



Camps and Conferences

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TEXAS A&M UNIVERSITY-COMMERCE
PROGRAMS FOR MINORS HANDBOOK

PROGRAMS FOR MINORS
P.O. BOX 3011 • COMMERCE, TEXAS • 75429-3011 • PHONE: 903.468.3018 • www.tamuc.edu

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PROGRAMS FOR MINORS 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 Programs for Minors Coordinator, located in the Halladay Building, Residential Living & Learning, 100C, is available to assist Camp directors in arranging housing, insurance, etc.

HANDBOOK ACKNOWLEDGMENT

Please review each page of the Program for Minors Handbook and initial the top of each page and return to:

Programs for Minors
PO Box 3011
Commerce, TX 75429

(903) 468-3018
katy.king@tamuc.edu
www.tamuc.edu/summercamps

PROGRAMS FOR MINORS ELIGIBILITY

Any program for minors 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 Program for Minors. For additional information, please visit www.tamuc.edu/summercamps.

AGE OF PARTICIPANTS & RATIO REQUIREMENTS

Program 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. Students under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times. Each Program for Minors must have one adult/counselor for every ten campers (1:10).

REQUEST FOR FACILITIES

The first step for the Camp director will be to submit a completed *Program for Minors Reservation Form* to the Coordinator. The form should be completed with estimates of size of the Program for Minors. 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. The form can be found online at www.tamuc.edu/summercamps.

BILLING PROCEDURES

Billing for programs for minors will be handled through the Programs for Minors Office. Cost for meals, housing, and insurance (if applicable) 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 Program for Minors reservation. After the Program for Minors 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 Program for Minors account. Any damages, etc. discovered after the close of the Program for Minors will remain the Camp director's responsibility.

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Program for Minors cancellations must be made **in writing** to the Program for Minors Coordinator at least ten (10) days prior to the start of the Program for Minors.

INSURANCE REQUIREMENTS

University programs for minors: 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 participant/night fee will be assessed at the completion of the program form minors and billed to the proper account. A list of names of all participants to be insured must be submitted to the office of the Coordinator on the first working day of the programs for minors session. Completing insurance forms are the responsibility of the Camp directors. Forms returned because of insufficient information are also the Camp director's responsibility.

Third Party Programs for Minors are required to submit proof of general liability insurance. Texas A&M University-Commerce is not responsible for outside participant insurance. For additional information, please visit www.tamuc.edu/summercamps.

MEDICAL RELEASE AND CONSENT FORM

Please make sure each participant signs the appropriate [liability waiver\(s\)](#). The waiver(s) must be signed by each Program for Minors participant and his/her parent or guardian and returned to the Programs for Minors Coordinator before the Program for Minors begins. We will not accept other waivers - the waiver on our website must be used for ALL Programs for Minors as this waiver has been recently approved by the Office of the General Counsel. Waivers and forms may be found by visiting www.tamuc.edu/summercamps. Participants will not be allowed to participate in activities without the signed waiver.

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 Programs for Minors Office, (903) 468-3024, within 5 days of the injury. Forms must be completed and returned to the Programs for Minors Office within 90 days of the injury. Please visit www.tamuc.edu/summercamps for forms and additional information.

A Program for Minors official must accompany a student participant to the local hospital emergency room, or pharmacy.

EMERGENCY PHONE NUMBER

All Programs for Minors 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) 886-5868.

CHILD PROTECTION TRAINING AND CRIMINAL BACKGROUND SCREENING

The purpose of system Programs for Minors is to provide minors recreational athletic or enrichment/educational activities in a safe, nurturing environment.

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The Camp director is required to maintain a detailed description of each Program for Minors employee and/or volunteer job duty. For additional information, please visit www.tamuc.edu/summercamps.

Communication Restrictions. Program for Minors employees/volunteers are prohibited to participate in communication, including by social media, between minors outside of official communications of the Program for Minors.

Child Protection Training. All individuals hired or assigned to an employee or volunteer position involving contact with minors at a Program for Minors are required to complete training and examination on sexual abuse and child molestation meeting the following criteria. Please visit www.tamuc.edu/summercamps for additional information.

1. Successful completion of the system-approved Child Protection Training course every 2 years with a passing score of 100%.
2. Training must be completed prior to the employees' or volunteers' interacting with minors; new employees hired specifically for a position involving contact with minors at Programs for Minors must complete the training within the employees' first five days of employment
3. A certificate of completion shall be kept on file for two years.
4. Employees or volunteers of third-party Programs for Minors using university facilities may substitute the system-approved training course with an approved course as listed with the Texas Department of State Health Services.

