

**Student Activities Registered Student Organization Activities:  
Laws, Policies and Good Practices for Lodging/Overnight Stays**

The Department of Student Activities at the University of Connecticut believes that all student organization members who participate in lodging/overnight stays should be provided with a safe, secure, and hygienic environment while away from University Housing or their own housing. This list serves as a guide for our students and volunteers who participate in lodging/overnight stays while involved with a student organization.

**Definitions**

Overnight – A stop or stay lasting over the course of at least one evening.

Lodging – A place in which someone lives or stays temporarily. A room or rooms rented out to individuals. Individuals will stay in lodging overnight.

Facility – A space or equipment necessary for doing something. A place where an activity will occur.

Participant – Any University of Connecticut affiliate (i.e. a UConn student or their invited guest), who is rightfully utilizing lodging for an overnight stay.

**Policies**

- All participants must follow all state and federal laws and regulations.
- The Student Code of Conduct applies both on and off campus for UConn students.
- All participants are individually responsible for their personal conduct while on the trip. The University has no obligation to protect them from the legal consequences of their actions.
- No narcotics, illegal drugs, or other illegal controlled substances may be in the possessions of, or used by, any person engaged in the trip.
- Students with disabilities must always be permitted to participate in trips, and trips should be arranged in ways that reasonably accommodate them. Full consideration should be given by investigating the accessibility of the destination as well as transportation resources.

**Clery Act Information:**

- According to a law known as the Clery Act that pertains to student safety, if a student organization is lodging at an off campus facility overnight, the student leaders of the organization **must** e-mail the following information to [clerycompliance@uconn.edu](mailto:clerycompliance@uconn.edu) and CC: [offcampusactivities@uconn.edu](mailto:offcampusactivities@uconn.edu):
  1. Full name of the student organization.
  2. Address of the facility to the University of Connecticut's Clery Officer.
  3. The dates the organization will be staying overnight.
- Currently, the Clery Officer is Lauren Barrett, and her office is in the police section of the Campus Security Building. For questions, you may use the above e-mail address or call her at (860) 486-5181.
- The Clery Officer may be able to provide your organization with details of risks specific to that area.

**Financial:**

- Due to financial policies, non-UConn students may not utilize any accommodations that are paid for using University of Connecticut funds. This includes trustee/fee-funded group monies.

## Good Practices

Student organization sponsored activities, or activities sponsored by other organizations in which student organizations participate, that include lodging/overnight stays shall have in place, enforce, and make available (in advance) to the participants, information that addresses the following areas:

### Facility General Needs:

- The Facility is able to house the amount of people that will be on the trip.
- The Facility cost is within budget (i.e. the student organization can fulfill its financial obligation to the facility).
- The Facility must specify their rules regarding sleeping arrangements and use of space (if any).
- The Facility serves hygienic needs appropriate for duration of stay (bathrooms, kitchen, etc.).
- The Facility must be entirely accessible to individuals with disabilities.
- The Facility has a comprehensive plan for emergencies that is accessible and available to all participants and organization advisors; the student organization will keep this “for the record.”

### Safety/Security General Needs:

- If there are no other groups using the facility, the building/space being used must be able to be locked.
- If other individuals may be in the facility, seek out lockable spaces (lockers, storage facilities, etc.) that are only accessible to UConn participants.
- Please be sure to have comprehensive travel arrangements for all traveling that may be done.
- Be careful about publicly disclosing the location of where you will be staying, including on social media.

### Billing/Finance:

- Be sure to secure funding prior to making any arrangements and follow all the protocols associated with that funding source.
- Do not put group’s lodging expenses on an individual’s personal credit card unless participants have paid that person in advance.
- Student Activities recommends participants find out if their insurance plans cover medical emergencies that may occur on the trip in the particular area(s) they will be traveling through and staying.

### Other Guidelines for Good Practices:

- Check reviews on sites such as Trip Advisor or Yelp to verify the facility is able to provide appropriate accommodations consistent with the purpose of the trip and find out features of the surrounding area.
- If using airbnb for overnight stays, check the reviews online prior to booking to ensure you book appropriate accommodations for participants.
- Rather than leaving a facility at a very late hour, look into providing overnight lodging for participants.

This policy supplements and does not supersede any other organizational or legal requirements.

**Sources:** Student Activities Community Outreach Alternative Breaks Housing Criteria (2014); University of Connecticut Undergraduate Education Field Trip Policy