



POLICIES & PROCEDURES

UNIVERSITY OF WISCONSIN
PLATTEVILLE

The following policies and procedures are not exclusive, and will govern the University of Wisconsin-Platteville's Cooper Living and Learning Center.

INTRODUCTION

Welcome to the University of Wisconsin-Platteville! We are excited to have you stay with us at the Cooper Living & Learning Center located at the University's Pioneer Farm. The information herein is provided to help make your stay an enjoyable experience. If you have any questions or concerns regarding this information please contact the Cooper Living & Learning Center Manager at 608-342-1296.

- Cooper Living & Learning Center business hours are Monday through Friday 8am-5pm, closed on holidays
- 7,742 sq. ft. with a fire code capacity of 71
- Opened for business May 2004
- The construction and infrastructure of this auxiliary facility was funded through revenue generated by UW-Platteville's Dining Services and Student Housing Departments

The Cooper Living & Learning Center serves as a retreat center offering overnight accommodations, recreation and meeting space for the social development of individuals in a rural environment. Guests are provided basic amenities to self-serve themselves during their stay.

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RATES & FEES (subject to change without notice)

Lodging				
Room Type	Fee (per person/per night)			
	# of Guests in a Room			
	1	2	3	4
Youth (younger than 18 years)	\$25	\$20	\$18	\$15
Adult (18 years and older)	\$35	\$30	\$24	\$18
UW-Platteville	\$30	\$25	\$20	\$18
Housekeeping Request	\$5/room			

- Number of beds: 40
- Lodging fee includes use of entire facility and recreation areas
- UW-Platteville Rate applies to reservations where guests are UW-Platteville faculty, staff or students
- Housekeeping Request: Cooper Living & Learning Center staff will make and/or strip bed(s)

Meeting Room & Audiovisual Rental			
Room	Set-up	Max. Capacity	Fee
East Lounge	Banquet	34	\$40
West Lounge	Seminar (std)*	40	\$40
Courtyard	Banquet	22	\$35
Before/After Business Hours	\$10/hour (min. one hour)		
Labor (set & reset for banquet setup)	\$10/hour (min. two hours)		
Dry Erase Board w/ paper & markers	No charge		
Portable LCD Projector	UWP \$10/day External \$20/day		
Laptop	UWP \$10/day External \$20/day		
Screen (5' x 6')	\$5/day		

- Rates apply to meeting room space rental only
- Meeting room rental rates apply if more than half of the meeting attendees are not overnight guests
- West Lounge: Seminar tables and chairs are available for set-up in this room, please indicate specific set up needs
- Additional audiovisual equipment may be available, please inquire when placing a reservation

Miscellaneous Fees	
Reset room to original set-up/Unnecessary Cleaning (min. one hour)	\$10 / hour / staff member
Entire Facility Block Request	\$10 / bedroom / night not used
Cancellation three days or less of check-in date	Full amount of reservation charged
Cancellation fourteen days or less of check-in date	\$15/room
Grocery Stocking	\$25 plus cost of groceries
Unreturned/Lost Key	\$50 / key

RESERVATIONS

Guidelines:

- Reservations are required a minimum of two weeks in advance of check-in. Reservation requests made less than two weeks in advance of check-in cannot be guaranteed due to room availability, linen inventory and staff scheduling.
- Reservations may be paid for by cash, check, credit card or UW-Platteville account transfer; checks are to be made payable to UW-Platteville; Visa and MasterCard are accepted
- Check-in date is 12:01am Central Standard Time of the day on which you are scheduled to check-in.
- The facility is closed on all legal holidays and other times (i.e. furlough days) as declared by the University of Wisconsin-Platteville and/or the University of Wisconsin System Board of Regents.

