



Roberts Wesleyan University Reservation Policies

Roberts Wesleyan University Conference & Events Services have developed the following policies to help everyone who stays on our campus to have a safe and comfortable visit.

By registering and using a room, you are affirming your agreement with the following policies:

1. **Check in** time is typically after 12:00 pm, **Check out** time is typically at 12:00 pm
 - If you would like to arrange a different time, please contact Conference & Event Services at 585-594-6230.
 - When checking in after normal business hours, please call Campus Safety at 585-594-7777.
2. **Parking** for O'Brien Residence hall is Lot L or Lot B. See the [Campus Map](#) for details.
3. **Lost keys** – there is a \$75.00 fee for each lost key.
4. **Occupancy** – Only the guests listed on the room reservation may stay overnight unless prior permission is granted from the Conference & Event Services Office.
5. **Code of Conduct:** Members of the Roberts Wesleyan community and guests are expected to maintain standards that uphold the Mission of the University, whether expressly stated or implied. The obstruction or disruption of the Mission of the University will not be tolerated. All visitors and guests of the University are expected to exhibit integrity in their personal behavior while on campus. Our Mission statement is at <https://www.roberts.edu/media/8999/College-statement-2-17.pdf>.
6. **Additional overnight guests** must be registered with Conference & Event Services.
7. **No Alcohol, Smoking, or Drugs** are allowed on Roberts Wesleyan University campus. A fee may be assessed for the use of any use of these substances on University property.
8. **Burning Devices** - to maintain a safe environment burning devices are prohibited (i.e. charcoal grills, fire pits, candles, incense, etc.).
9. **Pets** are not allowed, unless they are a necessary service pet with proper documentation.
10. **Cleaning / Refuse Services** - Facilities staff will collect refuse after the guest checks out. Cleaning services are not provided while the rooms are occupied by a guest. Please be respectful and place all trash in proper trash receptacles.
11. **Campus Grounds** - Please show respect for the campus grounds.
12. **Personal possessions** - The University assumes no responsibility for loss or theft of personal property of the guests. The University assumes no liability whatsoever for any property placed by the guests in University buildings, properties, or facilities.
13. **Facility Maintenance** - The Roberts Wesleyan University Facilities staff has the right to enter the Residence Hall at any time if needed to maintain the property (i.e. broken pipe, electrical, plumbing, etc.).