

Conference Housing Information

Accommodations

The University of New Orleans is pleased to offer our four-bedroom suites for Conference Housing to a variety of visiting groups, including youth, adult, athletic, and academic organizations.. Our four-bedroom suites consist of four private bedrooms, two bathrooms, and a common living area. Each bedroom has a closet, with mirrored sliding doors, an extra long twin sized bed, a desk and a chair, and a dresser. Each bedroom also has a phone line, a cable TV jack, and central air/heat.

Housing accommodations will be located in either Pontchartrain North or South, depending upon availability. Pontchartrain North is our main hall, where the Office of Student Housing is located. The North Hall also boasts a game room (equipped with a pool table, a foosball table, and a ping-pong table), and hosts an Aramark convenience store, which is open daily from 10:00am to 10:00pm. Pontchartrain South has a full kitchen. Both halls have small study rooms on each floor, and both also have a large social lounge with a flat screen television. A laundry room is located on the ground floor of each building.

Pontchartrain Hall's common lounge areas can be utilized by visiting conference groups. Use of these areas is only permitted when conference activities do not conflict with University of New Orleans' Student Housing residents' functions. We do try and make every effort to accommodate our conference groups, and also urge groups to contact the University of New Orleans' reservations line, 504-280-2665.

Rates

The flat nightly rate per person for occupancy in a four-bedroom suite is \$26.00. Twenty-five percent of the entire balance of your stay must be paid in order to secure your reservations. The entire balance of your housing invoice must be paid, in full, prior to checking in.

All conference group participants must be over the age of 14. For every eight participants under the age of 17, there must be one chaperone. Each conference group must also have their own liability insurance.

Linens are also available. For a weekly rate of \$10.00 per person, participants can receive 1 pillow, 1 pillowcase, 1 blanket, 2 sheets, 2 bath towels, 2 hand towels, and two face clothes. Each week, linens can be turned in for a clean set of linen. You can set up a linen exchange day with the Office of Student Housing for your specific Conference Group.

Dining

Conference Groups are urged to contact our campus dining company, Aramark regarding dining on campus during their stay. The phone number for Aramark Dining Services on campus is 504-280-6370.

Residence Hall Policies and Procedures

Conference groups must follow all of the University of New Orleans' campus rules, and also all of Student Housing's policies and procedures. Below you will find a brief overview of some of our basic residence hall policies.

Alcohol/Drugs

Alcoholic beverages may be consumed and stored in resident rooms if all occupants are 21 years or older. Drinking is not permitted in hallways, lounges, lobbies, patios, stairways or any public areas of the residence hall. Providing alcohol to individuals under the age of 21 or possession of alcohol by individuals under 21 are violations of criminal law and University policy.

The possession or use of illegal drugs or drug paraphernalia is prohibited in the residence hall and is considered a serious violation of University regulations. The possession or use of illegal drugs will result in immediate removal from the residence hall and may result in further disciplinary action by the University.

Emergency Situations/Fire Alarms

In the event of an emergency, please call the University Police at 504-280-6666, Pontchartrain North Hall front desk

at 504-280-7777, or Pontchartrain South Hall front desk at 504-280-7739. The front desk will report facility and mechanical problems, and if necessary contact the Resident Assistant on duty and/or the Residence Hall Manager on duty.

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. Failure to evacuate will result in disciplinary action, including a fine. Tampering with fire and safety equipment or setting off a false alarm is a violation of State Law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action.

Quiet Hours

For the community atmosphere to develop and flourish, residents are expected to show courtesy to their neighbors at all times. This especially applies to controlling noise. Quiet hours are enforced from 10:00pm – 9:00am. During finals week, quiet hours are maintained 24 hours a day.

Cleaning/Trash

Conference Housing guests are expected to maintain the cleanliness of their occupied suite(s). Upon check out, the rooms that each conference occupies must be left in the manner in which it was received. There are trash rooms located on every floor. Please dispose of your trash accordingly. There should be no trash left in the rooms, and if there is trash, etc. left in the rooms, a fee will be assessed.

Keys

Your group will be issued access cards to enter the Pontchartrain Hall(s), and to enter your assigned room(s). Keys issued to you are the property of the University of New Orleans and are not to be duplicated or loaned to anyone. Keep your door locked at all times, as the University does not assume responsibility for anyone's personal property which is stolen, lost, or damaged. If you become temporarily locked out of your room, with proper identification, a Pass Key Request (minus the normal \$5.00 fee) may be completed at either front desk. A Resident Assistant will accompany you to your room to unlock your door.

Parking

As **guests** of the University of New Orleans, the Office of Student Housing will provide your vehicles with guest parking passes.

Pets

No animals, except those assisting disabled students, are allowed in the residence halls.

University of New Orleans Student Housing Contact Information

Please do not hesitate to contact us regarding Conference Housing stays. If you know all of the details of your requested stay, please fax over the Conference Housing request form, and a representative of the Student Housing department will contact you regarding your request. If you have any other questions, please contact us.

Student Housing 504/280-6402

Student Housing Fax 504/280-5584

Residence Hall Manager's Office 504/280-7730

University of New Orleans Dining – Aramark 504/280-6370

University of New Orleans Campus Booking 504/280-8665

University of New Orleans Police Department 504/280-6666

[Conference Housing request form](#)