Individuals:

- Please call the Cooper Living & Learning Center during business hours at 608-342-1296 to place a reservation and have your credit card ready to hold your reservation (Visa or MasterCard).
- Individuals may have to share the facility with other individuals and/or groups.
- Please have the following information ready when making your reservation:
 - **Individual Reservation:** Date(s) of reservation, time of check-in and checkout, number of guests total, number of guests under age 18, contact information, credit card, type of room(s) needed, special accommodations

Hold, Block Booking, Guarantees & Deposits:

- A maximum of two dates may be put on hold for two weeks. After two weeks, the date(s) will be returned to the general inventory if no confirmed date is received.
- Blocks of rooms will be held until three weeks before the date of the event. At that time, any rooms not reserved will be returned to the general inventory.
- Requests for an entire facility block so that only invited guests of the event can use the facility, will be assessed a fee of \$10 per bedroom, per night not used during the reservation.
- A guarantee is required two weeks prior to the date of the event for the number of persons needing lodging at the Cooper Living & Learning Center. **This number will not be subject to reduction.** If no guarantee is received, the expected number of guests on the signed confirmation form will be considered the guarantee. If attendance falls below the guarantee, the event coordinator is responsible for payment of the number guaranteed. The Cooper Living & Learning Center may not be able to accommodate more than the guarantee due to room availability and linen inventory.
- Bookings for groups will require a non-refundable \$50 deposit per night/day due at the time the reservation is placed and will be applied towards final costs.
- An event coordinator is the person who contacts the Cooper Living & Learning Center to place a reservation for a group of guests.

Group Reservations:

- An agenda may be requested prior to the event detailing what activities the group will be participating in during their stay.
- The Cooper Living & Learning Center Manager may request a meeting with the on-site adult supervisor.
- Cooper Living & Learning Center staff reserve the right to change room assignments in order to maximize use of the facility for customers.
- Groups who do not utilize all rooms in the facility may have to share the facility with another individual or group.
- Please have the following information ready when making your reservation:
 - **Group Reservation:** name of event, date(s) of event, time of check-in and checkout, number of guests total, number of guests under age 18, contact information, on-site adult supervisor, account/payment information, audiovisual needs, dining needs, special accommodations

CHECK-IN/CHECKOUT

Check-in Procedure:

1. Guests must check-in at their reserved time of check-in stated on their confirmation form
2. All overnight guests must sign a release form. For meetings, the meeting coordinator will sign a release form for their group.
3. Keys will be handed out to overnight guests

Checkout Procedure:

1. Guests must check-out at their reserved time of checkout stated on their confirmation form
2. Dispose of linens and shower amenities according to instructions posted in each bedroom
3. Turn in key(s) and evaluation to the Front Desk Attendant
4. Report any damages
5. Once guests have checked out, the Cooper Living & Learning Center staff and a member of the reservation will perform a walk through of the building and grounds to determine that guests have cleaned up after themselves, and that equipment is in its designated area and has not been damaged. Fees will be assessed for cleaning, moving equipment and furniture, damages, lost keys and missing linens.

Improper Check-in/Check-out: Guests who do not check-in/checkout according to the above described procedure process will be assessed a \$5 improper check-in/checkout fee per guest. Guests who do not check-in/checkout within one hour of their scheduled check-in/checkout time will be assessed a \$15 fee.

SUITES

- There are a total of six suites with two bedrooms per suite (for a total of twelve bedrooms); each suite has its own bathroom
- Eight rooms are available for single to quad occupancy; these rooms have bunk beds
- Four rooms are available for single or double occupancy; these rooms and their bathrooms are fully compliant to the 1990 Americans with Disabilities code specifications

Furniture/Equipment

All furniture must remain in the suite. **Furniture may not be rearranged** due to the possibility for damages to the furniture and structure of the room. An hourly fee will be charged if staff must move furniture back to its original state.

Furnishings include:

Twin-sized beds	Bedding	Bath towel & washcloth	Towel rack	Work table with two chairs	Dresser with two - four drawers
Nightstand with four drawers	Alarm clock	Phone and Internet hook-ups	Mirror	Sink	Small toiletry cabinet
Closet and shelf space	Coat hanger	Garbage bin	Electrical outlets		

Linens

Guests make and strip their own bed, unless a housekeeping request has been made. One set of bedding linens are provided per guest (comforter, pillow, pillow protector, pillow case, mattress pad, fitted sheet, flat sheet, bath towel, and washcloth). Linen disposal instructions are posted in each bedroom.

BATHROOMS

One private bathroom per suite will be shared between two rooms by up to 8 guests. Bathrooms include a lavatory and sink. A shower stall is located in a separate room from the bathroom. Bathrooms for the designated double occupancy rooms have a shower stall located in the bathroom. Public restrooms are also available.

DINING OPTIONS

Kitchen: Kitchen privileges are included with the lodging cost for preparing meals.

