

# **UTAH SCHOOLS FOR THE DEAF AND THE BLIND**

## **OVERNIGHT VISITOR PROCEDURES**

We hope that your stay with us is comfortable. Listed below is some information you will find useful. The Residential Services facilities may be scheduled and are available based on the following priorities: students, staff, other organizations or agencies serving persons who are deaf and/or blind, other educational and related service agencies, community organizations, private non-profit organizations, or the public. Please fill out an overnight visitor request form. The request form should be submitted to the Residential Services Secretary at least two weeks ahead of any stay.

**COST:** The Superintendent of USDB will make this decision based on the fee schedule which is available upon request. The Superintendent will indicate if guests are required to pay for housing, and if so, how much.

**BLACK OUT DATES:** USDB campus is used to house some of our students. We will not be able to accommodate any visitors when the students are on campus. Students arrive Sunday night at 6:00PM and depart Friday Morning at 8:30AM. We can accommodate rooms on the weekends, summer, and/or any school breaks.

**LAUNDRY:** Washers and dryers are located in the closets in the kitchen area of the cottages, and found in the laundry room outside of North and South housing units. You are welcome to use them.

**LINEN:** Your room should be ready for you upon arrival, with fresh sheets and towels. Should you need to change your linen or need more towels during your stay, call extension 4840 and leave a message. You may also ask Residential Services staff members for assistance. Upon departure, please strip your bed and leave your linen in a bundle on the kitchen floor. Leave the blanket, pillow, bed pad, and bed spread folded on the bed. Leave dirty towels on the kitchen floor also.

**TELEPHONES:** There are telephones located in the living room area in all cottages and housing units. To make a local call, dial 9+ the number. To make a long distance call use credit card, collect, or a calling card. Telephone books are on in the desk near the telephones. Emergency telephone numbers are posted near the phones.

**COOKING:** Kitchen facilities are available for your use. Feel free to use the facilities, but please clean up afterwards and put away anything you have used. Please clean out anything from the refrigerator that you brought.

**BUS:** The UTA bus runs by USDB every hour. For specific schedules, contact UTA at 1-801-621-4636.

**KEYS:** You will receive a key that fits the outside door to the building in which you are staying. Please relock the building after you enter or upon leaving. At the end of your stay, please leave your key in the key box outside room E-175 in the residential hall or with the Residential Services secretary. If you lose your key or do not return it, you may be charged a replacement fee of \$10.00.

**SHOPPING:** There is a Smiths grocery store located at the corner of 12<sup>th</sup> St. and Harrison Blvd. A wide range of fast food restaurants can be found on 12<sup>th</sup> street and Washington Boulevard. There is a convenience store/gas station five blocks north of USDB.

**BEDROOMS:** Some of the rooms in the cottages belong to our USDB residential students and will not be used. Please respect their privacy and stay out of the rooms that are not assigned to anyone.

**CLEANING:** Please take out any garbage that you may have. The large garbage can is located on the Southeast end of the school. Generally look over the unit, leave it the same way you found it. If you took it out, put it back. Straighten up anything that was moved. If needed, vacuum the cottages. The vacuum is located in the hall closet. Make sure all personal items have been removed from the bathrooms, etc.

**SMOKING:** We are a smoke free campus. Please make sure you do not smoke on campus. You can walk up to the front of the school along side the road but need to be off the property.

**ALCOHOL:** This is a State agency therefore alcohol is **STRICTLY PROHIBITED** on school premises.

If you have any questions or concerns while visiting, please feel free to contact any of the following staff members. All staff will be out of the office on the weekends so cell phones will be the best contact number to use.

## **CONTACT INFORMATION**

<b>Trena Roueche</b>	<b>Director</b>	<b>Office- 801-629-4722 Cell- 801-920-8768</b>
<b>Wade Hester</b>	<b>Assistant Program Specialist</b>	<b>Cell- 801-564-5920</b>
<b>Jacci Parkinson</b>	<b>Secretary/Lead</b>	<b>Office- 801-629-4840 Cell- 801-458-4985</b>
<b>John Byrnes</b>	<b>Lead</b>	<b>Office- 801-629-4841 Cell- 801-499-0602</b>
<b>Julia Hall</b>	<b>Lead</b>	<b>Office- 801-629-4841 Cell- 391-2628</b>

