

Summer Camps & Conferences Manual



Campus Operations & Safety Office



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Camp & Conference General Handbook

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Each year Texas A&M University-Commerce is host to a variety of camps, clinics, workshops, and conferences. To facilitate the many and varied requests of these groups, the Conference and Camp Coordinator, referred to in this booklet as the Coordinator, located in Student Access & Success Center 118, is available to assist Camp Directors in arranging housing, insurance, etc. A camp as referred to in this document refers to all special programs, camps and conferences.

Handbook Acknowledgement

Please review each page of the Camp & Conference Handbook and initial the bottom of each page and return to:

Camps, Conferences & UIL
PO Box 3011
Commerce, TX 75429
katy.king@tamuc.edu

Camp Eligibility

Any camp or conference requesting use of University facilities must have a University sponsor. If profit-making agencies are involved with the program, the sponsoring organization must receive prior approval from the Vice President for Student Access and Success to conduct the camp.

Age of Participants

Camp participants under ten (10) years of age are not permitted to stay over-night in the residence halls unless accompanied by parents and under close supervision at all times. Participants under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times. Each camp must provide one (1) counselor for every fifteen (10) campers under the age of eighteen (18).

Request for Facilities

The first step for the Camp Director will be to submit a completed *Camp/Conference Reservation Form* to the Programs for Minors Director. The form should be completed with estimates of size of the camp. Housing, meals, meeting space and other requests will be reserved according to the stated needs on this form. Completion and return of these forms as early as possible will help assure that each specific need will be met. Some areas are limited and will be supplied on a first-come, first-serve basis.

Billing Procedures

Billing for summer camps will be handled through the Conference and Camp office. Costs for meals, housing, technology, additional services and insurance will be negotiated each year and the projected costs made available upon request. An account number or billing address should be supplied at the time of the original camp reservation. After the camp is completed, one total bill for lodging, damages, lost keys, meals, special banquets, Sodexo food service deliveries and pick-ups, insurance, and other applicable costs will be assessed and billed to the camp account. Any damages, etc. discovered after the close of the camp will remain the Camp Director's responsibility.

Camp cancellations must be made in writing to the Conference and Camp Assistant Director at least ten (10) days prior to the start of the camp. Any changes must be communicated immediately to the University contact.



University Holidays

Texas A&M University – Commerce observes the TAMU System holiday schedule. If a camp desires to be on campus on a designated holiday, they will be responsible for any expenses needed to provide services. An estimate of expenses is available upon request. All holidays are listed on the Texas A&M University – Commerce website.

Insurance Requirements

It is the responsibility of the sponsoring department to ensure that each group has appropriate liability coverage. All non-credit participants spending the night in University residence halls must be insured. A per camper/night fee will be assessed at the completion of the camp and billed to the proper account. A list of names of all participants to be insured must be submitted to the office of the Programs for Minors Director 2 weeks prior to the first camp day. Completing insurance forms are the responsibility of the Camp Director. Forms returned because of insufficient information are also the Camp Director's responsibility.

Medical Release and Consent Form

A medical release and consent form must be completed and signed by the parent/guardian of each camper under age 18. Local hospitals will not treat a minor student without this release form in hand. The Camp Director is responsible for having these forms signed and readily accessible at all times in case of an emergency.

Notification of Injury

In the event of an injury, a Notification of Injury form MUST be completed. Notification of Injury form must be requested from the Camp and Conference office, (903) 468-3024, within 5 days of the injury. Forms must be completed and returned to the Summer Conference and Camp Coordinator within 90 days of the injury.

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

Emergency Phone Number

All camp participants should be informed that a campus 911 number is available to them should an emergency take place. Parents of participants should be informed of the non-emergency University Police Department phone number, (903) 886-586



Residence Halls (Housing)

The Camp Director should estimate as closely as possible the number of students and counselors needing University housing for the camp session. This estimation should include a male to female breakdown of the campers and staff of the camp. Space will be reserved as per the reservation completed by the Camp Director. Concurrent camps may result in two or more groups occupying the same residence hall. In the event that this becomes necessary, the Camp Director will be allowed the opportunity to request additional facilities. The request for additional facilities will be granted if housing facilities are available. Additional fees will be charged for this service and will be established according to the type of facility requested.

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

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

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

Residence Life is responsible for the overall cleaning of the residence halls, but it is the Camp Director's responsibility to make sure campers' posters, trash and other items are removed from the rooms and taken to the dumpster. The Camp Director is responsible for removal of any writing on walls, mirrors or doors prior to departure. All damages will be billed to the camp.

