



Sam Houston State University

Camps & Conferences Policy and Procedure Manual

2017

Visitor Services

Huntsville, Texas 77341-2536

936-294-2561

camps@shsu.edu

shsu.edu/summercamps

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Camp/Conference Policies and Procedures

The camp/conference organization will agree to comply with all published rules and procedures of Sam Houston State University (SHSU). The camp/conference organization will agree that the University reserves the right to inspect all university and commercial camp records. This includes all registration and fee information. The camp/conference organization will comply with all local, state, and federal laws and regulations. If any laws or regulations are violated, they may be subjected to any or all of the following non-inclusive list of actions: billed for additional staff hours, immediate revocation of privileges of the violator, removal of violator from University property; and/or reporting the violation to the appropriate law enforcement agency.

Use of Alcohol and Tobacco:

The possession or consumption of alcoholic beverages/tobacco is strictly prohibited on University property by all members and guests of the camp/conference.

Publicity:

Sam Houston State University requires that approval be granted for any and all informational, promotional, and advertising materials for the program which will refer to the University. The camp/conference organization must agree to present such materials to the University, namely Visitor Services, prior to publication and distribution. The use of any university marks or logos is strictly restricted.

Camp/Conference Designee:

The camp/conference organization will appoint a designee who is authorized to make arrangements with the University Camp Recruitment Specialist for camp/conference requirements/logistics. It is the responsibility of the camp designee to:

- Make arrangements and financial commitments with the University Officials for conference requirements.
- Prior to check-in, represent the camp/conference organization at a mandatory hall/house room inspection.
- Make introductions and review Sam Houston State University Handbook policies with all camp/conference participants at a general assembly, including a safety/emergency procedures overview
- Properly uphold policies and supervise camp/conference participants under the age of eighteen years of age.
 1. There is to be one adult advisor/counselor for every fifteen camp/conference participants under the age of eighteen years.
 2. No camp/conference participant(s) under the age of eighteen years should be allowed unsupervised freedom on campus or in the resident halls/houses at any time.
- After check-out, attend a mandatory walk through for final inspection of all hall/house rooms to alleviate discrepancies concerning room conditions.

Responsible for coordinating background checks and the completion of training for all camp/conference employees.

1. Sam Houston State University requires all camp workers (including volunteers or visitors who will be attending and assisting with the camps) to complete Sexual Abuse and Child Molestation Awareness training in compliance with Senate Bill 1414, Section 51.976 of the Texas Education Code (TEC), and pass a background check which includes a National Sex Offender Registry and National Criminal Database search prior to the start of camp. Third-party organizations, groups and/or individuals sponsoring a Camp on the SHSU campus must provide the SHSU Camp Office with proper verification of completion of these requirements prior to the start of camp, or provide the information necessary for the SHSU Camp Office to register all of the camp workers for training and process the background checks to be completed prior to the start of camp. As this process takes at least two weeks, it is required for Camp coordinators to provide their list of camp workers and volunteers/visitors to the SHSU Camp Office as early as possible prior to camp, no later than three weeks prior, to ensure that the process can be completed prior to the start of camp. Any camp workers and volunteers/visitors who do not complete these requirements will not be allowed to attend the camp.

Documents:

- **Letter of Agreement:** Each camp/conference organization will be required to sign a Letter of Agreement that states conditions of hosting camp at Sam Houston State University.
- **Deposits:** All camp/conference agencies are required to pay a **fifty (50%) percent** deposit of the total estimated cost associated with hosting a camp/conference at SHSU. **The fifty (50%) percent deposit must be received, along with the Letter of Agreement by Visitor Services no later than sixty (60) days prior to the check-in/start date of camp.**

In the event that the camp/conference organization must cancel, refund of deposit is as follows:

- **Fifty (50%) percent** of the deposit will be refunded if the Visitor Services is contacted/notified in writing of cancellation thirty (30) days or more prior to the camp/conference start date.
- **Zero (0%) percent** of the deposit will be refunded if Visitor Services is notified of cancellation less than thirty (30) days prior to the camp/conference start date.
- **Housing Guarantee:** A guarantee must be provided, via form, as to the number of participants (to include staff) and housing/room needs requested for the camp/conference and must be received by Visitor Services ten (10) business days prior to the check-in/start date of camp. You may increase this number up to three (3) days prior to camp check-in/start date, depending on the available/prepared rooms.

Invoices are generated using numbers provided by the guarantee and will be billed accordingly, barring an increase in numbers. In the case of an increase, the camp/conference organization will be billed in accordance with the increase. If you have increases/walk-ins less than 3-days prior to check-in or at check-in, you will be billed for their housing fees, along with a \$15.00 fee for each camper.

In the event that the guarantee is not received by Visitor Services ten (10) business days prior to the check-in/start date of camp the camp/conference organizations will be billed based on the estimated numbers plus 25% (estimated numbers are determined using reservation form).

- **Dining Guarantee:** A guarantee must be provided, via form, as to the number of participants (to include staff) and meals requested for the camp/conference and must be received by Visitor Services and Dining Services, **ten (10)** business days prior to the check-in date or start date of camp. The guarantee number will be applied to all meals that the camp will eat during their stay.

Invoices are generated using numbers provided by the guarantee and will be billed accordingly, barring an increase in numbers. In the case of an increase the camp/conference organization will be billed in accordance with the increase. If the camp guarantee increases after the 10 business day guarantee deadline, and notification is provided to the Recruiting Office within 48 hours of the start of the camp, the guarantee will be adjusted upwards up to 10% of the original guarantee provided. Additional meals above 10% of the original guarantee, and increase provided after the 48 hours from start of camp, will be billed at the 1 Meal per Day rate. The guarantee will not be adjusted downward after the 10 business day guarantee deadline. Additional campers above the final guarantee each meal will be billed at the 1 Meal per Day rate. For example, if the final guarantee provided is 100 for three meals and 105 eat breakfast, lunch and dinner, the camp will be billed the 3 Meals per Day rate for 100 and the 1 Meal per Day for all additional meals eaten.

In the event that the guarantee is not received by Visitor Services ten (10) business days prior to the check-in/start date of camp the camp/conference organizations will be billed based on the estimated numbers plus any additional meals at the rate of \$ 9.763 per meal (estimated numbers are determined using reservation form).

- **Insurance:** All university and commercial camps/conferences must provide liability insurance coverage for their participants. This coverage should include injury to persons, including those resulting in death, and property damage insurance, including damage to facilities in amounts satisfactory to the campus Departments, the Office of Residence Life and the General Council of The Texas State University System. A copy of Certificate of Insurance must be provided to the On Campus Recruitment Office no later than 30 days prior to camp/conference arrival (see insurance requirement section for coverage minimums).

Camp/Conference Billing:

The camp/conference organization will receive a bill for all facilities and requirements used as well as services rendered at the conclusion of the camp/conference. Additional charges may follow for any damages, to include lost keys or other costs associated with the camp/conference. Payment must be remitted no later than thirty (30) days after the conclusion of the camp/conference.

Any appeal of charges must be made in writing and received by Visitor Services no later than seven (7) days from receipt of invoice denoting said charges. Appeal of damages does

not preclude the camp/conference organization from the obligation of the original agreed upon charges for the camp/conference.

Past due accounts will be charged a late fee compounded daily at a rate of 10% of the total outstanding balance until the bill is paid in full.

Insurance Requirements

The Contractor providing services in a company or companies licensed to do business in the State of Texas and acceptable to the Owner shall purchase and maintain during the life of any project, insurance which shall fully protect the Contractor, the Owner, Architect, Engineer, and any Subcontractor performing work covered by this Agreement from any and all claims, including bodily injury, property damage, or personal injury which may arise or result from the Contractor's operations under this Agreement.

