Camp and Conference Reservations

Original Implementation: 1987
Last Revision: October 22, 2012

Each year Stephen F. Austin State University is host to a variety of camps, clinics, workshops and conferences on the main campus. To facilitate the many and varied requests of these groups, the coordinator for university reservations and conferences (coordinator), is available to assist camp directors in arranging housing, meal tickets, meeting space, insurance and banquets. A camp, as referred to in this policy, refers to all special programs, camps and conferences.

Eligibility

Any camp or conference requesting use of university facilities must have a university sponsor. It is the responsibility of the university sponsor to ensure that programs and activities conducted in the student center or at other locations on the university campus are in compliance with the Americans with Disabilities Act and the SFA Campus Programs for Minors guidelines.

Age of Participants

Camp participants under ten (10) years of age are not permitted to stay overnight in the residence halls unless accompanied by parents and under close supervision at all times.

Request for Camp/Conference Facilities

Camp directors must submit a completed Camp/Conference Reservation Contract at least sixty (60) days prior to the start of the camp to the coordinator to request the use of university facilities. An estimated number of attendees (including counselors and directors) for the camp must be included on this form. Housing, meal cards, meeting space and other requests will be reserved according to the stated needs on this form. Completion and return of these forms as early as possible will help assure that each specific need will be met. Some areas are limited and will be supplied on a first-come, first-serve basis. A packet containing passes, tickets, insurance forms and instructions will be assembled and should be picked up at the coordinator's office two (2) weeks before the scheduled camp date.

Insurance Requirements
It is the responsibility of the university sponsor to provide documentation to the coordinator to ensure that each group has appropriate liability coverage. All non-credit participants must be insured. A per camper fee will be assessed at the completion of the camp and included on the invoice for camp expenses. A list of names of all participants to be insured must be submitted to the office of the coordinator on the first working day of the camp session. Completion of insurance forms is the responsibility of the university sponsor/camp director. Forms returned because of insufficient information are also the university sponsor/camp director's responsibility.

**Health Clinic**

A university Medical Release and Consent Form must be completed and signed by the parent/guardian of each camper under age 18. Neither the university health clinic nor local hospitals will treat a minor student without this release form in hand. The camp director is responsible for having these forms signed and readily accessible at all times in case of an emergency.

Insurance claim forms are available from the coordinator as needed. The attending SFA health clinic physician/professional will forward the claim form to the insurance carrier following a medical visit. In the event that a camper requires treatment at a local hospital, the insurance claim form must be returned to the coordinator to ensure correct processing of the claim. No claim will be processed without the signature of a camp official.

A camp official must accompany a student camper to the university health clinic, local hospital emergency room or pharmacy.

**Emergency Phone Numbers**

All camp participants should be informed that a campus 911 number is available to them should an emergency take place.

Parents of participants should be informed of the twenty-four (24) hour emergency phone number (936) 468-2608 at the University Police Department.

**Billing Procedures**

Billing for summer camps will be handled through the coordinator's office. Costs for meals, housing and insurance will be negotiated each year and the projected costs made available upon request. An account number or billing address should be supplied at the time of the original camp reservation. Upon completion of the camp, invoice for all lodging, damages, lost keys,
meals, special banquets, SFA food service deliveries and pick-ups, insurance, and other applicable costs will be issued to the camp director. Any damages, etc. discovered after the close of the camp will remain the camp director's responsibility. Payment must be made in full within 30 days of the date of the invoice.

**Camp cancellations** must be made in writing to the coordinator. Cancellations within one month to two weeks prior to the starting date of the camp will incur a $100 cancellation fee. There will be a $200-per-day charge for each day that the camp was scheduled when the cancellation is made within two weeks of the beginning date of the camp.

**Housing**

The camp director should estimate as closely as possible the number of students and counselors needing university housing for the camp session. Space will be reserved as per the reservation completed by the camp director. Concurrent camps may result in two or more groups occupying the same residence hall.

Before the camp session, the camp director will receive lists of final hall assignments, summer hall directors and their current phone numbers. Two weeks before the camp session, the university will send floor plans, roommate lists, information specific to the building, such as rooms being used for storage and not available to campers, and the current phone number for the hall director. The camp director should contact the hall director as soon as the lists are received and should keep the hall director updated on changes and special needs the camp may have in the hall.

If it is necessary for a camp to have staff or campers arrive one night early or check out one day later than the main camp, the early arrivals/late checkouts may be housed in a different facility for this time. Any early arrivals or late checkouts must have authorized supervision.

