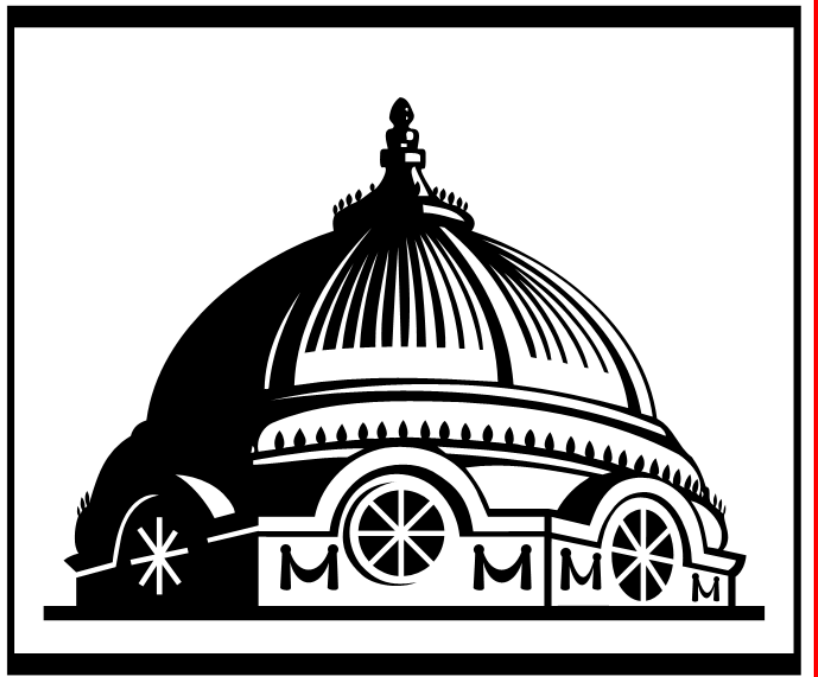


CAMPS & CONFERENCES HOST MANUAL



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Missouri State University

TM

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SOUTHEAST MISSOURI STATE UNIVERSITY

CAMPS & CONFERENCES HOST MANUAL

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How to Get Started

Thinking about hosting a summer camp or conference at Southeast Missouri State University?

Wondering how to get started?

This manual includes the background information needed by a camp host or organization to begin to formally schedule a camp or conference. This information includes the University's expectations of hosting, the contract process, rules and guidelines on scheduling, services provided, rates and fees and much more.

Step 1: Brainstorm: research other camps for structure, format, content, staffing, policies, requirements, etc. Read this manual and become familiar with the University's process and expectations. Decide the basic concept of what you want to do.

Step 2: Check Your Idea: contact Camps & Conferences at (573) 651-2652 or cessner@semo.edu to schedule a time to sit down and look at your idea and discuss options, costs, and the material contained in this manual.

Step 3: Outline: commit to a timeframe, number of participants, format (day, overnight, combination), budget, resources and then submit a *Date Request & Planning Form* http://www.semo.edu/camps/conference_planning_form.html to Camps & Conferences.

Step 4: Confirm Space & Services: Camps & Conferences staff will review the Date Request & Planning Form and talk with all University service providers to ensure that basic needs and spaces of the camp are available and that there is no conflict with other events.

Step 5: Contract Process: Once dates and spaces are confirmed, Camps & Conferences will issue a contract(s) and will specify a timeline of when to return all documents and a tentative agenda.

Step 6: Marketing: Once the contract is signed, work with Camps & Conferences and your resources and network to publicize the camp and generate participant registrations.

Step 7: Agenda: Firm up a day-to-day, hour-by-hour schedule for the camp or conference. Share it with Camps & Conferences along with updated anticipated participant numbers as the start of camp draws nearer. Staying in contact and making adjustments to services, spaces and numbers frequently ensures a smooth camp check-in and reservations that reflect the true needs of the camp; thus helping manage camp expenses.

Step 8: Registration: Allow individuals and groups to sign up as soon as possible to attend so you can make a decision as early as possible if the camp will have the number of participants needed to make hosting the camp feasible under your budget or to make decisions on how the camp might be revised if numbers and budget are not working. Utilize the University's *Summer Camps & Conferences Registration/Medical/Liability Release* form or an approved alternate in the registration process to ensure you have met expectations and have all the forms and information that will be required at check-in.

Step 9: Check-In: This is your opportunity to make the first face-to-face impression in most cases. Think about the flow of check-in, who is going to do what, what information you will need to share at the end of check-in, how to verify that all forms and money have been submitted, etc. Think about how to create a positive impression and make the participant feel like they have arrived at your camp.

Step 10: Camp: Throughout your camp, stay in contact with Camps & Conferences staff so we can assist with making the experience excellent. Our job is to help take care of the logistics so you can ensure that

the campers are learning, growing and enjoying their time at Southeast. Please notify us of facility issues, injuries, accidents, concerns or challenges. Assess each day and make notes of what went well, what didn't work, things to keep the next time or things to toss out.

Step 11: Check-Out: Last impressions count too. Don't take for granted a smile and a sincere thank you to parents, family, chaperones, coaches, and participants as they load up and head out. The camp host should be at check-out until every participant is gone and should review damages, keys, and paperwork with Camps & Conferences. This is a great way to ensure that if there are concerns relating to housing or facility charges, they are resolved immediately, rather than when the invoice arrives and your notes and conversations are not as clear days later.

Step 12: Billing & Evaluation: When invoices arrive, review for accuracy and contact Camps & Conferences with any questions or concerns. We want to resolve issues so everyone can close out a camp as quickly as possible. Don't forget to make participant and staff evaluations a part of your planning process for camp so you know from all perspectives what worked, what didn't and how we can all improve. If possible include questions about all aspects of the camp: accommodations, food, facilities, check-in, check-out, etc. Camps & Conferences will be asking for feedback and would love help in obtaining it from participants in the form of one evaluation rather than one from you and one from us.

Date Request & Planning Form

A Date Request & Planning form has been developed to assist the camp host and Camps & Conference in beginning the date/space confirmation and contract process.

The form is available online at: http://www.semo.edu/camps/conference_planning_form.html and Camps & Conferences will request these be submitted by October 1st in the calendar year prior to the year the camp will occur for priority in scheduling. Forms will be accepted after that date; however, will be scheduled around camps submitted by October 1st.

Information requested on the form is essential in determining if the University can accommodate the camp and putting space on hold while the contract and planning process occurs. If you need assistance with completing the form, please contact Camps & Conferences.

Activity Space & Facility Reservations

- The University will assign meeting rooms and other facilities to accommodate the conference's activities based upon the needs indicated.
- The University agrees to arrange for basic room set-ups, cleaning, and maintenance of all facilities.
- The University reserves the right to relocate any event/activity when deemed necessary to accommodate University operations.
- University property, facilities or equipment must be used in a careful and prudent manner so as to prevent any loss, defacement or damage.
- The camp or conference will be responsible for any damage due to negligence.
- The camp or conference will be obligated to pay for all space reserved, used or unused, for the camp or conference.
- The camp or conference will notify the University to release space prior to the 60 day cancellation clause to avoid charges. See the cancellation section on page 7 for more information.
- Enforcement of state, local and University policy is the sole responsibility of the camp or conference and the camp or conference's staff, chaperones, volunteers, participants and other guests.
- Any guest found in violation of written policies may be, at the sole discretion of the University, removed from campus, without refund.

- The camp or conference is responsible for the supervision of all guests. Guests are defined as campers, participants, staff, volunteers, chaperones, advisors, coaches, players and/or parents and family of any of the aforementioned.
- The University reserves the right to charge an additional fee for special room arrangements that may require additional hour(s) or supplies by University staff or for any use of the Show Me Center, Student Recreation Center, University Center, or other non-residential facilities.
- The University reserves the right to charge an additional maintenance or cleaning fee when facilities require more than routine cleaning or maintenance by University staff following use by the camp or conference.
- The University may also charge penalties for damage or cleaning necessary when the University determines that such was due to vandalism, malicious intent, or negligence.
- In the event that University property or facilities are destroyed or substantially damaged by fire or other casualty, or the event or circumstances render the University unable to fulfill the full scope of an executed contract and agenda, the camp or conference shall be obligated to pay only the fees for those services, activities, or event (s) which shall have incurred prior to said casualty or circumstances. The Organization hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of the contracted agreement.