As a minimum, such insurance must include, but not necessarily be limited to:

- **Commercial General Liability.**
- **Automobile Liability Insurance, covering all motor vehicles, whether owned, non-owned, or hired.**
- **Worker's Compensation and Employer's Liability Insurance.**
- **Builders' Risk (if applicable).**

Insurance, required by subparagraphs above, shall be written for not less than any limits of liability required by law or by those shown below, whichever is greater:

Commercial General Liability*

- Bodily Injury / Personal & Advertising Injury:
 - **Each Occurrence** **\$1,000,000**
 - **General Aggregate** **\$2,000,000**

***Waiver of subrogation in favor of **Texas State University System Board of Regents/Sam Houston State University** and same shall be listed as Additional Insured with evidence of this presented on and/or with the certificate by endorsement.**

****Place this in the Bottom Box of your policy document****

Automobile Liability*

- Any Auto, whether Owned, Non-Owned, or Hired:
 - **Combined Single Limits** **\$1,000,000**

*** Contact Risk Management for exceptions (936.294.2342).**

*** Waiver of subrogation in favor of Texas State University System Board of Regents/Sam Houston State University.**

Workers' Compensation and Employers' Liability*

- W.C. Statutory Limits:
 - **Applicable Federal and State** **Statutory**
 - **E.L. Each Accident** **\$1,000,000**
 - **E.L. Disease – Each Employee** **\$1,000,000**
 - **E.L. Disease – Policy Limit** **\$1,000,000**

*** If waived, contractor, the employees and sub-contractors must sign a hold-harmless and indemnification agreement.**

*** Waiver of subrogation in favor of certificate holder.**

Sexual Misconduct and Molestation Insurance:

Sam Houston State University recommends all Summer Camps purchase and provide evidence of Sexual Misconduct and Molestation Insurance of \$1,000,000.00 per occurrence.

Builder's Risk (if applicable)*

All-Risk full insurable value of work.

Insurance carrier must be rated as excellent or better A.M. Best Company.

Contractor shall be responsible for materials not installed as well as tools, equipment, and supplies to be used on the job and insurance for such property to be furnished by the Contractor.

***Texas State University System Board of Regents/Sam Houston State University must be listed as a named insured.**

Prior to commencement of the work, the Contractor shall furnish to the Owner Certificates of Insurance, including all endorsements thereto. **Thirty (30) days' notice of cancellation must be provided. Such certificates, policies and endorsements shall specifically set forth evidence of all coverage required. During the term of this Agreement, the Contractor shall furnish to the Owner copies of any endorsements issued amending any such required insurance.**

Description of Operations should read:

Re: (List – job/location/project &/or performance, etc., if applicable)

Certificate Holder and Additional Insured Information:

Texas State University System Board of Regents/Sam Houston State University

C/O Visitor Services

Box 2539

Huntsville, TX 77341

E-mail: camps@shsu.edu

cc: ses058@shsu.edu

Also, all vendors are on notice that:

Texas State University System (TSUS) colleges and universities, including Sam Houston State University, strictly adhere to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and TSUS Sexual Misconduct Policy and Procedures ("Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on Sam Houston State University-controlled property, including institutions and entities with whom Sam Houston State University places its students. Further, such Regulations prohibit unequal treatment on the basis of sex as well as sexual harassment and sexual misconduct.

As a condition of employment, enrollment, doing business, or being permitted on the campus, the above-mentioned individuals, organizations, and entities must agree to: 1) Report immediately to the Title IX coordinator any and all claims of sex discrimination or sexual misconduct; 2) Cooperate with Sam Houston State University's Title IX investigation; and, 3) Cooperate fully with all sanctions that Sam Houston State University may impose against such individual, organization, or entity, who is found to have violated the Sexual Misconduct Policy and Procedures. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, Sam Houston State University reserves the right to take appropriate action, including but not necessarily limited to, immediate removal from campus; discipline of employees and students (including termination of employment and/or expulsion from school); and termination of business or contractual relationships.

The Sexual Misconduct Policy is located at <http://www.shsu.edu/dotAsset/b0c2402d-11b4-43d9-8c3a-9670328fb525.pdf>

Facility Services

University Office Hours:

All administrative offices are open from 8 A.M. - 5 P.M., Monday – Friday, except for designated Holidays. If an emergency should arise, please call the University Police Department at 936-294-1794. Visitor Services will provide the University Police Department with a listing of camp sponsors, camp/conference organization names, and the halls assigned.

Parking Permits:

Visitors who park a vehicle on the campus of Sam Houston State University are required to register their vehicle with Visitor Services. Electronic permits will be issued at no charge through the office of Visitor Services. Parking in the Sam Houston Parking Garage or in a marked Pay by Hour space require payment by the parker at the time that a vehicle is parked. Please pay close attention to the instructions provided by Visitor Services related to designated parking for summer camp residents and guests visiting campus during a summer camp. Any citations received for not following instructions will be the responsibility of the person that the vehicle is registered to through our office.

University Police Department:

The University Police Department employs seventeen commissioned peace officers who are authorized by State statute to enforce Federal and State laws and/or any regulation issued by The Texas State University System Board of Regents of Sam Houston State University on property under the control and jurisdiction of Sam Houston State University. The University Police Department's primary objective is to protect all persons within its jurisdiction to be as free from criminal attack, to be secure in their properties, and to live within a peaceful community, as humanly possible.

The University Police Department also employs a number of non-commissioned personnel who are assigned to the Hall Safety Program. The Hall Safety Program is an integral part of the University Police Department's effort to help ensure that all persons within its jurisdiction are free from criminal encroachment, secure to their environment, and live in a peaceful community.

The primary goal of the Hall Safety Program is to deter criminal activity by insuring that residence hall entrances remain secure, and to maintain a visible presence outside the residence halls, on the grounds and in the parking lots.

Health Services:

The Sam Houston State University Health Center offers services and information that assists in making campers' visits enjoyable and healthy.

Any camper that is legitimately enrolled in any Sam Houston State University sanctioned summer activity is eligible to use the Student Health Center as a visitor. The office visit charge \$25.00 plus any lab and/or pharmacy will be additional charge. Payment is due when services are rendered. Cash/check is the only form of payment accepted and the camper must have exact change. Minors attending camp must present the required medical release signed by the minor's parent or legal guardian prior to receiving treatment at the Health Center. The Health Center can treat most chronic conditions that require

special consideration such as allergy injections, insulin administration, etc. **only** if they have explicit instructions from the camper's allergist or private physician. **Prior arrangements should be made in these cases.**

Health Services Cont'd:

The Health Center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Only business services are available from 12:00 p.m. – 1:00 p.m. Treatment after hours or for severe injuries should be obtained at Huntsville Physician's ER or Huntsville Memorial Hospital.

The following is a list of the most common conditions related to campers:

- Routine illness (stomach upset, muscle ache, headache, other acute symptoms, etc.)
- Routine injuries (sprains, bruises, lacerations, contusions, etc.)
- Consultation
- Crutches (after evaluation). Crutches fee is \$35.00 dollars.
- Referral for x-ray services
- Heat stroke, anything life-threatening, broken arm/leg should be sent immediately to Huntsville Memorial Hospital.

NOTE: Cases of heat exhaustion and/or sun poisoning are seen each year. It is recommended for all camp personnel to keep campers adequately hydrated and allow rest periods out of the sun.

