

## Texas Conference Registration Policy

Participation in Texas Conference United Methodist Women's events is open to all who register. Worship experiences, educational activities and workshops are developed to enhance the events planned. The purposes of the events are to inspire, invigorate, and educate in Mission Service and programming that will transform the lives of all who attend in a creative atmosphere conducive to learning, worship, and revitalization.

The following registration guidelines are required for leadership of the event as well as leadership of the facility to plan for your comfort and safety as responsible stewards:

1. All participants are required to register in advance of the event whether attending for day only or overnight.
2. A \$25.00 late fee will be charged to "walk-ins" who have not registered prior to the day of the event.
3. Health Form information must be completed for all participants of events held at the Lakeview Methodist Conference Center. (Note: Health information is used for emergency purposes only.)
4. Participants attending day only are required to pay meal expense in addition to a registration insurance fee in advance to avoid extra late fees.
5. Parents are required to sign a permission form for their children attending with other adults.

### **Housing**

6. First Class Housing is limited but available on a first come, first served basis after housing is secured for leadership.
7. First Class housing notification is secured upon assignment of a confirmation number by the registrar.
8. Dormitory housing confirmation is available by enclosing a self-addressed, stamped envelope or by providing an email address.
9. Linens are provided for First Class Housing.
10. Participants staying in Dormitory Housing must provide linens. A fee is required for rental of linens for dormitory housing. Rental Linens are limited.
11. Participants with special needs must indicate needs when registering.
12. Request for refunds must be made in writing to the Conference Treasurer, pending approval in accordance with the conference policy.
13. All persons registering after the deadline are charged a late fee.
14. Two persons are assigned to First Class Rooms unless the party requests additional persons.

### **Conduct and Safety**

15. All participants must adhere to the General Policies regarding Safety and Disorderly Conduct.