



CAMP & CONFERENCE HANDBOOK

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CAMP & CONFERENCE HANDBOOK

Original Implementation: 2008
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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 and Success Center, Room 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 ACKNOWLEDGMENT

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

Camps, Conferences & UIL
Student Access & Success
PO Box 3011
Commerce, TX 75429

(903) 468-8708 (Fax)
sarah_white@tamu-commerce.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. Students under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times.

REQUEST FOR FACILITIES

The first step for the Camp Director will be to submit a completed *Camp and Conference Reservation Form* to the Coordinator. 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 Coordinator's office. Costs for meals, housing 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.

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Camp cancellations must be made **in writing** to the Conference and Camp Coordinator at least ten (10) days prior to the start of the camp.

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.

INSURANCE REQUIREMENTS

Departmental camps: 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 Coordinator on the first working day of the camp session. Completing insurance forms are the responsibility of the Camp Director. Forms returned because of insufficient information are also the Camp Director's responsibility.

Outside organizations are required to submit proof of general liability insurance. Texas A&M University-Commerce is not responsible for outside camper insurance.

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 Coordinator's 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) 886-5868.

RESIDENTIAL LIVING AND LEARNING (HOUSING)

The Camp Director should estimate as closely as possible the number of students and counselors needing University housing for the camp session. 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.

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Before the camp session, the Camp Director will receive lists of final hall assignments, summer Hall Directors 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 Hall Director. The Camp Director should contact the Hall Director as soon as the lists are received and should keep the Hall Director 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 Hall Director 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.

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 Coordinator 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, preferably one counselor per ten campers. Campers should be supervised during any free time
2. Inspects residence hall facilities immediately prior to and after the camp session
3. Advises participants of appropriate check-in and checkout procedures including charges for damages and lost keys
4. Familiarizes participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, and authorized entry into rooms
5. Maintains discipline of all participants
6. Cooperates with the residence hall director and staff who are responsible for the safety, security

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and maintenance of the building

7. Collects and has readily available all Medical Release and Consent Forms on all participants
8. Informs the University 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 coordinator with a camp roster as soon as possible but no later than twenty-four (24) hours after camp check-in begins
12. It is the responsibility of the sponsoring individual or organization to ensure that programs and activities conducted in the University Center or at other locations on the University campus are in compliance with the Americans with Disabilities Act

The Hall Director's Responsibilities. The Hall Director is responsible for supervising the TAMU-C residence life staff. He/she will develop a comprehensive work schedule and assist with distribution of keys and room assignments as needed to provide the best possible service to conference guests. The hall director will be available to assist the Camp/Conference Director in providing adequate supervision and disciplinary guidelines to campers.

After camp completion, the Hall Director will be responsible for submitting to the Housing Department the final count of rooms/beds used.

The Hall Director:

1. Acts as a daily contact person to assigned groups
2. Prepares staff for handling emergencies and familiarizes them with overall building layout (elevators, fire alarms, etc.)
3. Interprets, supports, and enforces University policies, procedures, and regulations
4. Completes work orders and maintenance requests as needed for efficient hall maintenance
5. Completes administrative paperwork as required by the Residence Life Office or the Housing Department
6. Assesses all Housing charges at the Conclusion of the conference

The Hall Director reports to Residence Life.

The Residence Hall Staff's Responsibilities. The residence hall staff, under the supervision of the Coordinator of Residence Life and the day-to-day responsibility of the Hall Director, will assist in summer camp programs.

The Hall Staff:

1. Cooperates with the Hall Director in the operation of the residence hall
2. Assists with check-in and preparation of facilities for each camp
3. Assists with checkout and inspection of rooms at the close of each camp
4. Performs desk responsibilities during assigned desk hours, gives information, checks guests in and out, issues keys, takes messages, and/or any other duties deemed necessary
5. Serves as a referral/resource person to camp participants
6. Assists in acquainting Camp Director with University policy, emergency procedures and facilities

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lay-out

7. Maintains necessary reports and an accurate accounting of money, keys, maintenance requests, damages, etc
8. Is accessible in emergency situations
9. Maintains duty hours as assigned by the Hall Director
10. Attends staff meetings as assigned by the Hall Director
11. Performs other duties as assigned by the Hall Director

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 residence hall director 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 adult supervision.

Agenda/Schedule. A copy of the agenda or schedule for each conference group must be left with the Hall Director 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 Hall Director 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 charges are assessed after the group has left the residence hall, but remain the Camp Director's responsibility.

Desk. Messages for camp participants received by desk attendants will be posted in a central location and not delivered to individual rooms. The Hall Director will unlock the front doors at the time requested by the camp director. Any one that is locked out of the building may use the emergency phone located next to the door to contact the University Police Department for admittance to the building.