On Campus Medical Emergency Procedures for Assisting Camper/Conference Participants, & Visitors:

Medical emergencies should be handled in the following manner.

1. Call 911 in the case of potentially life threatening emergencies.
2. Call the University Police Department at 936-294-1794 in the case of a non-life threatening medical emergency so that an officer can be dispatched to the scene.

Ambulance Service:

1. Ambulance service will be required in all cases of the injury or illness if life threatening or if transportation, other than by ambulance would be injurious to the person.
2. When an ambulance is required, University Police will contact the ambulance service and provide proper directions to the campus location.
3. If the individual is conscious and other forms of transportation would not be injurious to the person, he or she may refuse ambulance transport.

Individuals must pay for the costs of their individual emergency medical services.

University Bookstore:

Barnes & Noble University Bookstore is located in the Lowman Student Center and invites all camp/conference participants to come in and browse. They carry a large selection of Sam Houston State University imprinted apparel, including t-shirts, sweatshirts, hats, shorts, and jackets. Also, a wide variety of Sam Houston State University souvenirs, gift items, and a large selection of candy, snacks, chips and drinks are available for purchase.

Summer hours for the Barnes & Noble University Bookstore are tentatively set at

Monday –Thursday 8:30 am-5pm
Friday 8:30am-4pm.

Please contact the bookstore with any questions. (936) 294-1862.

Post Office:

The Campus Post Office exists to serve the University community. It is very important that mail sent to a camp/conference participant is addressed correctly.

Participant's Name
Camp/Conference Name
Sam Houston State University, Visitor Center
Box 2539
Huntsville, Texas 77341

Physical Address (use when sending via FedEx, UPS, or DHL):

Participant's Name
Camp/Conference Name
Sam Houston State University, Visitor Center
1905 University Avenue
Huntsville, TX 77340

It is very important to have all correspondence include a return address in the event of mail arriving after the camp/conference participant has departed Sam Houston State University.

Campus Map:

A copy of the Sam Houston State University campus map is attached at the end of the handbook.

James and Nancy Gaertner Performing Arts Center (GPAC)

Special Events & Performance Venue Use –

- The GPAC is available to university special events and performances of the departments within COFAMC, during the normal academics- year, for ALL venues.
- Event dates must be submitted as part of a proposed **calendar at least 90 days prior to event**, through the Facilities Manager's office.
- Events during the summer **MUST** be requested by April 1st, through the Facilities Manager's office.
- Regular/Normal Business operating hours are Monday through Friday 7:30 a.m. – 5:00 p.m.
- After Business operating hours will be Monday through Friday 5:00 p.m. – 10:15 p.m.
- Any use outside the above mentioned days and hours **MUST** be cleared through the Facilities Manager's office.

Individual Performance Venues and Capacity

- **PAC 110 (Payne Concert Hall)**
 The Payne Concert Hall is a multi-purpose venue with specific design and supported by specific equipment to be an accurate, acoustically enhanced performance venue. Not all events may be suitable for this space. Use of the space will be prioritized in accordance with Title I, Section 1 of the GPAC Handbook. The GPAC is an academic use facility.
 The Payne concert Hall seats a grand total of 790.
- **PAC 130 (Recital Hall)**
 The Recital Hall is a multi-purpose venue with specific design and supported by specific equipment to be an accurate, acoustically enhanced performance venue. Not all events may be suitable for this space. Use of the space will be prioritized in accordance with Title I, Section 1 of the GPAC Handbook. The GPAC is an academic use facility.
 The Recital Hall seats 176 with 6 wheelchair accessible spaces.
- **PAC 170 (Dance Theatre)**
 The Dance Theatre is a multi-purpose venue with specific design and supported by specific materials and equipment to be a dance enhanced performance venue. Not all events may be suitable for this space. Use of the space will be prioritized in accordance with Title I, Section 1 of the GPAC Handbook.
 The James and Nancy Gaertner Performing Arts Center is an academic use facility.
 The Dance Theatre seats a 157 with 4 wheelchair accessible spaces.

Dining Services

ARAMARK is the exclusive food provider for Sam Houston State University. All summer camps and conferences using campus facilities including residence halls will also utilize the dining facilities during their stay. Old Main Market (OMM) houses The Fresh Food Company, an open kitchen concept where the food is prepared in full sight of the customer. We provide a diverse menu with fresh made pizzas out of our brick pizza oven, specialty grilled sandwiches and fresh baked deserts! Check out our sample menu below to see more.

Old Main Market (OMM) Dining Services maximum seating capacity is 615. To avoid congestion and long lines at peak periods staggered lunch times are strongly suggested. The Visitor Services Recruitment Specialist will work with the camp/conference to schedule dining times/locations.

Regular service hours are:

- Breakfast - 7:00 A.M. – 8:30 A.M.
- Lunch - 11:30 A.M. - 1:00 P.M.
- Dinner - 5:00 P.M. - 6:30 P.M.

Meal Costs:

- 1 Meal / Day – \$9.763/guaranteed person
- 2 Meals / Day – \$18.441/guaranteed person
- 3 Meals / Day – \$25.95/guaranteed person

Shorter service hours will be offered to smaller camp groups. Special hours may also be requested, for a nominal fee. There is a \$1.00 charge per person per half-hour with a \$50.00 minimum and 48-hour notice (these prices are subject to change).

Camp with guaranteed number of fifty (50) or less must dine with existing camp(s) or staff will recommend catering services for dining.

For safety reasons, bags, jugs and personal drinking cups are not permitted in the cafeteria.

Menu

Old Main Market Dining Services offers a wide variety of meals.

Please limit all participants to one trip in and out of the cafeteria for accurate billing purposes.

Some of your options include:

- Home-style entrees offered daily from our comfort station.
- Made to order sandwiches on bakery fresh bread.
- Daily grill special – from chicken to hamburgers or hot dogs.
- Top-your-own salad bar, cut fresh daily.
- Stone fired pizzas!
- Fresh baked cookies, brownies and bars.
- Beverages include fresh fruit juice every meal, milk, fresh brewed coffee, tea, and sodas

Additional Services:

For snacks, refreshments, sack lunches or catered meals, please notify Visitor Services as soon as possible. Menu options can be viewed at <https://shsucatering.catertrax.com/>, and additional items may be available upon request. Special catering will require a 50% deposit (over and above the required camp deposit) prior to the start of your camp/conference activities.

Cancellations:

Cancellations:

Cancellations will be handled in the manner listed below:

- Cancel 72 hrs prior to service start time- 30% of guaranteed amount will be billed.
- Cancel 48 hrs prior to service start time- 50% of guaranteed amount will be billed.
- Cancel < 24 hrs prior to service start time- 100% of guaranteed amount will be billed.

Residence Life

Age and Supervision:

For every 15 participants under the age of 18, there must be one adult counselor 18 years of age or older. The counselors are expected to stay overnight in the building and enforce the guidelines outlined in the Camp Advisor Responsibilities. Participants who place themselves, others or the University in danger will be asked to leave University property.

Each camp advisor will walk through the Residence Halls before and after each camp to check the condition of the assigned rooms and public areas. Copies of the room condition sheets will be available to the camp advisor at the walk through. Any damages that are not written on the room condition sheets when the camp leaves will be added to the camp bill. The walk through must be scheduled two weeks before your camp's arrival. If a camp refuses to conduct a walkthrough of the Residence Hall (Pre-Camp and Post-Camp), the advisor must sign a Refusal Walk Through form, which is provided by the Residence Life Staff.