**Final Arrangements**

At least two (2) weeks prior to the start of the camp session, the camp director should contact the coordinator to finalize arrangements. Issues to be discussed include early arrivals, pre-camp inventory of the residence hall, check-in and checkout procedures, room assignments, storage of equipment, late departures and post-camp inventory of the residence hall.

The SFA Housing Department is responsible for the overall cleaning of the residence halls, but it is the camp director's responsibility to make sure campers' posters, trash and other items are removed from the rooms and taken to the dumpster. The camp director is responsible for removal of any writing on walls, mirrors or doors prior to departure.
Housing damages and lost key charges are assessed after the group has left the residence hall and remain the camp director's responsibility. (See Damages for more information.) Groups meeting in the lobbies of the residence halls are responsible for the general cleaning of these areas. Food deliveries are not permitted after the front desk closes.

Participants may not use hallways, floors, or rooms other than those assigned to the camp.

**Special Accommodations**

Any camper or conference attendee needing special accommodations due to a disability should contact the coordinator ten (10) days prior to arrival on campus.

**The Camp/Conference Director Responsibilities**

(Participants, as presented below, refers to all individuals associated with the camp/conference including campers, instructors, staff and guests.)

The camp/conference director:

1. Provides counselors and staff in adequate numbers to provide camper safety for the camps. Campers must be supervised at all times.
2. Inspects residence hall facilities immediately prior to and after the camp session;
3. Advises participants of appropriate check-in and checkout procedures including charges for damages and lost keys;
4. Familiarizes participants with university policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, and authorized entry into rooms;
5. Maintains discipline of all participants;
6. Cooperates with the residence hall director and staff who are responsible for the safety, security and maintenance of the building;
7. Collects and has readily available all Medical Release and Consent Forms on all participants;
8. Informs the university in advance of early and late arrivals;
9. Completes insurance forms at the time of treatment;
10. Handles insurance forms returned for lack of student information;
11. Furnishes the coordinator with a camp roster as soon as possible but no later than twelve (12) hours after camp check-in begins; and
12. Ensures that programs and activities conducted in the student center or at other locations on the university campus are in compliance with the Americans with Disabilities Act and the Campus Programs for Minors guidelines.
The Hall Director's Responsibilities

The hall director is responsible for supervising the SFA residence hall staff. He/she will develop a comprehensive work schedule and assist with distribution of keys and room assignments as needed to provide the best possible service to camp guests. The hall director will be available to assist the camp/conference director in providing adequate supervision and disciplinary guidelines to campers.

After camp completion, the hall director will be responsible for submitting to the Residence Life Department the final count of rooms/beds used.

The hall director:

1. Acts as a daily contact person to assigned groups;
2. Prepares staff for handling emergencies and familiarizes them with overall building layout (elevators, fire alarms, etc.);
3. Interprets, supports and enforces university policies, procedures and regulations;
4. Completes work orders and maintenance requests as needed for efficient hall maintenance;
5. Completes administrative paperwork as required by the Residence Life Office; and
6. Assesses all housing charges at the conclusion of the conference.

The Residence Hall Staff's Responsibilities

The hall staff:

1. Cooperates with the hall director in the operation of the residence hall;
2. Assists with check-in and preparation of facilities for each camp;
3. Assists with checkout and inspection of rooms at the close of each camp;
4. Performs desk responsibilities during assigned desk hours, gives information, checks guests in and out, issues keys, takes messages, and/or any other duties deemed necessary;
5. Serves as a referral/resource person to camp participants;
6. Assists in acquainting camp director with university policy, emergency procedures and facilities lay-out;
7. Maintains necessary reports and an accurate accounting of money, keys, maintenance requests, damages, etc.;
8. Is accessible in emergency situations;
9. Maintains duty hours as assigned by the hall director;
10. Attends staff meetings as assigned by the hall director; and,
11. Performs other duties as assigned by the hall director.
Residence Hall Rules and Regulations

- **Agenda/Schedule**

  A copy of the agenda or schedule for each conference group must be left with the hall director to assist the residence hall staff in directing students during their stay.

- **Alcohol**

  Alcohol is not allowed in residence halls at any time.

- **Cleaning Fee**

  Cleaning charges may result if the participant leaves the room in any condition that requires custodial personnel to be called in for extra cleaning or the removal of trash from the building.

- **Controlled Substance**

  Unlawful use, manufacture, possession or delivery of any controlled substance or dangerous drug is prohibited in residence halls.

