

## **Camps and Conferences**

**Original Implementation:** 1987

**Last Revision:** July 26, 2022

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, and a printed copy available from the Reservations Office in the Baker Pattillo Student Center 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 camp and conference directors with arranging event inclusions such as housing, meals, meeting space, insurance and other special needs.

### **Eligibility**

Any camp or conference requesting use of university facilities must be sponsored by a university department. 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:** Campus Programs for Minors (13.5)

**Responsible for Implementation:** Vice President of Student Affairs

**Contact for Revision:** Executive Director of Campus Living, Dining and Auxiliary Enterprises

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

**Board Committee Assignment:** Building and Grounds Committee

**Revision History:** July 23, 2019  
July 26, 2016  
October 22, 2012  
October 12, 2009