



WHEATON
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For Christ & His Kingdom

Wheaton College Event Services

CONFERENCE PLANNER
GUIDE 2024

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GENERAL INFORMATION

Event Services Website

The Wheaton College Event Services website can be found at: www.wheatonconferences.com and contains information about conference and event planning, campus services, transportation, and local attractions, as well as a [campus map](#). The website can be a great resource to share with your colleagues and your conference leaders or participants.

Statement of Faith

The Wheaton College Statement of Faith can be found here: www.wheaton.edu/about-wheaton/statement-of-faith-and-educational-purpose

Community Covenant

The Wheaton College Community Covenant can be found here: www.wheaton.edu/about-wheaton/community-covenant

Glossary of Terms

The terms commonly used in this Conference Planner Guide are defined below:

Event Services: Wheaton College campus department that manages all external events, including residential conferences and camps. (Note: This department was previously called Conference Services.)

External Events: Conferences, camps and special events sponsored and hosted by groups who are not a part of Wheaton College.

Conference Planner: Likely this is you! The individual responsible for booking and planning a conference or camp at Wheaton College on behalf of their group or organization.

Conference Manager: Your assigned Event Services representative from Wheaton College who will help you in planning your conference on campus. You will collaborate with this person on all aspects of your overall planning, with help in certain areas from additional staff, such as:

Housing Manager: Event Services representative who manages all on campus housing planning for your conference group.

Conference Liaison: As a Conference Planner, you may designate conference liaison(s) who are responsible for communication on your behalf for specific areas of planning your conference, such as: A/V Media, food, housing, etc. You authorize these individuals to make decisions that will impact charges on your invoices from Event Services.

Conference Leader: An individual who is part of your conference group to whom you have delegated additional leadership responsibility, such as small group leader, camp counselor, etc.

Conference Participant: An individual who is registered and confirmed with your group to participate in your conference or camp, typically also staying overnight on campus.

Conference Guest/Commuter: An individual who is registered and confirmed with your group to participate in your conference but not staying overnight on campus. This may also include guest speakers, artists, presenters, outside A/V Media teams, etc.

Campus Partners: Other Wheaton College departments that your Conference Manager will interface with on your behalf or connect you directly as needed.

These campus partners may include, but are not limited to:

- **Facilities Management** – The Wheaton College campus department that helps set up college-owned tables, chairs, music equipment, etc. for conference groups, based on set-up diagrams provided by your Conference Manager after consultation with you.
- **Trades Services** – The Wheaton College campus team that assists with service such as electrical hookups, fire watch, etc. Depending on your plans, you may be required to add on their services in order to use water-based haze/fog machines and other special effects.
- **Media Services** – The Wheaton College campus department that assists with A/V media needs in our larger group spaces such as Edman Chapel, Armerding Concert Hall, Coray Auditorium, and others. These services require additional charges and, in some cases may be required.
- **Public Safety** – The Wheaton College campus department responsible for managing the safety and security of people and spaces on campus.
- **Bon Appetit Management Company** – Wheaton College’s in-house food service provider who coordinates meal services in the dining hall as well as catering for external events. These services require additional charges and, in some cases may be required.
- **Catering Manager** – Bon Appetit’s designated representative who manages all catered meals, coffee/refreshment breaks, etc.

Registration: The process by which your conference participants register or sign up for your conference with your group, often this process is started online and then completed in person when participants arrive for your conference/camp.

Check-in: The process by which your conference participants arrive and check-in for their housing at Wheaton College. Standard check-in time for campus housing is 3 p.m. Any alternative schedules need to be pre-approved by your Conference Manager.

Check-out: The process by which your conference staff, leaders and participants depart from their housing at Wheaton College. Standard check-out time for campus housing is 11 a.m. Any alternative schedules need to be pre-approved by your Conference Manager. If your group needs and option for luggage storage after check-out, you must pre-arrange this with your Conference Manager.

CONFERENCE PLANNER RESPONSIBILITIES

To plan a successful conference at Wheaton College requires a positive relationship between you as the Conference Planner and our Event Services team. Your main point of contact with the college will be your Conference Manager. We rely on you to serve as the main point of contact for your conference group and to take responsibility for resolving any issues or concerns that involve your conference leaders, participants, and guests before, during and after your conference.

Your key responsibilities as the Conference Planner include:

- Finalize your registration and check-in plans with your Conference Manager prior to your arrival.
- Confirm all your set up needs with your Conference Manager for all of your spaces prior to your arrival.
- Finalize A/V Media Services arrangements with our team for your group at least 2 weeks prior to your arrival (or ensure your designated A/V Media Liaison has done so on your behalf).
- Finalize any meal/catering plans with Bon Appetit and your Conference Manager for your group at least 2 weeks prior to your arrival (or ensure your designated Food Liaison has done so on your behalf).
- Pick up your group’s meal wristbands prior to the start of your group’s scheduled check-in time.
- Pick up prior to check-in and return after check-out all facility master keys and keycards assigned to your group for your conference.

- Be present and available during your conference, and especially during scheduled check-in and check-out periods, to answer any questions and assist with problem solving as needed.
- Emergency Support – In the event of an emergency, Wheaton College Public Safety officers may request the support, assistance, and cooperation of Conference Planners and your key Conference Liaisons to maintain order and safety of your conference participants. Your assistance with evacuations and other emergency procedures required by College Public Safety is a necessity for the safety of your group.
- Load-out/Departure – It is important that you remain on-site until all your leaders, participants and guests have departed from campus and until all your conference materials are removed from campus. You must coordinate load-out of all materials.

Important Due Dates

Below are due dates Conference Planners should make note of for your planning purposes:

No later than 14 days after signing contract:

- First advance deposit payment due

One month prior to conference start:

- Second advance deposit payment due

Two weeks prior to conference start:

- Final set up needs due to Conference Manager
- Final A/V Media needs due to Wheaton A/V Media Services team
- Final count due to Bon Appetit for dining hall meals and catering services
- If applicable, requests for multimedia/sound use in outdoor locations must be submitted

Ten days prior to conference start:

- Completed Housing Spreadsheet due to Event Services' Housing Manager
- If applicable, confirm final number of rented bed linen packs with Housing Manager.
- If applicable, confirm a guaranteed minimum for table linen rental with your Conference Manager.

After your conference/upon receipt of Event Services invoice:

- Final payment due: covering meals/catering charges, A/V Media charges, any remaining facilities charges

Conference Liability Insurance

Conference groups that are unable to obtain liability insurance for their conference through their own insurance carrier may contact Arthur J. Gallagher Risk Management Services, Inc (Gallagher). Gallagher has formed a partnership with the University Risk Management and Insurance Association (URMIA) to provide liability insurance policies specifically to provide insurance for colleges and those individuals and organizations who lease campus facilities for events, conferences, and camps.

If you are unable to secure coverage through your current insurance provider for a youth conference, camp or event please secure the necessary coverage through the University Risk Management and Insurance Association (URMIA) website: <https://ucamps.rpsins.com/>.

If your event is not a youth conference/camp or sports camp, you may apply for a short-term event policy through the URMIA Tenant User Program (TULIP) by contacting their representatives at Denver.bsd.tulip@ajg.com, and they will walk you through the process of purchasing the coverage.

If you are unsure which type of insurance is best for your group, please contact your Conference Manager prior to purchasing additional coverage. Once you have obtained the required insurance coverage, please submit a current Certificate of Insurance to your Conference Manager that will be valid through the dates of your conference on campus.

CONFERENCE LIAISONS

In general, all instructions for the arrangements for any conference must come from you as the designated Conference Planner. However, you may choose to designate a liaison to act on behalf of your conference group in certain categories. The primary liaison remains you, as the Conference Planner, with additional liaisons authorized to make decisions in only their delegated categories. If no other liaisons are confirmed, the Conference Planner will automatically serve as the liaison for all categories.

An authorized Conference Liaison must be at least 21 years of age and knowledgeable in the area for which they are responsible. To avoid confusion and additional/unauthorized expenses for your group, you are responsible for connecting your Conference Liaison(s) to your Conference Manager in writing and confirming they are authorized to make decisions for your group that may affect your final invoice.

