WELCOME TO UCO!

Thank you for choosing the University of Central Oklahoma! With clean, comfortable rooms, a full service conference center and a variety of food options, I think you’ll find that UCO is the ideal place for camps and conferences. While you’re here, make sure you take the time to explore our beautiful campus. Then, either visit historic downtown Edmond, just a few blocks off scenic Route 66 and offers an array of restaurants and shops or head just 15 minutes south where you’ll find a vibrant Oklahoma City downtown.

We’re looking forward to working with you to exceed your expectations for quality and convenience!

UNIVERSITY OF CENTRAL OKLAHOMA
Summer Camps
IMPORTANT GUEST INFORMATION

Important Numbers to Remember
University Police          405-974-2345 or 911
Housing Office            405-974-2746
24-Hour/The Quad Front Desk 405-974-4255

Campus Amenities
Nigh University Center

First Floor
• R.K. Black Office - fax, print, copy, shipping
• ATM Machines - located by Financial Aid

Second Floor
• Market in the Nigh - snacks and convenience items
• Barnes & Noble - apparel, books, office supplies
• Starbucks - coffee
• MidFirst Bank - banking
• ATM Machines - located by Food Court, east exit

Chambers Library
• Market in the Library- snacks and convenience items
• ATM - located by Market in the Nigh
POLICIES & PRECAUTIONS

Contact Information
The desk in the building you are staying in is open daily from 8:00 p.m. to midnight to assist conference guests. A UCO Housing staff member is available 24-hours a day for assistance and in case of emergency. Staff members will also walk the halls periodically during the evening. To contact a staff member for assistance 24-hours a day, please call the Housing 24-hour desk, located in the lobby of The Quad at 405-974-4255.

Fire Procedures
Fire alarms in West Hall, Murdaugh Hall, and University Suites are standard alarms. Smoke detectors are located in every room and all hallways. If you detect a fire, pull an alarm pull station as you exit the building. If the fire alarms sound, please evacuate the building using the closest stairwell. Do not use the elevator during a fire alarm.

All residential guests should meet at the field south of Hamilton Field House (east of the Commons) in the event of a fire. Guests should not re-enter the building until the “ALL CLEAR” signal is given by UCO Conference staff or UCOPD officers.

Tornado Procedures
Oklahoma is known for severe weather and thunderstorms, especially in the spring and summer months. Storms may become severe and produce tornados quickly. During inclement weather, please try to keep an eye out for changing weather conditions.

Tornado Watch: A tornado watch means weather conditions are favorable for the formation of tornados, but no tornado has been detected in the immediate area. “Tornado Watch” warning signs will be posted, indicating conditions are favorable for the formation of a tornado. Stay alert for weather changes.

Tornado Warning: A tornado warning means a tornado has been spotted by trained weather professionals in person or on radar. Tornado alarms in the City of Edmond, OK will sound if a tornado warning is issued for our area, and UCO Conference Staff will alert guests of the warning.

Guests should meet at the following locations, depending on the building they are staying in:
- **Housing Building**
  - The Quad
  - University Suites
  - Commons
  - West Hall
- **Tornado evacuation shelter**
  - The Quad basement
  - Chambers Library basement
  - Chambers Library basement

Guests should stay in the shelter until the “ALL CLEAR” signal is given by UCO Conference staff or UCOPD officers.

Inappropriate Activities
Common areas must be kept clear at all times. Playing sports or games inside Housing facilities is prohibited. Water fights and running are also prohibited inside Housing facilities.
HOUSING POLICIES

Alcohol and Controlled Substances
The use, possession or distribution of any alcoholic beverages, illegal stimulant, depressant, hallucinogenic, or narcotic drug in or around the Housing facilities or on the campus is prohibited. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Empty alcohol containers and brewing equipment are similarly prohibited.

Guests
Guests are defined as individuals who are not contractual occupants of a specific room. Guests must carry a picture ID at all times and abide by all policies of the residence halls, with guests and hosts mutually responsible for the conduct of the guests. Guests found not observing university or Housing policies may be escorted from the residence hall and restricted from further access.
All guests not residing in the residence hall they are visiting must first sign in at the front desk or office by the host. Any guest not registered will be asked to leave immediately and the host may lose future guest privileges. All Minors must be accompanied by a parent / guardian at all times when in any Housing facility unless pre-approved by the Hall Director.

Pets
Residents are not allowed to keep pets of any kind on campus. Feeding & temporarily keeping animals in or around living areas is also prohibited. Those who do so may be subject to a fine, cleaning & fumigation fees, as well as disciplinary action.
**Exception being service animals specifically trained to aid people with disabilities.**

Courtesy and Visitation Hours
Courtesy Hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living.
Courtesy Hours are in effect throughout the residence halls 24 hours a day. Therefore excessive noise, as determined by affected guests, is discouraged at all times. If a problem persists, residents who violate quiet hours are subject to disciplinary action.
Visitation policies are present to help guests achieve the most from their conference, as well as ensure the safety of those staying on the UCO campus. This policy is in effect for all visitors to the campus who are not registered members of a conference currently on the campus.
Hours for visitation, as established by the UCO Housing and Dining Office, are:
- Sunday through Thursday: 10:00 AM – 12:00 AM (midnight)
- Friday and Saturday: 10:00 AM – 1:00 AM

Tobacco Use
The University of Central Oklahoma is committed to providing a safe and healthy work and educational environment for all students, staff, and visitors on campus. Since many individuals express discomfort when exposed to second-hand smoke, smoking is prohibited anywhere on campus. Guests found using tobacco products in and around all University owned housing will face disciplinary charges and may be removed from the community. The use of other tobacco products, such as chewing tobacco, is also prohibited. There is a $100 fine for each violation, not including cleaning and labor costs.

Weapons and Fireworks
Weapons, such as firearms, knives, bows and arrows, ammunition, B. B. guns, Airsoft guns, other dangerous weapons and fireworks are prohibited in the Housing facilities and the entire UCO campus due to the potentially dangerous nature of these items. Guests can contact UCOPD, (405)974-2345 for information regarding the storing of the weapon on campus during their visit. All weapons must be registered and checked in at the UCOPD office. Violators are subject to appropriate criminal and civil court actions.
These locations are all open beginning June 5, 2017. Prior to June 5, some locations might be closed. Buddy’s hours vary depending on conference and camp schedules. All locations are closed on Saturday-Sunday.