

## Camps and Conferences

**Original Implementation:** 1987

**Last Revision:** July 26, 2016

Stephen F. Austin State University may host a variety of camps and conferences that make use of university facilities. This policy outlines certain requirements for these events.

### **Camps and Conference Policy and Procedure Manual**

The university will maintain a manual outlining specific policies and procedures related to requesting, scheduling, producing and paying for camps and conferences. This manual will be available online, available from the Student Services office and provided to each camp or conference director.

### **Camps and Conferences Coordinator**

As the needs of camps and conferences are varied, the university provides a camps and conferences coordinator to assist with planning. This coordinator is the primary position at the university that assists camps and conference directors arrange event inclusions such as housing, meals, meeting space, insurance and other special needs.

### **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 all programs and activities conducted on university property are in compliance with the Americans with Disabilities Act and university policy 13.5 (Campus Programs for Minors).

### **Insurance Requirements**

As a condition of approval, each camp or conference is required to maintain an acceptable level of general liability and accident medical insurance coverage as outlined in the camps and conferences policy and procedure manual.

**Cross Reference:** None

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

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

**Forms:** Camps and Conferences Policy and Procedure Manual

**Board Committee Assignment:** Building & Grounds