

ADVANCE TEAM CHECK-IN/CHECKOUT

- Check-in/Checkout locations for Advance Teams will be pre-arranged prior to arrival.
- Housing will provide each Advance Team member a room key and checkout instructions.
- Housing will review logistics with your conference coordinator upon your arrival.

ATTENDEE CHECK-IN

- Check-in/Checkout location(s) for your attendees will be pre-arranged prior to your arrival.
- **Full Check-in** – *Generally conducted for small groups.*
 - Housing staff will provide each attendee a room key based on your group's Housing file.
 - Please encourage all attendees to test their room key in their door immediately following check-in.
 - *Key issues should be communicated to Housing for immediate attention.*
- **Leader Check-in** – *Generally conducted for large groups.*
 - Keys are pre-packaged for all attendees based on your Housing file and separated by team or church.
 - Each coach or youth leader will verify and sign for their group's keys with Housing staff upon arrival.
 - The coach or youth leader will be responsible for distributing and collecting keys.
 - Please encourage all attendees to test their room key in their door immediately following check-in.
Key issues should be communicated to Housing for immediate attention.

AFTER HOURS CHECK-IN

Attendees arriving after hours are to contact either:

- 1) **The Conference contact hosting the event.**
- 2) **L.U.P.D. (434) 582-7641 (Non-Emergency Number)**

ATTENDEE CHECKOUT

- A checkout location for your attendees will be pre-arranged prior to your arrival.
- **Full Checkout** – *Generally conducted for small groups.*
 - Conference attendees will return their keys to Housing staff at a checkout location.
 - **Your conference will be charged \$25 for each missing key. It will be your responsibility to recover lost key charges directly from your attendees.**
- **Leader Checkout** – *Generally conducted for large groups.*
 - The coach or youth leader will be responsible to collect all keys on the last day.
 - The coach or youth leader will verify returned keys with Housing staff at a checkout location.
 - **If necessary, there will be an opportunity to find lost keys before being charged.**
 - **Your conference will be charged \$25 for each missing key. It will be your responsibility to recover lost key charges directly from your attendees.**

ITEMS LEFT BEHIND

- Conference attendees are responsible to remove all personal belongings from residence halls at checkout. The University does not assume responsibility for personal belongings left in the residence halls. The University reserves the right to dispose of the items left behind. The University assumes no responsibility for these items.