Appliances: two ovens, a gas oven range, dishwasher, four sinks one with garbage disposal, microwave, four-slice toaster, coffee machine, two refrigerator/freezers one with an ice maker, and hand mixer

Dinnerware: plates, bowls, cups, coffee cups, saucers

Silverware: forks, teaspoons, soup spoons, butter knives, steak knives

Cookware: saucepans, skillets, stock pots, baking sheets, baking pans

Miscellaneous items: mixing bowls, serving ware, measuring cups and spoons, can opener, etc.

If you have questions about available materials please inquire when making your reservation. Any equipment used must be cleaned and returned to its proper storage. Dishwashing soap, dishwasher detergent and disinfectant spray are provided for clean up, along with washcloths, hand towels and paper towels. Guests provide their own food and are not to leave any food behind.

Kitchen Guidelines (posted on the kitchen refrigerator):

- Kitchen Appliance Guide is posted on the refrigerator (read these instructions to know how to use appliances)
- Recycle accordingly (instructions are posted on the refrigerator)
- Napkins are not provided, please bring your own
- Do not leave perishable food in the refrigerator. Saran wrap, aluminum foil, and Ziploc bags are not provided for storing leftovers. Do not save food in the refrigerator. Contact the Front Desk Attendant when you are in doubt.
- Do not leave the west kitchen exit door open.
- Clean all counters, sinks, appliances, cookware, dinnerware, utensils, cups, etc. with provided clean up supplies.
- If the dishwasher is not done with its' cycle before you checkout, then Cooper Living & Learning Center Staff will put the dishes away (dishwasher must be running when Front Desk Attendant does final walkthrough of building).
- Hang used kitchen towels and cloths on oven bars, in sinks or on the coat hooks above the heater by the exit door.
- You do not have to clean the floor unless you have a severe accident. When in doubt, ask the Front Desk Attendant.
- Report any broken equipment and appliance malfunctions immediately

Kitchen Appliances

Appliances damaged due to misuse, rough handling and accidents will be assessed to the guest for replacement. Instructions on how to use the appliances in the kitchen are posted on the kitchen refrigerator. It is each guest's responsibility to read these instructions before assuming to know how to operate an appliance.

Groceries: There are local stores in the city of Platteville for guests to shop for groceries. The Cooper Living & Learning Center staff can have the kitchen stocked with groceries prior to your arrival so long as an itemized list is submitted seven days in advance of the check-in date. The customer will be billed for the groceries along with a \$25 service fee.

Cooking: Guest knowledge of food-borne-illnesses is essential to a community kitchen. A complete list of information regarding food-borne-illnesses and their preventions are posted on the kitchen refrigerator. Guests using the kitchen are responsible for reading this information before handling any food.

Food Storage: Guests may not store food in their suite due to the attraction for pests. Cupboards are available in the kitchen for guests to store their non-perishable food items. Storage materials are not provided for leftovers; do not save food in the refrigerator that will not be used again as this can ruin cookware.

Grill: Guests wishing to use the grill to prepare food must read the *Grill Use & Cleaning Procedures* posted on the refrigerator, to be informed about how to light and manage the grill, and how to clean the grill after use. The grill is unavailable during winter.

UWP Dining Services: Minimum of 20 participants. Menu is chosen by UWP Dining Services and is based on entrees available at Glenview on a rotating bi-weekly basis. If you would like to choose your own menu, please contact UWP Catering Services for menu and pricing (see Catering next page). Rates for the Dining Services option are: Breakfast \$4.50/person and is served from 7:30am-8:30am, Lunch \$6.50/person and is served from 11:30am-12:30pm, and Dinner is \$7/person and is served from 4:30pm-5:30pm.

Catering: UW-Platteville Catering Services is available to accommodate any event. Any catered function on University property must order catering services through UW-Platteville Catering Services. Any event that supports the educational mission of the University (camps, seminars, clinics, etc.) and is sponsored by the University must order catering services through UW-Platteville Catering Services. External chefs and caterers that are paid for providing catering services are not permitted on University property. If you require catering, please inquire when placing a reservation, or you may call UW-Platteville Catering Services directly at 608-342-1249. Catering orders must be placed a minimum of two weeks in advance of reservation date. You may view a complete Catering menu with prices on the Cooper Living & Learning Center webpage at www.uwplatt.edu/LLC.