Reporting Neglect or Abuse. A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person **shall immediately make a report to local law enforcement.**

Criminal Conviction and Sex Offender Background Checks. Criminal conviction and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving contact with minors at a Program for Minors. The check must utilize a criminal history database and sex offender registration database (such as the TXDPS-Sex Offender Registry) for each adult employee and volunteer's permanent address. Documentation that a search was conducted shall be maintained for a period of two years.

University Programs for Minors must submit written documentation verifying that all Programs for Minors employees or volunteers have successfully completed a system-approved training course and passed a criminal conviction and sex offender background check to the Programs for Minors Office. Questions regarding training may be directed to the Programs for Minors Office; questions regarding criminal conviction and sex offender background check may be directed to Human Resources. For additional information, please visit www.tamuc.edu/summercamps.

Third-party Programs for Minors using university facilities must submit a written documentation verifying that all Programs for Minors employees or volunteers have successfully completed a system-approved training course and passed a criminal conviction and sex offender background check to the Programs for Minors Office. The documentation must include the name of each Programs for Minors employee or volunteer that will be attending and the date which they completed the previously mentioned requirements.

The following criminal convictions/deferred adjudications **automatically disqualify** a person from being a Program for Minors employee or volunteer:

1. Felony or misdemeanor under Texas Penal Code § 15.031 (Criminal Solicitation of a Minor); Title 5, Ch. 22 (Assaultive Offenses); Title 6, Ch. 25 (Offenses Against the Family); Title 7, Ch. 29 (Robbery); Title 8, § 38.17 (Failure to Stop or Report

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- Aggravated Sexual Assault of a Child); Title 9, § 42.072 (Stalking) or Ch. 43 (Public Indecency); or any like offense under the law of another state or under federal law; or
2. Felony or misdemeanor under the Texas Health and Safety Code, Ch. 481 (Texas Controlled Substances Act).

The following criminal convictions/deferred adjudications **may disqualify** a person from being a Program for Minors employee or volunteer:

1. Misdemeanor or felony committed within the past ten (10) years under Texas Penal Code Title 10, § 46.13 (Making a Firearm Accessible to a Child) or Ch. 49 (Intoxication and Alcoholic Beverage Offenses), or any like offense under the law of another state or under federal law; or
2. Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.

If a criminal conviction and/or sex offender background check returns an offense potentially disqualifying a person from being employed or assigned as a Program for Minors employee or volunteer under this section, the member will refer the matter, along with its recommendation, to the Office of General Counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the member's recommended approval or rejection of the employment or assignment of the person as a Program for Minors employee or volunteer.

For additional information, please visit www.tamuc.edu/summercamps.

CLERY ACT TRAINING

All Programs for Minors staff members (paid and/or voluntary) are required to review the Clery Act training for campus security prior to the beginning of the Program for Minors. Clery Training is available through the Programs for Minors website, Programs for Minors page. For additional information, please visit www.tamuc.edu/summercamps.

RISK ASSESSMENT

A Risk Assessment will be completed for each Program for Minors held on campus. All documents and required trainings must be complete prior to the risk assessment. For additional information, please contact the Programs for Minors Office.

SPECIAL ACCOMODATIONS

Any participant that will need special accommodations due to a disability should contact the Coordinator prior to arrival on campus.

RESIDENTIAL LIVING AND LEARNING (HOUSING)

The Camp directors should estimate as closely as possible the number of students and counselors needing University housing for the Program for Minors session. Space will be reserved as per the reservation completed by the Camp director. Concurrent Programs for Minors 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.

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Before the Program for Minors session, the Camp director will receive lists of final hall assignments, Summer Camp Coordinator and their current phone numbers. Two weeks before the Program for Minors 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 participants, and the current phone number for the Summer Camp Coordinator. The Camp director should contact the Summer Camp Coordinator as soon as the lists are received and should keep the Summer Camp Coordinator updated on changes and special needs the Program for Minors may have in the hall.

If it is necessary for a Program for Minors to have Program for Minors staff or participants arrive one night early or check out one day later than the main Program for Minors, 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 Program for Minors session the Camp director should contact the Summer Camp Coordinator assigned to the Program for Minors to finalize arrangements. Issues to be discussed include early arrivals, pre-Program for Minors 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 participants' 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.

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 Program for Minors.

The Camp Director Responsibilities. (Participants as presented below refer to all individuals associated with the Program for Minors including participants, 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.

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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.

Participants will not be allowed access to residence hall without adult 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.

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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 Program for Minors 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 Summer 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.

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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.

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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.

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DINING SERVICE

To facilitate quick access to the cafeteria when several large groups are on campus simultaneously, meal times should be staggered. From the information provided on the reservation form, Sodexo will be notified of the first and last scheduled meals to be eaten in the cafeteria and whether or not the group will be missing a meal. If the group misses a meal and the Summer Program for Minors Office was not notified, a 75% minimum charge will be assessed.