Agendas

- The camp host must establish a tentative camp agenda/schedule no later than March 1; however, it is recommended that one is submitted by September 1 with your Conference Planning form to have highest priority in consideration of scheduling campus facilities.
- Agendas should include the following:
 - Check-In date & time for camp staff & participants
 - Camp start time & location
 - Activity times for each day, specific with start and end times, and desired location(s) and number of spaces (courts, rooms, etc.) needed for each period
 - Meal times & location (please be sure to consult the Meal Service section of this manual for standard service hours)
 - In residence hall times (if overnight)
 - Camp specific quiet hours or lights out
 - Any specific needs related to times, dates, spaces, etc. that the University would need to know to help successfully facilitate your camp/conference.
 - Special needs: *examples: pool party, high ropes, movie night, transportation arrangements*
- Agenda Deadlines:
 - September 1 for highest priority in consideration of reservations
 - March 1 or 60 days prior to check in for the camp for tentative agenda/schedule to be published and shared with campus-wide service providers and to avoid charges under the Cancellation Policy (see below).
 - May 1 or 30 days prior for agenda/schedule to be published on summer camps & conferences website (select content) and to comply with the Cancellation Policy (see below).
 - 10 business days prior to check in for camp, a final detailed agenda/schedule must be confirmed with Camps & Conferences to comply with the Cancellation Policy (see below) and to avoid possible additional charges related to re-staffing for check-in/outs, facility access, meal times, etc., if significant changes are requested by the camp host after this date.

Contracts & Riders

The University and the camp host/organization will complete a University contract and rider (see Appendix B) when all parties have agreed on dates and services required, and space availability, rates and fees have been formally confirmed.

- Changes, modification or additions to the standard University contract may be made only in writing and must evidence mutual agreement.
- Such additions or deletions to this contract may be subject to additional charges.
- The contract shall be governed by the laws of the State of Missouri.
- By signing the University contract, the camp host/organization agrees to abide by all University policies and regulations.

Guarantees, Billing, and Payment Information (Space, Food, Etc.)

Guarantees:

- The University will require the camp host/organization to establish an **anticipated participant guarantee (APG)** at the time a *Date Request & Planning Form* is submitted. The **APG** should be established by calculating the number of participants and staff, both residential and commuter, that the camp will be designed to accommodate and that the camp host believes will attend.
- The **APG** will be used by Camps & Conferences staff to tentatively hold bed space, activity/classroom space, and for anticipated food service numbers as the camp contract and planning process occurs.
- When dates, spaces and rates are confirmed, the University will issue a contract to the camp host and will require the camp host to re-confirm the **APG**.
- The **APG plus 5%** will be used by Camps and Conferences to then confirm and assign all required housing, spaces, food (see Food Service & Dining section), etc. with University departments and contractors.
- Not later than thirty (30) business days prior to the start of the conference, the University will require the camp host/organization to establish a **participant guarantee (PG)**. The University will not guarantee availability of activity, housing or food for estimated numbers that exceed 5% over the **PG** and this will also be the number used by the University if the camp or conference is cancelled (see Cancellation Policy)
- Not later than ten (10) business days prior to the first day of the conference the camp host/organization will supply to the University the **final participant guarantee (FPG)** (indicating both commuter and residential participants, staff, coaches, chaperones, etc., and the number in each category) for the camp or conference.
- The final participant guarantee numbers shall be subject to the following:
 - The amount of the charges shall be 100% of the final participant guarantee number provided to the University, or the actual number, whichever is higher, upon completion of camp or conference check-in and the *Participant Verification Form* (see Appendix C).
 - The University will not guarantee availability of facilities, food or lodging in excess of 5% over the guarantee number provided to the University 30 days prior to the event.
 - If the actual number exceeds the guarantee number by more than 5% and accommodations for housing, food or both can be made, the organization will be charged an additional service fee of \$5.00 for each individual over 105% of the guarantee.

Billing:

- The University will require the camp host/organization to establish a billing contact person, mailing address, email address and phone number with the execution of a contract.
- The billing contact person will be reconfirmed by Camps & Conferences with the camp host/organization with the finalized agenda and at the completion of check-in on the Participant Verification Form.
- The camp host/organization/billing contact will receive two or more invoices for each camp/conference session hosted on campus. One invoice will be for all University services (housing, admin. fees, and activity space) and one will be from the University's contract food provider. Additional invoices may be sent directly to the camp host/organization/billing contact if Camps & Conferences coordinates an outside service for your camp/conference by special request or a separate billing for damages is required.
- Payment to the University of all charges due and owing shall be made within thirty days after receipt of the invoice.

- All amounts owing the University after thirty days shall be considered past due and shall be subject to additional fees. The camp host/organization shall be held liable for all collection costs, including professional fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder, whether or not legal action is instituted. University-affiliated organizations, offices, events, and camps are subject to all penalties and collection costs.
- No Date Request & Planning Forms will be accepted or processed for following the year(s) for a camp host/organization until all outstanding payment matters are fully resolved and processed.

Food

- The University has contracted with a food service provider. The contract covers most areas of campus and applies to camp and conferences meal service, catered events and other special events. To discuss and learn more about the contracted food service, meal options and options for non-contract food service, please contact Camps & Conferences prior to signing a camp and conferences contract.
- The University and their contract food provider will calculate the food guarantee as a percentage (95%) of the participant guarantee number.
- Billing for meal service will be made directly from the University's contract food provider and will be for the guarantee number or actual number, whichever is higher.

Cancellation Policy and Deadlines

If cancellation occurs 31 – 60 days before the conference, Southeast Missouri State University will be entitled to a cancellation fee equal to 25% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of this agreement shall constitute liquidated damages by each of the parties hereto.

If cancellation occurs within 11 to 30 days before the conference, Southeast Missouri State University will be entitled to a cancellation fee equal to 50% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of the agreement shall constitute liquidated damages by each of the parties hereto.

If cancellation occurs within 0 to 10 days before the conference Southeast Missouri State University will be entitled to a cancellation fee equal to 100% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of the agreement shall constitute liquidated damages by each of the parties hereto.

Rates & Fees

The University will share a rate/fee sheet that details the anticipated basic costs of all services needed to reserve space and plan a camp or conference on campus with a potential camp host/organization during the date request and planning process.

A confirmed standard rate/fee sheet will be included with the contract packet and those rates will then be guaranteed for the year in which the contract is being executed for. Example, signing a contract in November 2014 for a camp to be hosted in 2015, the 2015 rate sheet will apply for all contracted camp services/expenses.

Liability & Liability Insurance

The Organization shall provide proof of liability insurance for all guests in the camp or conference with limits of not less than \$1,000,000 single limit for each occurrence. The University is to be named as additional insured on that policy.

The University will be provided with a certificate evidencing such insurance not later than 30 days prior to the first day of the conference.

The Organization agrees (1) to pay for and assume full liability for any loss or damages to person or property or claims therefore resulting to or arising from the use of University property or facilities by the Organization whether from an occurrence at a University facility or property, or going to and from such use, (2) to reimburse and hold harmless the University, its agents and employees from any loss, damage or claim, including, but not limited to, it's or their attorneys' fees, and (3) to pay attorneys' fees and costs paid or incurred by the University to enforce any obligation imposed under this agreement.

Marketing

Camps & Conferences will assist with the marketing of any camp fully contracted by November 1 each year.

Marketing efforts provided by Camps & Conferences includes listing on the summer camps & conferences website with links to registration materials, the Summer at Southeast poster/ mailing, emails and other items as they are developed.

Registration/Medical/Liability Forms

The University will require each camp host/organization to have each individual attending or participating in the camp or conference to complete the standard University *Summer Camps & Conferences Registration/Medical/Liability Release* form (Appendix D) or an approved alternate.

Participants and staff under the age of 18 must have the form signed by a parent or guardian, which the camp host/organization will facilitate.

The University's *Summer Camps & Conferences Registration/Medical/Liability Release* can be obtained by contacting the Camps & Conferences office, SRC 101, 651-2652 or cessner@semo.edu or by visiting the website: www.semo.edu/camps

If a camp host/organization has a standard form they would prefer to use, that form must be submitted to the University 120 days prior to the first day of camp and the form must collect all information asked for on the University's *Summer Camps & Conferences Registration/Medical/Liability Release*. Once the form has been submitted, it will be reviewed by the University and the camp host/organization will receive written confirmation that the form is approved or approved with modifications with those changes being outlined.

A completed copy of the University's *Summer Camps & Conferences Registration/Medical/Liability Release* or an approved alternate for each individual at camp, including camp staff, volunteers, chaperones, participants, etc. must be made available to the University at the completion of formal check-in at the start of each camp session.

The University expects that the camp host and/or his/her designee will keep the University *Summer Camps & Conferences Registration/Medical/Liability Release* forms with them at all times and make them available to University and other personnel that may respond in a medical or emergency situation.

Medicine On Campus

The University assumes no liability or responsibility for the storage, safety or dispensing of medicines and encourages each camp host/organization to have a written policy that is shared with participants and parents regarding bringing any medicine, over-the-counter or prescription, to campus.

Due to the large number of minors that attend summer camps and conferences, the University recommends that each camp host/organization has a written medicine and medical response protocol that is shared in advance with participants and camp staff.