Vending: A soda machine is located in the facility for guests to purchase beverages.

DINING/LOUNGE AREAS

Dining/lounge areas are located in each of the Cooper Living & Learning Center wings. The West Lounge has semi-cushioned chairs for relaxation along with tables and chairs for dining and meetings. The East Lounge has a fireplace and large screen TV with satellite, DVD and VCR. Board games and cards are provided. All furniture must remain in its designated area. Guests may not move furniture because it has been identified as a threat to the interior structure of the facility, it is an inherent risk for personal injury, and it will prevent furniture from being damaged. Group activities that require an open space can utilize the exterior features of the Cooper Living & Learning Center away from windows, or can consider other options such as Pioneer Farm's Education Center Arena or the University's Pioneer Activity Center. A \$25 fee per room will be charged if staff must move furniture back to its original state.

Audiovisual (AV) Services: Some AV equipment is available on-site. Please inquire about availability and rental fees when making your reservation. AV requests must be made a minimum of two weeks in advance of check-in.

COURTYARD

A courtyard in the middle of the horseshoe-shaped facility offers patio furniture and a grill for guests to use. **Patio furniture may not be moved** due to the inherent risk of injury to a guest, and for damages that may occur to the furniture and structure of the patio. Grill cooking utensils and cleaning supplies are available in the kitchen. The grill and cooking utensils must be cleaned after use (please see DINING OPTIONS for more details about using the grill).

RECREATION

Fire Pit Counsel: A fire pit with surrounding benches is available for group use. Please check with Cooper Living & Learning Center staff to see if campfire restrictions are in effect before building a campfire. Firewood is provided, along with utility lighters, water buckets, and a shovel. Guests make their own fire and put it out when they are done (fire must be COMPLETELY out!). Guests using this feature are to read the *Cooper Living & Learning Center's Campfire Guidelines* posted at the front desk.

Sand Volleyball Court: A sand volleyball court is available for group use. Volleyballs can be checked out with the Front Desk Attendant.

Horseshoe Pits: There are two horseshoe pits at the Cooper Living & Learning Center for guests to use. Horseshoe rings can be checked out with the Front Desk Attendant.

Mountain Bikes: There are ten mountain bikes (single speed) available for guests to use on University property at Pioneer Farm. Guests must check out a bike lock key with the Front Desk Attendant to use a bike. Helmets are available and are strongly encouraged. Guests are to be cautious of tractors and other automobiles around the farm.

Biking/Hiking Trails: Guests are welcome to walk, run and/or bike the trails surrounding Pioneer Farm. The Cooper Living & Learning Center highly advises guests not to use College Farm Road for walking, running and/or biking.

Bean Bag Toss: There are two beanbag toss boards, and beanbags for guests to use. This equipment can be checked out with the Front Desk Attendant.

MUD ROOM

A mudroom is available at the northwest entrance of the Cooper Living & Learning Center. Guests are encouraged to use this entrance to clean themselves from mud, dirt, etc. Lockers are available for storing shoes, dirty clothes, etc. A sink is also available for washing up before entering carpeted rooms. Guests who track stains into the Cooper Living & Learning Center will be assessed a cleaning fee.

LAUNDRY

A washer and dryer are available to guests for a small fee per load. Liquid laundry detergent and fabric softener dryer sheets are provided. Access to the laundry room can be obtained from the Front Desk Attendant.

ON-SITE STAFF

Cooper Living and Learning Center staff reside in the facility during your stay, and are on-call 24/7 for emergencies. Emergency numbers and contact information are posted at each of the three courtesy phones (main entrance, kitchen, and mudroom) located in the facility.

POLICIES

On-Site Adult Supervisor for Groups/Chaperones for Youth Attendees

All groups must designate an on-site adult supervisor. This person must be 18 years of age or older, reside in the Cooper Living & Learning Center during the group's residence, and must be able to be contacted by staff, University Police and attendees. Adult supervisors will be solely responsible for their group during their stay. The Cooper Living & Learning Center does not provide chaperones, counselors, or babysitters for attendees less than 18 years of age. Individuals under age 18 must arrange for their own chaperone during their stay. Individuals under age 18 will not be allowed to check-in without a designated chaperone.

Liability Form: All guests and/or the event coordinator are required to sign the University's liability statement.

