All Festival participants and their parents/guardians must read and abide by these rules, and must sign the agreement indicating their understanding and consent.

**Security and Insurance**
The Michigan Youth Arts Festival and Western Michigan University assume no responsibility for loss or damage to clothing, valuables, or other personal property, including money; nor do they carry insurance to cover either personal loss or any loss a participant may be responsible for through negligence or accident. Participants causing any damage to Festival or University property will be responsible for reimbursing the Festival or the University for costs to repair such damage.

**Building Lockup and Security**
For the safety of all participants, the dormitories will be locked at 11:15 p.m. on Thursday and Friday. Visitors will not be permitted in the residence hall after the doors are locked. Once the building is locked, participants must shortly be in their own rooms with lights out. It is expected that participants will remain in their own rooms from the time the building is locked until 7 a.m.

Once a student has checked into the Festival, it is expected that the student will remain on the premises. In the event of an emergency, it is the participant’s responsibility to notify either the Festival Director or the discipline coordinator if the participant needs to leave.

**Room Checks**
Shortly after the residence hall doors are locked, room checks will be conducted by Michigan Youth Arts staff. Participants must be in their assigned room at that time and must remain there for the remainder of the night.

**Entering Rooms**
The Michigan Youth Arts Festival staff and Western Michigan University security officers reserve the right to inspect a participant’s room if they have reason to believe that established health and/or safety regulations are being violated, that there is a threat to the safety or well-being of the room’s occupants or other participants, or that the occupants are violating a Festival rule or regulation.

**Rules**
The following behaviors are strictly forbidden:
- Use or possession of alcoholic beverages, illegal drugs (barbiturates, amphetamines, hallucinogens, marijuana, narcotics, or similar drugs), drug-related paraphernalia, fireworks or other explosives, weapons, or other dangerous or illegal substances in any building or on any property owned or controlled by the University.
- Tampering with fire alarms, fire-fighting equipment, elevators, or other safety and security equipment in any building or on any property owned or controlled by the University.
- Intentional damage to or theft of university or personal property, including the removal of screens or windows.
- Deliberate physical harm or intent to harm self or others.
- Entering the room of a member of the opposite sex after the building is locked or being in the room of a member of the opposite sex with the door closed.
- Being outside of the residence hall or the assigned room between the time the front doors are locked and 7 a.m. the next morning.
- Burning of candles, cooking, smoking or other activity that may compromise health and safety regulations in the residence halls.

**Cancelation Policy**
Please remember that Michigan Youth Arts is a not-for-profit organization. While donations are important, registration fees cover the bulk of our costs, most of which we incur in advance. Additionally, your selection as a Festival participant means that someone else was not able to attend. Therefore, our cancellation and refund policies are strictly enforced. In the event you must cancel your MYAF registration, you may request and receive a refund as provided below:
- You must submit a cancellation notice requesting a refund (a “Cancellation Notice”) via email to jennifer@
michiganyoutharts.org.

- The first $50 of your registration fee is non-refundable; if your registration fee is less than $50, no refund will be issued.
- Refunds, if any, will be issued in the same manner payment was made.
- Cancellations due to student illness or accident at any point prior to Festival start date require a physician’s written verification. Upon receipt of verification, we will issue a full refund (not including non-refundable $50 registration fee).
- For cancellations due to reasons other than illness or accident, including but not limited to personal reasons, we will issue a full refund (not including non-refundable $50 registration fee) as follows:
  - 50% of remaining tuition aid will be refunded if the Cancellation Notice is received no later than two weeks prior to Festival start date; and
  - No tuition paid will be refunded if the Cancellation Notice is received less than two weeks prior to Festival start date.
- Students who leave during the Festival, except in the case of illness or injury, will not receive a refund.

**LGBTQA Policy**

The Michigan Youth Arts Festival is a welcoming community that embraces a diversity of life experiences and fosters connections, communication, and support among our participants. In alignment with our values, vision and mission, Michigan Youth Arts welcomes all applicants, regardless of their sexual orientation or gender identity, as full participants in the Festival. We are committed to promoting a safe and respectful environment for lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth at the Festival and every attempt will be made to give LGBTQ students -- as well as youth from all backgrounds -- safe and comfortable housing assignments.

**Anti-Harassment and Cyberbullying Policy**

The Michigan Youth Arts Festival is committed to providing each student with a safe, fun and healthy environment. To ensure the best possible experience for each student, all students who participate in the Michigan Youth Arts Festival have the responsibility of showing respect for the rights and human dignity of their fellow students. For this reason, The Michigan Youth Arts Festival has a zero tolerance policy for students engaging in any behavior that can reasonably be construed as bullying, cyberbullying, or harassment. Bullying, cyberbullying or harassment may consist of verbal, nonverbal, or physical conduct designed to threaten, intimidate, or coerce other students to the extent that the conduct is regarded as unwelcome, impairs the student’s performance at or enjoyment of the Festival, or creates a hostile Festival environment. Examples of such bullying, cyberbullying, or harassment conduct include, but are not limited to: offensive epithets; name calling; slurs or negative stereotyping; threatening, intimidating or otherwise hostile acts; jokes or written/graphic material that denigrates or shows hostility or dislike toward an individual or group; fighting; belittling and/or any other attempts to embarrass or harm another student or group of students.