The Department of Residence Life is responsible for the overall cleaning of the residence halls **but** it is the Camp Advisor's responsibility to make sure campers' posters, papers, magazines, and trash are placed in the trashcans provided in each room. **The camp will be billed a cleaning charge for any rooms that do not meet these requirements.** Public areas are available for the camp's use for meeting, but fall under the same cleaning criteria as the individual rooms. The gaming equipment is not for sitting/standing or placing items that does not pertain to the gaming equipment. Examples are: ping pong and pool tables.

The Camp Advisor is responsible for the removal of any decorations on doors, number plates, mirrors or walls prior to the camp departure.

Damages:

The camp/conference organization will inspect residence hall facilities including camp/conference participants and staff rooms and public areas. Inspection does not release the camp/conference organization from liability for damages caused by camp/conference participants and/or staff actions. The camp/conference organization will assume full responsibility for the actions of its participants or staff. The camp/conference will agree to pay for all damages, including **irregular cleaning**, beyond normal wear and tear, caused by its participants. The camp/conference organization reserves the right to contest all damage charges; **however**, damages cannot be contested if the camp waives the required walk through.

Housing:

The Camp Advisor should estimate as closely as possible the number of beds needed to house the camp, including counselor rooms. A projection number is the estimated number of beds a camp will need. Residence Life will provide beds up to the estimated number. **Fourteen (14) days (ten business days) before the camp start date, the Camp Advisor will be required to give SHSU (University Summer Camp Recruitment Specialist) a Guarantee Number, which will be the camp's final request for the actual number of beds the camp will need.** (A camp's projection number should always be larger than the Guarantee Number.) Space will be reserved as per the original request and any increase in numbers must be approved by the Residence Life Conference Director. **Increase in projected number or guaranteed number does not guarantee residence hall availability.**

Housing can be either single sex or coed by suite, floor or hall. How camp guests are placed is up to the discretion of the Camp Advisor. Each hall is set up with suite baths. **Each room is equipped with twin beds, dressers, desks and desk chairs for each occupant. All rooms are air-conditioned.**

Special Needs:

Each camp will need to denote any special needs a minimum of 14 days prior to the start of camp. Special needs include the following:

- **Tables and Chairs:** There will be a small number of tables and chairs available for camp use if requested in advance. **Each camp may request up to three (3) tables per check-in & check-out at the residence halls.** Residence Life cannot guarantee that all requested tables and chairs will be provided.
- **Building Access:** SHSU residence halls are now card accessible. **All residence halls will remain locked at all times other than check-in and check-out times.** Each camp/conference will receive a set number of cards, (usually one per advisor), and will be responsible for providing access to their participants. Summer conference staff will not provide access to unsupervised campers. A charge of \$25 will be assessed for any lost key cards. SHSU Conference staff will NOT allow building entry to campers who do not have a counselor with them.
- **Check-in/Check-out times (Mandatory):** Each camp is given **three hours** of check-in time and **two hours** of checkout time. Additional check-in/check-out times may be requested. Each additional check-in/check-out hour will be \$10.00 per hour per building. Camp advisors must check out keys from conference staff if any campers are not due to check in until after 10 pm. The camp will be charged the camper/room rental rate for each key they have checked out overnight. **There will be NO check-in or check-out scheduled to start between 10:00 p.m. – 7:00 a.m. without prior approval from Residence Life.**
- **Camp Advisor:** Each camp will have a Camp Advisor. During check-in, the Camp Advisor will be issued exterior cards that have been requested. The Camp Advisor is responsible for all items checked out to him or her.

Room Assignments: (w/Housing Guaranteed Number)

Camps will need to be able to provide **FIRST and LAST NAMES of ALL campers.** No assignments will be made without this information. If you are computerizing your records please follow the format of our individual building floor listings. Building floor plans and phone numbers will be provided at a later date.

Moves will not be allowed without the mutual approval of the Camp Advisor and the Department of Residence Life Conference Director.

All guests must be paired up or the private room rate will be assessed. If the camp has an odd number of male or female guests, single occupancy rates will apply. Exceptions must be requested by the Camp Advisor at the time they sign off on the final room listings. Failure to sign off on the room listings within the designated time limit will waive the camp's right to contest room charges.

If a camper leaves camp before camp check-out, then the Camp Advisor or other camp staff must return that camper's keys to the summer conference staff the day the camper leaves to avoid any further room charges. The camp will be charged the camper/room rental rate for each key that is checked out overnight. Summer conference staff members may be contacted after hours via the cell phone number provided in cases of an emergency.

SHSU Conference Director Responsibilities:

The SHSU Conference Director is responsible for the supervision of the Summer Conference Assistants. S/He will be responsible for assigning conference assistants to be present at check-in and check-out, walk-through, and to handle on-call duty.

The SHSU Conference Director:

- Acts as a liaison to all camps.
- Trains Conference Assistant Staff in camp procedures, emergency situations and building layout.
- Regulates and enforces University and Department of Residence Life Policies.
- Handles all maintenance and custodial problems.
- Coordinates all housing facilities and housing issues for Summer Camps and Conferences.
- Report to the Assistant Director of Marketing and Guest Services, who reports to the Director of Residence Life Business Operations.

The SHSU Conference Assistant:

- Is responsible for checking in and out camp participants.
- Does walk-throughs with the individual Camp Advisors or adult supervisors when requested in advance.
- Is responsible for updating room condition sheets before and after camps.
- Reports maintenance – A/C; Trash in Hallway; Noise, etc.
- Confronts inappropriate camp behavior and directs problems to the Conference Director or the Camp Advisor.
- Handles emergency situations.
- Performs security rounds when on duty and confronts non-camp personnel.
- Serves as a representative for the Department of Residence Life and handles problem situations.

- Performs other duties as assigned by the Conference Director.

Policies:

The Department of Residence Life and Sam Houston State University have many policies outlined for the safety and security of our campus guests. Please read and be familiar with all of the policies listed to make sure all of your guests follow the guidelines.

- **Alcohol:** The possession or consumption of alcoholic beverages is strictly prohibited on University property by all members and guests of the members of the conference, regardless of age or circumstance.
- **Cooking:** Cooking is not allowed in residence hall rooms; this includes hot pots, hot plates and toasters. Drip coffee and tea makers and hot air popcorn poppers are the only appliances allowed in the hall rooms.
- **Furniture:** Guests may not move furniture in and out of the rooms. An administrative charge will be instituted for each piece of furniture that must be moved back to its original location. This includes mattresses.
- **Glitter** – Glitter is not allowed in our halls. **If** you must use glitter, please take it outside our buildings. **If** glitter is found on carpets, floors, or furniture, **a cleaning fee will be assessed to the camps.** (THIS IS A MAJOR ISSUE IN SAM HOUSTON VILLAGE)
- **Guest Behavior:** Guests are expected to show consideration for others. Noise disturbances, destruction of property and mischievous pranks are inappropriate behaviors.
- **Ice Machines:** Most large halls have one ice machine for your convenience (if still available during summer camp sessions). Excessive use may empty the machine for several hours until the ice machine produces more ice. For this reason the ice machine is intended for individual and hall use only. You may purchase large amounts of ice from local stores for your coolers.
- **Pets:** **No animals of any kind are allowed in the residence halls or houses.**
- **Posting:** You may post any signs necessary for your camp's success on the bulletin boards located in each hall or house. You may not tape on any of the doors or walls in the buildings. You may not tape or post anything on any painted surfaces on the outside of the building. Posted items must be in compliance with the fire safety code.
- **Trash:** Trash should be taken to the dumpsters outside the buildings. Trash should not be stacked on top of the trash cans or stacked beside the trash cans.
- **Tobacco:** The use of tobacco products in the residence hall/house, or on porches is strictly prohibited.
- **Water Coolers:** Ice/water must be emptied from coolers in an appropriate manner. **Please do this outside. Any standing water left in rooms from coolers will result in cleaning or damage charges.**
- **FIRE SAFETY EQUIPMENT:** Camps/conferences are prohibited from touching, removing or playing near any fire safety equipment. Administrative charges may be assessed for tempering with or damage to any fire safety equipment.