Food Liaison

If you appoint a Food Liaison, this individual should be prepared to serve as the direct liaison with the college food service provider: Bon Appétit Management Company (Bon Appetit). They should also expect to field requests for meal or catering changes and manage any on-site issues that may occur regarding meal service or catered events hosted by your group. This individual's responsibilities include:

- Finalizing all guaranteed meal counts by the deadline for your conference
- Finalizing mealtime schedule
- Arranging for any desired catering functions with the Bon Appetit Catering Manager
- Communicating with Bon Appetit regarding meal/dietary restriction needs for members of your group
- Arranging for dining monitors in Anderson Commons, if needed

Housing Liaison

If you appoint a Housing Liaison, this individual should be prepared to serve as the direct liaison with Event Services' Housing Manager. This individual is responsible for communicating regarding all your group's housing needs, including details about participants with any special needs. They are also responsible for confirming check-in and check-out details that may be specific to your group. They will be responsible to managing and completing the housing spreadsheet that will be shared by our Housing Manager at least 2 weeks prior to your group's arrival on campus. They are also responsible for fielding and approving any room change requests from your conference participants leading up to your conference as well as once your group is on campus.

A/V Media Liaison

Any conference group using media equipment or A/V Media services beyond the capabilities of our easy-to-use Smart Desks may designate a single person to serve as your A/V Media Liaison to coordinate all your A/V requests. All such requests should be coordinated through the same individual. However, if your conference is utilizing both auditorium A/V technician services and using multiple workshop facilities with significant A/V needs, you may appoint both a Plenary Session Media Liaison and a General A/V Media Liaison.

If your conference schedule includes a large quantity of workshops or breakout sessions using technology at the same time, you should plan to have a representative from your group available to support your session leaders during these times as this is not the type of support our Wheaton A/V Media Services team can offer. This individual's responsibilities might include completing the orientation for Smart Desks with our team and then providing oversight of this technology to your conference leaders/presenters during your workshops, ensuring that your presenters have what they need for their sessions and helping troubleshoot as necessary.

A/V Media support is arranged on an as-available basis and does require an additional fee which will be included on your final invoice.

PARTICIPANT INFORMATION

Per “Section VIII. Promotion and Program” of your contract, the following information must be communicated to your conference participants in their registration confirmation materials.

Check-In and Check-Out

Your check-in time is the window of time that you and your Conference Manager have agreed upon to begin and end housing room check-in for your conference participants. Advance leader/early arrivals and advance set-up dates and times as included in your contract are the dates and times that Event Services staff will be anticipating your leaders’ arrivals. Neither leaders nor participants will be able to check-in earlier than the contracted early arrival dates and times. Unless otherwise agreed in writing, housing room check-in and conference registration for your conference participants will begin no sooner than **3:00 p.m.** on the first day of the conference.

Event Services staff will be available to assist your conference participants during check-in. Please communicate to your conference participants that check-in will not begin until the published and confirmed check-in window begins. Most conference groups will host check in for their participants in the primary residence hall assigned for your group’s lodging. You will confirm the check in location for your group in advance with your Conference Manager so you are able to tell your participants prior to their arrival on campus.

Please also clearly communicate the agreed upon check-out times with all your conference participants to facilitate a timely conference check-out process and to avoid any additional night’s lodging charges for participants who have not checked out by the contracted check-out time. Final check-out time will be no later than **11:00 a.m.** on the last day of the conference.

Late Arrivals

Following the first full check-in period, additional check-in times/locations may be established in advance with your Conference Manager and communicated to any late arriving conference participants so they may plan accordingly. Additionally, the Event Services team can provide the Conference Planner with keycards for conference participants unable to check-in before your scheduled check-in time ends. Please plan to have a list of these late check-in individuals prepared ahead of time and attempt to keep this number to a minimum.

Departure Procedures

Check-out procedures are posted in the residence halls. Standard check-out time is 11 a.m. All groups should plan to have every leader and participant checked out by 11 a.m. on their pre-determined final day of housing. This includes removing all personal belongings from each participant’s assigned room, any items shared in common areas of residence halls or apartment-style housing (such as lobbies, lounges, living rooms, etc.).

When applicable, conference participants are asked to deposit their soiled bed linens in a collection bin prior to their departure. Collection bins will be conveniently located in the residence hall lobbies.

All keycards should be returned at check-out, either to the residence hall front desk staff or to key deposit boxes in the residence hall lobbies. For apartments, townhomes and duplexes, keycards may be gathered and left in one stack on the kitchen table/countertop.

Late check-outs can sometimes be accommodated with advance notice and for an additional fee. If anyone in your group needs a late check-out, please request this with your Conference Manager prior to your group’s arrival on campus. Your Conference Manager will then determine whether a late check-out is available based on other housing reservations.

The Conference Planner or a delegated Housing Liaison may not leave the campus before all participants have vacated all meeting and housing premises.

Parking

Your Conference Manager can provide you with a parking map for your participants upon request. Parking is allowed in designated parking lots only. Parking in specifically reserved spots, Service Vehicle or Fire Lane locations is not permitted at any time.

Overnight Parking is free of charge to conference leaders and participants in your assigned campus lots. Parking permits are issued at check-in and are for your group's designated lots only. Conference participants and guests should be advised that there is no overnight parking on City of Wheaton streets from 2 a.m. to 6 a.m. daily.

Parking permits are not required for conference guests/commuters who are parking during daytime hours only. They should be directed to park only in lots labeled "W/C."

Conference participants and guests should follow all parking lot signage including those restricting ADA spaces. Ticketing for those spots and for city streets is handled by the City of Wheaton and cannot be adjusted by our staff. Neither Wheaton College Event Services nor Public Safety have the authority to remove parking tickets issued by the City of Wheaton. Tickets issued by Public Safety for parking violations on campus may be charged to your final conference invoice if not paid by the conclusion of your conference.

City ordinances and College policy prohibit any motor vehicle being used for housing while parked on campus. This restriction is applicable to all vans, RVs, and motor homes. Routine Public Safety patrols will verify that no vehicles are being used for housing purposes on campus.

Overnight parking is not allowed at Blanchard Hall. Due to fire regulations, no parking is allowed in the Fischer Hall U or the Smith/Traber Hall front driveway, except for temporary loading/unloading purposes as designated by posted signs.

Oversized vehicles must be parked on the far southeast side of the Billy Graham Hall parking lot. This includes buses, passenger vans, box trucks for equipment, and RVs.

Vehicles are not allowed on the Franklin walking mall in front of Edman Chapel or any locations with brick pavers throughout campus (except for the Jenks Hall Parking lot which is made of brick pavers; and for brief unloading near the doors to Coray Auditorium/Lobby for groups using that space).

Campus Policies/House Rules

Please inform your conference leaders and participants of the following Wheaton College policies:

- All Conference staff, leaders and participants must adhere to current Wheaton College Event Services policies regarding COVID-19 at the time of your conference.
- Animals are not allowed in any campus facility at any time except for certified service animals. Please request that any participants planning on bringing a service animal notify you in advance, so you can pass along that information to your Conference Manager.
- Tobacco use is prohibited in all campus facilities, including residence halls.
- Alcohol, firearms, cannabis of any kind (smoked or edible) including synthetic products that mimic the effects of cannabis (K2 or Spice) and non-prescription drugs are prohibited on campus.
- Shared rooms are reserved for married couples, parents with their children, or occupants of the same gender and age group.
- Sleeping rooms can sometimes be chilly, for their comfort, please plan to let your conference participants know to wear layers and/or pack an extra blanket if they anticipate they may be cold when sleeping.

- Children should be always supervised by an adult on campus.
- Campus quiet hours are from 11 p.m. – 7 a.m. daily.
- Residence hall exterior doors are to remain locked and not be propped open.
- When the air conditioning is on during warm summer months, please do not open the windows in any campus building.
- College equipment and furnishings may not be removed from any room for use in any other room or facility, except with written approval from your Conference Manager. In these cases, the equipment/furnishings must be put back in their original placement prior to your group's departure from campus.
- All college furniture, including mattresses, should remain in the room to which it is assigned/the room you find it in upon your arrival. Please do not take any furniture outside.
- Misuse of elevators resulting in damage to them may be invoiced to conference groups responsible for the damage. Additionally, excessive damage to any equipment, furnishing or spaces by a conference group may result in charges to your final invoice.
- Please be aware that we have full-time staff and faculty working and living across campus. Please be respectful of their homes and workspaces.