Front Desk/Receptionist Area

Equipment behind the front desk/receptionist area is off limits to all guests except authorized staff members of the Cooper Living & Learning Center.

Cleaning: An hourly fee will be assessed to guests who do not pick up/clean up after themselves.

Damages: Charges for damages will be assessed. The individual or group will be invoiced for damages incurred.

Phone Hook up

Phone jacks are available in all rooms. A \$25 connection fee applies for a new line with local service only. Only local calls may be made from this phone. This option must be placed a minimum of two weeks in advance of check-in to ensure equipment and service are available.

Long-distance Phone Calls: The Cooper Living & Learning Center does not provide long-distance phone call service and recommends that guests bring a calling card or cell phone to make such calls. There are three courtesy phones in the facility (main entrance, kitchen, and mudroom) that share the same phone line where calling card calls can be made.

Internet Connection & Wireless Access

Data ports are available in all bedrooms and lounges. Guests provide their own laptop and Ethernet cable. Any guest using the campus computing network in the Cooper Living & Learning Center (including Internet access) agree to be held liable for all interactions as outlined in the University of Wisconsin-Platteville's *Acceptable Use of Computing and Information Technology Resources*. A copy of this policy is kept on file at the Cooper Living & Learning Center and can also be viewed on the Office of Information Technology's webpage at www.uwplatt.edu/oit/acceptable_use.html. Connecting to the University's network automatically means you accept the terms of this policy.

Wireless: Access is available within the building and is available to guests who are set up for wireless capability. A password must be checked out from the Front Desk Attendant for each day of use.

Computers: A computer station is available by the front desk for guests to check email. There are no printing privileges from this computer. The Cooper Living & Learning Center does not provide printing or copying services.

Recycling

We recycle for three reasons:

1. Laws – Wisconsin and Platteville have a mandatory recycling law to decrease the amount of garbage in landfills
2. Environmental – 60 percent of our refuse is recyclable; recycling is an environmentally sound practice
3. Costs – If you don't recycle, rates will increase

Please dispose of recyclables in the appropriately labeled bins. An information sheet regarding what is and isn't recyclable is posted on the kitchen refrigerator.

Cable Hook up

Bedroom satellite television service is not available; guests wishing to view television may do so in the East Lounge. Movies are not available for purchase through the satellite service, and movie channels (HBO, Showtime, etc.) are not available. A DVD player is provided for guests choosing to watch a movie during their stay. The Front Desk Attendant can provide information and directions to a video rental store if desired; video rental store membership is typically required.

Fire Code Capacity

Fire code capacity at the Cooper Living & Learning Center is 71 guests. In the event a customer would like to place a reservation with an estimated number of guests that exceeds the fire code capacity at the Cooper Living & Learning Center:

1. The Customer will need to make arrangements for an outdoor tent capable of housing the number of guests in excess of the fire code capacity, or select a different facility capable of housing the Customers' estimated number of guests
 - a. Tent Installation Procedures must be followed (see *Tent Installation Procedure* below)
 - b. A fee of \$2 (two-dollars) per guest over the fire code capacity will be assessed to cover the costs of opening extra bathrooms in the facility (toilet paper, paper towel, soap and cleaning), cleaning costs associated with high traffic flow throughout the facility, and the scheduling of extra staff to supervise the event.
 - c. Normal room rental rates apply
 - d. Before/After Business Hours fee apply
2. In the event that the customer does not provide an accurate estimate of the number of guests and it is discovered the fire code capacity is exceeded, a fee of \$5 (five-dollars) per guest over the fire code capacity will be assessed.
3. The Cooper Living & Learning Center does not condone exceeding the fire code capacity for the facility. This policy was set in place to address future incidents where the fire code capacity for the facility is unexpectedly exceeded.
4. All requests for exceeding the fire code capacity at the Cooper Living & Learning Center are subject to approval by the Cooper Living & Learning Center Manager and/or the Director of University Centers and/or the Assistant Chancellor for Student Affairs.

