

## Guidelines for Youth Program Participants

Welcome to Stanford University! We want you to have a wonderful and safe time while you are here on our campus. Here are some guidelines to help you enjoy your stay. If you have any questions, please speak with your Camp Counselor, or contact your Conference Front Desk (CFD).

### STANFORD'S CODE OF CONDUCT

Since this may be your first time at the University, it is important to remember that as a Stanford guest, you are expected to abide by the same code of conduct that is required of our regular students. This means respecting others who are sharing the campus with you, and respecting Stanford property. Occasionally, due to behavioral issues, youth participants are asked to leave the University. Any of the following actions could result in a participant's removal from the University's premises:

- Unruly behavior
- Disrespect for University property or personnel
- Derogatory comments or gestures made to any members of the University community
- Intimidation of others through the threat or use of violence
- Use or possession of alcohol, illegal drugs, firearms, or firecrackers
- Tampering with fire alarms or other actions that could affect the safety of others
- Cyberbullying

If your program is using classroom or auditorium space, please remember that these facilities are frequently located near faculty and staff offices and/or regular Stanford classes. In consideration of your campus neighbors, we ask that you please refrain from engaging in the following activities:

- Running, playing, loud talking and loud music in the halls of these buildings
- Requesting to use office phones, except in an emergency

In addition, we also ask that your program refrain from the above mentioned activities in the Main Quad area of the campus.

### SAFETY AND SECURITY

We want all of our guests to feel safe and secure while visiting the University. You can help us by following these directions:

- Be sure to read the important Emergency Evacuation information posted on the back of the door to your sleeping room. This information includes special instructions about what to do in the event of an earthquake, fire, or other campus emergency
- Ensure that doors firmly latch behind you when entering/exiting a building
- Do not prop doors open
- Do not allow strangers into the residences
- Carry your keys/fob with you at all times; please do not lend your keys to anyone
- Keep doors and windows locked when you leave your room
- Do not sit on window ledges or climb in or out of windows
- If you need to leave early for medical or family reasons, please be sure to notify your Camp Counselor
- Do not bring candles into your residence as they are considered a fire hazard

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### COMMONLY ASKED QUESTIONS

#### **What do I do in case of an emergency?**

If you see a suspicious person in your residence, experience theft of your personal belongings, or observe a fire or other crisis situation, please report such incidents immediately to your Camp Counselor or to your Conference Front Desk.

#### **Are there any rules about making noise?**

There are many other programs that will be living close to your residence. For this reason, we ask that all programs maintain quiet hours between 11 PM and 7 AM. Your program may have an earlier curfew that you will be required to follow.

#### **What do I do if I lock myself out of my room?**

See your Camp Counselor. They may have a master key to open your door. If not, please ask your Conference Front Desk for assistance.

#### **What if I lose my room key?**

For security reasons, your room lock will be changed immediately, and a new key will be issued to you. Unless your conference is covering the cost associated with this, you will be charged for this.

#### **What happens if I damage something?**

We assume that you will treat all University property with respect. If there are damages that occur due to your conduct, you will be responsible for paying the necessary repairs. Report any incident to your Camp Counselor immediately. Some examples of what we consider damage include: broken windows or blinds, broken light fixtures in hallways or in student rooms, stains on carpets, and holes in walls. Furniture that has been moved or rearranged during your stay should be put back in place before you depart. Otherwise, you could be charged for damage.

Your friendly and knowledgeable Conference Front Desk staff will be happy to lend a helping hand if you have any questions or need assistance during your stay on campus.

On behalf of Stanford Conferences ...enjoy your stay at Stanford University!