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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 Hall Director 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 Hall Director prior to arrival.

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

Firearms. Possession or use of weapons or explosives (such as pistols, rifles, shotguns, 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.

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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. Keys are issued according to the Camp Director's request and University Policy at the time of check-in. Keys must be turned in to residence hall staff at checkout. A replacement fee of \$50 will be assessed for each key 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 or front door 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 Hall Director or desk personnel. Abuse of elevators, televisions, laundry machines or ice equipment or other excessive maintenance charges may be billed to the camp.

Medication. The residence hall staff will not dispense any type of medication to a camper. Contact the TAUM-C Student Health Services, (903) 886-5084, at least two (2) weeks prior to the start of camp if a camper will need assistance with medication during the camp session.

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. 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 Hall Director.

Smoking. No smoking is allowed in the residence halls or on the front porches during camps.

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. Camp staff members are encouraged to bring telephones. Local telephone service is provided in each room. Dial 9 for an outside line. In order to place a long distance phone call, a telephone calling/credit card must be used. Incoming collect calls may not be accepted. The phone number is printed on the telephone jack.

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 camper with a plastic trash bag when they check into the building and large bags at the end of each camp to gather all of the smaller bags for removal from 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.



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.

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 Coordinator 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 Camp and Conference Coordinator.

Hours of Operation. The Morris Recreation Center is open from 6:00 am – 8:00 pm M-F during the Summer Semesters.

Usage Rate. Each camp is responsible for paying a \$3.00 fee per camper per visit. If you would like to reserve a specific section of the MRC please see the following reservation rates:

Basketball Court(s)	
2 courts	\$300 per hour
1 court	\$150 per hour

If a camp would like to use the MRC after normal hours of operation they are responsible for paying a \$5.00 fee per camper per visit. Camps that would like to use the facility after hours must have at least 50 campers.

All groups must complete a reservation form.

Supervision Ratio. Each camp must have one adult/counselor for every ten campers (1:10). Camps that do not have the correct ratio will not be allowed to use the facility.

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 Coordinator at least two (2) weeks prior to the start of camp.

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 camper must know how to swim before entering the swimming pool.

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The MRC swimming pool is open year round, when the temperature is above 50 degrees.

PLANETARIUM

If camps are interested in viewing a show at the Planetarium the camp director is responsible for contacting the Camp Coordinator to discuss possible dates, times and pricing. Rates for camps will vary depending on the size of the group. Any problems may be directed toward the Summer Conference and Camp Coordinator.

SAM RAYBURN STUDENT CENTER (SRSC)

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

SRSC 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 SRSC, rooms in the SRSC will not be available for storage before the camp dates. Boxes shipped before the group's arrival to the campus must be held by the sponsoring department. Please contact the Camp and Conference 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 Sam Rayburn Student Center (SRSC). 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.

- Due to multiple events in SRSC, decorations must be removed immediately following the function. SRSC cannot accept responsibility for any decorations or belongings left after your event.
- Furniture may not be moved without supervision of the building manager.
- SRSC 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 SRSC with prior approval from the Associate Director or designee.
- Helium balloons must be anchored down if used.

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- 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 Camp and Conference Coordinator and the Scheduling Office on other specific requests. We will try to accommodate your needs as much as possible.

SRSC 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 SRSC. 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 SRSC at all times for both safety and hygiene reasons. SRSC 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.

SRSC staff should be notified of space cancellations prior to the scheduled event time. Two “no shows” may jeopardize future opportunities to reserve space in SRSC. 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.

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 SRSC 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 SRSC. Please secure those items outside of SRSC 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.

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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 SRSC 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 SRSC or other academic buildings. Should the event cause a disturbance, SRSC 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 SRSC 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. SRSC 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

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.

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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 Camp and Conference Coordinator.

ACADEMIC BUILDINGS MEETING ROOMS

The Coordinator 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 Camp Reservation Contract.

When using academic buildings, campers 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 camps are responsible for any and all expenses related to their camp. Outside camps are required to pay a \$10.00 University Fee in addition to all expenses related to contracted services.

UNIVERSITY POLICE DEPARTMENT (UPD)

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.

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 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.

CAMPS, CONFERENCES & UIL

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PARKING

Visitor parking permits are available through the Camp and Conference Coordinator 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.

Source of Authority: Board of Regents, President, Provost

Cross Reference: N/A

Contact for Revision: Camps, Conferences & UIL Office, (903) 468-3024

Forms: Camp and Conference Reservation Form, TAMU System Camp/Retreat Insurance Application, Medical Release Form, Notification of Injury (All forms are available in Camps, Conferences & UIL Office)

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