Appropriate Dress

The diversity of guests on campus requires that sensitivity be exercised regarding appropriate dress. It is our desire that all conference participants co-exist on campus without distraction or offense due to any other guest's manner of dress or behavior.

All clothing should be modest in appearance. Shorts and skirts should be a modest length. Shoes are required in all meeting and dining facilities. Shirts are required in all meeting and dining facilities (other than those that are athletic in nature, during athletic activities).

Health Services

There are no health care services available on campus for conference groups. Conference participants needing medication by injection should be informed they are responsible for proper disposal of needles in their own sharp item disposal container. The College does not provide these containers.

If you have participants who require temperature-controlled storage for prescribed medications, please contact your Conference Manager to discuss options as a limited number of mini-fridges can be loaned to conference groups if the request is made prior to arrival on campus.

HOUSING

Housing Information

For housing assignments, a spreadsheet will be sent to the Conference Planner or Housing Liaison of your reserved housing block. You will also receive a campus map, floor plans for your reserved locations, and 360 video

walkthroughs to assist in your planning. If you have any further detailed questions about your reserved housing block, please contact the Housing Manager.

The Conference Planner or Housing Liaison must complete and return the housing spreadsheet by the deadline date – ten days prior to your group’s arrival on campus - so that housing assignments and keycards can be ready for your conference participants at check-in.

Room assignments should be made using the spreadsheet in the exact format provided by the Housing Manager. Any formatting changes will cause our housing software to reject the spreadsheet and not import your room assignments. Standard housing room rates are for double occupancy. Conference Planners and Housing Liaisons should note that individuals assigned to a room by themselves will be charged a higher, single occupancy rate.

The Conference Planner or Housing Liaison is responsible for assigning specific rooms to each conference participant staying on campus prior to their arrival and for following college housing procedures as well as youth protection guidelines in doing so.

Although in certain circumstances accommodations will need to be made, it is important that housing assignment changes be held to a minimum at check-in. Conference participants staying on campus should sleep in the room to which they are assigned. Before check-in, the Event Services team will provide a keycard sleeve for each guest with their housing assignment printed on it. Conference participants will receive the keycard sleeve when they arrive for check-in.

Conference participants with special housing needs should be considered when making housing assignments. Information on elevators and accessible bathroom facilities can be found in the Residence Hall descriptions section of this guide. The room number of any conference participant with physical challenges should be communicated to the Housing Manager when your housing spreadsheet is completed. This information can then be communicated to Wheaton College Public Safety personnel for their use in the case of an emergency.

Room changes may alter your final invoice total. Any changes in housing assignment requested by a conference participant must be approved by the Conference Planner or Housing Liaison prior to making the change. While not a common occurrence, the college may need to make changes to housing assignments because of construction, maintenance, repairs, etc. In such cases, the Conference Planner or Housing Liaison will be notified of the changes, but prior approval is not necessary.

The Housing Manager will meet with the Conference Planner or Housing Liaison prior to the end of the conference to review the finalized housing spreadsheet and to answer any questions regarding housing charges for the final invoice.

Keys and Keycards

During their time on campus, all conference participants should be instructed not to leave residence halls without their housing keycard, or they will be locked out. Children should be instructed to not leave residence halls without the supervision of an adult with a keycard as they will be locked out. Those responsible for childcare should also be notified of this.

Anyone needing assistance with key/keycard-related problems should contact Event Services staff at the residence hall front desk. For security purposes, anyone who has lost, misplaced, or locked their keycard in their assigned room will be asked to properly identify themselves prior to being re-admitted to their room. Persons asking for admittance who do not have ID will be accompanied by Event Services staff to their room where they will be asked to show ID immediately upon entrance to the room. Individuals will only be let into a room which is their assigned housing.

Housing keycards are tracked by a specific identification number to each conference participant and a \$25 replacement charge will be assessed for all missing or damaged housing keycards in your group’s final invoice. It is

the Conference Planner's responsibility to charge individual conference participants for replacement housing keycards if desired. Wheaton College will not do this on your behalf.

Keycards are issued and assigned to conference participants according to the number of beds in the room. Keycards will be issued only to adults registered for the room.

Youth conference groups may choose to have keycards issued to leaders for distribution to individual youth conference participants. In this case, the leader accepts all responsibility for returning all keycards issued. Any lost, damaged, or missing keycards will be subject to a \$25.00 replacement fee. Keycard fees will be included with your final invoice, unless paid for by the individual conference participant prior to departing campus.

Floor and room access are defined by conference group. When two conference groups are staying in the same residence hall, participants' keycards will be programmed to admit them only onto the floors occupied by their group.

Conference participants who lose or damage their housing keycard should report the loss/damage to Event Services staff (or to Public Safety if an Event Services staff member is not available) immediately to have their missing keycard replaced (following providing proper identification) and have the lost keycard deactivated. Housing keycards not returned to Event Services by the designated check-out time will be considered lost.

Any hard keys or master keycards issued to your group are the responsibility of the Conference Planner. A \$100.00 charge per hard key and \$25.00 per master keycard charge will be assessed for all lost or damaged keys. Hard keys or master keycards not returned to Event Services by the designated check-out time will be considered lost.

RESIDENCE HALLS

The following information is pertinent to all residence halls:

- Lost and Found items should be turned in to an Event Services staff person at the residence hall front desk. Event Services will attempt to return unclaimed lost and found items to the Conference Planner before the end of the conference but cannot be held liable for items left behind by conference groups or participants.
- Residence hall exterior doors always remain locked. The only exception to this security procedure is during published check-in times at the beginning of each conference. Quiet hours are from 11:00 p.m. to 7:00 a.m.
- One pillow is furnished per bed. All residence hall beds are size Twin XL. No housekeeping service is provided.
- Wheaton College Residence Life staff live in the residence halls year-round and are not involved in any conference planning or residence hall business during the summer. Please encourage your conference participants to be respectful of their privacy.
- Many of the residence halls have lounge spaces, TV rooms and other recreation areas. Typically, these spaces may not be reserved by specific groups as they are for common use of all participants staying in that specific residence hall. This includes kitchens, as well as fridge and freezer space. Please be respectful of other groups and do not monopolize these common areas.
- If conference participants need access to Business Center-type services, they should request assistance from the Event Services staff at the residence hall front desk.

For accessibility information in residence halls, please see the [Campus Accessibility Section](#).

Fischer Hall

Fischer Hall is located at 600 East Harrison Avenue. The residence hall front desk in the lobby serves as our primary summer conference desk. [The large lobby](#) can easily serve as the check-in area for most incoming conference groups.

[Rooms](#) are arranged in suites with a shared bathroom between two rooms. Bathroom doors do not lock. Conference participants should work out a system of knocking with their suite mates. Most rooms contain two single beds, two desks, two dressers, closet space, and a window.

[A laundry room](#) is located on the lower level. Use of the laundry machines is complimentary. Laundry soap is not provided. A television, recreational equipment, kitchen, ice and snack machines are located on the [lower level](#). Residence hall kitchens have some basic housewares, but should your group have specific needs, please plan to bring the items you want. All floors have a common-area [lounge](#) on each wing. Each keycard issued at check-in will access only the floor and room to which it is assigned. Conference participants will have access to their floor and room, but no other floors.

Conference participants staying in Fischer Hall should be provided with the following showering tips to avoid unnecessary fire alarms in Fischer Hall:

- Steam can trigger the fire alarm
- Please shower before midnight as a courtesy to others
- Try to shower quickly and take a cooler temperature shower
- Close bathroom doors during your showers and keep closed until steam from shower has dissipated

McManis-Evans Hall

McManis-Evans Hall is located at 525 East Franklin Street. The west side of the building faces The Quad. [Rooms](#) vary in occupancy from singles to quads.

Common-area lounge space and a meeting room are located on each floor. A television, recreational equipment, ice and snack machines, a kitchen and a separate study room are located on the lower level. Residence hall kitchens have some basic housewares, but should your group have specific needs, please plan to bring the items you want. A laundry room is located on the lower level of McManis Hall. Use of laundry machines is complimentary. Laundry soap is not provided.