Camp/Conference Organization Representative Responsibilities:

- Confront inappropriate behavior in the halls such as, but not limited to, the following:
 - Running in the hallways.
 - Hanging out of the windows, taking off screens.
 - Standing on furniture.
 - Writing on desks, closets, drawers or floors.
 - Shaking or pounding vending machines.
 - Fighting in the halls or cafeteria.
 - Rude or abusive behavior to staff, students, or other campers.
 - Setting off or removal of fire extinguishers.
 - Water balloon fights.
 - Vandalism in any form.
 - Posting fliers in hallways, or room walls and doors, or on the exterior of the building.
- The room must be left in the condition it was in when you arrived or the camp/conference will be billed for damage and/or cleaning charges.
- Be aware of damages in the room each evening when you do your camp bed checks. When damage is found, report it to Visitor Services Recruitment Specialist so repairs may be made.
- Be aware of the safety of your campers at all times.
- **Do not allow playing in the street or parking lot areas.**
- Lock room doors whenever campers are not in the room.
- **DO NOT prop open exterior doors; make sure all exterior doors close behind you. Camp advisors are responsible for granting building access to campers.**
- Make sure all students evacuate when a fire alarm sounds or when smoke is present.
- At least one counselor must be in the building at times when individual campers have building access.
- Do not allow anyone to have access into the building if they are not with your group.
- **Report all maintenance problems promptly.**
- Follow all housing policies and inform campers of pertinent policies.
- Confront non-camp personnel walking around camp buildings.
- Turn off lights, radios, electric curlers, etc., when leaving the room.
- **Do not allow practice of any kind in or around the building. (No roping, cheering, dancing, etc.)**
- Your camp/conference must be checked out within one hour of checkout time or you may be billed for an additional day.
- **Quiet hours are in effect in all Residence Halls between the hours of midnight and 8:00 a.m. During this time all noise must be contained within the individual residence hall room. Please, No Chanting, Cheering, or Balls Bouncing, etc...**
- **Courtesy hours are in effect at all other times.**

Conference & Meeting Rooms

Lowman Student Center

POLICIES AND GUIDELINES FOR SUMMER CAMP

In support of the University's summer events program, the Lowman Student Center (LSC) facilities are available for use by outside groups. Reservation for use of the LSC facilities will be on a first come, first served basis, and groups must be in compliance with all applicable LSC policies and guidelines, and procedures. Any exceptions to the guidelines must be approved in advance by the Director of the LSC.

All food service events scheduled in the LSC must be catered by **ARAMARK** Classic Fare Catering.

Any confirmed reservation not cancelled within two weeks of the scheduled event will be charged one half of the agreed fee.

Regular summer semester building operational hours for the LSC are:

Monday - Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	Closed

*Hours may vary during holidays and semester breaks.

*Exceptions to the regular summer semester building hours must be approved by the Director. Outside group events that require use of the facility beyond the normal building operational hours must be scheduled at least two weeks prior to the event and will be subject to early opening/late closing charges.

General Rules of Operation:

- Furnishings and equipment of the LSC are not to be removed from the building for any reason. Improper use of furniture, fixtures, or equipment is not permitted. Individuals or groups using LSC facilities are responsible for the behavior of their members and guests and for any damages to LSC property due to their negligence or vandalism. Damage costs will be assessed to the individual or group who reserved the facility.
- Animals or pets of any kind shall not be permitted in the building at any time. The only exception to this policy are service animals.
- The use of all tobacco products and e-cigarettes is prohibited.
- Gambling in the building is prohibited.
- Bicycles, skateboards, or roller blades are prohibited inside the building. Bicycles should be parked in bicycle racks outside and adjacent to the LSC. Bicycles found parked inside the LSC or on porches, stairwells, entrances, etc., will be impounded.
- Children under age 16 must be accompanied by a parent or guardian at all times they are in the LSC. (If children are part of a summer camp group or other scheduled organized group, they must be accompanied by counselors with a ratio of no less than 1 to 16).
- All meetings in the LSC must be held in meeting rooms reserved for that purpose.

- Only authorized personnel shall remain in the LSC after official closing time without special permission of the Director.
- The LSC shall not be responsible for any article lost in the building. Articles found in the building should be taken to the LSC Office Room 311, for proper handling.
- Storage space is extremely limited in the LSC; therefore, overnight storage of display materials and/or equipment will not be permitted without prior approval of the Director. LSC is not responsible for items left in the building.
- Organizations or individuals are not permitted to solicit funds or sell goods in any area of the LSC without permission of the Director.
- All postings must comply with LSC policy or with persons responsible for enforcing the policy.
- Failure to comply with any LSC policy or with persons responsible for enforcing the policy may result in suspension of privileges to use the LSC.
- Disorderly conduct and disturbing the peace will not be permitted in the LSC.
- Electrical circuits shall not be altered nor connected to, except through outlets provided, or by special arrangements through the Reservations Office or Director.

Fee Schedule for Lowman Student Center Rooms:

LSC Facilities & Services	Cost
Ballroom (combined)	\$700
Ballroom A	\$300
Ballroom B	\$400
Theatre	\$500
Multipurpose Room	\$300
Large Meeting Room (50+ SEATS)	\$150
Small Meeting Room (12-40 SEATS)	\$75
Atrium	\$75
Kat Klub (Hourly Rate)	\$175
Vendor Table (Each)	\$75
Extended Operational Hours Special Opening	\$25/hr.
A/V package and/or sound & lighting subject to additional charges. Contact Asst. Dir. For packages & pricing.	
Technical Support	\$15/hr.
Facility Set-Up Change Fee	\$100
Clean Up Fee	\$200 (MINIMUM)
Late Cancellation Fee	50% OF RENTAL FEE

Guidelines for Conference Rooms:

(110, 302, 304, 306, 307, 308, 309, 315, 319, 320, 321, 327, 329 and 331)

- All meetings are to end 15 minutes before the LSC is scheduled to close
- Requests for equipment such as lecterns, dry erase boards, TV monitors, data projectors, screens, flip charts, chairs and tables should be reserved at least 24 hours in advance.

- Any physical change to a room must be approved through the Reservation Office, i.e., posting signs, decorations, or moving furniture. Any unauthorized adjustments will be corrected at the expense of the organization using the facility. Organization members may not move room “set ups” or other facility furniture or equipment. Only building services personnel are authorized to move equipment, tables, chairs and plants.
- Groups using third floor meeting rooms must leave them in the same condition the room was in at the time of occupancy.

Ballroom Guidelines:

- Arrangements for special set-ups should be made with the Assistant Director at least two weeks prior to the event. The organization will be asked to sign the Ballroom set-up sheet once details have been finalized.
- LSC Ballroom set-ups may include requests for special services. Organizations will be assessed charges for services such as special lighting, electricians, projectionists, spotlight operators, A/V technical support, etc.
- Ballroom reservations may require a room deposit. Damages to facilities could result in the loss of reservation privileges in addition to forfeiture of deposit. If no damage occurs, the deposit will be refunded to the reserving group. Individuals or groups reserving space will be charged for any damages to the LSC facility or equipment. The charge will be equal to the cost of repairs or replacement cost of furniture or equipment. Excessive damage may result in the loss of future use of LSC facilities.
- Depending on the number of participants and the nature of the activity, the sponsoring group may be required to pay the SHSU approved security personnel. The University Police Department and LSC Director reserve the right to require security personnel to be present. It will be the responsibility of the sponsoring group to pay for all required security costs at least two (2) working days prior to the event.

