



	2019 Summer Conference Information Sheet
CAMP NAME	FLUOROFEST CONFERENCE 2019
CAMP DATES	MAY 20-MAY 24, 2019
REGISTRATION LOCATION	MONCRIEF HALL

Residential Information

RESIDENCE HALL(S)	SAMUELSON HALL (WITH LINENS ON THE BEDS)
CHECK-IN DATE AND TIME	MONDAY 20, 2019 5:00 PM-9:00 PM
CHECK-OUT DATE AND TIME	FRIDAY MAY 24, 2019 No time confirmed yet
RESIDENCE HALL OFFICE PHONE	Office and Duty Phone # 817-257-1251 FOR EMERGENCIES ONLY
RESIDENCE HALL OFFICE HOURS	Moncrief Hall (817-257-7204) 9:00 am-11:00 pm (daily) (For housing questions/towel exchange/etc.)
PRE AND POST WALK THROUGH TIMES	No pre-walk through. Residents have 24 hours to report any damages and after that time they will be billed appropriately

Facilities

PRIMARY FACILITIES USED	SID RICHARDSON LECTURE HALL 2
DINING LOCATION (IF ANY)	MARKET SQUARE
SPECIAL EXHIBITION (DATE/TIME)	<u>BREAKFAST</u> - 7:00 AM-9:00 AM <u>LUNCH</u> - 11:00 AM-1:30 PM <u>DINNER</u> - 5:00 PM-7:00 PM FIRST MEAL- DINNER MAY 20 LAST MEAL – BREAKFAST MAY 24

Contact Information

CAMP COORDINATOR <u>ON</u> CAMPUS PHONE NUMBER(S)	KAROL GRZYCZYNSKI -443-414-1398 CARY DAVIES 732-310-6193
TCU CONFERENCE SERVICES <u>ON CALL</u> (STAFF)	Office #7641
CONF. SERVICES ON CALL CELLPHONE	817-933-0466

NOTES	WiFi: Yes Lanyards: No Maps: Yes Parking Passes: Yes
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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 bedroll, 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 used **for emergencies only**. (Note that if the emergency is a housing assignment emergency, refer to the phone number provided by your camp/conference leader) After you arrive on campus, you will learn the phone number of your residence hall office, where your family and friends may leave routing messages during office hours. Messages can also be routed through Conference Service's office at (817) 257-7641. Please inform your family and friends that residence hall staff will be happy to post a message for you, but they will not be able to find you for a telephone call. Please check the message board frequently and return those important calls as quickly as possible!

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

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.

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 so please keep your key in a safe location. Keys must be turned in at time of check-out to avoid fee.

To keep lines open for incoming calls, camp and conference participants are not allowed to use the residence hall office phone. The Carter Technology Center will be staffed for small conference housing needs. Guest messages are posted on the hall bulletin board in the residence hall lobby. Please check the bulletin board regularly for messages.

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 stadium or coliseum 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.

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. Blue Mesa Grille |
| 11. Café Brazil | 31. IHOP |
| 12. Fuzzy's Taco Shop | 32. Chili's |
| 13. The Bottom | 33. Starbucks |
| 14. Perrotti's Pizza | 34. Ol' 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 |

West Campus

East Campus

University Drive

Berry Street

To I-30

To I-35

TCU

Conference Services



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.

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

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**817-433-5000**

6100 Harris Pkwy

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**817-346-5700**

7100 Oakmont Blvd.

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.



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: _____

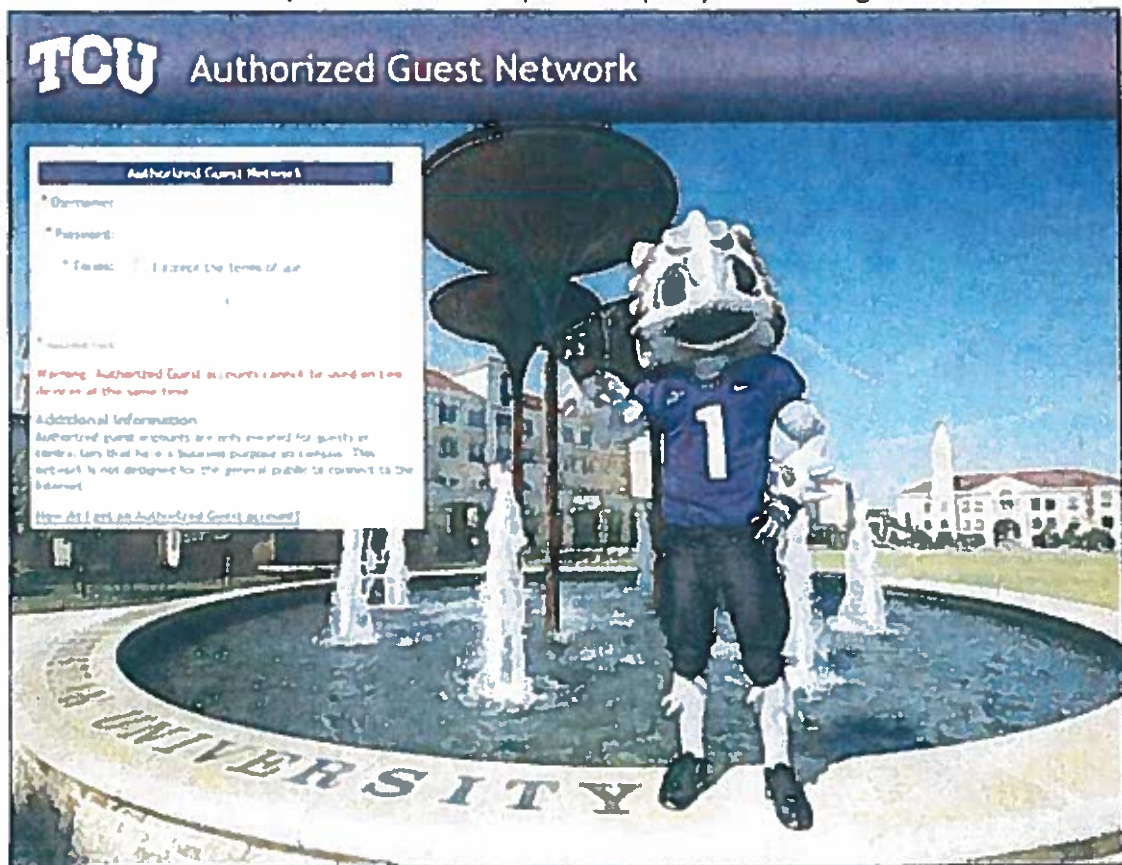
Completed by: _____ Date: _____

AGOT - Authorized Guests of TCU

Internet access is available for temporary use by authorized guests of the University. Guest access is not designed for use by faculty, staff or students.

Access to AGOT

- To enable wireless laptop access, setup the wireless client utility to connect to "Authorized Guests of TCU " Otherwise, attach a network cat 5 cable from the computer to a designated network port.
- Start the computer and open a web browser.
- At the Login page, enter the User Name and Password.
- Check the box: I accept terms of the computer use policy and click Log In.



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.



Dining Hall Market Square Second Floor

Residence Hall
3202 Main Dr., 76129

**Event Check-In
Moncrief Hall
2909 Stadium Dr.**

**Conference Registration/Conference Lecture
Sid Richardson Lecture Hall #2
2955 S. University Drive**

**Day
Parking**

FLUOROFEST CONFERENCE
MAY 20 - 24