Tent Installation Procedure

When a tent needs to be set-up at the Cooper Living & Learning Center, the following procedure shall be followed:

1. The customer must have a reservation at the Cooper Living & Learning Center to use the space.
2. The customer must notify the Cooper Living & Learning Center that he/she intends to have a tent set-up on the Cooper Living & Learning Center property.
 - a. This must be reflected on the customer's reservation
 - b. The customer will be given a copy of the University of Wisconsin-Platteville's Tent Policy. A copy of this policy can be found on-line at http://www.uwplatt.edu/business/policies/tent_policy.html
 - c. The customer will be given the Cooper Living & Learning Center's "Tent Installation Guidelines and Waiver" form to review and sign, and will be kept on file.
3. The customer must schedule a meeting with the Cooper Living & Learning Center Manager to mark on the property where the tent is to be located.
4. The customer must make contact with
 - a. The University's electrician two weeks in advance to have the area checked for electrical wiring
 - b. Digger's Hotline one week in advance to have the area checked for electrical wiring
5. The customer makes their own arrangements with the vendor for the tent to be set-up no earlier than 24 (twenty-four) hours prior to the start of the event.
 - a. It is the customer's responsibility to meet the vendor to ensure the tent is set-up in the location specified. The Cooper Living & Learning Center is not responsible for showing the vendor where the tent is to be located.
 - b. The event start time on the customer's reservation confirmation will serve as the official 24 hour time period.
 - c. If the tent is set-up earlier than 24 hours prior to the start of the event a fee of \$20 per hour will be assessed.
6. The customer makes their own arrangements with the vendor for the tent to be torn down no later than 24 hours after the conclusion of the event.
 - a. The event end time on the customer's reservation confirmation will serve as the official 24 hour time period.
 - b. If the tent is torn down later than 24 hours after the end of the event a fee of \$20 per hour will be assessed.
7. The customer accepts all responsibility for payment, set-up, teardown, damages, and injuries resulting from the use of tent equipment.
8. It is the customer's responsibility to meet with any vendors, electricians or other parties involved with the tent installation.

Key Not Returned/Lost Key

It is each individual's responsibility to ensure that the key given to them is returned to the Front Desk upon checkout.

1. In the event that a key is not returned to the Front Desk before the end of the day on the customer's checkout date there is a penalty of \$20 per day the key is not returned.
2. In the event the key is not returned seven days after the customer's checkout date, it will be assumed that the key is lost and the locks at the Cooper Living & Learning Center will be changed.
3. For a lost key, the customer will be subject to the \$20 per day fee along with a \$50 charge per key to cover the costs of changing locks at the facility.
4. If the key(s) are found after the seven-day time period, all fees will still be applicable.

EMERGENCIES

Phone Numbers

If you need to be contacted during your stay at the Cooper Living & Learning Center, please have them call the Front Desk at 608-342-1296, or any of the three courtesy phones in the facility at 608-342-1297 (main entrance, kitchen, and mudroom).

Courtesy Phone Dialing Instructions

When dialing on-campus numbers with the prefix "342" you need only to dial the last four digits from the courtesy phone. You must dial "8" to dial an off-campus number with the prefix "348" from the courtesy phone. You must dial "9" and then begin with "1" for toll free numbers from the courtesy phone.

	<u>Courtesy Phone</u>	<u>Regular Phone</u>
Front Desk	1296	(608) 342-1296
Courtesy Phone	1297	(608) 342-1297
University Police	1584	(608) 342-1584
Platteville Fire Dept	9-348-2313	(608) 348-2313
Emergency	9-911	911
Toll Free	9-1-XXX-XXX-XXXX	1-XXX-XXX-XXXX

Emergency contact information is also posted at each Courtesy Phone. You are at: 29510 College Farm Road, Platteville, WI 53818.

Illness/Injury

The Front Desk is equipped with a first aid kit for minor needs only. All illness/injuries must be reported to the group supervisor.

Medical Emergencies

In case of an emergency dial 911 for an ambulance. The closest hospital is Southwest Health Center, 1400 East Side Road, Platteville, WI 53818; 608-348-2331. Please see page 12 for directions to the hospital.

Fire

In case of a fire, pull the fire alarm, leave the building in the safest and most direct route and then dial 911. Remain outside of the building until directed by the proper authorities.

Tornado/Severe Weather

The Cooper Living & Learning Center staff have a weather radio as an alert to severe weather situations. When a Severe Weather Watch or Warning is issued guests will be notified. When a Tornado Warning is issued all guests must immediately seek shelter in any of the bathrooms in the Cooper Living & Learning Center and stay away from open areas with windows. Kneeling on the floor with your head in your lap and arms covering your head will protect you from most debris. Cooper Living & Learning Center Staff will let guests know when it is safe to leave their emergency shelter.