Theater Guidelines:

Theater Capacity: 360 chairs and 6 special needs spaces

The Lowman Student Center Theater is a unique facility for programs that require special equipment or accommodations. Any time the theater is reserved for an event it should be for activities appropriate to the theater.

The Kat Klub Entertainment Center:

The Kat Klub facilities are available to summer campers and workshops at the posted guest rates. All rules pertaining to proper and safe use of the facility and equipment will be strictly enforced.

Summer Hours

Monday - Thursday	9:30a.m. – 8:30 p.m.
Friday	9:30 a.m. - 4:30 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	Closed

- All summer camps are required to reserve facilities no later than 4 days prior to the event. This gives the Kat Klub manager time to adequately staff the event and make sure the reservation does not conflict with any other reservations. Once the reservation

is approved, the Kat Klub manager will confirm with the Visitor Services Recruitment Specialist. No summer camps will be allowed to have an event in the Kat Klub without the approval of the Kat Klub manager.

- Equipment Rental requires some type of ID card or a \$5 cash deposit will be required. Identification of campers is extremely helpful in identifying SHSU sponsored groups.
- All summer camp attendees need to be accompanied by camp counselors in the Kat Klub with a ratio of 1 counselor per every 15 summer camp attendees. Camp attendees are expected to follow all rules of the LSC while they are in the Kat Klub. This includes no horseplay/jumping on furniture, running around, and sitting on pool tables. Camp Counselors will be notified of any violations of LSC policy by camp attendees if they occur.

Sign Posting and Banners Guidelines:

The LSC will work with each group to meet their event needs and evaluate their requests on a case by case basis.

Decorations Guidelines:

- The LSC Assistant Director must be informed and approve installation of any decoration or signage within any facility of the LSC.
- The use of clear or transparent tape, duct tape, glue, thumbtacks, or nails on posts, ceiling, walls, floors, furniture, or other building fixtures is **prohibited**. Painters tape is allowed.
- The use of any flammable materials, i.e., hay, will not be permitted in the LSC.
- Decorations must be made or prefabricated outside the LSC, ready to be attached or placed when brought into the building. No hammering, sawing, nailing, painting, gluing, etc. will be permitted inside the building or immediately outside the building.
- Decorations must be self-supported or may be hung from eyehooks provided in the walls of the ballroom or on rolling bulletin boards.
- Decorations must not be attached to stage curtains, drapes, other building fabrics, or artificial plants and trees.
- The LSC will not be responsible for any articles temporarily stored, left, or lost in the building. Arrangements for all temporary storage must be made in advance with the Director or Assistant Director. Extended or unauthorized storage may result in forfeiture of deposit.
- Time scheduled for decoration removal will be determined by the availability of the facility reserved.
- The LSC is not responsible for any injuries that may occur while an individual or group is decorating for an event.
- Special arrangements and approval must be granted prior to installation and use of any special effects equipment such as a mirror ball, fountain, etc.

Lowman Student Center Film Policy:

All Lowman Student Center patrons wanting to show a film or portion of a film must be able to provide documentation showing that they have been granted the 'rights' to the film 10 days prior to the event.

Sending out mass emails, letters, flyers and web posting is considered publicizing your film screening. Having a film rental or privately-owned film does not grant the owner or renter the 'rights' to publicly show the film. Whenever there is a public viewing, the 'rights'

to the film must be provided.

How do I get the 'rights'?

Contact the distributor of the film. Some common distributors are:

SWANK Motion Pictures-www.swank.com or (800) 876-5577 (There is a list of films they distribute on their website.)

Criterion-www.criterionpic.com or (800) 890-9494

If you are unsure of who distributes the film you want to show you may call the Reference Library of the Motion Picture Academy (310) 2473020.

Common questions they may ask are:

Your name and the organization you are with

In what context are you showing the film

Will there be a charge to come see the Film

Whether or not you need a copy of the film

You and your organization's contact information

Will the 'rights' cost me anything?

The distributor may charge your organization a fee for showing the film. Some common reasons for charging a fee would be:

Your organization is charging film viewers

You expect a large number of attendees

You will be getting a copy of the film from the distributor

You will be showing this film multiple times

What must I do to show a film in the Lowman Student Center?

Your organization must provide one of the following to our office 10 days prior to the event:

Copy of film contract with company

Permission to 'rights' stated on company letterhead

Proof of creation and ownership of personal film



Sam Houston State University Recreational Sports

Phone: 936-294-1985 Fax: 936-294-1913

Website: www.shsu.edu/~rca www/

Departmental Mission Statement

"To advance and enrich the collegiate experience."

We look forward to working with you in 2017! Please review our policies and procedures for Summer Camps and Conferences hosted in Recreational Sports Facilities.

GENERAL POLICIES AND PROCEDURES FOR SUMMER CAMPS AND CONFERENCES:

1. Assigned Recreational Sports personnel will remain in the contracted activity area for thirty (30) minutes after the beginning time of the reservation. If the group fails to show up during that period of time, without prior notification, the reservation is automatically canceled. ***(An administrative fee will apply, which can be up to 50% of the scheduled time multiplied by the hourly rate established by each area or facility in Recreational Sports).***
2. Staffing levels will be determined by the Department of Recreational Sports. The number of staff required is determined by each activity. Any event that will require dedicated staff will be accompanied by an additional fee.
3. All users of the Recreational Sports facilities are responsible for providing certified medical trainers and must adhere to the Emergency Policies and Procedures of Sam Houston State University.
4. Academic classes and Recreational Sports programs have priority in all areas of the facilities, unless previous arrangements have been made. This includes scheduling priority. All Recreational Sports facilities reserve the right to schedule NO MORE than 50% of the available space, each day for each facility, for summer camps and conferences. This is to ensure Sam Houston State University Student access for those areas by way of request, "drop-in" or informal recreation.
5. All users of the Recreational Sports facilities are expected to be responsible, courteous, and safety conscious at all times. Disorderly conduct will not be tolerated.
6. Facility supervisors have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. All participants must obey the requests of the Recreational Sports staff. Failure to abide by the rules and regulations established by the Department of Recreational Sports may cause a facility user to lose Recreational Sports facility and/or program privileges.

7. No food or drink is to be consumed in the facilities except in lobby areas, or an indoor seating area such as the Coliseum. All waste shall be deposited in the proper waste receptacles. ***The sale of outside food and beverage items is prohibited.***
8. The use of tobacco, alcohol, or drugs in any form is prohibited on Sam Houston State University property. Gum chewing is strictly prohibited anywhere in the Recreational Sports Center, Health and Kinesiology Center, or the Coliseum.
9. Non-marking ATHLETIC SHOES are the ONLY type of shoes allowed on the hardwood floors. Shoes must be worn by all participants, unless in a specifically designated area. Proper shoes will be specified by the Recreational Sports Staff.
10. All injuries should be reported to a Recreational Sports employee immediately. The Recreational Sports staff will fill out an Injury or Incident Report form and determine if further care or assistance is required. If a participant is injured and does not have transportation, UPD or an ambulance will be called to assist. Emergencies occurring within the Health and Kinesiology Center, Johnson Coliseum, Recreational Sports Center or outside facilities should be reported to any Recreational Sports employee available.
11. Each facility user is responsible for cleaning up after use each day. Failure will result in an additional administrative charge for cleanup.
12. Each Recreational Sports area has an established fee. Any request made 72 hours or less from date of usage will be subject to an additional service charge or administrative fee.
13. Unsupervised groups are not allowed in any part of the Recreational Sports Center, Health and Kinesiology Center, or Johnson Coliseum. Summer Camp office representative must be present for all camps and all campers at all times.
14. Rehearsing or practice of activities is prohibited in hallway areas. Please use the space you have reserved or go outside the facility and away from entrance doors.
15. Video and picture taking must have prior approval from Recreational Sports Administrative Staff.
16. For activities held outdoors: In the event of inclement weather, please don't assume the RSC, HKC, or Coliseum will be available as an alternative site. We will accommodate each group or activity if space is available.