Two bathrooms are located on the fourth floor of both halls; one large single-gender bathroom is located on each of the remaining floors of each residence hall. The central bathroom contains several shower stalls. Each bathroom contains one ADA-accessible toilet and shower stall. For couples or families using this building, one gender will have to go up or down a floor to use the bathrooms.

Traber Hall

Traber Hall is located at 611 North Howard Street and has two wings that form an “L” shape. It is connected to Smith Hall by a shared, main lobby, and a lower-level passageway. Entrance for all guests is through the [Smith-Traber lobby](#). Traber Hall rooms are accessible by elevator service. Access to living areas on each floor is computer-controlled; access is only through use of a keycard issued to each conference participant at check-in.

Most [rooms](#) contain two twin beds, two desks, two dressers, and two closets. One single room and one triple room are located on each floor. Rooms are arranged on the perimeter of each floor, with a central lounge and bathroom. The single-gender common bathroom on each floor includes several shower stalls. For couples or families, one gender will have to go up or down a floor to use the bathrooms.

Common area with a television, recreational equipment, ice and vending machines, and a kitchen are located just off the [main lobby](#). Residence hall kitchens have some basic housewares, but should your group have specific needs,

please plan to bring the items you want. A laundry room is located on the lower level. Use of laundry machines is complimentary. Laundry soap is not provided.

[Smith Hall](#)

Smith Hall is located at 611 North Howard Street and has two wings that form an “L”. It is connected to Traber Hall by a shared, main lobby, and a lower-level passageway. Entrance for all conference participants is through the [Smith-Traber lobby](#).

Access to living areas on each floor is by use of a keycard that is issued at check-in. Most rooms are [doubles](#) that contain two single beds, two desks, two dressers and ample closet space. Single rooms contain one twin bed, one desk, one dresser, and closet space.

The single-gender common bathroom on each wing contains shower stalls. Each bathroom contains one handicap-accessible toilet and shower stall. For couples or families, one gender will have to go up or down a floor to use the bathrooms.

Common-area lounge space is conveniently located on each floor in each wing. Additional lounge seating is in the lower lounge area. Television, recreational equipment, ice and vending machines, and a kitchen are located just off the adjacent [Traber lobby](#). A laundry room is located on the lower level of Traber Hall and can be accessed through the lower-level passageway between the two buildings. Use of laundry machines is complimentary. Laundry soap is not provided.

TOWNHOMES & DUPLEXES

[Townhomes](#)

The Townhomes are located at 506, 512, and 520 East Harrison Avenue. Each townhome has two floors with one full bathroom, a living area, and two double bedrooms on each level, for a total capacity of eight people per townhome. The first floor also has a kitchen and dining area. Kitchens include standard appliances but do not include housewares (plates, bowls, flatware, etc.) Each townhome has complimentary laundry facilities in the basement. Laundry soap is not provided.

Access to each townhome is computer-controlled; access is only through use of a keycard, issued to each conference leader or participant at check-in.

Those staying in the townhomes are responsible for their own trash removal. Dumpsters are located behind the building. Those staying in the townhomes should be advised that there is no overnight parking on City of Wheaton streets from 2 a.m. to 6 a.m. daily.

[The Duplexes](#)

The Duplexes are located at 729, 733, 741, 821, and 825 Irving Avenue. Each duplex building has an upper and lower apartment for a total of ten apartments between the five buildings. Each apartment within the duplexes has a kitchen, dining area, living room, and three double bedrooms. Kitchens include standard appliances but do not include housewares (plates, bowls, flatware, etc.) Each apartment bathroom has two sinks with a large vanity mirror and two private restroom areas each with a shower and toilet. The lower apartment at 729 Irving Avenue is ADA accessible.

Each duplex building has complimentary laundry facilities in the basement. Laundry soap is not provided.

Access to each apartment is computer-controlled; access is only through use of a keycard, issued to each conference leader or participant at check-in.

Those staying in the duplexes are responsible for their own trash removal. Dumpsters are located behind the building. Those staying in the duplexes should be advised that there is no overnight parking on City of Wheaton streets from 2 a.m. to 6 a.m. daily.

HARBOR HOUSE

Harbor House is the Wheaton College guest house and meeting center located at 510 N. Washington St., Wheaton, IL. For current rates and availability, please inquire with your Conference Manager. There are three guest rooms:

<u>Mayflower Room #203</u>	Queen bed with fireplace, desk, and seating area (Sleeps up to 2)
<u>Fairwyn Room #205</u>	Queen bed and one twin bed with desk, seating area, and oversized bathroom (Sleeps up to 3)
<u>Eventide Room #206</u>	Queen bed with desk and side chair (Sleeps up to 2)

MEETING SPACES

Facilities for all your meeting locations will be pre-reserved and listed in your contract. You may request additional facilities, however the availability of additional facilities beyond those listed in your contract cannot be guaranteed. Exact space reservations may depend on college needs, maintenance schedules, facility use, and availability. Specific spaces for your group are subject to change, but if changes need to be made, your Conference Manager will work with you to find comparable options for your group.

Basic resources already owned by the college (tables, chairs, music stands, etc.) can be set up for your conference and are included in your rental costs. Please communicate in advance with your Conference Manager regarding your set up needs at least 14 days prior to your arrival on campus.

Additions, changes, or deletions to set-up arrangements are at the discretion of the college and are subject to additional charges. Set-up rates of \$30.00 per man-hour (time and a half on weekdays after 5pm, Saturday, Sunday, and holidays) may be assessed in the final invoice in addition to the outlined facility charges. Requests not made in a timely manner may not always be able to be completed.

Any extraordinary set-up of large resources (stages, puzzle flooring, etc.) is not included in facility rates and will incur additional fees that will be applied in final invoice. Any equipment obtained for your group's use through an outside source will be charged at cost directly to the conference.

Draping, backdrops, carpeting, and other exhibit-type accessories are not furnished by the College. Table linens are not included, but table linen rental can be pre-arranged for an additional fee. Please inquire with your Conference Manager prior to your arrival on campus if you need table linen rental services.

All floor plan/set up arrangements are subject to approval by Wheaton College Public Safety and Risk Management departments and should adhere to all applicable fire and safety codes. These include always maintaining 6-foot aisles between all tables and rows of chairs and in front of all entrances, exits, and emergency equipment storage areas. All set up needs should be discussed and confirmed with your Conference Manager at least 14 days prior to your event.

Harbor House Meeting Rooms

The Harbor House provides executive-style space for board meetings, intimate conference dinners, or a speaker's green room. The Living Room, Dining Room, and Sunroom may be reserved as a combined space. The Board Room seats up to 27 people in its standard round table configuration. The Harbor House kitchen contains a large

island, which can be utilized for buffet meal service or for reception snacks. The maximum total meeting capacity of the Harbor House is 50 people.

Edman Chapel

A Facilities Management Custodian will typically be staffed if/when your group uses Edman Chapel. Up to ten hours of standard rate custodial time is included in the facility rental rate when applicable. Your Conference Manager will work with Facilities to schedule this. Additional time will be charged at the hourly rate and added to your final invoice.

Edman Chapel has fixed-style seating for 2,337 people in the chapel. No food or beverages are allowed in the space. Typically, the lobby will also be reserved for events taking place in Edman Chapel.

Equipment load in and load out may require use of the Edman loading dock and elevator, depending on the items being loaded/unloaded. You will need to notify your Conference Manager a minimum of 14 days in advance if you need to unload at the dock so that a dock operator can be scheduled.

The hallway behind Edman Chapel stage as well as the stage wings should be kept clear to comply with fire safety requirements. There are rooms adjacent to the Chapel that can serve as dressing/green rooms when using Edman Chapel. Confirm availability with your Conference Manager if you anticipate needing this type of space.

Use of the Edman Chapel organ should be requested a minimum of 30 days in advance so that your Conference Manager can obtain approval to use the organ. Advance scheduled orientation by a staff member of the Conservatory of Music is required prior to use of the organ. In some cases, an Organ Assistant may be required to assist your group with use of the organ. This service involves an extra fee that will be added to your group's final invoice.