The following is offered as a basic guideline for camps where participants attend as individuals:

“For the safety and welfare of all our participants, we, (name of camp) have a strict policy for the handling of medication at camp. If your child will be taking medication while at camp, please be sure to follow the specific procedures listed below. Note: onsite personnel are not professional nurses or doctors, and have not been trained in medicine. Please refrain from bringing non-essential vitamins and/or supplements to camp. Commuting students should not bring non-essential medications or vitamins. Please take non-essential medications or vitamins at home before coming to camp.

For the safety of our campers, students cannot be admitted to camp if these procedures are not followed.

- *We will do everything possible to support a student with taking medication as directed. However, it is ultimately the responsibility of the student to follow his/her medication routine as prescribed by his/her physician. The camp host (CH) is the staff member designated to secure and monitor all prescription medications for the duration of the camp.*
- *Upon arrival at camp, all medication must be placed in the possession of the CH at registration. The CH will keep all medications in a locked container, and will discreetly dispense the medication(s) per the physician’s specifications. Secure refrigeration is available if necessary.*
- *Do not pack your medications in your suitcase; please bring it in a single clear Ziploc bag, labeled with the camper’s name, so that it can be reviewed by the CH.*
- *All medications brought to camp MUST match what is listed on your Summer Camps & Conferences Registration/Medical/Liability Release form. Any discrepancies may result in delays at check-in.*
- *Our staff will only administer the dosage as listed on the original container. Please provide a physician’s note if your student’s dosage differs from what is listed on the original container.*
- *ALL medications MUST be brought to camp in their ORIGINAL CONTAINERS. Please do not take the medication out of the container. Your pharmacist will make an extra labeled bottle for you to bring medications to camp. It is recommended that you send only enough doses for the week, plus 2 extra doses. For your child’s safety, we will not be able to accept any medication which is not in the original bottle with the official directions or prescription label, nor will your camper be allowed to stay in camp.*
- *The original container must identify (in English) the prescribing physician (if a prescription drug), the name of the medication, the dosage and the frequency of administration.*

Students needing injections (insulin, hormones, etc.) will need to self-administer this medication under observation of the CH. These students must also bring their own SHARPS disposal container to camp if they are bringing injection-type medications. The container needs to be held by the CH along with the medications to ensure safety of others. The container with the used needles must be taken back home with the student.

It is the responsibility of the Parent/Guardian to pick up any remaining medication and/or vitamins at the end of the week. You will need to see the CH to collect these items on your last day of camp. Any medication and/or vitamins left at camp will be disposed of.

Students should carry their inhaler and/or Epipen at all times, if applicable.

In the unlikely event of a significant illness, injury, or if professional medical care is sought, parents will be notified by the camp staff.”

Health insurance is the parent's/guardian's responsibility.

Illness at Camp: a student will be asked to return home if he/she is feeling uncomfortable and sick to the extent that he/she is unable to accomplish normal camp activities. The student's parent or guardian is responsible for transporting the camper home upon notification by the camp staff.

While the University does not have a designated nurse or health director on site during the summer, the University Health Center is open 8 a.m. to 4 p.m. on select days to help should the need arise. The child's parent or guardian will be responsible for all Health center fees charged for services received at the health center. The Health Center is located in Crisp Hall.

There are two medical centers/hospitals in Cape Girardeau:

Southeast Hospital, part of Southeast HEALTH
1701 Lacey Street
Cape Girardeau, MO 63701
Phone Numbers:
(573) 334-4822
HealthLine: (800) 800-5123

St. Francis Medical Center
211 Saint Francis Drive
Cape Girardeau, MO 63703
Phone Number:
(573) 331-3000

For team or group camps, a similar protocol would be appropriate; however, the camp host/organization might write the protocol to require that the chaperone/volunteer/coach/sponsor attending the camp or conference with the team or group, collect and dispense medicine in coordination with the camp host.

Food Service and Dining

All summer camp and conference meals must be taken in the University Dining facilities and utilize the services of the University's Food Service Contractor. The Organization must seek advance approval for any meal service not provided by the University's Food Service Contractor.

Meal Service Hours - Standard cafeteria style meal hours are as follows:

- Breakfast: 7:30 a.m. - 8:30 a.m.
- Lunch: 11:30 a.m. – 1:00 p.m.
- Dinner: 5:00 p.m. – 6:30 p.m.

Meal service hours will be extended by 30 minute increments based on the number of camp participants and staff schedule to be dining in a given meal period.

- Requests for special or extend hours that are not supported by participant numbers will result in additional service fees being billed to the conference/camp host.

Billing for Meal Service:

- Billing for meal service will be made directly from the University's Food Service Contractor and will be for the guarantee number or actual number, whichever is higher.
- A copy of the Meal Count Guidelines (Appendix E) must be signed by the Camp Host and on file with Camps and Conferences prior to the start of registration for each of the camp sessions.
- At the close of each camp registration/check-in, a member of the Camps and Conferences staff will complete a Participant Verification form with numbers provided by camp check-in personnel.
- Each Camp Host (or his/her designee) will be required to complete and sign the Participant Verification Form prior to leaving the check-in area.
- Failure on the part of the Camp Host to sign this form will result in the numbers provided by Camps and Conference staff being considered final numbers for the camp.
- Camp Host, from this point forward, will forfeit rights to dispute all camp numbers and invoices based on participant and staff count disagreements.

- A copy of the form will be distributed to the following offices/individuals: Camp Host, Camps and Conferences, Office of Residence Life, Show Me Center and University's Food Service Contractor.
- The numbers on this form will be the number University's Food Service Contractor uses to prepare and bill meal service.
- During registration/check-in, Camps and Conferences will distribute colored lanyards to resident participants and staff and either lanyards or paper meal tickets to commuter participants and staff. All participants and staff, including referees and coaching staff, will be required to present either the lanyard or paper ticket to gain access to the cafeteria.
- University's Food Service Contractor will locate the meal check-in counter in a manner that there is only one point of entrance to the dining area and where diners do not pass the check-in point to return dining items to the dish return, etc.
- Commuters who are not authorized for that particular meal are welcome to utilize the dining area for a gathering location; however, are asked to refrain from entering the actual food service area.
- We strongly recommend that each Camp Host designate a member of their camp staff to verify the number of meals for their camp with the University's Food Service Contractor at the close of each meal period by signing the count at the dining entrance.
- Following the conclusion of each meal, University's Food Service Contractor will provide the following information to the Camps and Conference staff:
 - Name of Camp
 - # of actual diners for that meal period
 - # of diners that the camp will be charged for that meal period if greater than the actual diner count.
- The Camps and Conferences staff will then either email or call the camp host or their designee with the number prior to the next meal service for their camp.

Meal Count Disputes:

- Once receiving the numbers, the Camp Host or designee then has one business day from the close of the camp to dispute meal counts.
 - Meal count disputes will be resolved through a meeting scheduled by Camps and Conference staff with the Camp Host and a representative from University's Food Service Contractor within seven business days from the end of the camp session.
 - Once the meeting is held and the dispute is resolved, all parties understand that a final invoice will be issued and payment in full must be made within 30 business days.

Failure to pay invoices in a timely fashion will result in the Camp Host forfeiting rights to schedule for the following year until the matter is resolved, thus becoming lowest in priority for activity and residential space.

Residence Hall Accommodations, Charges, Rules and Services

Accommodations:

- The University agrees to provide double/single occupancy accommodations in the University's residence hall system at the rates for room, meals and other available and requested services as indicated on the published rate schedule (request rates from Camps & Conferences).
- There are two styles of residence hall accommodations: suite and community. Suite style halls feature two sleeping rooms sharing one bathroom with a common lounge per floor. Community style halls feature one large common area bathroom and lounge per a floor of sleeping rooms.
- A camp host may request a housing style preference; however, Camps & Conferences reserves the right to place the camp or conference in housing that maximizes the use of available space and meets the needs of all events seeking housing on those dates.

Camp Staff, Chaperones, & Volunteers:

- The University expects that each camp host employs and supervises an adequate number of camp staff, advisors, chaperones or volunteers (bus drivers, coaches, advisors, parents) outside University staffing to adequately assist in the implementation of all University and Residence Life rules and procedures and

their individual camp rules and activities.. The University recommends the following camp staff/chaperone/volunteer (s/c/v) to camper ratios:

- 9-12 – one s/c/v per 10 campers
- 13-15 – one s/c/v per 20 campers
- 16-18 – one s/c/v per 30 campers
- The s/c/v to camper ratio will be calculated at the end of check-in. If the camp host has not staffed to the recommended level, the University reserves the right to assign additional Residence Life Summer Camp staff to the camp and to charge the camp host a fee for each provided staff member.
- Camp Staff/Chaperones/Volunteers must be 18 years of age or older by the first day of camp to be included in the s/c/v to camper ratio calculation.
- 8 and under – no overnight residential camp component unless parent or guardian is attending with the camper. Exceptions to this policy may be requested in writing at least 30 days prior to the conference and must be submitted to Camps & Conferences.
- Duties of a S/C/V:
 - To enforce curfew, quiet hours, and security procedures outlined in the rules & regulations section below.
 - To be present in the halls whenever the campers associated with the camp are in the facility.
 - To assist with maintaining a clean, safe, respectful environment for all campers, staff, and volunteers.
 - To assist the University and Residence Life Summer Camp Staff in emergency situations such as but not limited to: fire, tornado, or other severe weather, a medical situation, or accident response.
 - To perform any other duties as specified by the camp host.