There will be a charge for failure to notify reservations if the group misses a meal. The count will be taken at the cafeteria register and that count will be considered final, should a dispute arise. Weekend meals (Friday night – Sunday night) will only be available for groups of fifty (50) or more.

MORRIS RECREATION CENTER

To utilize the Morris Recreation Center the Camp director is responsible for and reserving dates, times and facilities through the Program for Minors Office. Each participant must have the appropriate [liability waiver\(s\)](#) signed by their parent/legal guardian.

Hours of Operation. The Morris Recreation Center is open from 6:00 am – 9:00 pm M-F during the Summer Semesters.

Rock Wall. The MRC Rock Wall is available to campers. Each camper that would like to climb the Rock Wall must complete the release waiver that must be submitted to the Program for Minors Office prior to the start of Program for Minors. The MRC Rock Wall is only available if the appropriate staff is on duty.

Swimming Pool. The MRC swimming pool is open when a life guard is on duty. Each participant must know how to swim before entering the swimming pool. The MRC swimming pool is open year round, when the temperature is above 50 degrees.

PLANETARIUM

If Programs for Minors are interested in viewing a show at the Planetarium the Program for Minors director is responsible for contacting the Program for Minors Office to discuss possible dates, times and pricing. Rates for Programs for Minors will vary depending on the size of the group. Any problems may be directed toward the Program for Minors Office.

RAYBURN STUDENT CENTER (RSC)

Rooms in the Rayburn Student Center (RSC) are made available to Programs for Minors on a first-come, first-serve basis following established RSC policies. Only food purchased through the Sodexo is to be served in the RSC meeting rooms. Arrangements for room set-up and food orders for banquets or meetings must be made thru Sodexo two (2) weeks prior to the event. Failure to notify Sodexo of a cancellation approximately 72 hours in advance of the scheduled activity will result in payment of the cost incurred by the RSC or Sodexo personnel.

RSC decorating restrictions will be strictly enforced, please see Decorating and Safety Rules. Lounges are primarily intended for general use by the public. Due to limited space in the RSC, rooms in the RSC will not be available for storage before the Program for Minors dates. Boxes shipped before the group's arrival to the campus must be held by the sponsoring department. Please contact the Program for Minors Coordinator for room availability and associated usage fees.

Decorating and Safety Rules. Please read the following guidelines carefully. They are given to insure safety and to assist in proper planning for decorating in the Rayburn Student Center (RSC). We want your event to be a success and will do all we can to assist.

Because it is important to maintain excellent condition of our campus facilities and equipment, your complete cooperation is needed.

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- Due to multiple events in RSC, decorations must be removed immediately following the function. RSC cannot accept responsibility for any decorations or belongings left after your event.
- Furniture may not be moved without supervision of the building manager.
- RSC Managers will oversee all sets, displays, etc.
- Tacks, nails, adhesive tape, masking tape, scotch tape, etc., may not be used on walls, windows, doors, or any other part of the building. Please do not attach items to the acoustic panels located in rooms on the second floor of the student center.
- Decorations must be ready to display before they are moved into the building. Any large articles must be brought through the building loading docks.
- Heavy articles may be hung only with the permission of the manager on duty. No items or decorations may be hung from any ceilings or lights.
- Ladders may be used for decorating (see building manager), but groups may not stand on table tops or chairs.
- Burning candles or liquid-fueled decorations are permitted in RSC with prior approval from the Associate Director or designee.
- Helium balloons must be anchored down if used.
- Use of smoke machines is prohibited.
- Small particles, such as glitter and confetti, are not to be used as decorations. An extra cleaning fee will be applied for use of these materials.
- Rose petals may not be used as decorations on the floor (carpet).
- Bubbles are not permitted in the student center.
- Red punch or any other refreshment that stains is prohibited.
- Please work with the Program for Minors Coordinator and the Scheduling Office on other specific requests. We will try to accommodate your needs as much as possible.

RSC Dining Services. By contract, Sodexo has exclusive rights to provide food services on the Texas A&M University-Commerce campus including catering services. All events requiring food service, to include the serving of refreshments for meetings, must first be reserved through the Scheduling Office. The sponsoring organization must contact Sodexo for their food arrangements. Sodexo is responsible for compliance with all health regulations, licensing and alcohol service. Sodexo will provide all food service support for events held in RSC. Exceptions to this policy must be approved in advanced by the director of Sodexo.

