

# Housing Guidelines

## Postmark Priority

Housing for MOVE will be done in order of postmark dates for group registrations. The group registering for an event first will have first priority for housing. If not all housing is air-conditioned, groups registering earliest will be placed in dorms with A/C first. For groups registering online, the date of transaction will serve as the postmark date. Groups may request to be housed in specific buildings or types of housing, but these requests will only be honored in order of postmark date and to the extent feasible in the effort to house the entire event.

## Housing Groups Together

CIY will attempt to honor all requests to house 2 or more groups in proximity to one another. In the event that 2 (or more) groups both (all) indicate that they desire to be housed near one another, housing for said groups will be done according to the postmark date of the latest registering group. If one group registered very early and the other very late, both will be housed according to the later (latest) postmark date.

## Special Needs Housing

CIY will attempt to accommodate all legitimate special needs to the extent possible. Not all campuses have the same accommodations available. Please clearly note special needs when registering or contact us as soon as possible with special needs information so that we can accommodate the need. Once housing for an event has been completed we may not be able to accommodate special needs that were not known at the time the event was housed. While CIY will make every effort to accommodate needs of registrants, we are ultimately limited in our ability to do so by the facilities provided to us by the campus where the event is held. If you have questions or concerns it would be wise to contact CIY before registering to determine if the campus you are considering taking your group to has the facilities needed to accommodate the needs of your group.

## Room Sharing

Many of the campuses MOVE is held on have limited housing space. In some other cases a campus may require CIY to house a specified minimum number in each room. In either case some groups may be housed in a way that would result in them sharing no more than 1 room per gender with another group. To the extent possible CIY will attempt to avoid this, but in some cases it cannot be avoided.

## **Security**

The safety and security of those attending MOVE is of utmost importance to the staff of Christ In Youth. We will take appropriate measures that are within our control to create the safest environment possible for MOVE to take place in. You will find among our rules a ban on any kind of weapon as well as a restriction on students bringing backpacks into the main session room. Unfortunately CIY cannot control the entire environment that MOVE takes place in.

We believe the campuses our events are held on are safe, however on rare occasions uninvited persons may come onto campus and in other instances students registered for MOVE have been guilty of taking things that did not belong to them. In either instance, it is wise for students and adults to take reasonable precautions to protect their belongings while at MOVE.

During the event, CIY will send out a group of staff members each evening to help ensure that all groups are in their buildings and not causing major disturbances within the dorm buildings. However, ultimate responsibility for the behavior, safety, and security of groups attending falls to the adults with each group. CIY staff will not insist on lights being turned out or stay in each dorm building until all are asleep. CIY staff will only provide a presence and assistance to group leaders in this effort. In the event of problem, please do not hesitate to contact CIY staff at the on-site phone number that will be provided. In the event of an emergency, campus security or the local authorities should be contacted first and CIY staff notified thereafter.

CIY is not responsible for the security of personal possessions brought to MOVE. For this reason we suggest that students be encouraged to leave non-essential valuables at home and to take steps in safe-guarding those that are brought to MOVE.

## **Housing Timeline**

Housing an event of 1000+ people can be a very tedious undertaking. Our staff will give this task our utmost attention in an attempt to get all registered groups housed in a suitable manner. We appreciate your patience with this process as each change in the size or gender breakdown of a group may affect the groups around them. The more accurate the numbers we receive from registered groups, the better we are able to house the event accurately and avoid registration day issues.

Approximately 3-4 weeks before each MOVE, each registered group will receive a phone call from one of CIY's interns. The purpose of this initial call is to review the count that we show for the group. In the event that the Adult In Charge is out of the office or gone for the week we will leave a message or talk to someone else who is in the office (and has the information). We will make at least 2

attempts to reach the adult in charge before proceeding with the housing process. If the adult in charge is going to be out of the office a lot during the weeks leading up to the event it is a good idea to leave current group count information (broken down by gender) with another staff member who can relay that information to CIY staff.

In addition to asking for any changes in the number of people of each gender coming with the group, the intern will also ask if any special housing needs listed on the registration form still exist. If you have special housing needs that you have not yet told us about please let the intern who calls know this. If the intern fails to make note during the call of special needs you listed when registering please bring those to their attention.

