



**Sam Houston State University**

# Camps Policy and Procedure Manual

2019

## **Visitor Services**

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SHSU.EDU/SUMMERCAMPS

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## General Guidelines

Sam Houston State University hosts a wide variety of summer programs, clinics, workshops, and conferences during the summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. Participating organizations will agree to comply with all published rules and procedures of Sam Houston State University (SHSU). Organizations will agree that the University reserves the right to inspect all university and commercial camp records. This includes all registration and fee information. Camp organizations 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; violation(s) reported to the appropriate law enforcement agency.

## University Policies

**Use of Alcohol and Tobacco:** The possession or consumption of alcoholic beverages, or use of tobacco is strictly prohibited on University property by all Camp participants or guests.

**Publicity:** Sam Houston State University requires that approval be granted for any informational, promotional, and advertising materials that reference the University. Camp organizations must agree to present such materials to SHSU Visitor Services prior to publication and distribution. The use of any University marks or logos is strictly restricted.

**Participant Supervision:** A ratio of (1:15) staff to participants (under the age of 18) should be maintained at all times. No Camp participant(s) under the age of eighteen years shall be allowed unsupervised freedom on campus or in the resident halls/houses at any time.

**Camp Worker/Counselor Training:** SHSU requires all camp workers (including volunteers or visitors who will be attending and assisting with camps) to comply with the following prior to the start of camp:

- Complete Sexual Abuse and Child Molestation Awareness training in compliance with Senate Bill 1414, Section 51.976 of the Texas Education Code (TEC).
- Pass a background check, which includes a National Sex Offender Registry and National Criminal Database.

Third-party organizations, groups and/or individuals sponsoring a Camp on the SHSU campus must provide SHSU Visitor Services with proper verification of completion of these requirements prior to the start of Camp, or provide the information necessary for the SHSU Visitor Services to register all Camp workers for training and process the background checks 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, check into SHSU residence halls, be in SHSU facilities, be on SHSU fields, or participate in any Camp activities.

## Insurance Requirements

The Camp organization 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 Organization, Owner, Architect, Engineer, and any Subcontractor performing work covered by this Agreement from any and all claims. This includes bodily injury, property damage, or personal injury, which may arise or result from the Organization'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.
- 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 (to be listed in bottom box of policy document)** and same shall be listed as Additional Insured with evidence of this presented on and/or with the certificate by endorsement.
  - 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 (to be listed in bottom box of policy document.)**
  - Workers’ Compensation and Employers’ Liability (*If waived, contractor, employees, and sub-contractor(s) must sign a hold-harmless and indemnification agreement.*)
    - 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
    - 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 per occurrence.

**A copy of Certificate of Insurance must be provided to the Camp Recruitment Specialist no later than 30 business days before the Camp start date.** Prior to commencement of the camp, the Camp Director 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  
 Email: [camps@shsu.edu](mailto:camps@shsu.edu); cc: [ses058@shsu.edu](mailto: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>

## Camp Director Responsibilities

The Camp organization will appoint a designee who is authorized to arrange with the University-designated Camp Recruitment Specialist for Camp requirements/logistics. It is the responsibility of the Camp director to:

- Make arrangements and financial commitments (deposit) with University Officials for Camp requirements.
- Provide the list of Camp workers and volunteers/visitors to SHSU Visitor Services no later than three weeks prior to the start of Camp in order to complete all necessary background checks and trainings.
- Submit all required camp documentation in a timely manner (including, but not limited to):
  - Letter of Agreement, Certificate of Insurance, Dining Guarantee, Housing Guarantee
- Make introductions and review Sam Houston State University Handbook policies with all Camp participants at a general assembly, including a safety/emergency procedures overview.
- Prior to check-in, represent the Camp organization at a mandatory hall/house room inspection (walk-through). After check-out, attend a mandatory final inspection (walk-through) of all hall/house rooms to alleviate discrepancies concerning room conditions.
- Approve all camp charges and ensure timely payment of camp bills.