Check-In & Check-Out

- Guests will be able to check into their rooms no earlier than 8:00 a.m. on the first day of the conference. Exceptions may be made, but such exceptions must be approved 30 days in advance of the conference in writing.
- Check hours are dependent on the number of attendees expected:
 - Less than 25 attendees: 1 hour
 - 25-150 attendees: up to 2 hours
 - 150-300 attendees: up to 3 hours
 - 300+ attendees: up to 4 hours
- Check-out will begin no earlier than 8:00 am and must be completed no later than 12:00 p.m. on the last day of the conference. An additional night's lodging will be charged to the Organization for all rooms not vacated by checkout time. Exceptions may be made, but such exceptions must be approved 30 days in advance of the conference in writing.

Charges/Rental Rates

- Sleeping Rooms
 - All sleeping rooms used will be billed to a camp regardless if they are for participants, sponsors, coaches, camp staff, chaperones, bus drivers or other special guests.
 - Sleeping rooms will be billed at the single rate if only one person stays in the room unless (1) the room is designed to accommodate only a single individual or (2) there are an odd number of guests and no ability to share.
 - Residence Life requests that camp hosts fill each available bed space on a floor prior to requesting additional floors or rooms. Failure to utilize space to its maximum capacity may result in the Camps and Conferences staff, in conjunction with Residence Life, placing participants or staff from other camps in the unused space.

Meeting Rooms/Lounges

- Residence Life will charge for the use of sleeping rooms, lounges or meeting rooms located within the hall if the use requires it to be secured and unusable by all occupants of the building. For example, a camp store, conference headquarters, storage area or as an instructional space for the duration of the camp.
- Residence Life assumes no liability for items stored in the meeting room/lounge.

- Residence Life will issue keys/keys cards to the camp host and one other camp staff member upon request for access to the space.
- At the end of use, the camp host is responsible for returning the room to the set-up and condition it was found in and for removing all cardboard, waste, etc. to the proper location.
- If the camp host has boxes that need to be shipped or stored until the next camp session, please make those arrangements 48 hours prior to the end of camp with the Camps & Conferences staff.

Rules & Regulations

- Campers are not permitted to remain in the residence halls or other facilities without adult supervision.
- Campers are expected to be appropriately clothed when outside their individual room and in common areas of the residence hall(s). Appropriate attire includes shirt, pants and footwear.
- Campers MUST be in the residence hall by the designated curfew established by the camp host. Curfew is for your security and for your mental and physical well-being. Please be mindful that there might be multiple camps in one building with different curfew/quiet hours. Notify the camps and conferences duty phone if a problem arises.
- No form of amplified sound, group activities, or large group gatherings are permitted on the sleeping floors of the residence halls after 11:00 p.m. and before 7:00 a.m. unless arranged prior to the date and time in which they are to occur with Camps and Conference or the Residence Life staff.
- All campers, chaperones, and camp staff are expected to assist with maintaining a clean, safe campus environment. Please place trash in provided receptacles, report spills, damages, needed repairs, or potential hazards to the University staff located in the facility as soon as possible, properly secure individual possessions and sleeping rooms, and abide by all University and camp rules and policies to ensure the safety of all persons and property.
- If issued a key/key card and it becomes lost, please report it to the front desk or Residence Life staff member on call as soon as possible so proper arrangements can be made to secure the facility while keeping access to those who need it to each space. If the key is not found prior to the end of camp, a lost key fee will be assessed to the camp host by the University at check out. The camp host reserves the right to in turn assess the lost key fee to the individual or group responsible. One key/key card on a colored lanyard will be issued per individual at check-in. Once issued, the key/key card/lanyard should be with the participant at all times.
- Residence Life staff will be assessing the condition and general repair of each sleeping room, common area, and activity space of a residence hall(s) utilized as part of this camp prior to check-in and during check-out of each camp. The camp host and/or his/her designee are welcome to participate in the inspections. Upon check-out, any needed extra cleaning or repairs that can be attributed to the intentional damage, misuse or maltreatment of a University facility on behalf of an individual or group during the camp will be assessed to the camp host by the University. The camp host reserves the right to in turn assess the damage/repair charges to the responsible individual(s), group/team or overall camp attendees.
- Window screens, blinds, curtain or similar in the residence hall sleeping rooms, lounges and common areas are to be left in place at all times.
- Nothing is to be dropped, thrown, or hung out of the residence hall windows at any time.
- Do not tamper with fire safety equipment and alarms. If you hear an alarm, please assist the Camps & Conferences staff in evacuating the building through the nearest exit.
- For health and safety reasons, no pets are permitted in the residence halls, except for service animals.
- In accordance with state law and University policy, beverages containing alcohol and other drugs are prohibited at Southeast Missouri State University.
- Smoking is not permitted in any part of a University residence hall at any time. Residents are not permitted to turn any common area into a smoking lounge. Smoking outdoors and at outdoor campus events is restricted to designated areas. These are identified on the campus map or online at <http://wds.semo.edu/tour/google>.
- Signs and decorations must be displayed using only painters or masking tape on any surface. Please do not use loose glitter, sand, sequins or other small items that will flake and fall off in decorating, signs, spirit sticks or other such items.

- Candles, incense, toasters, and other items with open flames or heating elements are strictly prohibited. If found, they will be confiscated and kept at the front desk for the camp and can be claimed upon check-out. Please be sure to unplug all curling irons/straighteners, blow dryers, irons and other similar items when not in use.
- Ice Machines are available in each building. Please do not place food or drinks in the ice machines, doing so may result in a cleaning charge assessed to the camp.
- Vending machines are available in each building. Please report problems with the machines to the Camps & Conferences staff in that hall during desk hours.
- Balls and other sports equipment should not be used inside residence halls. Please carry balls and other items quietly to and from the facility.
- Common Spaces: Lounges on the floor and within the buildings are available for use during your camp. Please make sure to clean up after yourself and throw trash in provided receptacles or take to outside dumpsters if indoor receptacles will not accommodate. Please put furniture back as it was found and turn of television and lights with area is not in use.
- Elevators: Please follow all posted maximum weight and capacity limits. If an elevator service call becomes necessary and the cause of the elevator not working is determined to be a direct result of misuse or maltreatment by individuals attending the camp, the camp host will be billed for the services call. The camp host reserves the right to in turn assess the damage/repair charges to the responsible individual(s), group/team or overall camp attendees.
- Do NOT prop doors, open doors or otherwise grant access to a facility to those who are not part of your group or camp.
- The University reserves the following rights:
 - To monitor facilities by doing rounds periodically throughout the camp or conference to check that all doors are secure. Doors found unlocked/propped will be secured and a report of rooms left unlocked will be shared with the camp host.
 - To enter any room or facility for the purpose of inspection, repair or emergency.
 - To reassign residents in order to accomplish necessary repairs or accommodate University operations.
 - To revoke the privilege of campus access, including residency in or utilization by persons whose conduct, solely in the opinion of the University, becomes harmful or potentially harmful, to the University community.
 - Campers, chaperones, staff and others affiliated with the camp are expected to abide by any additional rules established by the individual camp they are registered to attend.

Services

- The camp host may request linens up to and including sheets, pillowcases, washcloths, towels, soap, and a pillow as indicated on the attached rate sheet 10 days in advance of the camp.
- One key/key card (some halls require two keys) per participant will be provided which allows access to the individual's room. A fee, as indicated on the published rate sheet, will be charged for each key not returned to the University staff at check-out.
- Telephone service and telephones will be available in rooms if requested prior to the start of the conference. A fee will be assessed as indicated on the published rate sheet. All line charges are the responsibility of, and will be billed, to the conference.
- Refrigerators sized appropriate to residence hall rooms may be rented for use by camp staff for a small fee. Please contact Camps & Conference to discuss and make arrangements at least 10 days prior to the camp start.
- Residence Life will assign Camps & Conferences Housing staff to each camp. The trained staff will be available 24 hours a day via the camp duty phone to answer any emergency questions in the residence halls, in addition to working check-in/out, staffing the Customer Service Desk, and assisting in emergency situations such as fire, severe weather and medical situations. Additionally, the staff will check room and building doors to ensure they are secure both when the camp is in the hall and during the period that they are at their activities. Staff members will wear a University issued shirt and name badge whenever they are working or conducting facility rounds and if of the opposite sex than the floor occupants, will announce their presence as they enter a floor.

- A Customer Service Desk access will be provided during each camp. Hours will vary by building location and camp based on the camp host submitted agenda. When not staffed, a sign will be posted outside the desk detailing the hours for operation and the after-hours contact information. Services available at the Customer Service Desk include making change, providing vending refunds, answering questions and requesting repairs to the building.

