



Valdosta State University

Camps and Conferences Policy and Procedure Manual

2020

Camps and Conferences

Valdosta, GA

229-253-4671

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Camp/Conferences Policies and Procedures

The camp/conference organization will agree to comply with all published rules and procedures of Valdosta State University (VSU). 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:

Valdosta 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 the Camps and Conferences Department, prior to publication and distribution. The use of any university marks or logos is strictly restricted.

Minors on Campus:

The University System of Georgia has established the Minors on Campus program in order to provide for the safety and security of children who participate in programs sponsored by and/or held on Valdosta State University property. All camps/conferences that provide care, custody, or control of minors shall follow all guidelines found in the Minors on Campus Policy, found here:

<https://www.valdosta.edu/administration/social-equity/minors-on-campus/>

Henrietta Battle, Minors on Campus Coordinator, will guide all camps/conferences through this policy and process. You may contact her directly at 229-333-2176 or hdbattle@valdosta.edu

Contract:

Each camp/conference organization will be required to sign a Camps and Conferences Contract that states conditions and policies of hosting at Valdosta State University.

Process Fee:

There is a Camps and Conferences process fee of \$5 per camper, which will be included on all invoices. This fee covers administrative overhead associated with coordinating camp logistics for housing, dining, cleaning, maintenance, and special requests

Initial Numbers Estimate:

All camps and conferences are required to give an initial numbers estimate as to the number of campers they expect to attend. This number will be decided during the early stages of planning and needs to be an accurate estimate, as it will be used when determining the deposit amount for third party agencies and will also be used for dining and housing costs if the dining/housing guarantee deadlines are not met.

Deposit:

All third party camp/conference agencies are required to pay a **twenty (20%) percent** deposit of the total estimated cost associated with hosting a camp/conference at Valdosta State University. The estimated cost for Housing and Dining will be determined based on the initial estimated number of campers provided by the camp/conference. **The twenty (20%) percent deposit must be received, along with signed contract by Camps and Conferences Department 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 Camps and Conferences Department 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 the Camps and Conferences Department is notified of cancellation less than thirty (30) days prior to the camp/conference start date.

Camp/Conference Billing:

The camp/conference organization will receive an invoice for all facilities and services rendered within 7 days after the conclusion of the camp/conference. Additional charges may be included for any damages, lost keys, or other costs associated with the camp/conference. Payment must be submitted no later than thirty (30) days after receipt of the final invoice

Any appeal of charges must be made in writing and received by the Camps and Conferences Department no later than seven (7) days from receipt of invoice. 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:

The Camp/Conference Organization shall, at its own cost and expense, obtain and maintain Commercial General Liability Insurance (2013 ISO Occurrence Form or equivalent) not inconsistent with the policies and requirements of O.C.G.A. § 50-21-37, which shall include, but not be limited to, coverage for personal and advertising and contractual liability. The Commercial General Liability Insurance shall provide the following limits:

Coverage	Limit
• Personal Injury and Advertising	\$1,000,000 per Occurrence
• Contractual	\$1,000,000 per Occurrence
• Sexual Abuse or Molestation	\$1,000,000 Any One Person
• Fire Legal	\$1,000,000 per Occurrence
• General Aggregate	\$2,000,000

Camp/Conference Organization shall also provide a Commercial Umbrella Liability Insurance Policy to provide excess coverage above the Commercial General Liability (CGL) coverage with minimum limits of \$2,000,000 per occurrence. The policies shall cover the period of the camp/conference's occupancy and use of the premises, such insurance to be obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, and name the officers, agents and employees of the Institution and the Board of Regents as additional insureds, but only with respect to claims that are not covered by the Georgia Tort Claims Act (O.C.G.A. Section 50-21-20 et seq.).

The Camp/Conference shall furnish the Camps and Conferences Department with a copy of the certificate of insurance at least forty-eight (48) hours prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and non-cancelable prior to the occupancy and use of the premises by the camp/conference in the absence of ten (10) days prior written notice by the Insurer to Valdosta State University prior to the occupancy and use of the premises by the camp/conference pursuant to this Agreement. The camp/conference's failure to obtain and furnish evidence of the required insurance shall constitute default.

Facility Services

University Office Hours:

All administrative offices are open from 8 A.M. – 5:30 P.M. on Monday-Thursday and 8 A.M. – 3 P.M. on Friday, except for designated Holidays.