## Letter of Agreement

Each Camp organization will be required to sign a Letter of Agreement that outlines the conditions for hosting Camps at Sam Houston State University. Visitor Services must receive signed form no later than sixty (60) days prior to the start date of Camp.

## Deposits/Refunds

All Camp organizations are required to pay a fifty percent (50%) deposit of the total estimated cost associated with hosting a Camp at SHSU. **Visitor Services must receive the 50% deposit no later than sixty (60) days prior to the start date of Camp.**

In the event that the Camp organization must cancel, refund of deposit is as follows:

- 50% of the deposit will be refunded if Visitor Services is notified in writing of cancellation thirty (30) days or more prior to the Camp start date.
- 0% of the deposit will be refunded if Visitor Services is notified of cancellation less than thirty (30) days prior to the Camp start date.

**Camp organizations may be subject to a fine of up to 10% of their final Camp bill, should they fail to meet submission deadlines for the following:**

## Housing Guarantee

**Visitor Services must receive a housing guarantee, which includes the number of Camp participants and staff, as well as the number of rooms requested, no later than ten (10) business days (14 days) prior to the Camp start date.** You may increase this number up to three (3) business days prior to the Camp start date, depending on room availability.

Invoices are generated using information provided on the Housing Guarantee and will be billed accordingly, unless there is an increase in participants. In the case of an increase, the Camp organization will be billed in accordance with the increase. Organizations with personnel increases less than three (3) business days prior to check-in will be billed for their housing fees plus a \$15.00 fee for each additional camper.

If Visitor Services does not receive the guarantee fourteen (14) business days prior to the Camp start date, Camp organizations will be billed based on the estimated numbers plus 25% (estimated numbers are determined using reservation form).

## Dining Guarantee

**Visitor Services must receive a dining guarantee, which includes the number of Camp participants and staff, as well as number of meals requested for the Camp, no later than ten (10) business days prior to the start date of Camp.** The guarantee number will be applied to all meals consumed by the Camp during their stay on campus.

Invoices are generated using information provided by the Dining Guarantee and will be billed accordingly, unless there is an increase in participants. In the case of an increase, the Camp organization will be billed in accordance with the increase. If the Camp guarantee increases after the ten (10) business day guarantee deadline, and notification is provided to SHSU Visitor Services within three (3) business days 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.

If Visitor Services does not receive the guarantee ten (10) business days prior to the Camp start date, Camp organizations will be billed based on the estimated numbers plus any additional meals at the rate of \$9.97 per meal (estimated numbers are determined using reservation form).

## Camp Billing

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

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 organization from the obligation of the original agreed upon charges for the Camp.

**Camp organizations may be subject to a fine of up to 10% of their final Camp bill, should they fail to meet submission deadlines for the following:**

- Background Checks and Sexual Abuse and Child Molestation Awareness Training Completion of all staff members at least 7 business days prior to camp start date
- Any other required documents as set forth by the Camp Letter of Agreement. (e.g. 10 Business-Day Guarantee Form, Special Needs Request, Insurance Certification, Catering Request, Sites & Leisure Reservation Set up Form, etc.).

## Parking

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 requires payment by the vehicle operator 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. Any citations received for not following instructions will be the responsibility of the registered owner of the vehicle.

## Security

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 ensuring that residence hall entrances remain secure, and to maintain a visible presence outside the residence halls, on the grounds, and in the parking lots.

**While on campus, should there be safety concerns or situations that arise, please contact the University Police Department at 936.294.1800.**

## Health Services

Any camper that is 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 will be \$25.00, plus any lab and/or pharmacy use required will be an 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.

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 (upset stomach, 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.**

**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:**

- 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.
- When an ambulance is required, University Police will contact the ambulance service and provide proper directions to the campus location.
- 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

The Barnes & Noble University Bookstore is located in the Lowman Student Center and invites all Camp participants to come in and browse. For large group visits, the bookstore allows a maximum of twenty (20) guests at a time for optimum customer service. Please contact the Barnes & Noble University Bookstore with any questions. (936) 294-1862.

