Reservation Procedure:

1. For availability please check with administrative assistant in RSC 162, HKC 104, or by phone at 936-294-2267.
2. Reservation must be completed and approved 30 days prior to the scheduled reservation date to be considered.
3. Request a reservation by completing the University Camp Request for Reservation Form and returning it to the Recreational Sports Office in the RSC Suite 162, or by email at ucamp@shsu.edu. All information requested on the form must be complete before reservation requests may be considered.
4. Recreational Sports reserves the right to cancel a reservation for an outdoor facility due to inclement weather.
5. The University Camp reserves the right to schedule no more than 25% of the available space each month for non-university users. This is to ensure Sam Houston State University students access to those areas and facilities.
6. Pre-event site visits are available by appointment. The standard time is Thursdays at 2:00 pm.
7. The published times on the pricing guide include set up and tear down time. Additional time may be requested at a prorated rate. Times are for the day of the event only.
8. Exceeding the agreed upon event duration will result in an hourly fee of $100 per hour. *

Recreational Sports University Camp Facility Policies:

1. All groups sponsoring any activity in Recreational Sports facilities must comply with all University policies and regulations, as well as with any applicable federal, state, and local laws.
2. Facilities must be used for the purpose specified on the Facility Reservation form. The Department of Recreational Sports reserves the right to cancel any reservation should it be deemed necessary or unsafe. Additional groups that are not specified on the Facility Reservation Form are prohibited.
3. The Department of Recreational Sports will determine all staffing needs, including police services when necessary. The group will be responsible for making arrangements for University Police and may be asked to make a payment directly to University Police Department.
4. The possession and/or use of tobacco, and drugs are prohibited in all University Camp facilities, including the outdoor facility areas.
5. The possession and/or use of alcohol must be approved 30 days prior to event through the proper forms and procedures.
6. Proper clothing is required for specific areas to insure the safety of the participants and longevity of equipment and facilities.
7. Commercial kitchen equipment is not for public use.
8. The individual whose name appears as the primary contact on the University Camp Request for Reservation Form will be responsible for any additional or unusual expenses incurred by the University or the Department resulting from the activity including but not limited to damages, late fees, and cleaning.*
9. Facility Supervisors have full authority to ask participants to leave the facility if the participant’s conduct necessitates such action. Failure to abide by the policies and regulations established by the Department of Recreational Sports may result in the loss of facility reservation and/or program privileges.
10. The Department of Recreational Sports is not responsible for any lost or stolen articles. All lost and found items may be claimed at the Member Services Desk at the RSC on campus. Lost items are kept for 30 days.
11. Firearms or other weaponry is not allowed as per University policy.
12. Vehicles are limited to paved and gravel roads only.
13. No ATV, UTV, or other non-DOT regulated vehicles allowed
14. Organizations and departments must seek prior approval if holding an event intended to fundraise or make a monetary profit.

* Unpaid fees (late or damages) will accrue interest monthly (20%) until paid in full.
Recreational Sports University Camp Multi-Purpose Field Policies:

1. Vehicles, pets, fires, glass bottles, skateboards, and hitting golf balls are not permitted on the multi-purpose fields or the surrounding areas, unless otherwise noted.
2. Fields, sidelines, bleachers, and parking areas must be cleared of any trash and debris immediately following use. Failure to clean the area may result in additional clean-up charges.

Recreational Sports University Camp Pool Policies:

1. ONLY enter the pool area when a lifeguard is on duty
2. All swimmers must Rinse or Shower before entering the water
3. Bathing Suits ONLY (No Thong Bottoms, Basketball Shorts, or T-Shirts)
4. No Diving, Horseplay, Running, or Dunking
5. No Glass or Breakable Containers
6. No Tobacco
7. Children under 12 years old must be accompanied by an adult (not to exceed 2 children per adult)
8. No full-body flotation devices
9. All pool management decisions will be left to the discretion of the Lifeguards on Duty

Recreational Sports University Camp Waterfront Policies:

1. Coast Guard approved Personal Floatation Devices must be worn and in good condition in all boating activities (kayaks, canoes, SUPs, etc.)
2. No horseplay (intentional flipping of small craft, roughhousing, etc.)
3. No diving from the boat or the shoreline
4. Maximum capacity
   a. Canoes – 3 persons
   b. Kayak – 1 person
   c. Stand Up Paddleboards (SUPs) – 1 person
5. Natural hazards exist in the lake water. Enter at your own risk.
6. All waterfront management decisions will be left to the discretion of the University Camp Staff.

Recreational Sports University Camp Challenge Course Policies:

The Challenge Course consists of 12 low and 6 high elements. All elements, lows and high, were constructed by Adventure Experiences Inc. in compliance with the industry standards as determined by the Association of Challenge Course Technology (ACCT). Adventure Experiences also conducts a comprehensive safety inspection every two years. All lead facilitators are ACCT Level 1 facilitators and at least one is on site any time the high elements are in use. There are inherent risks associated with challenge courses and all participants are briefed on the potential risks and must sign an assumption of risk and liability waiver to participate in SHSU challenge course programs. The organization/person in charge of the group is responsible for the behavior of the participants. Failure to cooperate with Challenge Course staff when faced with emergencies/problems may result in the group's inability to use the facility again.

1. Challenge course participants must wear closed-toe shoes.
2. Participants may not use personal (non SHSU inventory) harnesses, helmets or belay equipment. All necessary equipment is provided by SHSU.
3. Cancelations due to weather are at the discretion of the outdoor staff based on environmental conditions. All challenge course elements will close in the event of lightning based on the Thorguard lighting detectors indicators and/or observed weather conditions.
4. Participants should be aware that the challenge course is located in a natural environment where the following may exist: stinging/biting insects, poison ivy and venomous snakes.