In Edman Chapel, A/V Media Services support, using our in-house team only or in conjunction with an external A/V media vendor, must be coordinated at least 14 days in advance. A/V Media support is arranged on an as-available basis and does require an additional fee which will be included on your final invoice.

Armerding Concert Hall

The Armerding Concert Hall located in the Armerding Center for the Arts has fixed-style seating for 650 people total with 441 seats on the floor and 209 seats in the balcony. This space is typically rented in conjunction with the Armerding Center for the Arts Lobby. No food or beverages are allowed in the Concert Hall.

Equipment load in and load out may require use of the Armerding loading dock, depending on the items being loaded/unloaded. You will need to notify your Conference Manager a minimum of least 14 days in advance if you need to unload at the dock so that dock access can be scheduled.

The use of the Taylor & Boody organ in the Armerding Concert Hall is restricted to Wheaton College Conservatory usage, except with pre-approval and college-provided training. For further information and inquiries, Conference Planners should contact the current college organist, Dr. Edward Zimmerman, at edward.zimmerman@wheaton.edu, or 630-752-5816. Use of the Concert Hall organ should be requested a minimum of 30 days in advance so that the required arrangements can be made in time for the event. In some cases, an Organ Assistant may be required to assist your group with use of the organ. This service involves an extra fee that will be added to your group's final invoice.

In the Concert Hall, A/V Media Services support, using our in-house team only or in conjunction with an external A/V media vendor, must be coordinated at least 14 days in advance. A/V Media support is arranged on an as-available basis and does require an additional fee which will be included on your final invoice. There is a Smart Desk system in this space that can accommodate basic microphone and pre-set lighting needs.

There are adjacent rooms that can serve as dressing/green rooms when using the Concert Hall. Confirm availability with your Conference Manager if you anticipate needing this type of space.

There are items in the Concert Hall Lobby that cannot be relocated. These currently include: a grand piano, a large trumpet-shaped sculpture, a sculpture of Jesus on the cross, a large Bible display case, and a serpentine lounge couch. Conference planners with groups using Armerding Center should make note of these items and tell their leaders and participants not to move them. These items are subject to change.

Chrouser Sports Complex

The Chrouser Sports Complex houses the main indoor athletic facilities of the college. Spaces available include King Arena, multiple recreation gyms, a workout room, an indoor running track and a swimming pool.

Please note that access to these facilities is not included for any conference participants unless pre-arranged with your Conference Manager. Open gym or open swim hours are not included for external groups. Should your group desire gym or swim time, please ask your Conference Manager about planning a private rental for your group.

Day passes for conference participants for the workout room may be available for an additional fee. Inquire with your Conference Manager for more information.

Groups using Chrouser Sports Complex should direct their participants to use the Chrouser main entrance through the glass doors and into the Chrouser Great Hall. Entering through side doors or the fire safety doors leading to the King Arena lobby is prohibited.

Please ask your Conference Manager if you need information about any other spaces on campus.

CAMPUS ACCESSIBILITY

Most Wheaton College facilities can accommodate wheelchairs. Specific facility details are listed below. The housing room assignment for any individual with physical challenges should be indicated on the housing spreadsheet when returned to the Housing Manager. Please view the [campus map](#) which indicates accessible entrances for all buildings on campus.

Residence Halls

Limited accessible housing is available for married couples. There is no wheelchair access to Smith Hall 3rd floor.

Fischer Hall – A sidewalk ramp on the south side of the building provides entrance to the main floor lounge. The north side with the “U” driveway has stairs only. Elevator service is available to all floors. The building contains a total of nine ADA accessible and equipped bathrooms: the first floor west has one accessible bathroom; floors 2 and 3 each have three accessible bathrooms; floors 4 and 5 south each have one accessible bathroom. A publicly accessible restroom is located off the main lobby.

McManis-Evans Halls – Both residence halls are completely accessible. A ramp is located on the west side of the building facing the Quad, and the east entrance located on Chase Street is wheelchair accessible. Elevator service is available to all floors. Individuals housed on floors 2 through 4 should be able to use the stairs in the case of an emergency. All bathrooms are shared, single-gender floor bathrooms. Except for the fourth-floor bathrooms in both halls, each bathroom is equipped with one wheelchair accessible toilet stall and shower stall. Conference participants with physical challenges should be made aware that wheelchair accessible bathrooms are not private. A publicly accessible restroom is located off the main lobby.

Traber Hall – Both the front and back entrances to the lobby are wheelchair accessible. Elevator service is available to all floors. Individuals housed in Traber should be able to use the stairs in the case of an emergency. A publicly accessible restroom is located off the main lobby. Bathrooms on each floor are wheelchair accessible but toilet stalls are not, except for the bathroom located on the second floor, which is ADA-equipped with one toilet stall and one shower stall. All floor bathrooms are shared, single-gender bathrooms.

Smith Hall – This residence hall is connected to Traber by a shared, first-floor lobby and a lower-level corridor passageway. Housing for individuals who are wheelchair users should be on the first floor (lower level), or the second floor (main level) west and east wings, as there is no elevator service to the third floor. Bathrooms are shared, single gender on each floor. Each is equipped with one wheelchair accessible shower stall and toilet stall. Conference participants with physical challenges should be made aware that wheelchair accessible bathrooms are not private.

Accessibility in Meeting Spaces

Armerding Center for the Arts - Armerding has two ramp accessible entrances – the Northwest entrance and the Southeast entrance. All entrances have a powered door option for opening. All restrooms are accessible. The building has an elevator that can access all floors. The Concert and Recital Halls have accessible seating options between swing arm transfer seats and loose seating that can be removed for wheelchair use instead.

Billy Graham Hall – Ramps are available at the Barrows Auditorium entrance on the northeast side and at the rear of the building on the southeast side. The building is elevator equipped; stairwells and elevators are also Braille-marked. In Barrows Auditorium, wheelchairs should be placed at wall indentations, four on each side of the auditorium. Wheelchair accessible restrooms are located on floors one and three.

Blanchard Hall – This building is entirely accessible. There is an accessible restroom located on the first floor.

Campus Store – Entrance is through the east doors in the Student Services building. A ramp is available, and restrooms are wheelchair accessible.

Chrouser Sports Complex – Entrance is through the main entrance (Great Hall) on the west side of the building. King Arena and the strength and conditioning rooms are directly accessible through this entrance. Entrance to the Pfund practice and recreational gyms is via an inside ramp on the east side of Chrouser 152. Elevator service is available to second floor classrooms. Restrooms are wheelchair accessible.

Edman Chapel – There are two wheelchair ramps for the chapel, one on the east side of the auditorium, and another on the west side at the drop off area on Washington Street. Conference Planners should arrange to open the door from the inside to admit any participants using a wheelchair. Room for eight wheelchairs is available in rows TT and UU of Section 4. Permanent seats in these rows are mounted on swing-style support poles, which swing in to accommodate wheelchairs. Additional accessible seating is available in some outer aisles in Sections 1 and 3. Chair arms swing up to allow easy access to the permanent seats; wheelchairs should be stored at the back of the auditorium behind row UU in Section 4. No wheelchairs may be placed in the main aisle running from east to west between rows AA and S or at the back of the auditorium behind row UU. A wheelchair accessible restroom is available on the west side of the lobby.

Jenks Hall – The only wheelchair accessible room is the Setzuan Room, with an entrance through the northeast door to Arena Theater.

Lederhouse Pool – Entrance to the pool is through the main Chrouser Sports Complex Great Hall entrance. Use of the lift-sling for lowering individuals into the pool should be arranged ahead of time through your Conference Manager. Locker rooms are equipped with wheelchair accessible stalls.

Meyer Science Center – This building is entirely accessible on all levels, with an elevator for accessing all floors.

Todd Beamer Student Center – This building is entirely accessible on both levels, with an elevator for accessing all floors.

Accessible Parking

Please take care to remind your participants that ticketing for wheelchair-accessible spaces is enforced by the City of Wheaton and not by the college. The college does not have the ability to remove tickets for vehicles inappropriately parked in these spots.

Billy Graham Hall – Seven spaces: four in the northeast corner of the lot east of Barrows Auditorium; three on the west side of the building.