- **Damages**

  The camp will be charged for any damages to the residence hall or its furnishings. Attaching signs or posters to the doors or the walls with tape may result in damage charges. The university is not responsible for any damage to a camper's room as a result of theft, vandalism or maintenance failure. The Housing Department encourages a representative from each group to conduct a walk-through inspection of each room prior to the arrival of the camp. All pre-existing damages should be noted at that time. The hall director will be available to inspect each room with the camp director upon request. The camp director is responsible for removal of any writing on walls, mirrors or doors prior to departure. Housing damages and lost key charges are assessed after the group has left the residence hall, but remain the camp director's responsibility.

- **Desk**

  The desk will be open from 10 a.m. until the camp curfew (no later than midnight). Messages for camp participants received by desk attendants will be posted in a central location and not delivered to individual rooms. The hall director will unlock the front doors at the time requested by the camp director. The front door will be locked at midnight, or
earlier if requested. Anyone who is locked out of the building may use the emergency phone located next to the door to contact the University Police Department for admittance to the building.

- **Desk Deliveries**

  Deliveries of prepaid merchandise may be made to the residence hall desk while it is open. Desk assistants will notify participants of a delivery, but shall in no way be made accountable for such items. Occupants will be contacted for deliveries when payment is needed.

- **Discipline and Supervision**

  It is the responsibility of the camp director or camp staff to administer discipline to participants who violate camp or university regulations. On occasions when camp personnel are not available, residence hall personnel will temporarily handle the situation. In cases of chronic or severe discipline problems, the residence hall director reserves the right to recommend that a camp participant is sent home. Violation of federal, state or municipal law will require the involvement of the University Police Department. All camps must provide on-site camper supervision throughout the duration of the camp. This includes overnight supervision within the residence hall.

- **Emergency**

  In case of an emergency, call 911 or University Police at (936) 468-2608.

- **Entry-Authorized Entry Into Rooms**

  Entry into a residence hall does not normally constitute a search. University personnel and the camp staff may enter a room to remove a potential fire, safety or health hazard; to perform maintenance; to correct situations intruding upon the comfort of others (a phone or alarm clock continuously ringing, loud radios, etc.); to retrieve items upon request of the participant's immediate family; and to retrieve the personal belongings of other individuals where there is no apparent dispute to ownership of the property.

  All other situations which would require entry into a room should be coordinated with the hall director who may consult with University Police.

- **Evacuation Procedures**

  All persons are required to evacuate a building when an emergency alarm is activated. If an alarm sounds, each person must leave the room and proceed to the nearest clear exit.
Stairwells must be used instead of elevators. If the camper is unable to exit the room, a towel, sheet, or similar item should be placed outside the window, so that emergency personnel will know that someone is in the room. Camp directors may request that a fire drill be scheduled during the camp by contacting the hall director prior to arrival.

- **Facility Sharing**

  In order to be more energy efficient, two or more camps may be scheduled in the same facility.

- **Firearms**

  Possession or use of weapons or explosives (such as pistols, rifles, shotguns, firecrackers, cherry bombs, or any weapons prohibited by laws of the state of Texas) in university-owned or university-controlled buildings is prohibited.

- **Fire Safety**

  No incense or candles may be burned in residence halls. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for clean-up will be assessed. Transmission of a false alarm is a violation of state law and violators will be prosecuted.

- **Gambling**

  Gambling in any form is prohibited.

- **Games**

  Because of potential physical harm or residence hall damage, active games such as running and the use of frisbees, footballs, ice or water fights etc., are not allowed within residence halls. It is the responsibility of the camp to store the equipment for the camp such as basketballs, etc.

- **Guests With Disabilities**

  Camp guests that need any special accommodations should contact SFA's camp coordinator ten (10) days prior to arrival.

- **Housekeeping**

  Housekeeping staff are on duty Monday through Friday. Common areas of the residence halls and community bathrooms are cleaned daily. Cleaning of individual rooms and trash
in individual rooms is the responsibility of the camper. Any housekeeping concerns should be reported to the front desk.

- **Keys**

  Keys are issued according to the camp director's request and university policy at the time of check-in. Keys must be turned in to residence hall staff at checkout. A replacement fee will be assessed for each key that is not returned at the end of the camp session. This charge covers the cost to change the lock and make a new set of keys. Camp officials will not be issued master or front door keys to any building. In the event a camper is locked out of a room, camp staff will be asked to confirm the identity and room assignment of the camper before a new key is issued. Each camp director will develop the camp procedure for lockouts and assessing the cost to campers.

- **Laundry Facilities**

  Coinless washing machines and dryers are located in each residence hall.

- **Lost and Found**

  Lost and found items should be turned in to the front desk. At the end of each camp, the camp director may pick up any lost and found items. Anything left over from the camp will be turned in to the Student Center Information Desk on campus. SFA will not be responsible for lost or stolen items.