Emergency Procedures:

- There will be Camps and Conference staff available 24 hours a day to answer any emergency questions that you may have. Contact the Customer Service Desk, call the Camps and Conference duty phone number that is posted, or the University Police (573-651-2215).
- If a student is hurt or injured, please contact **University Police** at 573-651-2215 immediately. Courtesy phones are located by the Customer Service Desk and on the floors of each of the building.
- In the event of a **fire alarm**, you **must** evacuate your floor and leave the building immediately. Camps and Conference Staff will assist in the evacuation process and direct participants to safe locations.
- In the event of **severe weather**, please evacuate your floor to the lowest possible location or to a secure bathroom or lounge in the center of the floor. Please stay away from glass objects as they may break during a storm.

Photographs, Video, Audio and Related Media Formats Release Forms

The University will expect each camp host/organization to facilitate all its guests in completing a release form authorizing the use of photographs, video, audio, and related media formats in the promotion of the summer camps and conferences programs and other university initiatives.

University departments hosting camps will fulfill this requirement by using the *Summer Camps & Conferences Registration/Medical/Liability Release* form (Appendix D) found on the following website:
www.semo.edu/camps

Non-University entities will be required to have their guests do one of the following:

- Sign a photographs, video, audio, and related media formats release form provided by the University and returned to Camps and Conferences at check-in.
- Include the following statement in its entirety in their registration materials:

“In consideration of my engagement as a video tape/photography subject, upon the terms herein after stated, I, _____, hereby grant Southeast Missouri State University, its legal representatives and assigns, those for whom Southeast Missouri State University is acting, and those acting with its authority and permission, the absolute right and permission to copyright and use, re-use and distribute visual and aural representations of my child or in which my child may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations from time to time, in conjunction with his/her own or a fictitious name, for any purpose whatsoever. I hereby waive any right that I or my child may have to inspect or approve the finished product(s) or printed matter that may be used in connection therewith.

Permission Granted Without Restriction

The University and its affiliates may use my child’s image with or without attribution to his/her name.

Permission Granted With Restriction

The University and its affiliates may use my child’s image without attribution to his/her name.

Name of Camp: _____ Dates of Camp: _____

SIGNATURE OF PARENT/GUARDIAN/INDIVIDUAL OVER 18: _____

PARENT/GUARDIAN PRINTED NAME: _____

DATE: _____”

- Modify existing photograph, video, audio and related media release statement to include “Southeast Missouri State University, its legal representatives and assigns, those for whom Southeast Missouri State University is acting, and those acting with its authority and permission”.

Safety

The University campus is a safe environment and campus is monitored 24 hours a day, 7 days a week by our own Department of Public Safety. However, to promote a welcoming and safe environment for camp & conference guests during the regular summer business of a University community, the University has established some basic guidelines for behavior and safety while on campus. The University expects that each camp host/organization will share the following set of rules and expectations with participants, staff, and guests during the registration process.

1. All medications are to be listed on the Summer Camps & Conferences Registration/Medical/Liability Release form. All medications must be in original bottle and /or container. Campers are not to share any medications, including over-the-counter medications.
2. Campers are encouraged to walk or explore campus with adult supervision only.
3. Everyone must attend all scheduled events for the camp.
4. Campers are not permitted to remain in the residence halls or other facilities without adult supervision.
5. Campers MUST be in the residence hall by the designated curfew established by the camp host. Curfew is established for the safety, security, and mental and physical well-being of all individuals.
6. Campers are expected to be appropriately clothed when outside their individual room and in common areas of the residence hall(s).
7. All campers, chaperones, and camp staff are expected to assist with maintaining a clean, safe campus environment. Please place trash in provided receptacles, report spills, damages, needed repairs, or potential hazards to the University staff located in the facility as soon as possible, properly secure individual possessions and sleeping rooms, and abide by all University and camp rules and policies to ensure the safety of all persons and property.
8. If you reside in a residence hall, you will be issued a key/key card. A lost key fee will be assessed to the camp host by the University if all keys are not returned at check out. The camp host reserves the right to in turn assess the lost key fee to the responsible individual or group.
9. Additionally, the University will assess the condition and general repair of each sleeping room, common area, classroom or activity space of a residence hall(s) and other University facilities utilized as part of this camp prior to check-in and during check-out of each camp. Any needed extra cleaning or repairs that can be attributed to the intentional damage, misuse or maltreatment of a University facility on behalf of an individual or group will be assessed to the camp host by the University. The camp host reserves the right to in turn assess the damage/repair charges to an individual, a group or all camp attendees.
10. No bullying, including via social medias, or fighting is allowed.
11. Drugs, alcohol, any form of tobacco, firearms, knives, or any kind of weapon, or fireworks are NOT allowed on University property.
12. Amplified sound, group activities, or large group gatherings are not permitted on the sleeping floors of the residence halls after 11:00 p.m. and before 7:00 a.m. unless arranged prior to the date and time in which they are to occur with the Camps and Conference or Residence Life staff.
13. Do NOT prop doors, open doors or otherwise grant access to a facility to those who are not part of your group or camp.
14. Campers, chaperones, volunteers, and other guests or visitors are not allowed to bring pets on campus, except for those used to assist individuals with disabilities.
15. Chaperones and camp staff who reside in the residence halls are expected to enforce curfew, quiet hours, and security procedures and to be present in the halls whenever the campers associated with the camp are in the facility.
16. The University reserves the following rights:
 - a. To enter any room or facility for the purpose of inspection, repair or emergency.
 - b. To reassign residents in order to accomplish necessary repairs or accommodate University operations.
 - c. To revoke the privilege of campus access, including residency in or utilization by persons who do not follow the rules, policy, or direction of University staff.
17. Campers, chaperones, staff and others affiliated with the camp are expected to abide by any additional rules established by the individual camp they are registered to attend.

A camp host/organization can meet this expectation by utilizing the *Summer Camps & Conferences Registration/Medical/Liability Release* form (Appendix D) or by amending their alternate form to include the information.

The University will also make these rules and expectations available to participants in guest via the summer camps website and other printed materials included in check-in materials or posted in residence halls.

The University further encourages, the camp host/organization to share the contact information for our Department of Public Safety (DPS) with participants and parents during registration and check in. DPS has 24 hour contact information for Camps & Conferences and Residence Life staff and can facilitate communication and location of individuals in an emergency situation.

Department of Public Safety
Regular Business: (573) 651-2215
Emergency: (573) 651-2911

Transportation

University departments who sponsor camps and conferences may at times need to transport campers for activities or sessions. As part of the *Summer Camps & Conferences Registration/Medical/Liability Release* form (Appendix D), the University expects all participants and parents to read and sign off on a liability waiver that includes the following statement regarding transportation. If utilizing your own form, the University will require this statement or a University approved similar statement if a camp host/organization will be providing transportation in any way, shape or form.

“ I, ____ (printed name) ____, understand and agree that on some occasions, my child must arrange his/her own transportation related to/during the camp and/or on some occasions Southeast Missouri State University may arrange transportation for my child. I further understand that my child’s decision to accept transportation from Southeast Missouri State University is completely voluntary and accepted at his/her own risk that he/she is not required to accept such transportation, and that such transportation will not be covered by any Southeast Missouri State University insurance. If my child arranges his/her own alternate transportation, I understand that he/she must provide his/her own automobile collision and liability insurance, at his/her expense if my child chooses to drive. Further, I understand and agree that whatever alternate mode of transportation he/she may choose will not be covered by any insurance from Southeast Missouri State University.”

The form would also have to include a place for signature of the individual completing the form, denote the participant’s name, the dates of camp, and the date the form is signed.

Use of University Name, Logos, & Images

Non-University camp hosts or organizations will not use the name “Southeast Missouri State University” or any other legislation or logo in any advertisement material, brochure, mailer or any similar item in a manner, which infers that the University is sponsor/co-sponsor, or in any way affiliated with the Organization. The University’s name may only be used for reference of event location.

Appendix A:

Southeast Missouri State University

Camps & Conferences

Date Request & Planning Form

For Priority Consideration in Scheduling Return by October 1

Organization: _____ Contact Person/Camp Host: _____

Email: _____ Contact Phone: _____

Billing Address: _____

Name of Camp/Conference: _____

What is the targeted ages or grades of participants for this camp? _____

Requested Dates: 1st Choice: _____ 2nd Choice: _____

Check In Date: _____ Check In Time: _____ a.m. p.m. (circle one)

Check Out Date : _____ Check Out Time: _____ a.m. p.m. (circle one)

Estimated Numbers:

Resident Participants: _____ Commuter Participants: _____

Resident Staff: _____ Commuter Staff: _____

Total Number: _____

*The University will not guarantee availability of food or housing for actual numbers that exceed 5% over the number guaranteed 10 days prior. The food guarantees will be calculated as a percentage (95%) of the participant guarantee number.