Blanchard Hall – Five spaces: three on the north end of the east lot; one on the east end of the west lot; one on the southeast side of the building.

Chase Street Cul-de-sac – Two spaces: northeast side of the street.

Chrouser Sports Complex – Four spaces: one space on Centennial Drive across from the front sidewalk of the complex and three spaces along the north side of the complex.

Edman Chapel – Five spaces: southeast corner of the lot north of Edman Chapel.

Jenks Hall – Six spaces: two on the south side of the west lot, two on the north end and two on the south end of the east lot.

Meyer Science Center – Two spaces: north side of the building on University Place.

Smith-Traber Hall – Three spaces: east side of Smith Hall.

FOOD SERVICE

The college food service provider is Bon Appetit Management Company (Bon Appetit). Bon Appetit can assist with dining hall meals in Anderson Commons or catered events elsewhere on campus.

The total number of diners for each meal in Anderson Commons must be 100 diners or greater. Any total below 100 diners must be pre-approved in writing by both Event Services and Bon Appetit.

In addition to confirming the meal plan needs for your group, Conference Planners or Food Liaisons will need to provide Bon Appetit with information about meals for early arrival staff/leaders, conference guests/commuters, conference participant allergies/dietary restrictions, and plan for any boxed lunch or catered event needs. For more information on food allergies and campus dining, please visit: <https://wheaton.cafebonappetit.com/#food-allergies>

There are many facilities on the Wheaton College campus which are suitable for private catered events. Following execution of your rental contract with Event Services, conference groups will work directly with Bon Appétit for catering needs. Your Conference Manager can connect you to them via email. Please allow plenty of time to plan and confirm your meal/catering needs. This can include coffee breaks, continental breakfasts, light refreshments/snack breaks, luncheons, sit down/plated meals, etc. Bon Appetit will have the first right of refusal for food services and catering for conferences and events held in Anderson Commons Dining Hall, and the Beamer Center North or South Party Rooms. In all other meeting spaces, all food and beverage must either be purchased, pre-packaged food and beverage or be prepared and provided by a licensed caterer or Bon Appétit.

Cafeteria dining rates apply only to those meals provided in Anderson Commons; cafeteria dining rates do not cover additional costs associated with use of adjacent facilities to shorten dining windows, if desired. Your group's food

service charges for both meals and/or catering from Bon Appetit will be included with your final invoice. Conference guests staying off campus but dining on campus will be charged for meals accordingly.

Planning Your Meal Package

Meals for conference participants will be designed in a package. All conference participants should be on the same meal plan for the length of your conference. If your contract with the College includes a small number of leaders arriving early, the meal package can be modified to include meals in the plan for these individuals.

Your group will be provided with color-coded wristbands to confirm group identification for meal entry, tracking and invoice purposes. Conference Planners are required to communicate with their conference participants that meals can only be served to those wearing wristbands and wristbands should not be shared amongst participants. The Conference Manager will provide the Conference Planner with extra wristbands for your group in case any of your participants lose or damage their wristband.

Dining monitors should be appointed for large conferences, family conferences with lots of children in attendance, or for conferences with groups who may be unfamiliar with cafeteria-style dining. They should assist with traffic flow and direction and help families with children. These procedures should be confirmed in advance as a part of your arrangements with Bon Appétit.

Planning Your Mealtimes

Your conference schedule should be planned according to the meal service hours shown below. Exceptions must be pre-approved in writing from your Conference Manager and Bon Appétit. Adjusted or extended mealtimes may incur an additional staffing fee from Bon Appetit. Mealtimes listed below should be included in your conference participant materials.

Breakfast: 7:15 – 8:00 a.m. Lunch: 11:45 a.m. – 1:00 p.m. Dinner: 5:00 – 6:00 p.m.

To control line length and waiting times, Bon Appétit may stagger mealtimes or expand meal service times based on numbers of conference participants. Your final conference program should not be printed or distributed until you have confirmed your exact meal schedule with Bon Appétit.

For conferences whose participant numbers exceed the seating capacity of Anderson Commons, dining hours must be extended to allow for multiple dining time windows in Anderson Commons. Extended mealtimes may incur an additional staffing fee from Bon Appetit. **Your final conference program should not be printed or distributed until you have confirmed with Bon Appétit your exact meal schedule.**

LOGISTICAL INFORMATION

The following logistical information is provided for your planning purposes. Please share with appropriate members of your planning team.

Electrical Capacity & Wi-Fi Access

Electrical support needs should be given special consideration for exhibit and display locations as well as in auditoriums when stage set-ups include amplifiers and multiple power sources. The campus electricians may need to be present during your set up and strike times, depending on your group needs. This will incur additional charges. Trades and grounds rates (for required projects such as fire watch, electrical hook up, etc.) are \$45.00 per man-hour (time and a half on weekdays after 5pm, Saturday, Sunday, and holidays); these charges will be assessed in the final invoice.

Sufficient electrical power is available on the stage at Edman Chapel, Barrows Auditorium, Armerding Concert Hall and Coray Auditorium for a limited number of microphones and one or two pieces of electrical equipment. Stage set-ups which include multiple amplifiers, large sound, and light sets, and/or large exhibit areas will require extra power.

The following locations are equipped with Cam-Lok panels for providing extra power for large electrical set-ups. These needs should be identified a minimum of 14 days prior to your arrival on campus.

- Edman Chapel – Edman features one 400-amp, 208 volt, 3-phase, 5-wire Cam-Lok panel as well as one 100-amp, 208 volt, 3-phase, 5-wire Cam-Lok panel.
- Barrows Auditorium and Coray Auditorium – Each location features one 100-amp, 208 volt, 3-phase, 5-wire Cam-lock panel.
- King Arena – King Arena features one 200-amp, 208 volt, 3-phase, 5-wire Cam-lock panel and one 400-amp, 208 volt, 3-phase, 5-wire Cam-lock panel.

Additional power through Cam-Lok panels is provided via the services of college electricians. The college electricians can supply pigtail cables to connect each Cam-Lok panel to additional Conference Planner-supplied cable with industry standard single pole locking-style connectors. It is the Conference Planner's responsibility to ensure that they or their technical directors have the correct correlating connectors prior to arrival on campus.

Campus has ample free Wi-fi access. Your Conference Manager will provide you with the password prior to your group's arrival. To arrange a wired internet connect, please request in advance through your Conference Manager. Additional fees may apply.

Temperature Control

Please note that temperatures for all Wheaton College facilities, including residence halls, are handled remotely through a master HVAC system to which Event Services staff does not have direct/immediate access. For their comfort, please plan to let your conference participants know to wear layers and/or pack an extra blanket if they anticipate they may be cold.

Smart Desk Technology

Most Wheaton College facilities are equipped with easy to operate Smart Desk technology. Smart Desks are designed to be operated without special training or orientation. To present with a Smart Desk, you can bring a laptop and use one of the provided adapters or use the Smart Desk computer with a USB containing your presentation. In larger spaces, Smart Desks also have microphone options, such as: wireless handheld, wireless lapel, and a desk microphone. Smart Desks also have access to the internet, so users can obtain access to their presentations stored in online cloud storage such as Box drive, DropBox, Google Drive, etc.

For our Conference Planners, for your convenience we can set up a time to provide an orientation to the Smart Desk system prior to the start of your conference. Please arrange to have any necessary individuals participate in this orientation, such as your A/V Media Liaison or plan to provide them with an orientation after you have learned how the system works.

Bed Linens

No linens or towels are provided as a standard part of any conference plans. (Note: One pillow is furnished per bed. All residence hall beds are size Twin XL.)

Optional bed linen/towel pack rental arrangements can be made through your Conference Manager for an additional cost. Rental of linen/towel packs is pre-arranged through an outside vendor. As of Fall 2023, each linen/towel pack

costs \$18 to rent and includes: a pillowcase, flat sheet, fitted sheet, fleece blanket, wash cloth, hand towel, and bath towel. Cost and inclusions are subject to change.

Event Services does not stock bed linen/towel packs for conferences unless you have pre-arranged this with your Conference Manager or the Housing Manager. To arrange for linen/towel pack rental, the conference planner must confirm a guaranteed minimum for bed linen/towel rental no less than 10 days prior to the start of the conference. Charges for bed linen/towel rental will be added to the final invoice at or above the confirmed guaranteed minimum. Charges will also be assessed to the final invoice for all unreturned, damaged, or lost bed linen/towels.