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

Monday –Thursday	8:30am – 5:00pm
Friday	8:30am – 4:00pm

## Post Office

The Campus Post Office exists to serve the University community. It is very important that mail sent to Camp participants is properly addressed. Additionally, it is imperative to have all correspondence include a return address in the event mail arrives after the Camp participant has departed SHSU.

Physical Address:

**Participant’s Name, Camp 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 Name**

**Sam Houston State University, Visitor Center 1905 University Avenue**

**Huntsville, TX 77340**

## Dining Services

ARAMARK is the exclusive food provider for Sam Houston State University. All summer Camps using campus facilities, including residence halls, will also utilize the dining facilities during their stay. We provide a diverse menu, all made fresh in front of you! Check out our sample menu below to see more.

General's Market Dining Hall has a maximum seating capacity of 600. 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 to schedule dining times/locations.

### Regular service hours:

Breakfast – 7:00am – 8:30am

Lunch – 11:30am – 1:00pm

Dinner – 5:00pm – 6:30pm

### Meal Rates:

1 Meal per day	\$9.97/guaranteed person
2 Meals per day	\$18.83/guaranteed person
3 Meals per day	\$26.50/guaranteed person

### Sample Menu:

- 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

### Billing:

- A guarantee for dining services must be provided in writing to the Summer Camp Coordinator **ten business days** prior to the check-in-date. If the guarantee is not received ten business days prior to check in date, Dining Services will bill off of the **estimate provided to Housing**.
- The guarantee number should include all participants, staff, leaders, volunteers, and guests who will be eating on campus.
- The camp/conference will be billed based on the guarantee number or the actual count through the door, **whichever is greater**. In other words, if the actual count through the door is greater, the camp/conference will be billed the guarantee amount plus the number of meals over the guarantee times the Single Meal Rate (guarantee + (actual – guarantee) x single meal rate). The additional amount will show as Additional Meals Count charges on your organization's invoice.

- Because of the number of participants served, please provide some means of distinguishing your group from the other groups.
- Each group will be counted as participants enter, please limit participants to one trip in and out of the cafeteria to control miscounts for billing.
- There will be interest charged on all late camp payments of .01918%, daily compounded.

**For safety and health code compliance, bags, jugs and personal drinking cups are not permitted in the dining facilities.**

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 activities.

Dining 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.

### Walk-Throughs

Each Camp Director 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 Director 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 walkthrough 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 Director must sign a Walkthrough Refusal form, which is provided by the Residence Life Staff.**

### Hall Maintenance

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 do not pertain to the gaming equipment. (Examples are: ping-pong and pool tables.)

### Damages

The Camp organization will inspect residence hall facilities including Camp participants and staff rooms and public areas. Inspection does not release the Camp organization from liability for damages caused by Camp participants and/or staff actions. The Camp organization will assume full responsibility for the actions of its participants or staff. The Camp will agree to pay for all damages, including irregular cleaning, beyond normal

wear and tear, caused by its participants. The Camp organization reserves the right to contest all damage charges; however, **damages cannot be contested if the Camp waives the required walk through.**

### Housing Numbers

The Camp Director 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 Director will be required to give 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 room is equipped with twin beds, dressers, desks and desk chairs for each occupant. All rooms are air-conditioned.

### Room Assignments

**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 Director 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.

### 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 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.
- *Check-in/Check-out Times:* Each Camp is given **three hours** of check-in time and **two hours** of check-out 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. 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 advisors must check out keys from (Residence Life) 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.