Housing damages and lost key charges are assessed after the group has left the residence hall, but remain the Camp Director's responsibility. (See Damages for more information) Groups meeting in the lobbies of the residence halls are responsible for the general cleaning of these areas. Food deliveries are not permitted after the front desk closes.

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

Special Accommodations: Any camper or conference attendee that will need special accommodations due to a disability should contact the Assistant Director prior to arrival on campus.

The Camp Director Responsibilities: (Participants as presented below refer to all individuals associated with the camp including campers, instructors, staff and guests).



The Camp Director:

1. Will provide counselors and staff for the camps, a minimum of one counselor per fifteen campers. Campers must be supervised during any free time. Campers are not allowed in the facility without a counselor present.
2. Inspects residence hall facilities immediately prior to and after the camp session with Residence Life staff.
3. Advises participants of appropriate check-in and checkout procedures including charges for damages and lost keys/cards.
4. Familiarizes participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, alcohol, possession of controlled substances, weapons, explosives/fire arms, and authorized entry into rooms.
5. Maintains discipline of all participants.
6. Cooperates with the Camp Coordinator and staff who are responsible for the safety, security and maintenance of the building.
7. Collects and has readily available all Medical Release and Consent Forms on all participants.
8. Informs the University two weeks in advance of early and late arrivals.
9. Completes insurance forms at the time of treatment.
10. Handles insurance forms returned for lack of student information.
11. Furnishes the Camp Coordinator with a camp roster of all campers, counselors, and staff one week prior to check-in.
12. It is the responsibility of the sponsoring individual or organization to ensure that programs and activities conducted on the University campus are in compliance with the Americans with Disabilities Act.

Discipline and Supervision: It is the responsibility of the Camp Director or camp staff to administer discipline to participants who violate camp or University regulations. On occasions when camp personnel are not available, residence hall personnel will temporarily handle the situation. In cases of chronic or severe discipline problems, the Camp Coordinator reserves the right to recommend that a camp participant be sent home. Violation of federal, state or municipal law will require the involvement of the University Police Department. All camps must provide on-site camper supervision throughout the duration of the camp. This includes overnight supervision within the residence hall. Campers will not be allowed access to residence hall without counselor supervision.



Agenda/Schedule: A copy of the agenda or schedule for each conference group must be left with the Camp Coordinator to assist the residence hall staff in directing student during their stay.

Alcohol: Alcohol is not allowed in residence halls at any time.

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

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

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

Desk: The desk hours will be decided prior to camps arrival but can be anytime between 10 a.m. and the Camp curfew (no later than midnight). Messages for camp participants received by desk attendants will be posted in a central location and not delivered to individual rooms. Entry through the front door will be through card access 24 hours a day. Any one that is locked out of the building may use the contact the University Police Department for admittance to the building.

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

Emergency: In case of an emergency, call 911 or University Police at (903) 886-5868.

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

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

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

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



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

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

Gambling: Gambling of any form is prohibited.

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

Guests with Disabilities: Conference guests that need any special accommodations should contact the TAMU-C Conference and Camp Coordinator prior to arrival.

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

Campers are responsible for removing all trash and trash bags from the residence hall; failure to do so will result in additional cost to the camp. Please see Trash Policy below.

Keys/Access Cards: Keys and/or access cards are issued according to the Camp Director's request and University Policy at the time of check-in. Keys/cards must be turned in to residence hall staff at checkout. A replacement fee of \$50 will be assessed for each key and \$10 for each card that is not returned at the end of the camp session. This charge covers the cost to change the lock and make a new set of keys. Camp officials will not be issued master keys to any building. In the event a camper is locked out of a room, Camp Staff will be asked to confirm the identity and room assignment of the camper before a new key is issued. Each Camp Director will develop the camp procedure for lockouts.

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

Medication: All Program for Minors must obtain authorization to administer any medication to a child from the child's parent or guardian in a written, signed and dated format using a completed Medication Distribution Form.

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

Public Areas: Eating, drinking, and smoking are not permitted in the lobbies, hallways, laundry rooms, community baths, or other public areas, unless prior approval has been given by Camp Coordinator or Assistant Director. Pizza parties etc., should be held outside or the food distributed and the campers dispersed to their rooms.



Roommates: The Camp Director will handle all roommate problems. If a room change is necessary, consult the Camp Coordinator.

Smoking: No smoking is allowed in the residence halls or on the front porches during camps. Smoking is not allowed within 15 feet of any building on campus.