Once all initial calls have been made and sufficient time has passed for calls to be returned, CIY staff will begin assigning groups to dorms and rooms. This process can take several hours, even a couple of days depending on the event. Once groups are housed, interns will again call each registered group to confirm that they have been housed for the event, let the group know whether or not they will be in an air-conditioned building, and tell the group how many rooms they will have (and how many will stay in each room).

The interns will not provide specific building and room information. All housing is subject to change until the time of on-site registration, this is especially true if there are changes in the group count or gender breakdown. If your group size or number for either gender changes this will affect the number of bed spaces assigned to the group. A group will only be allowed to keep extra bed spaces (spaces previously held for the group prior to the group reducing their overall or gender specific count) if the group pays in full for that space.

## **Mattresses**

In the event that you need to add one or more students (or need to change the ratio of girls to boys) after initial housing has been completed you may be asked to bring an air mattress for the additions. CIY will attempt to procure additional bed space for additions to your group, but cannot guarantee their availability and likely will not know if additional beds are available until registration day.

## **Closed/Full Events**

Once an event is closed (i.e. reaches capacity) no additional registrations for that event will be accepted unless space opens up. Once an event is closed, CIY will create a waiting list for those wishing to register or add to their registration. Only groups/persons for whom a deposit has been received will be placed on the waiting list and each group/person will be added to the list in the order that deposits are postmarked. CIY will not cash checks sent for deposits unless a space opens for that group/person. Online registration is not available once an

event is closed, so waiting list additions must be mailed (or brought in person to the CIY office).

## **Deposits, Additions & Drops**

Deposits are refundable until 30 days prior to the beginning of the event (for an event beginning June 15, 2009 the deposit is refundable until May 15, 2009, on May 16, 2009 deposits are no longer refundable). Deposit refunds will be made by transferring funds paid to the remaining balance of the group, transferring funds to a future event, or returning funds to the group if no remaining balance exists.

In the event a group must cancel their registration entirely and does so prior to 30 days before the event begins, the deposits can be refunded by transferring the funds to another CIY event or will be sent back to the group.

Deposits are non-refundable, cannot be applied to the group balance, and cannot be transferred to another group within 30 days of the event.

Additional students or adults can be registered at any time (if space is available). Those registered less than 14 days prior to the event must pay a late fee of \$35 per person.

No refunds or transfers will be made after payment in full is due (14 days prior to the event). If a group reduces its total registration count after full payment is due, the full registration price will be retained by CIY. (If a group registered and paid for 20 people, but arrived at the event with 18 the group would not receive a refund for the two that did not come to the event.) The group will be responsible for paying the full registration amount associated with the number registered by the group as of 14 days prior to the event, unless the number registered by the group increases.

Additions to a group also require that a deposit be sent. Additional space will not be reserved until the deposit is received. In the event that a conference closes before the deposit for an addition to a registered group is received, that addition will be placed on the waiting list. In this case, the group will be notified of the status of the addition.

## **Gender Ratio Changes**

While there is typically no penalty for a group changing their gender breakdown (ratio or count of males and females) prior to or at registration, in the case of a closed event changes to the gender ratio of a group may be treated like additions and drops discussed above. If the event is closed, the group may not be allowed to increase the count of one gender while reducing the other if housing is not available for additional members of the gender additions are sought in. This policy varies by event as some events are closed due to seating restrictions in the auditorium/gym. In this case a change would be allowed.

If a group intends to change their gender breakdown (ratio) at a closed event, please contact CIY. If it is possible to make the desired change we will gladly accommodate the change. If the change is not possible at that time (due to a lack of bed space available for the additional member(s) of the gender whose count is increasing) we will make note that the group desires to make a change and begin making those changes as space opens up (due to other groups making gender breakdown changes or reducing their count). These requests will be dealt with as a waiting list. A group requesting more space for one gender will be put on the waiting list to add the desired number of persons of that gender. If space opens, the additions are made. Until space opens, the group count will remain the same for each gender unless the group leader instructs CIY to make reductions to one gender or the other – these changes would be treated as drops subject to CIY policy on dropping spaces listed above.

If a group changes their gender breakdown for a closed event and CIY is unable to accommodate the change, CIY will not guarantee housing availability for additions to one gender. In some cases a campus may allow a student/sponsor to sleep on the floor. In other cases this may not be allowed. The group is responsible for notifying CIY of changes to its gender breakdown and any results thereof.