### Camp Director Responsibilities

The Camp Director will be responsible for ensuring that all previously listed Residence Life policies are followed by campers, staff, and volunteers, as well as policies listed in Appendix A of this manual. Additionally:

- Confront inappropriate behavior in the halls, such as running, hanging on windows, removing screens, standing or writing on furniture, damaging vending machines, fighting, rude behavior, tampering with fire extinguishers, posting flyers on walls.
- Ensure rooms are left in the condition they were+ in when you arrived or the Camp 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 streets or parking lots.
- Do not prop open exterior doors. Ensure all room doors are locked.
- 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.
- Report all maintenance problems promptly.
- Do not allow practice of any kind in or around the building. (No roping, cheering, dancing, etc.)
- Your Camp must be checked out within two hours 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.

### General Residence Life Policies and Procedures

- 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 residence halls. If you must use glitter, please take it outside of the buildings. If glitter is found on carpets, floors, or furniture, a cleaning fee will be assessed to the Camp.
- Guest Behavior: Guests are expected to show consideration for others. Noise disturbances, destruction of property and mischievous pranks are inappropriate behaviors.
- 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. Only Painter's tape may be used on 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 pick-up schedule will be provided by Residence Life housing maintenance office staff. Boxes and large items 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 tampering with or damaging any fire safety equipment.

## Lowman Student Center

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.

vance by the Director of the LSC.

**Regular summer semester building operational hours for the LSC are:**

Monday - Thursday	7:00 am – 9:00 pm
Friday	7:00 am – 5:00 pm
Saturday	1:00 pm – 5:00 pm
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.

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.**

### Fee Schedule

<b>LSC Facilities &amp; Services</b>	<b>Cost</b>
Ballroom (combined)	<b>\$800</b>
Ballroom A	<b>\$400</b>
Ballroom B	<b>\$500</b>
Theatre	<b>\$500</b>
Multipurpose Room	<b>\$300</b>
Large Meeting Room (50+ SEATS)	<b>\$150</b>
Small Meeting Room (12-40 SEATS)	<b>\$75</b>
Atrium	<b>\$75</b>
Kat Klub ( <b>Exclusive Use</b> )	<b>\$250/hr.</b>
Kat Klub ( <b>Sections</b> )	<b>\$75/hr.</b>

Bowling (6 Lane Max)	110/Lane/hr.
Vendor Table (Each)	\$150
Extended Operational Hours <b>Special Opening</b>	\$25/hr.
<b>A/V package and/or sound &amp; lighting subject to additional charges. Contact Asst. Dir. For packages &amp; pricing.</b>	
Technical Support	\$12/hr.
Facility Set-Up Change Fee	\$100
Clean Up Fee	\$50 (MINIMUM)
Late Cancellation Fee	50% OF RENTAL FEE

## Facility Guidelines

### **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.

### **Ballroom:**

- 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 for 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.

### **Theatre:**

Theatre Capacity is 360 chairs and 6 ADA-compliant spaces. The LSC Theatre is a unique facility for programs that require special equipment or accommodations. Any time the theatre is reserved for an event it should be for activities appropriate to the theater.

### **Kat Klub Entertainment Center:**

The Kat Klub is an entertainment center featuring video game stations, televisions, pool tables, arcade games, etc. 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	9:30 am – 8:30 pm
Friday	9:30 am – 4:00 pm
Saturday	1:00 pm – 5:00 pm
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.
- 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.

### 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 is 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.
- A parent or guardian must accompany children under age 16 at all times while 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 15).
- 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.

## Sign Posting and Banner 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.

## 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) 247-3020.

### ***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

## Recreational Sports Facilities

Recreational Sports welcomes the use of our facilities for Summer Camps and events. All facilities, indoor and outdoor, will be available on a case-by-case basis, at the discretion of the facility manager.