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

Telephones: The University does not furnish telephones for individual residence hall rooms.

Trash Policy: Residence Life is responsible for the overall cleaning of the residence halls, but it is the Camp Director's responsibility to make sure campers' posters, trash, and other items are removed from the rooms and taken to the dumpsters located outside of each building. Residence Life will furnish each room with one plastic trash bag when they check into the building.

Vending: Vending machines are provided for the convenience and enjoyment of the camp participants. Empty or malfunctioning machines should be reported to the front desk as soon as possible. Residence hall personnel cannot reimburse money taken by vending machines.

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

Prohibited Items and Activities: Smoking is not permitted in University facilities. Animals or pets of any kind, excluding service animals, shall not be permitted in the building. Bicycles, skateboards, and roller blades are not allowed in the residence halls. Please secure those items outside of the premises. No firearms of any kind are permitted. Vintage rifles displayed during Veterans Vigil are secured by the University Police Department. Illegal drugs or other illicit substances are not permitted. Violators will be escorted from the building. The University Police Department will be contacted for further disciplinary action.

Disruptive Behavior: Any person engaging in inappropriate conduct or language, disrupting performance, or creating disturbances at events will be asked to leave the premises and/or will be escorted from the building by an officer of the University Police Department. The camper will only be able allowed to return to the camp if the Camp Coordinator deems them no longer a threat.

Thor-Guard Procedures (University Policy For Outdoor Events)

The University has a lightning prediction system in place called THOR-Guard. We will rely on this system to tell us when it is unsafe to be outside due to risk of lightning. It predicts when conditions are ideal for lightning; therefore, we should have at least a two minute window for getting to safety in appropriate shelters.

When the system senses eminent danger, a 15-second, high-pitched horn will sound. When you hear this, you should immediately have your group and audience head for shelter. Upon hearing this alert, stop the program, show or event, make a safety announcement to the area, power down all equipment, and seek shelter.

You should listen for three short five-second bursts from the siren. This is an all-clear signal from the system which means that conditions are safe to resume activity.

You should seek shelter in the nearest building preferably. DO NOT seek shelter under trees, metal roofs, near large water sources, etc.



If music is a part of the event, and there is a probability that the alert cannot be heard, it is the responsibility of the event chair, staff member or manager to let personnel at the student center know who is the contact person outside for the event. The UPD or Safety Office will contact us to determine the correct action to take.

Please take the time and identify where all the sirens/horns are located (a strobe light will go off when the system is activated). There is one behind Whitley Hall, at the Morris Recreation Center, Halladay Student Services building, Henderson Hall and the Press Box at the Memorial Stadium.

Transportation

Transportation of campers is the individual responsibility of each camp. If transportation assistance is needed, please contact the Program for Minors Director.

University Police Department (UPD)

The University Police Department is a fully powered and functioning police force. All camp participants should be informed that a campus 911 number is available to them should an emergency take place. Please be informed of the non-emergency University Police Department phone number, (903) 886-5868. UPD is located on TAMU-Commerce Campus in Henderson Hall.

The University Police Department is responsible for law enforcement on the campus of A&M-Commerce. The Department is structured with several different divisions, including, patrol, criminal investigations, dispatch, administration, & security. The department is manned 24 hours a day, 7 days a week. We have a fully functional 911 system, and are capable of dispatching police, fire, and medical services.

The University Police Department maintains a close working relationship with all local law enforcement agencies in order to be aware of all potential threats to A&M-Commerce or its students, faculty, and staff. The department also monitors other law enforcement agencies in order to better detect criminal activities that occur at off-campus locations owned by officially recognized organizations of the university. All criminal activity that occurs on campus should be reported directly to the University Police Department at 903-886-5868, or in person.

Participants under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times. If police supervision or crossing assistance is desired, please contact the Camp and Conference Coordinator two (2) weeks prior to the start of your camp.

Please secure all equipment and personal items. The university is not responsible for damages, theft or loss of, including but not limited to, equipment or personal items.

Parking

Visitor parking permits are available through the Summer Camps & Conference website for campers bringing cars and buses to the TAMU-C campus. Parking permits are to be displayed in the car window while on campus and disposed of after the camp is completed. If a group of parking spaces is needed, the Camp Director will arrange with the University Police Department for an area to be marked off for the camp.



