over bathing suits at all times and shirts must be worn at all times.

Emergencies:

In case of fire, please exit the building using the stairs only and assemble on the sidewalk outside of Crooker Center.

In case of tornado, please assemble in the first floor hallways and follow the instructions of the conference and residence life staffs.

In case of any other natural disaster, please follow any and all instructions by the conference and residence life staffs.

In case of medical or psychological emergency, please contact campus security at (713) 525- 3888 or ask for a conference assistant through the front desk.

Entering and Exiting the Building:

When entering or exiting the building, use the front doors only. The side gates are only to be used during emergencies.

Front Desk:

The front desk is staffed with someone 24 hours a day, seven days a week. If it is after office hours and you are locked out of your room or need to be let into the kitchen, conference room, chapel or media room, please go to the front desk for assistance. Please keep in mind that the kitchen, conference room, chapel and media room are only open between the hours of 8 AM and midnight.

You may check out games from the front desk by leaving your card key and signing the game out.

Front Office:

The Office of Residence Life is open 8 AM to 5 PM Monday through Thursday and 8 AM to 1 PM on Fridays. It is located in the lobby of Guinan Hall. If it is during office hours and you are locked out of your room or need to be let into the kitchen, conference room, chapel or media room, please go to the front office for assistance. You may also stop by or call (713) 525-3836 if you have any questions and someone will happily assist you.

Furniture:

Every room comes furnished with one bed, one desk, one chair, and one dresser per resident. Your room should also contain a trash can and shower curtain. No furniture may be removed from the room. Conference residents may not bring in extra furniture without permission of the conference coordinator. Additionally, conference residents may not move around the furniture in their room and may not put anything on the walls.

Guests:

Permission for guests will vary based on conferences. If your conference is approved for guests, the following guidelines apply:

All guests (individuals not being housed in Guinan) should sign in at the Guinan front desk upon entry and sign out upon exiting. Guests must provide a valid state ID.

Guests, as defined above, should be escorted by you at all times when in the building. Guests may not be left unattended in your room. Guests are permitted from 8 a.m. to midnight, Sunday – Thursday, and from 8a.m. to 2a.m., Friday and Saturday.

Conference residents are not permitted overnight guests.

Internet Access:

Wireless Internet is available in the lobby of Guinan. You may utilize your laptops in the lobby or use an Ethernet cable (not provided) to access the Internet from your room.

Key Cards and Lanyards:

Key cards and lanyards are your form of ID while you are staying in Guinan Hall. Lanyards must be worn **around your neck** at all times when in the building. Lost keys must be reported immediately to the front desk so that a new key can be issued.

If you find a key, it should be turned in immediately to the front desk. Key cards are used for entry into hallways, rooms, and the computer lab. They must be used responsibly at all times. Your key card may only be used by you and cannot be given to anyone else.

Kitchen:

Conference residents may request use of the Guinan kitchen by asking for a conference assistant through the front desk. The kitchen may also be reserved with 24 hour notice through your conference contact. It may only be used between 8 AM and Midnight.

Minors are not permitted in the kitchen unless a chaperone is present.

Laundry:

There is a laundry room located on the second floor of Guinan Hall for your convenience. The washers are a \$1 a load and the dryers are \$0.75 a load. They only take quarters. There is a change machine in the room that may be used if it is loaded. Residence Life is not responsible for any damages or losses.

Linens:

If your conference purchased a linen package, your linens can be found at the foot of your bed. At the end of your stay, please place all of your dirty linens in the pillowcase and leave it at the foot of the bed.

Lobby:

The lobby may be used by conference residents for recreation 24 hours a day. We ask that all residents maintain appropriate volume levels and be respectful to all persons using the lobby.

Lock Outs:

If you are locked out of your room during office hours, please go to the office and ask to be let into your room. If you are locked out of your room and the office is no longer open, please go to the front desk and ask the worker to call a conference assistant to let you in.

When requesting to be let in, please be prepared to provide the name of the conference as well as some form of ID. Please also let us know if you have misplaced your card so that a new card may be issued.

Media Room:

Conference residents may request use of the media room by asking for a conference assistant through the front desk. The room may also be reserved with 24 hour notice through your conference contact. It may only be used between 8 AM and Midnight. Minors are not permitted into the media room without a chaperone present.

Parking:

You may park on the street for free but please be careful to obey all traffic signs. The University is not liable for any tickets received. You may also park in the Moran Parking garage for \$2 every time you exit. The machine takes \$1 or \$5 bills as well as quarters. You do not need to get a ticket upon entrance, you simply pay at the machine when you leave.

Permitted Areas in Guinan Hall:

Conference residents are only permitted in the hallways in which their conference is residing. Conference residents may not enter hallways where UST residents or other conference residents are residing.

Conference residents are permitted in the lobby and the study rooms adjacent to the hallways in which they are residing. Conference residents are also permitted into the kitchen, media room, conference room, or chapel provided they are signed in by a conference staff member.

Prohibited Items:

In an effort to preserve our housing facilities, the following items are strongly prohibited in campus housing:

- Incense
- space heaters
- electric grills
- nails
- drug paraphernalia
- motorized shopping carts
- flammable liquids
- barbecue grill
- hookahs
- explosives
- pornography
- screws
- fireworks
- aquariums over ten gallons
- hot plates
- toaster ovens
- sun lamps
- extension cords
- additional microwaves
- electric blankets
- electric skillet
- satellite dish
- hot oil popcorn popper
- illegal drugs
- weapons (including facsimiles)
- mercury thermometers
- alcohol
- additional refrigerators
- dart boards
- paint ball guns
- unauthorized pets
- colored adhesives
- hot pot
- open-flame devices
- toaster
- candles
- torchiere halogen lamps
- waterbed
- water chair
- expensive jewelry
- stickers attached to ceilings, walls, doors, windows, furnishings or equipment

Phone:

There are land line phones available for use in the study rooms at the end of each hall. All land lines in Guinan allow for free local calls. In order to make a call, please dial 9 and then the number. You may also use a calling card if you need to call long distance.