If your group has pre-arranged bed linen/towel pack rental with our Event Services team, in most cases the packs will be placed in participants' rooms prior to arrival. Exchanges are handled by the Event Services staff at the residence hall front desks. Limited replacement is available. When applicable, conference participants are asked to deposit their soiled bed linens/towels in a collection bin prior to their departure. These collection bins will be placed in the residence hall lobbies.

Table Linens

Tables provided by the college are not provided with table linens. Conference planners have the option to bring their own linens, bring disposable tablecloths or pre-arrange for linen rental through your Conference Manager for an additional cost. Table linen rental is pre-arranged through an outside vendor. Event Services does not stock any table linens. Conference Planners must confirm a guaranteed minimum for table linen rental with their Conference Manager no less than 10 days prior to the first day of their conference. Charges for table linen rental will be added to the final invoice at or above the confirmed guaranteed minimum. Charges will also be assessed for all unreturned, damaged, or lost table linen at a cost directly to the conference group.

Signage

Ample campus signage offers guidance to conference participants driving on campus. We recommend that groups place additional specific signs to guide participants to their check-in locations. H-bracket style yard signs that can easily be staked in the ground have worked well for our conference groups in the past. If you decide to use this type of signage, please plan to remove them at the end of your conference check-in period. Please be strategic about placement of these signs and keep to the edges of traffic areas and/or place them in areas that will not need frequent mowing in the summer months if they are going to be up longer than just during your check-in period. Please note that signs can only be placed on college property.

Event Services also offers a limited number of complimentary indoor sign holders for Conference Planner use. These hold an 8 ½ x 11-inch piece of paper or card stock. Please ask your Conference Manager if you are interested in reserving some of these sign holders. They are available on a first-come, first-served basis.

For your convenience, Event Services keeps a small stock of approved blue painters' tape for Conference Planners use to hang signs on doors or walls and gaff tape to secure wires and cables to the floors. Please ask your Conference Manager for this tape if needed. Conference groups should not hang any materials with any other kind of tape, nails or tacks.

Glass on main entrance doors to buildings is intentional for people to be able to see traffic in/out, therefore it is preferred to avoid hanging signs on the glass of exterior doors. It is ok to hang signs on classroom doors or sidelight windows – just ideally not blocking all the sight lines. Conference planners are responsible for removing any signs posted by your group after their conference ends.

Outdoor/Amplified Sound

The use of multimedia and sound systems is restricted in outdoor locations. Requests for multimedia use in outdoor locations must be submitted as a portion of the final program, including detailed multimedia specifications, no less than 14 days prior to your group's arrival on campus. In general, volume for any outdoor sound must not be able to

be heard more than 75 feet from the sound source and/or across property lines into property that does not belong to the college. If your sound amplification plans involve amplified music, the music must be appropriate for public consumption.

Printing and Copying

Copying is available at various locations around campus. Please work with your Conference Manager to coordinate copying access if needed. These charges will be added to your final invoice as a single line item and cannot be separated by individual conference participant.

You should plan to have any printing you need for your conference done prior to your arrival on campus as Event Services does not offer bulk printing. Your Conference or Operations Manager may be able assist you with small project printing needs, if requested in advance. Black and white prints or copies are 4 cents per side. Color prints or copies are 12 cents per side.

We recommend that conference groups expecting their leaders or participants will have significant printing needs bring their own printers to set up in their conference office/headquarters area.

Shipping and Receiving

Please inform all conference exhibitors, book publishers, office personnel, workshop presenters, and any other individuals or organizations shipping or mailing materials to the campus for your conference to pay particular attention to delivery timing requirements and to use the correct shipping address based on package type. The college assumes no liability for any materials shipped to the college prior to conferences via any of the options detailed below.

Please note that deliveries from any private carrier or U.S. Postal Service (USPS) are not available after 3:30 p.m. on weekdays. No campus delivery service is available on weekends or on holidays. Delivery services in the Shipping and Receiving Department and the College Post Office are typically available Monday through Friday from 8:30 a.m. to 3:30 p.m.

SENDING LETTERS/CARDS/FLAT MAIL

To send letters/greeting cards/payment checks/regular flat mail to the College for the Event Services team, please use this address:

Event Services
Wheaton College
501 College Avenue
Wheaton, IL 60187

To send letters/greeting cards/regular flat mail to the College for anyone in your group during their time on campus, please use this address format:

Event Services
Attn: [Conference Group Name] – Individual’s Name
Wheaton College
501 College Avenue
Wheaton, IL 60187

Please note that there may be processing delays in the receipt of anything sent via USPS mail. Mail sent via USPS will not be delivered to other locations on campus, instead the College Post Office will deliver all mail and packages to the Event Services office in the lower level of McManis-Evans Residence Hall. A message will be sent to the Conference Planner when USPS mail is received so they can pick mail up in the Event Services office.

SENDING PACKAGES/EQUIPMENT

To ship packages with supplies, equipment, or materials to campus prior to your conference, please plan for those shipments to arrive between 3-5 days prior to the first day of your conference. Due to limited storage space, the

College's Shipping and Receiving Department is unable accept packages or shipments that arrive earlier than 7 days prior to the first day of your conference.

You may ship to the College either by private carrier or through the USPS. Shipping via private carrier (FedEx, UPS, DHL, etc.) is the preferred and recommended shipping method. Address shipments as follows based on their size:

For small packages:

Wheaton College
Event Services - Attn: [Conference Group Name]
421 N. Chase Street
Wheaton, IL 60187

A message will be sent to the Conference Planner when small packages are received so they can be picked up in the Event Services office.

For larger shipments, equipment, pallets with multiple boxes, etc.:

Wheaton College Receiving Department
Event Services - Attn: [Conference Group Name]
924 College Avenue
Wheaton, IL 60187

Large shipments addressed and received in this manner will be delivered directly to your group's primary check-in location one day before on-site check-in opens for your conference. Large equipment deliveries from local companies to campus which will arrive on-site prior to conference staff arrival must be coordinated in advance through Event Services. Material which you desire to have delivered directly to a specific College facility other than your check-in location (such as: Edman Chapel, King Arena, etc.) can only be accepted personally by you or your conference leaders following your arrival on campus.

AMAZON DELIVERIES

There is an Amazon.com locker located conveniently on campus. The locker is located outside of the Todd M. Beamer Student Center on the east side of the building between the Beamer Center and the Meyer Science Center/Ruth Leedy Softball field. Amazon has named the locker "Maja" – so if you would like to ship to this locker, search for and select that option and you will be able to pick up your items at any time that is convenient for you once they are delivered.

Return Shipping

You have the same options for return shipment of materials and supplies after your conference: the use of private carrier or USPS. Materials to be return shipped via private carrier should be packed/crated, labeled, and sealed by your conference staff. Arrangements to ship materials should be made directly by the conference group with the shipping company.

Conference Planners should arrange for and supervise all outgoing shipments, including on-site supervision of actual load-out of materials. All shipping companies require that the shipper sign orders that authorize them to depart with the materials. Unfortunately, Event Services staff is not able to sign for the pick-up of any conference-related items.

EMERGENCY GUIDE

Conference Planners: Please notify your Conference Manager if any situation arises on campus where Public Safety or Wheaton Police are involved. As a courtesy to you, your Conference Manager will also notify you if such a situation occurs with your participants.

Medical Emergencies

- If there is a cardiac or other serious time sensitive medical emergency, call 911 first and, if possible, have another person call Public Safety at 630-752-5911.
- Refer to the [AED Device Locations](#) map, if needed.
- For less serious emergencies, call Public Safety at 630-752-5911 and provide the Dispatcher with nature of the medical emergency, location and any other pertinent information that is requested. Public Safety will coordinate with Emergency Medical Services to care for the emergency.
- All Public Safety officers are trained in First Aid & CPR (w/AEDs) and carry automated external defibrillators (AEDs) in their vehicles. Public Safety officers are in direct radio contact with the 911 center (DU-COMM) and can request medical/police resources much faster than a person calling 911.