- **Maintenance**

  Any maintenance problems should be reported to the hall director or desk personnel. Abuse of elevators, televisions, laundry machines or ice equipment or other excessive maintenance charges may be billed to the camp.

- **Medication**

  The residence hall staff will not dispense any type of medication to a camper. Contact the SFA health clinic at (936) 468-4008 if a camper will need assistance with medication during the camp session.

- **Movies**

  No movies may be shown in the residence hall lobbies due to licensing law restrictions.

- **Pets**
No pets are allowed within the residence halls.

- **Public Areas**
  
  Eating, drinking and smoking are not permitted in the lobbies, hallways, laundry rooms, community baths or other public areas. Pizza parties, etc. should be held outside or the food distributed and the campers dispersed to their rooms.

- **Roommates**
  
  The camp director will handle all roommate problems. If a room change is necessary, consult the hall director.

- **Smoking**
  
  No smoking is allowed in the residence halls or on the front porches during camps.

- **Storage**
  
  Rooms used for reasons other than living space will be charged the private room rate, (i.e., storage, offices or conference rooms).

- **Telephones**
  
  The university does not furnish telephones for individual residence hall rooms. Camp staff members are encouraged to bring telephones. Local telephone service is provided in each room. Dial 9 for an outside line. In order to place a long distance phone call, a telephone calling/credit card must be used. Incoming collect calls may not be accepted. The phone number is printed on the telephone jack.

- **Trash Policy**
  
  The SFA Residence Life Department is responsible for the overall cleaning of the residence halls, but it is the camp director's responsibility to make sure campers' posters, trash and other items are removed from the rooms and taken to the dumpsters located outside of each building. The Housing Department will furnish each camper with a plastic trash bag when they check into the building and large bags at the end of each camp to gather all of the smaller bags for removal from the building.

- **Vending**
Vending machines are provided for the convenience and enjoyment of the camp participants. Empty or malfunctioning machines should be reported to the front desk as soon as possible. Camp participants who lose money in the machines should report to the Student Center Information Desk for a refund.

- **Windows**

Windows in residence halls must be closed at all times for air conditioning systems to function properly. Window screens may not be removed by residents.

**Dining Service**

Meal and hall access cards to be used by camps will be enclosed in the camp packet according to the estimated number stated on the reservation form at a price per card. Meal cards are numbered for use in assignment. If a card is lost, the coordinator's office may be notified immediately, and SFA Dining Services will be alerted to watch for the lost card. To facilitate quick access to the cafeteria when several large groups are on campus simultaneously, meal times should be staggered. Special banquets in the student center can be arranged through the coordinator's office according to student center policies. SFA will charge the camp for all meals scheduled according to the Camp/Conference Reservation based on the actual number of attendees at the camp.

Only food prepared and delivered by the university’s contract vendor is acceptable on campus.

**Campus Recreational Facilities and Programs**

Requests for the use of campus recreational facilities and programs will be made in writing by the camp director on the Camp/Conference Reservation Contract. All facilities and programs for camps will be scheduled around academic classes, maintenance, campus recreation programs and field conditions.

**The Baker Pattillo Student Center Meeting Rooms**

Rooms in the student center are made available to summer camps on a first-come, first-serve basis following established student center policies. Arrangements for room set-up and food orders for banquets or meetings must be made in the coordinator's office two weeks prior to the event. Failure to notify the coordinator of a cancellation approximately 72 hours in advance of the scheduled activity will result in payment of the cost incurred by the student center or food service personnel. Student center decorating restrictions will be strictly enforced. The lounge areas are non-reservable areas during regular operating hours. Lounges are primarily intended for
general use by the public. Due to limited space in the student center, rooms will not be available for storage before the camp dates. Boxes shipped before the group's arrival to the campus must be held by the sponsoring department.

**Academic Buildings for Meeting Rooms**

The coordinator will be available to assist camp directors in reserving meeting spaces in academic buildings and auditoriums following policy guidelines for each building. For assistance, the camp director should specify dates, hours and group size on the reservation form.

**William R. Johnson Coliseum**

Reservations for use of the William R. Johnson Coliseum will be arranged by the coordinator following the university regulations for coliseum usage. A per-event fee may be charged.

**University Police/Parking**

Parking permits are required and should be coordinated through the Office of Parking and Traffic for campers bringing cars and buses to the SFA campus. Parking permits are to be displayed in the car window while on campus and disposed of after the camp is completed.

**Cross Reference: None**

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services

**Forms:** Medical Release and Consent Form (available in Student Center Administration); Camp/Conference Reservation Contract (available in Student Center Administration); Camp Director's Check List Form (available in Student Center Administration)

**Board Committee Assignment:** Building & Grounds