RULES & REGULATIONS

Guest Conduct

Guests who violate University and/or established Cooper Living & Learning Center policies are subject to disciplinary action by the Cooper Living & Learning Center Manager. Local, State and Federal laws will be enforced.

Disorderly Conduct

Appropriate behavior is key to community living. Wisconsin Administrative Code (Conduct on University Lands, Chapter UWS 18) (30) DISORDERLY CONDUCT. No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in University buildings or on University lands.

Obstructing/Threatening Staff

It is a violation to interfere with or obstruct any University employee or officer engaged in the lawful performance of duties. It is also a violation to attack, physically abuse or threaten to injure, or intimidate a member of the University community or guest. Violators may expect prompt disciplinary action by the University. Criminal charges may also be filed in response to incidents of this type.

Building Security

Cooper Living & Learning Center staff will coordinate efforts with guests to determine appropriate times to lock the building if needed. The building is typically locked at 11pm and unlocked at 8am.

Room Security

For the security of your belongings, please lock your door when you leave your room.

Thermostats

Thermostats are located in various areas of the Cooper Living & Learning Center. Staff will coordinate with guests to ensure that everyone is at a comfortable temperature level. Any damages or tampering with the thermostats will result in a minimum \$50 fine.

Alcohol Policy

State law in Wisconsin prohibits anyone under the age of 21 from possessing or consuming alcohol. Individuals who are of legal drinking age may consume alcohol responsibly in the Cooper Living & Learning Center, on the patio and recreation areas. Staff reserve the right to contact the proper authorities when activities associated with alcohol become out of control and/or individuals have become irresponsible for their actions. All containers must be put in the appropriate recycle bins.

Smoking/Use of Tobacco

Smoking is prohibited in all University buildings. Individuals who are 18 years of age and older may smoke and/or use tobacco products 25 feet away from any designated building. Damage and/or cleaning charges will be assessed to groups/individuals for the problems associated with this issue (i.e. carpet burns, chew residue, picking up cigarette butts, etc.).

Drugs

Illegal drug use is a violation of Wisconsin State Laws. Therefore, the use, possession, distribution, or sale of drugs in violation of Federal or State laws is prohibited. Anyone involved in any drug-related action, whether it occurs within the Cooper Living & Learning Center or anywhere on University property, will be subject to disciplinary action by the University and/or civil authorities.

Smoke Detectors

In compliance with Wisconsin statutes, each room is furnished with a photoelectric smoke detector. These smoke detectors are designed to protect your life. According to Wisconsin statutes, there is a fine for tampering with these smoke detectors. If you think your smoke detector is not working properly report it immediately to the Front Desk Attendant.

Fire Systems

Tampering with fire systems, fire fighting equipment and/or emergency call systems is prohibited.

Noise

Excessive noise levels on the facility will not be tolerated. Quiet hours are 11pm through 8am the next day. Guests will be warned once. If guests do not cooperate the proper authorities will be called to control the situation, and/or a citation will be issued, and/or a fee will be assessed.

Infants

The Cooper Living & Learning Center does not provide cribs, play pens, or strollers for infants.

Items not allowed

Pets/animals, fireworks, candles, incense, guns, knives, etc., or other items with open flames, and any type of weapon are not allowed in the building.

Windows/Screens & Doors

Removal of or tampering with windows and screens is prohibited and is subject to repair and/or replacement charges. Guests are to leave windows and doors closed to keep cooling and heating costs at a minimum, and to prevent pest infestation. The two sets of exit doors in the hallway that connects the East Lounge to the West Lounge are not to be opened during the winter months. During the winter months, these doors are emergency exits only.

Antennas

No external antennae of any form may be attached to or extend from any building window due to possible danger from electrical storms, as well as defacement of, or damage to the building.

Carpeting

All rooms are carpeted. Charges will be assessed for carpet burns, tears or stains, which occur during your residence. The use of any type of tape on the carpet is prohibited.

Walls

The use of any type of tape, thumbtacks, and/or nails on the walls is prohibited.

Halogen Lights

Because of the significant danger of fire, all forms of halogen lighting are prohibited within the building.