**All reservations must be turned in to Recreational Sports by April 2, 2018. All deposits (50% of projected charges) are due 60 days prior to the start to guarantee your date(s).**

Recreational Sports – Indoor Facilities	Cost
<b>Johnson Coliseum (Main Court – Floor Level Only)</b>	
Operational Hours (M-F 8:00am – 5:00pm)	<b>\$114/hour</b>
Non-Operational Hours (M-F 7:00am – 8:00am, 5:00pm – midnight; Weekends – All Day)	<b>\$140/hour</b>
<b>Multi-Purpose Spaces and Basketball Courts in HKC</b>	
Operational Hours (M-F 6:30am-10:00pm; Saturday 12:00pm-5:00pm; Sunday 3:00pm-10:00pm)	<b>\$35/hour</b>
Non-Operational Hours – Multi-Purpose Space	<b>\$55/hour</b>
Non-Operational Hours – Basketball Court	<b>\$65/hour</b>
Additional Equipment (Game clock, jerseys, tables)	<b>\$20/day</b>
Dedicated Staff (if necessary)	<b>\$10/hr.</b>

Recreational Sports – Outdoor Fields	Cost
<b>Intramural and Upper Pritchett Fields (sound system, water coolers, sports equipment, mini scoreboards, jerseys)</b>	
Field Rental with Full Services (includes equipment, field striping, restrooms)	<b>\$125/hour</b>
Field Rental with Full Services and Lights	<b>\$165/hour</b>
<b>Lower Pritchett Field (Turf Field – permanent soccer/lacrosse lines, sound system, water coolers, equipment, scoreboards)</b>	
Field Rental with Full Services (includes equipment, restrooms)	<b>\$175/hour</b>
Field Rental with Full Services and Lights	<b>\$215/hour</b>

Recreational Sports – Specialized Facilities	Cost
<a href="#">Climbing Center in RSC</a>	
Climbing harness, helmet, shoes, chalk – 2 HOURS	<b>\$15/person</b>
<a href="#">McAdams Tennis Courts – Outdoor – 8 courts available</a>	
Operational Hours (M-F 6:30am-10:00pm; Saturday 12:00pm-5:00pm; Sunday 3:00pm-10:00pm)	<b>\$30/hour</b>
Non-Operational Hours	<b>\$40/hour/court</b>
Additional Equipment (Game clock, jerseys, tables)	<b>\$20/day</b>
Dedicated Staff (if necessary)	<b>\$10/hr.</b>
<a href="#">Sand Volleyball Courts – Outdoor</a>	
Operational Hours (M-F 6:30am-10:00pm; Saturday 12:00pm-5:00pm; Sunday 3:00pm-10:00pm)	<b>\$30/hour</b>
Non-Operational Hours	<b>\$50/hour</b>
Lights (minimum of 2 hours)	<b>\$40/first 2 hours</b>
	<b>\$15/each add'l. hour</b>
Additional Equipment (Game clock, jerseys, tables)	<b>\$20/day</b>
Dedicated Staff (if necessary)	<b>\$10/hr.</b>
<a href="#">RSC Pool – Outdoor (noodles, kickboards, water volleyball and basketball)</a>	
Monday-Friday 6:30am-2:00pm, 7:00pm-10:00pm Saturday-Sunday 8:00am-1:00pm, 5:00pm-10:00pm	
Up to 75 people, 4 lifeguards	<b>\$125/hour</b>
Each extra guard/25 people	<b>\$25/hour</b>

## Facility Guidelines

### Johnson Coliseum:

- Food, drinks, tobacco, or gum may NOT be brought into the Coliseum.
- Campers may NOT enter the building until their scheduled time. Practice may be conducted outside the building.
- **DO NOT use the concourse area near the administrative offices for practice.**
- 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).
- **DO NOT sit or stand on tables or chairs.**
- 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.
- Horseplay, running through seat areas or concourse, or loitering in restrooms is not permitted.
- Each facility user is responsible for cleaning up after use each day. Failure to do so will result in additional clean up charges.
- Locker rooms on lower level are unavailable. Public restrooms are upstairs on concourse level only.
- 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.
- Running shoes or any other shoes that will mark the court will not be permitted.