Meals: Please circle the preferred meal times (*Meal times will expand by 30 minutes dependent on the total numbers of participants in all camps on campus during any one meal period and will be confirmed by individual camp agenda with the Host.*)

Breakfast:	Lunch:	Dinner:
7:30 a.m.	12:00 p.m.	5:00 p.m.
8:00 a.m.	12:30 p.m.	5:30 p.m.

How many participants at each meal time do you anticipate as part of your camp agenda:

Breakfast(s): _____ Lunch(s): _____ Dinner(s): _____

Other special food service needs the camp may have are: (ex. late night pizza party, sack lunches, catered banquet)

Please turn over

Housing: Please mark one

Please designate your preference of housing.

- Suite Style: 2 sleeping rooms per one bathroom Community Style: one common area bathroom per residence hall floor

*Prices listed on attached fee sheet for reference.

**Assignments are tentative and we reserve the right to change building assignments as necessary.

Please estimate the number of room types needed:

_____ Male/double occupancy rooms (2 persons) _____ Male/private room (1 person)
 _____ Female/double occupancy room (2 persons) _____ Female/private room (1 person)

Will you have staff arriving early? Yes No

If yes, what date and time: _____

Number of men: _____ Number of women: _____

Linen Service:

One set of sheets, a blanket, and 2 towels per package. See rate sheet for approximate costs.

- Required Not Required

Room Assignments: You can choose to make your own room assignments or have the conference housing staff make room assignments. You will be provided floor charts if you choose to make your own assignments. If you want University staff to make the assignments, we require that a roster of guests (with name and gender) be submitted to our office no later than 72 hours prior to check in. Assignments for additional guests can be made at time of check in.

- Will make own room assignments Have University staff make assignments

Are there any special needs, living arrangements, services, or equipment that you are requesting (i.e. refrigerator, internet access): _____

If you have additional information about conference planning, please contact:

Camps & Conferences
 One University Plaza, MS7100
 Cape Girardeau MO 63701
 cessner@semo.edu
 (573) 651-2652 FAX (573) 651-5190

Appendix B:

Southeast Missouri State University

ONE UNIVERSITY PLAZA, MAIL STOP 7100
CAPE GIRARDEAU, MO 63701

Host/Name of Camp Dates Agreement for Camp / Conferences

This contract is made by and entered into this ___ day of _____, 20____, by and between Southeast Missouri State University, hereinafter referred to as the University, and _____ (Host/Name of Organization). The University agrees to provide these facilities and/or services outlined in this contract and the Organization agrees to make payment to the University for those facilities and/or services in accordance with the terms and conditions of this Agreement. The term "Guests" shall mean any person or persons affiliated with the Organization, participating in the events or activities covered by this contract, coordinated by the Organization, or described as being a part of the Organization's events. Guests include all attendees, advisors, vendors, parents, participants, or any other persons expressly or in any other way invited to attend or participate in the conference.

It is agreed that any headings herein are provided solely for the convenience of the reader of this document, and are in no way intended to have the effect of limiting the application and/or interpretation of this Agreement, as to the matters reflected under any single heading to the heading under which it is found.

1. Residence Hall Accommodations and Services

- The University agrees to provide double/single occupancy accommodations in the University's residence hall system at the rates for room, meals and other available and requested services as indicated on the attached rate schedule which is incorporated herein by this reference.
- Guests will be able to check into their rooms no earlier than 8:00 a.m. on the first day of the conference. Checkout is 12:00 noon on the last day of the conference. An additional night's lodging will be charged to the Organization for all rooms not vacated by checkout time. Exceptions to this policy may be made, but such exceptions must be approved in advance of the conference in writing.
- The Organization may request linens up to and including sheets, pillowcases, washcloths, towels, soap, and a pillow as indicated on the attached rate sheet.
- One key per (some halls require two keys) participant will be provided which allows access to the individual's room. A fee, as indicated on the attached rate sheet, will be charged for each key not returned to the University staff at checkout.
- Telephone service and telephones will be available in rooms if requested prior to the start of the conference. A fee will be assessed as indicated on the attached rate sheet. All line charges are the responsibility of, and will be billed, to the Organization.
- Residence Hall Sleeping Room Charges
 - A. All sleeping rooms used will be billed to a camp regardless if they are for participants, sponsors, coaches, camp staff, chaperones, bus drivers or other special guests.
 - B. Sleeping rooms will be billed at the single rate if only one person stays in the room unless (1) the room is designed to accommodate only a single individual or (2) there are an odd number of guests and no ability to share.
 - A. Residence Life requests that camp hosts fill each available bed space on a floor prior to requesting additional floors or rooms. Failure to utilize space to its maximum capacity may result in the Camps and Conferences staff, in conjunction with Residence Life, placing participants or staff from other camps in the unused space.

2. Food Service and Dining

- A. All summer camp and conference meals must be taken in the University Dining facilities and utilize the services of the University's Food Service Contractor. The Organization must seek advance approval for any meal service not provided by the University's Food Service Contractor.

- B. Standard cafeteria style meal hours are as follows:
 - 1. Breakfast: 7:30 a.m. - 8:30 a.m.
 - 2. Lunch: 11:30 a.m. – 1:00 p.m.
 - 3. Dinner: 5:00 p.m. – 6:30 p.m.
 - C. Meal service hours will be extended by 30 minute increments based on the number of camp participants and staff schedule to be dining in a given meal period.
 - D. Requests for special or extend hours that are not supported by participant numbers will result in additional service fees being billed to the Organization.
 - E. Billing for meal service will be made directly from the University’s contract food provider and will be for the guarantee number or actual number, whichever is higher (see #6 A-B).
3. Activity Space and Facility Reservations
- A. The University will assign meeting rooms and other facilities to accommodate the Organization’s activities based upon the needs indicated. The University agrees to arrange for basic room set-ups, cleaning, and maintenance of all facilities. The University reserves the right to relocate any event/activity when deemed necessary to accommodate University operations. The University property, facilities or equipment must be used in a careful and prudent manner so as to prevent any loss, defacement or damage. The Organization will be responsible for any damage due to negligence. **The Organization will be obligated to pay for all space reserved, used or unused, for the camp or conference. The Organization will notify the University to release space prior to the 60 day cancellation clause to avoid charges.**
 - B. Enforcement of State, local and University policy is the sole responsibility of the Organization and the Organization’s Guests. Any Guest found in violation of written policies may be, at the sole discretion of the University, removed from campus, without refund.
 - C. The Organization is responsible for the supervision of all Guests.
 - D. The University will assess damages and fines.
 - E. The University reserves the right to charge an additional fee for special room arrangements that may require additional hour(s) or supplies by University staff or for any use of the Show Me Center, Student Recreation Center, University Center, or other non-residential facilities.
 - F. The University reserves the right to charge an additional maintenance or cleaning fee when facilities require more than routine cleaning or maintenance by University staff. The University may also charge penalties for damage or cleaning necessary when the University determines that such was due to vandalism, or malicious intent, or negligence.
4. Emergency Information and Health Care
- A. All participants or staff must complete a University Camps & Conferences emergency contact and health care form and submit it to the University staff prior to the close of check-in/registration. Participants and staff under the age of 18 must have the form signed by a parent or guardian, which the Organization will facilitate.
5. Liability and Liability Insurance
- A. The Organization shall provide proof of liability insurance for all Guests in the subject conference with limits of not less than \$1,000,000 single limit for each occurrence for all Guests in the subject conference. The University is to be named as additional insured on that policy.
 - B. The University will be provided with a certificate evidencing such insurance not later than 30 days prior to the first day of the conference.
 - C. The Organization agrees (1) to pay for and assume full liability for any loss or damages to person or property or claims therefore resulting to or arising from the use of University property or facilities by the Organization whether from an occurrence at a University facility or property, or going to and from such use, (2) to reimburse and hold harmless the University, its agents and employees from any loss, damage or claim, including, but not limited to, it’s or their attorneys’ fees, and (3) to pay attorneys’ fees and costs paid or incurred by the University to enforce any obligation imposed under this agreement.
6. Guarantees and Payment Information
- A. The University will not guarantee availability of food or housing for estimated numbers that exceed 5% over the number guaranteed 30 days prior to the start of the conference (this number will be used if camp or conference is cancelled, see #8 A-C for cancellation policy). The food guarantee will be calculated as a percentage (95%) of the participant guarantee number. Billing for meal service will be made directly

from the University's contract food provider and will be for the guarantee number or actual number, whichever is higher. Not later than ten (10) business days prior to the first day of the conference the Organization will supply to the University the final guaranteed number of participants (indicating both commuter and residential participants, staff, coaches, chaperones, etc., and the number in each category) for the camp or conference. This number shall be known as the **final participant guarantee**. The final participant guarantee number will be used to calculate all meal costs (See Section 2.B.). The Organization will be responsible to the University for the guaranteed number or the actual participant count, whichever is greater. The final participant guarantee numbers shall be subject to the following:

1. The amount of the charges shall be 100% of the final participant guarantee number provided to the University, or the actual number, whichever is higher.
2. The University will not guarantee availability of facilities, food or lodging in excess of 5% over the guarantee number provided to the University 30 days prior to the event.
3. If the actual number exceeds the guarantee number by more than 5% and accommodations can be made, the organization will be charged an additional service fee of \$5.00 for each individual over 105% of the guarantee.