Statement of Client Responsibility. Shirts and shoes must be worn in the RSC at all times for both safety and hygiene reasons. RSC will not be responsible for any articles lost in the building. Items found following an event will be taken to the Information Desk on the 1st floor. On weekdays during the fall and spring semesters, use of meeting rooms are limited to three (3) hours per meeting for all users. This time limit may only be exceeded with the prior approval of the Associate Director or designee.

RSC staff should be notified of space cancellations prior to the scheduled event time. Two “no shows” may jeopardize future opportunities to reserve space in RSC. Failure to cancel reservations for events involving special set-up at least one working day prior to the event date may result in a fee of not less than \$25.

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Clients that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges, and could have reservation privileges suspended. These determinations will be made by the Associate Director or designee.

Sponsoring groups or clients are responsible for damages to the facility or equipment. Any necessary cleaning charges or repairs will be the responsibility of those using our facility.

The RSC staff reserves the right to deny space usage for any group/event that is programmatically or operationally impossible to accommodate or that conflicts with the University's mission or policies.

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 RSC. Please secure those items outside of RSC 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.

Recognized Student Organizations, University departments, and/or individuals reserving rooms within the RSC are responsible for making sure that each guest is abiding by the guidelines set forth. You will be held accountable for any alterations or damages to the building property and/or equipment.

Events requiring amplified sound must not disturb other events within the RSC or other academic buildings. Should the event cause a disturbance, RSC staff will contact the event sponsor to indicate when volume and/or other issues need to be adjusted. Any group who does not respect and comply with these requests will be asked to leave the building. If, during the course of the event, accidental damage does occur, it should be reported immediately to the building manager so arrangements can be made for cleanup and restitution.

Damage to any room/space/furnishings and/or equipment by a group will result in appropriate charges, based on fair market cost of replacement/repair/additional cleaning to the RSC property or equipment.

The group will be notified, in writing, of the damages. A meeting will be held with the group representatives and the Associate Director or designee to discuss the damages. RSC staff will send an invoice to the responsible group for restitution. In all cases (cleaning or damage), no further reservations will be accepted until the invoice is paid in full.

THOR-GUARD PROCEDURES

PROGRAMS FOR MINORS

P.O. BOX 3011 • COMMERCE, TEXAS • 75429-3011 • PHONE: 903.468.3018 • www.tamuc.edu

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Camps and Conferences

A&M-COMMERCE

University policy for outdoor events. The University now has our lightning prediction system in place and working 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.

ACADEMIC BUILDINGS MEETING ROOMS

The Program for Minors Office will be available to assist Camp directors in reserving meeting spaces in academic buildings and auditoriums following policy guidelines for each building. For assistance, the Camp director should specify dates, hours, and group size on the Programs for Minors Reservation form.

When using academic buildings, participants should avoid gathering in hallways and common areas. Please hold all activities in the room assigned. Please remember that university classes are in session and keep noise to a minimum.

UNIVERSITY FEE

All Programs for Minors are responsible for any and all expenses related to their Program for Minors. Outside Programs for Minors are required to pay a \$10.00 University Fee in addition to all expenses related to contracted services.

UNIVERSITY POLICE DEPARTMENT (UPD)

PROGRAMS FOR MINORS

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All Programs for Minors 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.

Students 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 Program for Minors Coordinator two (2) weeks prior to the start of your Program for Minors.

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 Programs for Minors Office for participants 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 Program for Minors is completed. If a group of parking spaces is needed, the Camp directors will arrange with the University Police Department for an area to be marked off for the Program for Minors. For additional information, please visit www.tamuc.edu/summercamps.

MEDICATION REQUIRMENTS

All Programs 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.

UNIVERSITY HOLIDAYS

Texas A&M University-Commerce observes the TAMU System holiday schedule. If a Program for Minors 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.

PROGRAMS FOR MINORS

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Camps and Conferences

A&M-COMMERCE

Source of Authority: University Procedure 24.01.06.R0.01 *Camps and Programs for Minors*

Cross Reference: System Regulation 24.01.06 *Camps and Programs for Minors*

Contact for Revision: Programs for Minors Office, www.tamuc.edu/summercamps

Forms: Programs for Minors Reservation Form, TAMU System Camp/Retreat Insurance Application, Medical Release Form, Notification of Injury (All forms are available in Programs for Minors Office)

PROGRAMS FOR MINORS

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HANDBOOK ACKNOWLEDGEMENT

The Programs for Minors Handbook contains important information about the TAMU-Commerce Programs for Minors, and I understand that I should consult the Programs for Minors Coordinator regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Programs for Minors Coordinator any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I have received a copy of the Programs for Minors Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Programs for Minors Coordinator. I understand that this form will be retained in my Programs for Minors file.

Programs for Minors Representative Signature

Date

Programs for Minors Representative Printed Name

Programs for Minors Coordinator Signature

Date Received