Equipment: (Certain items can be available upon request).	
Pricing:	
During Operational Hours:	\$30/Hr.
Mon – Fri : 6:30 AM – 10:00 PM	
Saturday : 9:00 AM – 6:00 PM	
Sunday : 1:00 PM – 10:00 PM	
Non-Operational Hours:	\$50/Hr.
Additional Equipment (Game Clock, Jerseys, Tables)	\$20/Day
Dedicated Staff (If necessary)	\$10/Hr.
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).	

Multi-Purpose Spaces Policies:

1. Proper spotting techniques are to be followed at all times.
2. Use of gymnastics and fitness equipment must have prior approval.
3. Proper attire and non-marking shoes must be worn at all times.
4. Do not place tape on the floors or walls without proper approval.
5. Glass containers are not permitted.
6. No equipment may be brought into or placed on hardwood floors or mats without prior approval.
7. No water bottles or liquids (all drinking containers must be left outside activity area and clear of hallway traffic).
8. No food or candy permitted in the multi-purpose spaces.

Basketball Court(s) in the HKC	
Equipment: Basketball, Volleyball, Badminton (available upon request).	
Pricing:	
During Operational Hours:	\$40/Hr. per court
Mon – Fri : 6:30 AM – 10:00 PM	
Saturday : 9:00 AM – 6:00 PM	
Sunday : 1:00 PM – 10:00 PM	
Non-Operational Hours:	\$60/Hr. per court
Additional Equipment (Game Clock, Jerseys, Tables)	\$20/Day
Dedicated Staff (If necessary)	\$10/Hr.
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).	

Basketball Court Policies:

1. Dunking or hanging from rims and nets or horseplay is strictly prohibited.
2. Projectiles (Frisbees, footballs, boomerangs etc.) are prohibited.
3. Proper attire and non-marking shoes must be worn at all times.
4. Do not place tape on floors or walls without prior approval.
5. No food or drink items permitted in the gyms.

- No equipment may be brought into or placed on the hardwood floors without prior approval.

Climbing Center in the RSC	
Equipment:	Included in rental: climbing harness, climbing helmet, climbing shoes, & chalk
Pricing:	\$15.00 per person/per 2 hour
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).	

Climbing Center Policies:

- All climbers must register at the Climbing Center Desk, and sign a Climbing Center waiver.
- Only individuals who have passed the Top Rope Belay Clinic and Climbing Center Attendants may belay.
- Only SHSU hardware is permitted for use on the wall.
- All climbers must use established commands and safety protocols at ALL times.
- No more than three (3) climbers may boulder on the rock island at one time.
- All climbers who are bouldering must have spotters.
- The vertical wall may be used for bouldering only when it is not being used by top rope or lead climbers.
- Bouldering height may not exceed 12 feet. (Green Line)
- Only climbing shoes, tennis shoes or athletic shoes may be used on the climbing wall.
- Socks must be worn in SHSU climbing shoes.
- Loose chalk is highly discouraged.
- To avoid injury, do not grab the bolt hangers, quick draws, or wear hand jewelry while climbing.
- Sides of the vertical wall are out of bounds.
- Children under the age of 16 must have an adult present at all times while at the Climbing Center.

Main Court in Johnson Coliseum (FLOOR LEVEL ONLY)											
Equipment:	Staging, sound system, tables, and chairs Coaches Meeting Room										
Pricing:	<table> <tr> <td colspan="2">During Operational Hours:</td> </tr> <tr> <td>Weekdays: 8:00 AM – 5:00 PM</td> <td style="text-align: right;">\$105/Hr.</td> </tr> <tr> <td colspan="2">Non-Operational Hours:</td> </tr> <tr> <td>Weekdays: 7:00 AM – 8:00 AM & 5:00 PM – Midnight</td> <td style="text-align: right;">\$130/Hr.</td> </tr> <tr> <td>Weekends: All Day</td> <td></td> </tr> </table>	During Operational Hours:		Weekdays: 8:00 AM – 5:00 PM	\$105/Hr.	Non-Operational Hours:		Weekdays: 7:00 AM – 8:00 AM & 5:00 PM – Midnight	\$130/Hr.	Weekends: All Day	
During Operational Hours:											
Weekdays: 8:00 AM – 5:00 PM	\$105/Hr.										
Non-Operational Hours:											
Weekdays: 7:00 AM – 8:00 AM & 5:00 PM – Midnight	\$130/Hr.										
Weekends: All Day											

<p>RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the camp start date to guarantee your date(s).</p>

Coliseum Policies:

1. Food, drinks, tobacco, or gum may NOT be brought into the Coliseum.
2. Campers may NOT enter the building until their scheduled time. Practice may be conducted outside the building.
3. **DO NOT use the concourse area near the administrative offices for practice.**
4. DO NOT park in the tunnel drive. It is reserved for emergency vehicle use only.
You may conduct pick-ups and drop-offs ONLY. (TWO MINUTE MAXIMUM).
5. **DO NOT sit or stand on tables or chairs.**
6. Injury reports must be filled out on all campers who sustain an injury in the Coliseum. Please understand that the information is vital to the Department of Recreational Sports and The Texas State University System. The cooperation of injured participants, camp instructors, witnesses, and parents is appreciated.
7. Horseplay, running through seat areas or concourse, or loitering in restrooms is not permitted.
8. Each facility user is responsible for cleaning up after use each day. Failure to do so will result in additional clean up charges.
9. **Meeting Room (RM on ground level) BEARKAT LOUNGE IS NO LONGER AVAILABLE.**
 - a. Reservations are necessary but are not a part of Coliseum rental.
 - b. All users are responsible for cleaning the Bearkat Lounge and returning the room to the condition it was in when you arrived.
 - c. No smoking, eating, or drinking.
 - d. Do not place tape on floor or walls without prior approval.
10. If ice bags are needed due to an injury, they may NOT be taken onto the gym floor. Ice bags must remain in the training room, in the stands, or tunnel areas.
11. Running shoes or any other shoes that will mark the court will not be permitted.
12. DO NOT use playing court as a writing surface. (No markers, crayons, pens, pencils, etc.)
13. No glass containers may be placed on the Coliseum floor.
14. No signs will be hung on the walls, rails, or seats without prior approval.
15. Please run all electrical cords along the walls. DO NOT run cords across floor or walkways.
16. Equipment: Sound system, microphones, stages, tables, chairs, scoreboard, and telescopic bleacher sets. Other Equipment Policies:
 - a. Outside equipment may not be brought into the Coliseum or placed on the Coliseum floor without prior approval.
 - b. The in-house sound system is NOT to be touched by anyone except the Coliseum staff, especially the volume! **Coliseum staff will have**

complete control over volume levels of both in-house and outside sound equipment.