Quiet Hours:

Quiet hours are in place in the residence halls from 9 PM to 9 AM on Sunday through Thursday and 12 AM to 9 AM on Friday and Saturday. These quiet hours are in place in order to respect the study and sleep needs of all the residents. There are also 24 hour courtesy hours in place which require all residents to refrain from making unacceptable levels of noise.

Smoking:

Conference residents must be outside and at least 25 feet away from an entrance to any building on campus in order to smoke. Smoking is not allowed within the courtyard or gates of university housing.

Trash:

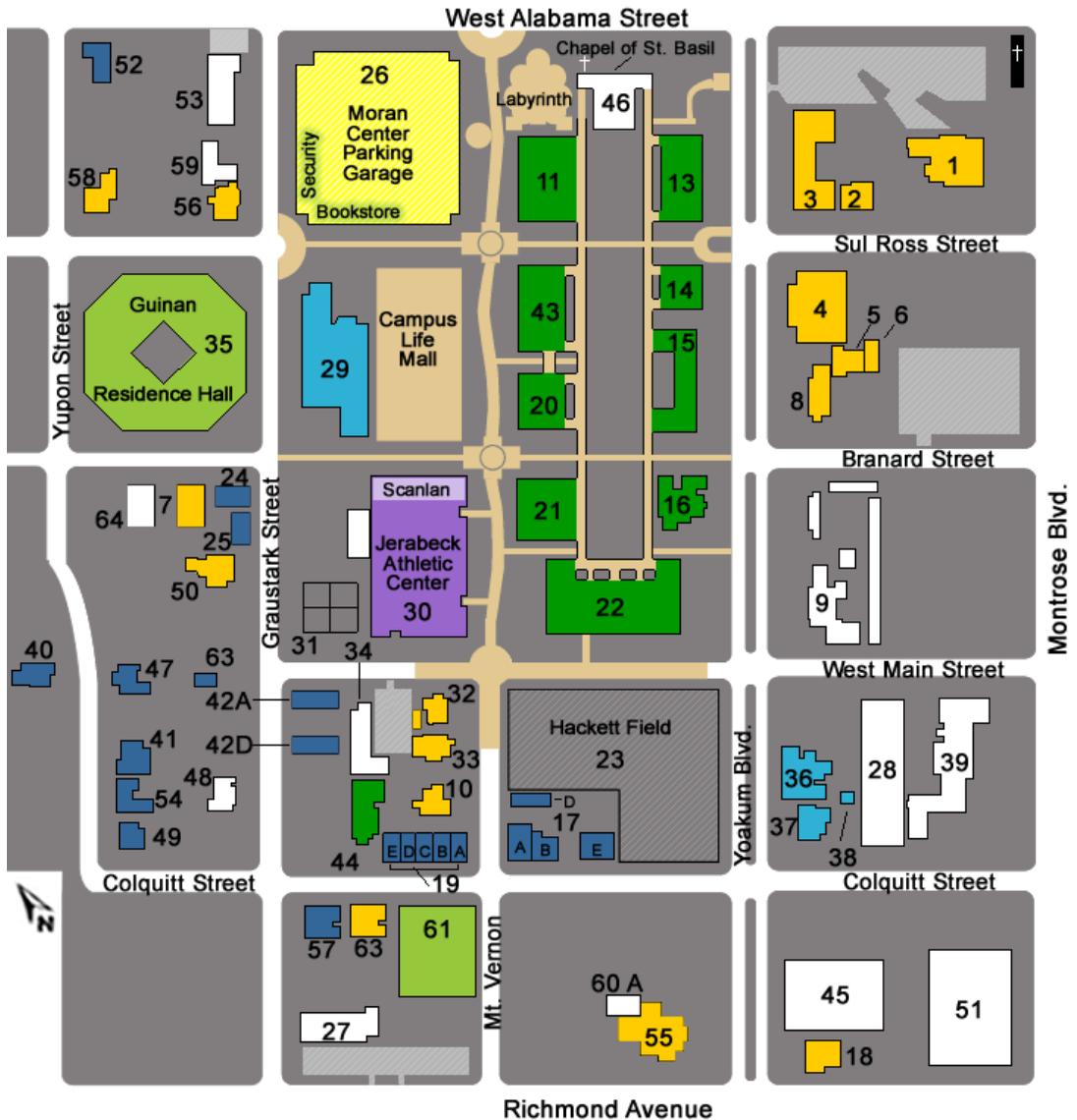
Please be responsible for removing all trash from your room upon your departure. Trash may be placed in the trash room located on the first floor of Guinan Hall (to the left of the elevators.)

TV:

Each room has a cable jack for your television. All you have to do is plug in your amenities and the television services will come to life! (TVs are not provided.) There are also TVs available for use in the lobby and media room.

Vending Machines:

Vending Machines are stationed throughout the building if you want a cold soda. There is also a resource binder at the front desk with local restaurants and delivery places if you want a late night snack!



If you need help finding anything, please feel free to ask!

We hope you enjoy your stay at the University of St. Thomas!