Snow Removal

In the event of a heavy downfall of snow, guests may be delayed for travel until the parking lot and road have been plowed. Guests who are determined to travel before the parking lot and road have been plowed, leave at their own risk.

Sports

Sports (i.e., ball throwing, running, jump roping, etc.) are not allowed in the building. Group activities that require an open space can utilize the exterior features of the Cooper Living & Learning Center away from windows, or may choose other options such as Pioneer Farm's Education Center Arena or the University's Pioneer Activity Center.

Human Waste Cleanup

If staff must clean human waste materials such as vomit, blood, urine, etc., a minimum fee of \$15 will be assessed to the guest. Particular equipment must be used in cleaning up of blood-borne pathogens. Damages will be assessed.

Suite Entry

Authorized personnel may enter a room for reasons of health, safety, general welfare, or to make necessary repairs to the room and/or room equipment. Insofar as possible, advance notification will be given. No room will be searched except by appropriate legal agencies with a warrant or with permission, or as noted below. However, in case of emergency circumstances, authority to enter or search without a warrant may be granted in written form by the Chancellor or designee. This action will only be taken when circumstances warrant immediate intervention as a means of protecting the safety and welfare of persons or property. The University as landlord retains the right to enter rooms for maintenance purposes. Maintenance requests will be considered to be permission to enter. In such cases, no notification of entry will be given. For purposes of health and sanitation inspection, a 24-hour written notification will be given to guests. Guests should be aware that Cooper Living & Learning Center staff might enter a room to turn off an annoying alarm, an unattended stereo, or to close a window. In cases of this sort, as well as life-threatening emergencies, at least one guest or staff member will accompany the staff member when possible.

Energy Conservation

In order for us to continue to offer our current rates, please consider the following efforts to help keep energy costs at a minimum: turning off TV, stereo, faucet, and lights before leaving a room; keeping windows and doors closed.

Programming/Activities

The University offers many programming and activity opportunities. Please inquire when making reservations.

SOUTHWEST HEALTH CENTER DIRECTIONS

Directions from Cooper Living & Learning Center:

1. Head WEST on COLLEGE FARM ROAD towards Platteville (turning right out of the Living & Learning Center driveway)
2. Turn RIGHT on WI-80/81 NORTH
3. Turn RIGHT on to Enterprise Road
4. Turn LEFT on to East Side Road and arrive at Southwest Health Center, 1400 East Side Road, Platteville, WI 53818.

The hospital will be on your left with the emergency care located on the right side of the building as you approach it.

COOPER LIVING & LEARNING CENTER DIRECTIONS

From the North:

- From Lancaster follow 81 South through the city of Platteville
- From Livingston follow 80 South through the city of Platteville

Take a left on the first road after the 151 bypass; you will be heading East on College Farm Road for approximately three miles. Turn left at 29510 College Farm Road (there's a large sign by the driveway that says Cooper Living & Learning Center)

From the South:

- From Cuba City take 80 North to College Farm Road
- Turn right on College Farm Road; heading East

Follow College Farm Road until you reach 29510 (there's a large sign by the driveway that says Cooper Living & Learning Center)

From the West:

- From Dubuque take 151 East to Platteville
- Take exit # 19 for Hwy 80/81; turn right onto 80/81 heading South

Take a left on the first road you approach, you will be heading East on College Farm Road for approximately three miles. Turn left at 29510 College Farm Road (there's a large sign by the driveway that says Cooper Living & Learning Center)

From the East:

- From Madison take 151 West to exit # 26 for Belmont
- Turn left heading southeast into Belmont on CTH G that turns into STH 126.
- At the only Stop Sign you will approach CTH XX, turn right heading west on CTH XX
- Turn left onto CTH X heading south
- Turn right onto College Farm Road heading West

Follow College Farm Road for approximately 1 mile until you reach 29510 (there's a large sign by the driveway that says Cooper Living & Learning Center)

SUGGESTED LIST OF THINGS TO BRING

Items not provided that may make your stay more comfortable:

- Hangers for closet
- Shower Sandals
- Personal Hygiene Products
- Hair Dryer
- Iron
- Ironing Board
- Napkins
- CDs
- DVDs
- Book/Magazine
- Calling Card
- Cell Phone
- MP3 Player
- VHS videos
- Snacks
- Laptop
- Change for vending machine