- B. Payment to the University of all charges due and owing shall be made within thirty days after receipt of the invoice. All amounts owing the University after thirty days shall be considered past due and shall be subject to additional fees. The Organization shall be held liable for all collection costs, including professional fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder, whether or not legal action is instituted. University-affiliated organizations, offices, events, and camps are subject to all penalties and collection costs.

7. Cancellation Policy and Deadlines

- A. If cancellation occurs 31 – 60 days before the conference, Southeast Missouri State University will be entitled to a cancellation fee equal to 25% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of this agreement shall constitute liquidated damages by each of the parties hereto.
- B. If cancellation occurs within 11 to 30 days before the conference, Southeast Missouri State University will be entitled to a cancellation fee equal to 50% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of the agreement shall constitute liquidated damages by each of the parties hereto.
- C. If cancellation occurs within 0 to 10 days before the conference Southeast Missouri State University will be entitled to a cancellation fee equal to 100% of the total amount agreed upon by the parties for the University's services under this contract. The cancellation fee will be based on the estimated numbers provided in the contract, and for purposes of the agreement shall constitute liquidated damages by each of the parties hereto.

8. Modification of the Contract and Rider

- A. Changes or additions to this contract may be made only in writing and must evidence mutual agreement.
- B. Such additions or deletions to this contract may be subject to additional charges.

9. State of Governance

- A. This contract shall be governed by the laws of the State of Missouri. The University is an equal opportunity institution and subscribes to all requirements of federal law not to discriminate with respect to students, employees, applicants, or University programs on the basis of sex, race, creed, national origin, age, disability, or veteran status. The Organization, as a condition of this contract, agrees to abide by all such pertinent laws and/or regulations.

10. Policies, Regulations and Consent

- A. By signing this contract the Organization agrees to abide by all University policies and regulations including:
 1. All individuals will abide by Missouri law, federal law and University regulations pertaining to intoxicants, narcotics, and drugs. **CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED ON THE UNIVERSITY CAMPUS EXCEPT BY EXPRESS WRITTEN PERMISSION OF THE PRESIDENT.**
 2. Smoking is prohibited except in designated smoking areas throughout the campus.

3. Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed on University property.
 4. Animals are not allowed in University facilities, except those used to assist individuals with disabilities.
- B. The University reserves the following rights:
1. To enter any room or facility for the purpose of inspection, repair or emergency.
 2. To reassign residents or meeting locations in order to accomplish necessary repairs or renovations, or to accommodate University operations.
 3. To revoke the privilege of campus access, including residency in or utilization by persons whose conduct, solely in the opinion of the University, becomes harmful or potentially harmful, to the University community.
- C. The Organization will not use the name "Southeast Missouri State University" or any other legislation or logo in any advertisement material, brochure, mailer or any similar item in a manner, which infers that the University is sponsor/co-sponsor, or in any way affiliated with the Organization. The University's name may only be used for reference of event location.
- D. In the event that the University property or facilities shall be destroyed or substantially damaged by fire or other casualty, or the event or circumstances that render the fulfillment of this agreement impractical or impossible, the Organization shall be obligated to pay only the fees for those services, activities, or event (s) which shall have incurred prior to said casualty or circumstances. The Organization hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement. It is agreed and understood that by affixing our signatures to this document, we, the undersigned, do hereby enter into this contract on the terms and conditions stated herein and acknowledge same by our signatures hereto.

Understood and agreed:

For the Organization

For the University

(Signature) (Date)

(Signature) (Date)

Mike Buck
Director, Recreation Services

(Name)

(Title)

(Address)

(City)

(State & zip code)

Return the completed and signed agreement to:

Camps & Conferences
Southeast Missouri State University
One University Plaza, MS 7100
Cape Girardeau, MO 63701
Office: (573) 651-2652 Fax (573) 651-5190

Appendix C:



SOUTHEAST MISSOURI STATE UNIVERSITY CAMPS & CONFERENCES

PARTICIPANT NUMBER VERIFICATION

Camp Name _____

Dates on Campus _____

Participant Verification

Resident Numbers:

Participants: _____

Staff: _____

Other: _____

Total Residents: _____

Billing Information:

Name of Individual Authorized to Process Invoices:

Company/Organization: _____

Address: _____

Phone #: _____

Commuters/Non-Residential Participants & Staff:

1. Commuting Participants _____

2. Commuting Staff _____

Total Commuters _____

Commuter Meal Selection:

Breakfast, Lunch & Dinner _____

Lunch & Dinner _____

Lunch Only _____

Total # Resident & Commuter/meal time: ____ Breakfast ____ Lunch ____ Dinner

Lanyard Color: _____

NOTES:

Camp sponsor has insurance waiver on file: _____ (please initial)

Your invoice will be calculated using the above numbers. Your signature indicates your understanding that all numbers above will be used in calculating your final invoice.

Camp Sponsor

Date

Office of Camps and Conferences

Date



Appendix D: SOUTHEAST MISSOURI STATE UNIVERSITY

Summer Camps & Conferences
One University Plaza MS 7100
Cape Girardeau, MO 63701

(573) 651-2652 * (573) 651-5190 (Fax) * www.semo.edu/camps * cessner@semo.edu

REGISTRATION/MEDICAL/LIABILITY RELEASE FORM: Less Than 18 Years of Age

*INSTRUCTIONS: Complete the Registration Form in its entirety. All requested information is applicable. Type or Print legibly in Dark Ink. If participant is LESS THAN 18 years of age parent/guardian must sign.
(PLEASE READ CAREFULLY BEFORE SIGNING)*

CAMPER INFORMATION: (REQUIRED)

Camper Name: _____

_____	_____	_____	_____ (indicate name used)	
First	Middle	Last		

Address: _____

_____	_____	_____	_____	_____
Street	City	State	Zip Code	

Birth Date: ____/____/____ Age Now: ____ Sex: (M/F) ____ Email: _____

Name of Camp Attending: _____ Dates of Camp: _____

School/Team /Organization with whom you are attending (if applicable): _____

PARENT/LEGAL GUARDIAN INFORMATION: (Required)

Name(s): _____ Relationship: _____

Phone #: Primary: (____) _____ Secondary: (____) _____ Email: _____

MEDICAL INFORMATION: (REQUIRED) In the event of an accident or special health needs, it will be necessary for us to have the requested information. Please make certain that you have provided thorough and accurate medical information.

Medications you take for current medical conditions (asthma, allergies, etc.) _____

Medications you take occasionally (headaches, etc.) _____

Do you plan to bring these or any other medications to camp with you? YES NO

Special Diet? _____

Allergies: Food? _____ Drugs? _____

Insect Stings/Bites? _____ Other? _____

Person to Notify in **Event of Emergency**: _____ Relationship to You: _____

Phone Number of Contact Person: Primary: (____) _____ Secondary: (____) _____

Family Physician: _____ Phone: (____) _____

Medical Insurance Co.: _____ Plan or Group #: _____

Insured ID or Member #: _____ Ins. Co. Phone #: (____) _____

It is recommended that you attach a photocopy of your family medical insurance card.

IMPORTANT...SEE ADDITIONAL PAGES FOR UNIVERSITY RULES/ EXPECTATIONS & REQUIRED RELEASE

SOUTHEAST MISSOURI STATE UNIVERSITY CAMP RULES & EXPECTATIONS: (REQUIRED)