- DO NOT use playing court as a writing surface. (No markers, crayons, pens, pencils, etc.)
- No glass containers may be placed on the Coliseum floor.
- No signs will be hung on the walls, rails, or seats without prior approval.
- Please run all electrical cords along the walls. DO NOT run cords across floor or walkways.
- Ask for assistance from Coliseum staff if you need risers moved.
- 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.

**Multi-Purpose Spaces in HKC:**

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

**Basketball Courts in HKC:**

- Basketball, Volleyball, Badminton available upon request.
- Dunking or hanging from rims and nets or horseplay is strictly prohibited.
- Projectiles (Frisbees, footballs, boomerangs etc.) are prohibited.
- Proper attire and non-marking shoes must be worn at all times.
- Do not place tape on floors or walls without prior approval.
- No food or drink items permitted in the gyms.
- No equipment may be brought into or placed on the hardwood floors without prior approval.

**Outdoor Field (Intramural and Pritchett) Policies:**

- Field must be used for activity that is specified on application.
- Metal or long cleats are not to be used on the field.
- Fires, glass bottles, pets, and hitting golf balls are prohibited on the field area.
- Alcohol, smoking and tobacco products are prohibited on the field area.
- Vehicles are not allowed on the fields or the surrounding area.
- 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.
- 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.
- All equipment must be requested at time of reservation.
- To ensure availability and quantity, confirmation MUST be made with Facility Coordinator 72 hours or more in advance.
- 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.
- Equipment is available on a first come first serve basis and is limited in number, based on reservation.
- 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.

**Climbing Center in RSC:**

- 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

**McAdams Tennis Courts:**

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

**Sand Volleyball Courts:**

- Proper supervision must be present at all times.
- The courts must be used for designated activity.
- Glass containers are strictly prohibited.
- Vehicles are not allowed on the field or playing area.
- 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:**

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

- If lightning 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.
- Chemical imbalances will vary.

### General Recreational Sports Policies and Procedures

- All dates and time slots are subject to the facility Manager's final approval.
- 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.)***
- 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.
- All users of Recreational Sports facilities are responsible for providing certified medical trainers and must adhere to the Emergency Policies and Procedures of Sam Houston State University.
- Academic classes and Recreational Sports programs have priority in all areas of the facilities, unless previous arrangements have been made. This includes scheduling priority and SHSU coach led practices. All Recreational Sports facilities reserve the right to schedule NO MORE than 50% of the available space, each day for each facility.
- 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.
- 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.
- 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.***
- 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.
- 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.
- 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.
- Each facility user is responsible for cleaning up after use each day. This includes the removal of gym mats at the end of each camp. Failure will result in an additional administrative charge for cleanup. Recreational Sports will not be responsible for storage, maintenance or safety of equipment not owned by Recreational Sports.
- It is prohibited to rehearse or practice in hallway areas. Please use the space you have reserved or go outside the facility and away from entrance doors.
- Video and picture taking must have prior approval from Recreational Sports Administrative Staff.
- For activities held outdoors: In the event of inclement weather, indoor facilities may not be available as an alternative site. We will accommodate each group or activity if space is available.
- In the event utilities are interrupted due to campus construction, the facility manager will attempt to relocate the camp to another reasonable site, subject to stated facility charges per the manual.

## James and Nancy Gaertner Performing Arts Center (GPAC)

### Special Events & Performance Venue Use:

- Events during the summer **MUST** be requested through the Facility Manager's office, by April 1.
- Regular operating hours are Monday through Friday 7:30 a.m. – 5:00 p.m.
- Extended operating hours will be Monday through Friday 5:00 p.m. – 10:15 p.m.
- Any use outside Regular or Extended operating hours **MUST** be cleared through the Facility Manager's office.

### Facility Guidelines

#### **PAC 110 (Payne Concert Hall)** – Capacity: 790

- 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.

#### **PAC 130 (Recital Hall)** – Capacity: 176, with 6 wheelchair accessible spaces

- 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.

#### **PAC 170 (Dance Theatre)** – Capacity 157, with 4 wheelchair accessible spaces

- 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 maybe 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.