- c. DO NOT move risers. Ask for assistance from the Coliseum staff.
- d. **Telescopic bleachers will not be pulled in and out repeatedly. Based on uncertain measures, calculations and practices, the NEW telescopic bleachers installed in 2016 may be pushed in for the entire summer and not used at all. The new bleachers are 5 times as difficult to push in or retract than the old set which was demolished in the renovation project.**
- e. **Locker Rooms on the lower level are Unavailable. Public restrooms upstairs only.**

McAdams Tennis Courts	
Equipment:	Eight courts available. Space is only available for tennis activities.
Pricing:	
During Operational Hours:	\$30/Hr. per court
Mon – Fri : 6:30 AM – 10:00 PM	
Saturday : 9:00 AM – 6:00 PM	
Sunday : 1:00 PM – 10:00 PM	
Non-Operational Hours :	\$40/Hr. per court
Additional Equipment (Game Clock, Jerseys, Tables)	\$20/Day
Dedicated Staff (If necessary)	\$10/Hr.
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to start date to guarantee your date(s).	

Tennis Court Policies:

1. Proper supervision must be present at all times.
2. Court usage is limited to 4 players and proper conduct is expected.
3. Proper shoes are required.
4. Radios are not allowed.
5. Skateboards, roller skates, roller blades, and bicycles are not allowed.

Sand Volleyball Courts	
Equipment: (Next to Intramural Field #1)	Volleyballs can be checked out from Recreational Sports Center (RSC).
Pricing:	
During Operational Hours:	\$30/Hr.
Mon – Fri : 6:30 AM – 10:00 PM	
Saturday : 9:00 AM – 6:00 PM	
Sunday : 1:00 PM – 10:00 PM	
Non-Operational Hours:	\$50/Hr.
Lights	\$40/First 2 hours
(minimum)	
	\$15/Each Hour After
Additional Equipment (Game Clock, Jerseys, Tables)	\$20/Day
Dedicated Staff (If necessary)	\$10/Hr.

<p>RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to start to guarantee your date(s).</p>

Sand Volleyball Policies:

1. Proper supervision must be present at all times.
2. The courts must be used for designated activity.
3. Glass containers are strictly prohibited.
4. Vehicles are not allowed on the field or playing area.
5. In the event of inclement weather, which could cause unsafe playing conditions (i.e. lightning); all activities will be terminated for no less than 45 minutes.

RSC Pool	
Equipment: Noodles, kickboards, water volleyball, water basketballs	
Pricing:	
<ul style="list-style-type: none"> • Includes 1 Head lifeguard and 3 lifeguards \$120/Hr. (up to 75 people) • Each extra guard (1 guard to 25 people) \$20/Hr. 	
<p>Mon – Fri : 6:30 AM – 12:00 PM / 7:00PM-10:00PM Saturday : 8:00 AM – 12:00 PM / 6:00 PM – 10:00 PM Sunday : 8:00 AM – 1:00 PM / 6:00 PM – 10:00 PM **The scheduling of rentals during daily pool hours will be left to the discretion of the Assistant Director and may be charged at a discounted fee.</p>	
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).	

Pool Policies:

1. ONLY enter the pool area when a lifeguard is on duty.
2. All swimmers must Rinse or Shower Off before entering the water.
3. Bathing Suits ONLY (No Thong Bottoms, Basketball Shorts, or T-Shirts).
4. No cotton material of any kind is permitted in the pool.
5. No diving into the water, Horseplay, Running or Dunking.
6. No Glass or Breakable Containers.
7. No Tobacco anywhere on the SHSU campus.
8. No full-body floatation devices.
9. Counselors or chaperons must be in the pool with swimmers as well as on the pool deck during a rental.
10. Any discretion will be left up to RSC Lifeguards.

Pool Delays

1. If the pool drains in the deep-end of the pool are not visible to the lifeguard from the lifeguard stand due to weather or any other reason, then the pool will be closed until visibility has returned.
2. If thunder is heard by the lifeguards on duty, then the pool area will be cleared for 30 minutes following the last thunder heard. The pool will then be reopened when it is safe to return to the pool area.
3. If lighting is detected within 0-8 miles of the facility the pool area will be closed for 30 minutes following the last detection of lightning. The pool area will then be reopened when it is safe to return to the pool area.
4. Chemical imbalances will vary.

Intramural and Upper Pritchett Fields	
Equipment: Sound system (including microphone), water coolers, sports equipment (softball, flag football, volleyball, etc.), mini scoreboards (main board at Pritchett also available), jerseys (20/Field)	
Pricing:	
<ul style="list-style-type: none"> • Field rental with NO services \$60/Hr. <ul style="list-style-type: none"> ○ Field is bare and not striped. ○ No equipment is provided. • Field rental with FULL services \$110/Hr. <ul style="list-style-type: none"> ○ Includes equipment. • Field rental with LIGHTS ONLY; NO SERVICES \$100/Hr. <ul style="list-style-type: none"> ○ Field is bare and not striped. ○ No equipment is provided. • Field rental WITH LIGHTS; FULL SERVICES \$150/Hr. <ul style="list-style-type: none"> ○ Includes equipment and lights. ○ Full Service rentals include use of bathrooms, field striping, and use of equipment (based on availability) with set-up and tear down. 	
RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).	

Lower Pritchett Field (Turf Field)	
Equipment: Sound system (including microphone), water coolers, sports equipment (flag football, soccer etc.), Scoreboard, jerseys (20/Field)	
Pricing:	
<ul style="list-style-type: none"> • Field rental with NO services \$110/Hr. <ul style="list-style-type: none"> ○ Field has permanent lines for soccer and lacrosse. ○ No other lines will be painted on the field. ○ No equipment is provided. • Field rental with FULL services \$160/Hr. <ul style="list-style-type: none"> ○ Includes equipment, restrooms, and scoreboard • Field rental with LIGHTS ONLY; NO SERVICES \$140/Hr. <ul style="list-style-type: none"> ○ Field has permanent lines for soccer and lacrosse. 	

<ul style="list-style-type: none"> ○ No other lines will be painted on the field ○ No equipment is provided. ● Field rental WITH LIGHTS; FULL SERVICES \$190/Hr. <ul style="list-style-type: none"> ○ Includes equipment and lights. ○ Full Service rentals include use of bathrooms and use of equipment (based on availability).
<p>RESERVATIONS: All reservations must be turned in to Recreational Sports by March 1, 2017. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).</p>

Outdoor Field (Intramural and Pritchett) Policies:

1. Field must be used for activity that is specified on application.
2. Metal or long cleats are not to be used on the field.
3. Fires, glass bottles, pets, and hitting golf balls are prohibited on the field area.
4. Alcohol, smoking and tobacco products are prohibited on the field area.
5. Vehicles are not allowed on the fields or the surrounding area.
6. In the event of inclement weather, which could cause unsafe playing conditions, all activity will cease. Recreational Sports reserves the right to cancel any reservation in the event of inclement weather.
7. Cleanup of fields, sidelines, restroom facilities, and participant parking area is expected immediately after each use. Failure to do so may result in loss of field privileges and additional charges.
8. All equipment must be requested at time of reservation.
9. To ensure availability and quantity, confirmation **MUST** be made with Facility Coordinator 72 hours or more in advance.
10. Any request made 72 hours or less from date of usage will be subject to an additional services charge, as established by the Camps and Conference office.
11. Equipment is available on a first come first serve basis and is limited in number, based on reservation.
12. Additional requests or large quantities should be requested in advance to the Facility Manager. All efforts will be made to accommodate requests, but it is expressly understood that certain requests may not be available.