1. All medications are to be listed on the Registration/Medical/Liability Release form. All medications must be in original bottle and /or container. Campers are not to share any medications, including over-the-counter medications.
2. Campers are encouraged to walk or explore campus with adult supervision only.
3. Everyone must attend all scheduled events for the camp.
4. Campers are not permitted to remain in the residence halls or other facilities without adult supervision.
5. Campers MUST be in the residence hall by the designated curfew established by the camp host. Curfew is established for the safety, security, and mental and physical well-being of all individuals.
6. Campers are expected to be appropriately clothed when outside their individual room and in common areas of the residence hall(s).
7. All campers, chaperones, and camp staff are expected to assist with maintaining a clean, safe campus environment. Please place trash in provided receptacles, report spills, damages, needed repairs, or potential hazards to the University staff located in the facility as soon as possible, properly secure individual possessions and sleeping rooms, and abide by all University and camp rules and policies to ensure the safety of all persons and property.
8. If you reside in a residence hall, you will be issued a key/key card. A lost key fee will be assessed to the camp host by the University if all keys are not returned at check out. The camp host reserves the right to in turn assess the lost key fee to the responsible individual or group.
9. Additionally, the University will assess the condition and general repair of each sleeping room, common area, classroom or activity space of a residence hall(s) and other University facilities utilized as part of this camp prior to check-in and during check-out of each camp. Any needed extra cleaning or repairs that can be attributed to the intentional damage, misuse or maltreatment of a University facility on behalf of an individual or group will be assessed to the camp host by the University. The camp host reserves the right to in turn assess the damage/repair charges to an individual, a group or all camp attendees.
10. No bullying, including via social medias, or fighting is allowed.
11. Drugs, alcohol, any form of tobacco, firearms, knives, or any kind of weapon, or fireworks are NOT allowed on University property.
12. Amplified sound, group activities, or large group gatherings are not permitted on the sleeping floors of the residence halls after 11:00 p.m. and before 7:00 a.m. unless arranged prior to the date and time in which they are to occur with the Camps and Conference or Residence Life staff.
13. Do NOT prop doors, open doors or otherwise grant access to a facility to those who are not part of your group or camp.
14. Campers, chaperones, volunteers, and other guests or visitors are not allowed to bring pets on campus, except for those used to assist individuals with disabilities.
15. Chaperones and camp staff who reside in the residence halls are expected to enforce curfew, quiet hours, and security procedures and to be present in the halls whenever the campers associated with the camp are in the facility.
16. The University reserves the following rights:
 - a. To enter any room or facility for the purpose of inspection, repair or emergency.
 - b. To reassign residents in order to accomplish necessary repairs or accommodate University operations.
 - c. To revoke the privilege of campus access, including residency in or utilization by persons who do not follow the rules, policy, or direction of University staff.
17. Campers, chaperones, staff and others affiliated with the camp are expected to abide by any additional rules established by the individual camp they are registered to attend.

RELEASE OF PHOTOGRAPHS, VIDEO, AUDIO AND RELATED MEDIA FORMATS:

In consideration of my engagement as a video tape/photography subject, upon the terms herein after stated, I hereby grant Southeast Missouri State University, its legal representatives and assigns, those for whom Southeast Missouri State University is acting, and those acting with its authority and permission, the absolute right and permission to copyright and use, re-use and distribute visual and aural representations of my child or in which my child may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations from time to time, in conjunction with his/her own or a fictitious name, for any purpose whatsoever. I hereby waive any right that I or my child may have to inspect or approve the finished product(s) or printed matter that may be used in connection therewith.

Permission Granted Without Restriction

The University and its affiliates may use my child's image with or without attribution to his/her name.

Permission Granted With Restriction

The University and its affiliates may use my child's image without attribution to his/her name.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

PARENT/GUARDIAN PRINTED NAME: _____

IMPORTANT...SEE ADDITIONAL PAGES FOR REQUIRED RELEASE OF LIABILITY

RELEASE OF LIABILITY: (REQUIRED)

I, _____, the Parent/Guardian of _____, acknowledge that I
 (Print Name) (Print Camper's Name)
 voluntarily and willingly permit my child to participate in _____ during the periods of _____
 (Print Camp Name) (Dates of Camp)

on the campus of Southeast Missouri State University or at facilities arranged by the University. I understand participation in the camp is completely voluntary and agree that the camp is provided through Southeast Missouri State University to enhance my child's education and that **NO INSURANCE COVERAGE EXISTS THROUGH SOUTHEAST MISSOURI STATE UNIVERSITY TO COVER ANY CLAIMS THAT MAY ARISE OUT OF MY CHILD'S PARTICIPATION IN THE CAMP.**

RISK AND RESPONSIBILITY: Although reasonable precautions are taken to provide proper organization, instruction, and equipment for your child's participation in the Summer Camps at Southeast Missouri State University, there can be no guarantee of absolute safety against injury and accident. There are elements of risk in any sport or program involving physical exertion and risks taken; individually and/or collectively during activities, and in the use of any equipment in connection with the activities. I, on behalf of myself and my child, understand that my child may be involved in activities, including but not limited to, arts and crafts, baseball, basketball, soccer, swimming, team-building initiatives, tennis, games, and/or other physical undertakings. I acknowledge that participation by my child in any activities is voluntary and that my child may decline to participate in any activities.

MEDICAL: I hereby authorize any medical treatment deemed necessary in the event of any injury to my child while participating in the activities. I have appropriate insurance or, in its absence, I agree to pay all costs of medical services and medical transport as may be incurred on behalf of my child.

TRANSPORTATION: I understand and agree that on some occasions, my child must arrange his/her own transportation related to/during the camp and/or on some occasions Southeast Missouri State University may arrange transportation for my child. I further understand that my child's decision to accept transportation from Southeast Missouri State University is completely voluntary and accepted at his/her own risk that he/she is not required to accept such transportation, and that such transportation will not be covered by any Southeast Missouri State University insurance. If my child arranges his/her own alternate transportation, I understand that he/she must provide his/her own automobile collision and liability insurance, at his/her expense if my child chooses to drive. Further, I understand and agree that whatever alternate mode of transportation he/she may choose will not be covered by any insurance from Southeast Missouri State University.

ACKNOWLEDGEMENT: In consideration of my child's participation in the activities, I do hereby for myself, my child and our respective administrators, executors, heirs, spouse, dependents, successors, and assigns, knowingly and intentionally release, forever discharge and covenant not to sue Southeast Missouri State University and its regents, officers, agents, employees and volunteers from and against any claims, demands, expenses, actions and causes of action of every name, type, and nature I or we now have or may ever have arising out of my child's participation in the camp activities.

Required Signature:

The signature provided confirms I have read and fully completed the Medical Information, the University Camp Rules & Expectations, and the Release of Liability (or had someone read them to me) and freely and voluntarily agree to the terms and conditions of this Release in order to participate in any and all camp activities unless specified above. I acknowledge the information I have given is correct to the best of my knowledge. Furthermore, I give permission for the camp host and Southeast Missouri State University staff to provide and authorize any medical treatment necessary.

SIGNATURE OF _____ DATE _____
 PARENT/GUARDIAN

PARENT/GUARDIAN PRINTED NAME _____



Appendix E:

Camps & Conferences

Meal Count Guidelines

1. A copy of this policy must be signed by the Camp Host and on file with Camps and Conferences prior to the start of registration for each of the camp sessions.
2. At the close of each camp registration/check-in, a member of the Camps and Conferences staff will complete a Participant Verification form with numbers provided by camp check-in personnel.
3. Each Camp Host (or his/her designee) will be required to complete and sign the Participant Verification Form prior to leaving the check-in area.
4. Failure on the part of the Camp Host to sign this form will result in the numbers provided by Camps and Conference staff being considered final numbers for the camp.
5. Camp Host, from this point forward, will forfeit rights to dispute all camp numbers and invoices based on participant and staff count disagreements.
6. A copy of the form will be distributed to the following depts./individuals: Camp Host, Camps & Conferences, Office of Residence Life, Show Me Center and the University's Food Service Contractor.
7. The numbers on this form will be the number the University's Food Service Contractor uses to prepare and bill meal service.
8. During registration/check-in, Camps and Conferences will distribute colored lanyards to resident participants and staff and either lanyards or paper meal tickets to commuter participants and staff. All participants and staff, including referees and coaching staff, will be required to present either the lanyard or paper ticket to gain access to the cafeteria.
9. University's Food Service Contractor will locate the meal check-in counter in a manner that there is only one point of entrance to the dining area and where diners do not pass the check-in point to return dining items to the dish return, etc.
10. Commuters who are not authorized for that particular meal are welcome to utilize the dining area for a gathering location; however, are asked to refrain from entering the actual food service area.
11. We strongly recommend that each Camp Host designate a member of their camp staff to verify the number of meals for their camp with Chartwells at the close of each meal period by signing the count at the dining entrance.
12. Following the conclusion of each meal, the University's Food Service Contractor will provide the following information to the Camps and Conference staff:
 - a. Name of Camp
 - b. # of actual diners for that meal period
 - c. # of diners that the camp will be charged for that meal period if greater than actual diner count.
13. The Camps and Conferences staff will then either email or call the camp host or their designee with the number prior to the next meal service for their camp.
14. Once receiving the numbers, the Camp Host or designee then has one business day from the close of the camp to dispute meal counts.
15. Meal count disputes will be resolved through a meeting scheduled by Camps and Conference staff with the Camp Host and a representative from the University's Food Service Contractor within seven business days from the end of the camp session.
16. Once the meeting is held and the dispute is resolved, all parties understand that a final invoice will be issued and payment in full must be made within 30 business days.
17. Failure to pay invoices in a timely fashion will result in the Camp Host forfeiting rights to schedule for the following year until the matter is resolved, thus becoming lowest in priority for activity and residential space.

Your signature indicates your understanding of and willingness to abide by the above policy.

Camp Host

Date

Office of Camps and Conferences

Date