Thereby, harassment, intimidation or bullying, and acts of cyberbullying by students, staff and third parties toward students during the Festival, or in association with Festival activities, is strictly prohibited. Furthermore, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion from current and/or future Festivals.

False charges that any student has violated this policy shall also be regarded as a serious offense and will render any student who is found to have made such false charges subject to discipline as if that student had violated this policy.
The Michigan Youth Arts Festival strongly encourages students to adhere to this policy not only during the pendency of the Festival, but also to continue to refrain from engaging in conduct that violates this policy at all times after the conclusion of the Festival. The Festival reserves the right to refuse admission to future Festivals to any student who is found to have committed any such conduct after the conclusion of the current Festival.

**Consequences of Violations**

Violations of any of the stated Michigan Youth Arts Festival Rules and Regulations will subject the participant to dismissal from remaining Festival activities. A dismissed participant will be required to call his/her parent(s)/guardian(s), who must pick up the student immediately. If the participant is a member of a group or ensemble, the ensemble/group director will be notified immediately. In the case of dismissal, a letter will be sent to the participant’s school administration, which could jeopardize the school’s involvement in future Festivals. If the infraction constitutes a violation of the law, the appropriate authorities will be notified. If a student is dismissed, he/she will forfeit all rights to any Festival refund.

**Participant Housing**

Student participants and chaperones will be housed in gender-specific residence halls. All rooms accommodate 2 persons. Shared shower/toilet facilities are located on each floor. We do our best to accommodate roommate requests; however, both participants must make the request during online registration for it to be honored. Please do not practice in your room between 11 p.m. and 8 a.m. so those trying to sleep are not disturbed. Directions to dorms, performance halls and dining facilities will be clearly marked.

**Student Staff**

In addition to teachers, directors, and adult chaperones who will reside in the halls with participants, staff are hired to patrol the hallways at night. These staffers wear special Festival t-shirts so they are easily identifiable as resource personnel.

**Participant Check-In & Check-Out**

Thursday: Check-in 9 a.m. to 6:30 p.m. in Siedschlag Hall (female dorm)
Friday: Check-in 7 a.m. to 5 p.m. in Dalton (Festival headquarters)
Saturday: Check-out at dorm front desk by 5 p.m.
Peak check-in times are 10:30 a.m. - 12:30 p.m. and 4:30 - 6:30 p.m. on Thursday. Expect lines and keep track of your time. If you need to leave to go to rehearsal, you can check in after your practice session ends.

**Conference Packets**

Participants will receive information packets at check-in. Included in the packet will be discipline-specific schedules, a campus map, a schedule of public performances and events, a Festival program, and a name tag.

**Tickets**

All public performances at the Michigan Youth Arts Festival are free of charge and require no tickets for entry. There is no late seating during performances.
Important Phone Numbers:
Hours: 9 a.m. - 5 p.m. (269) 387-5815
Reception Desk (males): 6:30 a.m. - 1 a.m.
Reception Desk (females): 6:30 a.m. - 1 a.m.
University Police (24 hours): (269) 387-5555

Room Checks
Room checks will be done by the staff and chaperones on Thursday and Friday nights after the residence halls are locked at 11:15 p.m. They will have a floor roster and confirm that all students are accounted for and in the proper rooms. Be sure you’re there by 11:15 p.m.!

Parking
Parking permits for all 3 days of the Festival are available for $10 when you check in. With a WMU permit, you may park in any employee or student lot. Guest permits may not be used in handicap, reserved or “director” spots. School buses should drop off students and then park in the Lawson Ice Arena lot (lot #64).

The Miller Auditorium parking ramp is FREE for the duration of MYAF! Day-only Festival participants, family members, and teachers are advised to park there (you may ignore the meters).

Linen
Due to concurrent events on WMU campus, there will be limited linens available for MYAF participants. Therefore, each student is advised to bring his or her own XL Twin sheets, blankets, towels, washcloths, and pillows. Participants will be expected to make their own beds. There will be a charge for missing WMU linen.

Keys
Turn in keys at the end of the Festival to the residence hall reception desk. The charge for lost keys is $75 and it is your responsibility to pay this fee during check-out.

First Aid
Students in need of medical attention will be taken to Sincduse Health Center or Bronson Hospital. It is imperative that the Health Permission Form be completed by every participant regardless of age and returned with the registration materials. Indicate on the health form if you have special needs.

Student Social
Following Friday night’s performances there will be a reception with a Jazz Combo performing for students and chaperones. Join us for pizza and ice cream.

Festival Tee Shirts and Souvenirs
Festival tee shirts and souvenirs will be on sale at Festival HQ in the Dalton Center all day Thurs., Fri. & Sat. Tee shirts are $15. Pick up pre-orders at registration on Thursday, or Festival HQ for the rest of festival.

Help Support MYAF
Your financial contribution will help support the Festival and Michigan’s young artists. Michigan Youth Arts is a nonprofit, tax-exempt, 501(c)(3) organization. Your gift is tax deductible as allowable by law. Checks may be made payable to Michigan Youth Arts.

☐ I have read and acknowledge understanding of these rules and this agreement. My signature here indicates agreement with everything in this document.

Signature __________________________ Date __________

Michigan Youth Arts | (248) 545-9200 | michiganyoutharts.org | jennifer@michiganyoutharts.org