Camper Guidelines

1. The hall staff is here to assist you with your stay. If you have any questions or problems, please contact them. They are located at the front desk on the first floor or in their rooms. Each section/floor has fliers stating the location and phone numbers of each staff member.
2. When using the crosswalks at Whitley and Smith Halls, you must push the button to turn on the notification lights alerting drivers you are crossing and wait for the signal to walk.
3. Please keep all room doors closed and locked. Do not prop the doors open, because this poses a security and a fire safety risk. Please keep your key with you at all times. A lost key costs \$50.00. Room keys are the property of the University and are the responsibility of the guest to whom they were issued. If you have a card for card access, it is \$10 to replace. Please turn in keys and cards upon checkout.
4. Please leave all furniture (beds, couches, chairs, desks, etc.) in original position. Moving the room furniture will result in a \$50 fine. Ceiling tiles and smoke detectors in the rooms and in hallways are not to be disturbed. Tampering with fire safety equipment will result in a \$500 fine and immediate removal from the hall. Make sure that all personal trash and belongings are removed from your room as well as the bathroom prior to your departure.
5. All facilities are smoke free. Smoking is not allowed in any building on campus, including residence halls. There will be a
6. \$100.00 fine for violation of this rule. Candles, incense, and open flames of any kind are prohibited in housing facilities as well as extension cords and will result in a \$50 fine.
7. Alcohol is not allowed in any of the residence halls during the summer camps season.
8. Quiet hours are 10:00pm-10:00am. Reasonable quiet hours should be maintained 24 hours a day.
9. Cooking appliances and cooking are not permitted in rooms.
10. Firearms, fireworks, BB guns, or other weapons are not permitted on campus, including housing facilities.
11. All pets are prohibited except for disability assistance animals.
12. The fire equipment is in the hall for your safety. Please do not tamper with any equipment including smoke detectors, fire alarms, fire extinguishers, etc. Tampering with fire safety equipment will result in a \$500 fine and you may be asked to leave the residence hall. Please respond to any and all evacuation notices. Hall staff will instruct you in the proper procedures.
13. In severe weather emergency, all guests are asked to proceed to the lower floors by way of inner stairwells and await further instructions.
14. Although all precautions are taken to maintain adequate security, the University does not assume any legal obligation to pay for injury to persons (including death) or loss/damage to items or personal property, which occurs in its buildings or on its grounds prior to, during or subsequent to the period of stay. Guests are advised not to bring valuables or excessive amounts of money to campus. Guests are urged: 1. To keep the room locked at all times. 2. Not to leave purses, wallets, or money in



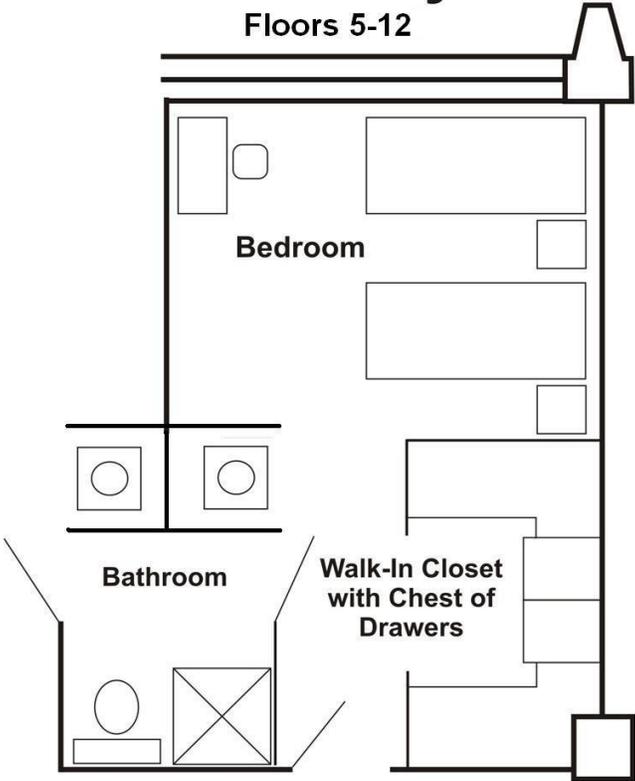
the room. 3. To call the RLL staff or the front desk immediately to report any missing items or suspicious persons or activities. 4. Not to prop open doors leading to the outside of the building.

15. Campers are not allowed in any residence hall facility without the presence of a camp counselor. Campers are not allowed on any floors beyond the lobby and the floors their camp is assigned.
16. Horseplay, pranks, water balloons, water guns, wrestling, etc. are not allowed in facilities. Engaging in these activities may result in your being asked to leave a residential facility.

Floor Plans

Whitley

Floors 5-12



Pride Rock/ Phase II

