

Step 4: Planning

These policies must be adhered to for a person to be approved as an Overnight Visitor.

Requirements:

- An Overnight Visitor must be at least 18 years old and not be associated with the conference.
- The Overnight Visitor must accompany a registered conference attendee who is designated on the roster as a participant, staff member or guest.
- The Overnight Visitor must be included on the conference roster and the dates of their stay must be indicated.
- Residential facilities differ in room and bed configurations and not all residential facilities are suitable for an overnight visitor. The Overnight Visitor must stay in the same room as the conference attendee. Appropriate accommodations for an Overnight Visitor cannot be guaranteed.
- An Individual Liability Waiver must be signed by the Overnight Visitor. The Overnight Visitor agrees to indemnify, defend, and hold harmless the University from any injury, loss or liability whatsoever.

Payment:

- The Overnight Visitor rate will be the same as the contracted nightly rate for conference attendee.
- The Overnight Visitor charges will be billed to the Conference program.
- The Overnight Visitor will be issued a room key and fob. If lost or not returned to the Conference Housing Service Center, Conference Organizer will be billed the lost key and fob fee.
- The Overnight Visitor will not be required to take meals with the Conference program. Guest meal tickets can be issued by the associated conference.
- A penalty will be applied if the Overnight Visitor is not included on the roster, and it is later confirmed that they have been staying in the residence. The nightly charge for the Overnight Visitor will then be double the nightly rate that would have been charged had they been listed on the roster.
- The Overnight Visitor's stay does not count towards the minimum guarantee for the conference.

Conference Liability:

- The Conference Organizer assumes the same liability for the Overnight Visitor as it does for its own attendees.
- The Conference Organizer is responsible for the Overnight Visitor adhering to all policies related to the conferences by Stanford University.
- Staff members of youth programs having a supervisory role are required to have background checks. Though not required for the Overnight Visitor who does not have supervision responsibilities, having the Overnight Visitor background checked may be in the interest of the Conference Organizer if they are in the residence with youth.