



Camps and Conferences

Purpose

This procedure is to establish guidelines for internal and external camps and conferences held on the campus of Stephen F. Austin State University (SFASU).

Persons Affected

All individuals associated with or on the premises of SFASU, including without limitation employees, faculty, students, visitors, volunteers, contractors, or vendors who are participating in the execution of a camp or conference.

Definitions

Camp / Conference: Programs that offer recreational, athletic, religious, or educational activities to participants but are not part of the SFASU academic curriculum.

Camp / Conference Director: The single individual who has oversight of a specific camp(s) or conference.

Campus: All real property over which SFASU has possession and control by law.

Registered Organization: a registered student, faculty, or staff organization; or an officially recognized alumni association that qualifies under Rule 80103, Section 2.9 of the Regents' Rules and Regulations and whose fund-raising activities are dedicated to the benefit of the U. T. System or any of the institutions

Sponsoring organization: a university group that vouches for an outside group's use of a university facility.

Third Party: An individual, group, or business not directly affiliated with SFASU.

Youth Programs – programs that:

- a. include participants who are minors;
- b. are operated by or on the campus of SFASU, including programs operated by third parties;
- c. offer recreational, athletic, religious, or educational activities to participants

Policy

Any camp or conference not affiliated with a Registered Organization and requesting use of university facilities must have a Sponsoring Organization.

It is the responsibility of the Camp/Conference Director to ensure that all programs and activities



conducted on university property are in compliance with the Americans with Disabilities Act, Texas Education Code 51.976, and SFA HOP 05-503 Youth Protection.

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 manual.

Procedures

- A. An individual, group, or business seeking to host a camp or conference at SFASU must submit an SFASU Camp / Conference Request form to the Reservations office at least 45 days prior to the start date of the camp / conference.
- B. Youth Programs must provide written documentation of Campus Programs for Minors (CPM) compliance at least seven working days prior to the camp.
- C. Third Parties may be required to pay a deposit of prior to the start date of the camp / conference.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.976

Regents' *Rules and Regulations*, Rule 80112, Residential Conference Centers

SFA HOP 05-503 Youth Protection

SFA HOP 05-413 Use of University Facilities

Responsible Executive

Vice President of Student Affairs

Forms

SFASU Camp / Conference Request

Camp and Conference Manual

Revision History

September 1, 2023 (original)