Mechanical Failure (Power Outage, Electrical, HVAC, Plumbing Issues, etc.)

- Call the Event Services team or your Conference Manager with the number you have been provided to report any non-emergency power outage, electrical, HVAC or plumbing issues. The Event Services team will work with the appropriate campus departments to address the issue(s).
- If the issue is an emergency, call Public Safety at 630-752-5911.

Fire/Fire Prevention Policies

- Evacuate immediately. Call 911 and, if possible, have another person call Public Safety at 630-752-5911.
- Fire Safety equipment such as fire alarms, extinguishers, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations.
- No items may be moved to or stored within 18 inches of any sprinkler head. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm and/or ringing a false alarm constitutes a class 4 state felony.
- Fire exits should not be blocked, and fire doors should not be propped open. Belongings should not be placed in hallways or stairwells.
- Conference participants using campus housing are encouraged to use power strips with circuit breakers in their rooms, if needed. All extension cords must have a ground wire.
- Playing sports indoors is prohibited. Sports equipment striking/damaging fire safety equipment will result in a \$100 fine to be assessed on the conference final invoice. Fire hazards should be reported to your Conference Manager.
- Combustible materials, including flammable liquids, are not permitted in any college buildings. Additionally, the smoking of any substance on college property is prohibited. Candles and incense are prohibited to support fire prevention.
- Charges for any false fire alarm caused by either a prank-pulled alarm or disorderly conduct resulting in an alarm sounding and attributed to specific Conference participant(s) may be assessed in the final invoice, including the following: (1) a charge of \$500 per Wheaton Fire Department response per alarm; and (2) a \$100 charge for College Public Safety response per alarm.

Tornado/Severe Weather

In case of an emergency weather situation, conference planners and participants are advised to follow all national weather service alerts, including taking shelter as directed.

- Storm Watch: A tornado or severe thunderstorm watch means severe weather is possibly approaching. Continue normal activities but also continue to monitor the situation. If the weather appears to be changing, it is best advised you stay inside or relocate to an indoor location.
- Storm Warning: If the approaching severe weather is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning. You should take the following steps:
 - Notify other building occupants of the severe weather warning.

- If it is a thunderstorm warning, you should stay indoors and try to relocate to a lower level, or a room located in the inner portion of the building until the storm passes.
- Report injuries to Public Safety at 630-752-5911
- Lightning Precautions
 - Wheaton College is equipped with a Thor Guard Lighting Prediction System. The system helps alert those on campus to hazardous weather conditions. A single 15-second blast signals a potentially dangerous weather situation approaching. Clear the area immediately and find appropriate shelter. 3 short blasts signal “all clear, safe to return.” If you see lightning or hear thunder, even if the alarm doesn’t sound, potentially dangerous weather is approaching. Clear the area and return no sooner than 20 minutes after last occurrence.
 - Unsafe shelters include car ports, open garages, covered patios, picnic shelters, beach pavilions, golf shelters, tents of any kinds, baseball dugouts, sheds and greenhouses.
- Tornado Safety
 - If there is a tornado warning, you should seek shelter in a safe haven immediately. The designated safe haven varies by building but it generally located in the lower level of a building, in a room without glass and without large ceiling (examples of large, expansive ceilings would be a gymnasium).
 - If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
 - Basements, interior hallways on the lowest floors and small interior rooms on the lower floors offer the best shelter.
 - After danger has passed, if there are injuries, immediately report them to Public Safety at 5911 from an on-campus phone or 630-752-5911 from an off-campus phone. If no answer, hang up and call 911.
- In the Event of Damage
 - Immediately leave a badly damaged building and do not attempt to return to the building unless directed to do so by Public Safety or other Emergency Personnel.
 - Do not attempt to turn utilities or equipment on or off. Call Public Safety.
 - In the event of a dangerous condition, please contact either Public Safety or 911 and provide the following information:
 - Building name, address and or location
 - Type of emergency
 - Condition of victim(s)
 - Any dangerous conditions (power lines down, gas leak, power outage, etc.)

Violence/Active Shooter

- If you observe an active shooter or other violent situation, immediately go to a safe location. Call 911 and, if possible, have another person call Public Safety at (630) 752-5911.
- Wheaton Police will respond and resolve the situation. Public Safety will follow Wheaton Police instructions regarding communicating with those on campus as needed.

COVID-19 Policy

The current Wheaton College Event Services COVID-19 Policy is:

- Conference leaders or participants should not attend any conference events or stay on campus if they are feeling sick. Please follow the [CDC Quarantine and Isolation Guidelines](#) when determining if you should come to campus.
- If a conference leader or participant becomes aware that he or she is COVID positive while on campus, they will need to immediately make housing arrangements off campus. There is no quarantine housing available on campus.
- We do have disposable masks available at the residence hall front desks upon request. Masking is optional on campus.

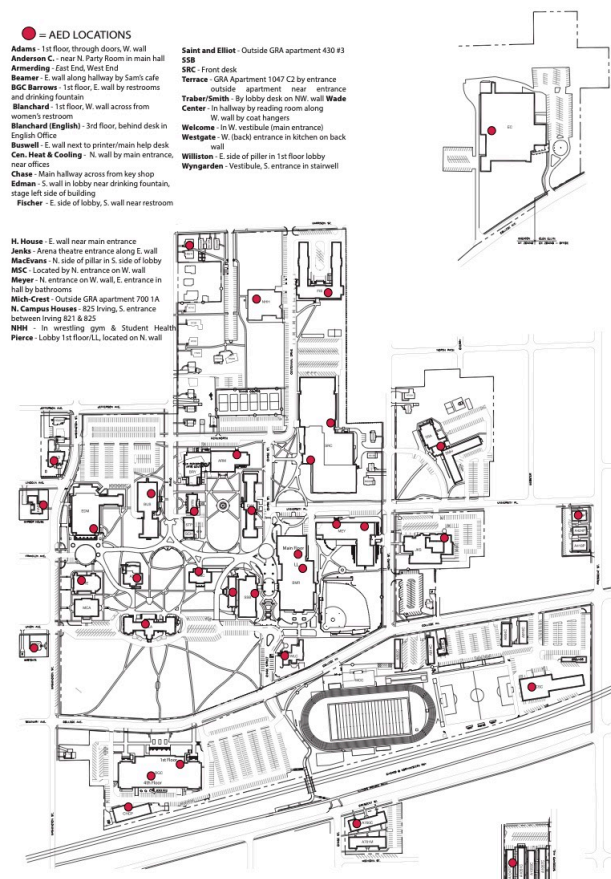
We recommend each group has their own health and safety plan in case of illness or injury (beyond just COVID). You should not rely on our Student Health Center for medical services since the college can only treat current Wheaton College students.

This COVID-19 Policy is subject to change. Should it be updated, your Conference Manager will notify you in writing as soon as possible. Please share this policy with all your colleagues who may need to be aware of it.

AED Device Locations

The following locations on campus are equipped with AED devices:

- Residence Halls: Fischer Hall, McManis/Evans Hall, Smith/Traber Hall, Williston Hall
- Apartments: Michigan/Crescent Apartments, Saint/Elliot Apartments, Terrace Apartments
- Adams Hall, Billy Graham Hall, Blanchard Hall, Jenks Hall, Memorial Student Center, Meyer Science Center, Library, Student Services Building, Wade Center, Welcome Center, North Harrison Hall
- Armerding Center for the Arts, Edman Chapel, Anderson Commons (Dining Hall), Beamer Center, Chrouser Sports Complex, Harbor House



Community Events

The City of Wheaton is a small but vibrant place with many things to do. Please visit their [website](#) for more information, but also take special note that sometimes community events that may cause extra activity near campus, including road closures, traffic or parking congestion and more.

The Event Services office is not always informed in advance of city events that may coincide with external client conferences, camps and events. If we become aware of any City of Wheaton event that may impact your conference, we will attempt to notify the Conference Planner as soon as possible. However, Wheaton College is not responsible for any scheduling, traffic or parking congestion issues that may arise from city or community events.

FINAL NOTE

After reading this guide, if you have any questions or need additional information, please reach out to your Conference Manager for assistance or email us at event.services@wheaton.edu. We look forward to making your group's experience on campus wonderful!