**Butler-Gentle Halls (WOU) — Procedures for SMILE Clubs**

SMILE staff, students, teachers, and chaperones are the guests of Western Oregon University staying in Butler Hall and Gentle Hall, and we are each responsible to abide by the guidelines they have set. As we interact with each other and those at Western Oregon University and Oregon State University, we need to be conscious of our responsibilities. It is a privilege for us to stay here, so we need to be respectful of this opportunity.

We will be staying in campus dormitories. Students and teachers/chaperones will be assigned to rooms in groups of two or three. The doors to rooms open to the outside. Once you return to your rooms at the end of the night, you should not leave. Campus Security will be patrolling the area to assure no one leaves their room.

OSU will assign roommates before you arrive. Roommates will be assigned by school and gender. If you have any concerns about roommates, please indicate them on the online registration form. We will not be able to change roommates once you check-in.

**Basic Procedures:**

* At no time is smoking or the use of alcoholic beverages permitted for any persons.
* If you allow students to bring portable electronics for the drive to and from the Challenge, we ask that students use them responsibly in their room and respect their roommates privacy and ability to sleep.
* After returning from recreation, students should stay in their assigned room for the rest of the night. If there is an emergency, we will provide a staff telephone number and campus safety phone number for students to contact.
* Your assigned room needs to be cleaned up in the morning. The cleaning should be done before the students go to breakfast. Any damage or lost/stolen items from the rooms will be charged to the SMILE Program.
* Once you are out of your room in the morning, you will turn in your room key to a University Housing representative. Lost keys are charged a $25 fee.
* Bedding and towels will be provided in each room. Please leave them in your room when you leave.

**Thursday Evening:**

* Please be courteous and respect the desire of others in your room to get a restful sleep.
* Each person should complete their going-to-bed procedures and be settled for the night by   
  11 p.m.
* Quiet conversation may continue until 11:15 p.m.
* You may want to set an agreed upon time to wake up in the morning and set an alarm on a phone or an alarm clock (not provided). Otherwise, a staff member will knock on all doors around 6:45 a.m.

**Friday Morning:**

* As you wake and look toward the day, please be respectful of your roommates before 6 a.m. Every person needs to be getting ready no later than **6:45 a.m.** A staff member will knock on all doors in the morning.
* You should start by packing up and cleaning up your room. Every person should be involved in the clean-up of the room. Please leave the room as you found it when you checked in. Place all bedding and towels on your bed and place all loose paper, etc. in the trash can. This will help the cleaning person get the room ready for the next occupants.
* Before going to breakfast, all bags should be packed on the vehicle for travel to OSU. You should arrange for your bus to be **available for loading by 7 a.m**.
* Your group should arrive at breakfast no later than 7:30 a.m. Breakfast is available starting at   
  7 a.m.
* Challenge events continue in the Werner University Center Pacific Room at 8 a.m. Your bus should be packed, students loaded, and the group ready to leave for OSU by 10:30 a.m.
* You need to arrive at OSU by 11:30 a.m. To ensure that you are on time, allow at least 30 minutes for the drive.
* Remind students to bring their coats, as they will be walking around campus in the afternoon.
* Instruct the bus driver to drop off students at the MU Horizon Room on Jefferson Street. Luggage should be left in the van or bus. Buses and vans may park on campus. Buses must park along 26th Street by Reser Stadium. Vans or cars require an OSU parking permit.

Thank you for helping make each person’s stay safe and comfortable.