Parking:

Visitors who park any type of vehicle on the campus of Valdosta State University are required to have a parking pass visible in their front driver side dash. Printable parking passes will be distributed to all camps/conferences by the Camps and Conferences department before the start date of camp, free of charge. Vehicles parked by camps/conferences will not be ticketed as long as the parking pass is

visible and they are legally parked. Any citations received for not following these instructions will be the responsibility of the owner/user of the vehicle. We ask that buses be parked in the Oak Street Parking lot. You may use drop-off areas near the residence halls to unload only.

University Police:

The Valdosta State University Police Department patrols the campus 24 hours a day, 7 days a week. The Camps and Conferences Department will provide the University Police Department with a listing of camp sponsors, camp/conference organization names, and the halls assigned in order to better assist if an emergency arises.

Non-Emergency Number: 229-333-7816

Emergency Number: 229-259-5555

Health Services:

The Valdosta 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 Valdosta 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. Debit and/or credit card is the only form of payment accepted. 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 will provide services (acute care only; not to include preventative care, routine or yearly exams, etc.) during the following operating hours:

Monday –Thursday	8 AM – 5:30 PM
Friday	8 AM – 3 PM

Treatment after hours or for severe injuries should be obtained at South Georgia Medical Center.

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 \$60.50.
- Referral for x-ray services
- Heat stroke, anything life-threatening, broken arm/leg should be sent immediately to South Georgia Medical Center.

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 229-333-7816 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:

The VSU Bookstore, in partnership with Follett Higher Education Group, works to service the Valdosta State University campus and community. They offer a variety of merchandise from textbooks to spirit wear! We encourage anyone visiting

campus to stop by the Bookstore and pick up some Blazer gear and gifts. Should you forget simple items at home; the VSU Bookstore will be there to offer a small line of convenience items. The VSU Bookstore is located within the Student Union of the first and second floor.

Summer hours for the VSU Bookstore are tentatively set at

Monday –Thursday 8:30 am-5pm

Friday 8:30am-4pm. For extended hours please visit us on the web at

www.thevsu bookstore.com.

Please contact the bookstore with any questions. (229) 333-5666.

Campus Mail:

The Valdosta State University Campus Mail Department exists to serve the University community. Items needed for your camp/conference may be sent to the campus post office and delivered to the appropriate building on campus. It is very important that these deliveries are addressed properly:

Taylor Fulp

Auxiliary Services

Valdosta State University

1500 N. Patterson St.

Valdosta, GA 31698

or

“Name of Camper”

“Name of Camp”

Valdosta State University

“Residence Hall” 1500 N Patterson St.

Valdosta, GA 31698

Campus Map:

Campus maps for Valdosta State University can be found at

<https://www.valdosta.edu/admissions/undergraduate/visit-vsua/campus-and-area-maps.php>

Dining Services

Aramark is the exclusive food provider for Valdosta State University. All summer camps/conferences utilizing campus facilities have the option to also use our dining services. Meals are catered by our dining services and special dietary accommodations can be made available upon request (Vegan, Vegetarian, Gluten Free, etc.) The Camps and Conferences Department will work with your camp/conference to schedule all dining times and locations. Dining locations and meal options will vary depending on your camp/conference size and the availability during your stay.

Dining Guarantee:

A guarantee must be provided, as to the number of participants (to include staff) and meals requested for the camp/conference and must be received by the Camps and Conferences Department **(10) business days** before the check in date of the camp/conference. 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. If the camp/conference guarantee increases after the **(10) business day** guarantee deadline, and notification is provided to the Camps and Conferences Department within **(3) business days** of the start of the camp, the guarantee will be adjusted up to 10% of the original guarantee provided. Additional meals above 10% of the original guarantee, and increases provided later than **(3) business days** before start of camp, will be handled on a per camp basis. Increased fees and other penalties may occur. **The guarantee will not be adjusted downward after the 10 business day guarantee deadline.**

In the event that the guarantee is not received by Camps and Conferences Department **(10) business days** prior to the check-in/start date, the camp/conference organization will be billed based on the initial estimated numbers plus any additional meals at the individual meal per day rate.

Meal Costs:

Breakfast	\$6.65
Lunch	\$8.20
Dinner	\$9.75
All Day (all 3 meals)	\$22.50

We encourage eating all 3 meals each day for the All Day rate, as it is cheaper than adding up each meal individually.

Additional Services:

Snacks, refreshments, sack lunches, or catered meals can be served upon request, but must follow the same Dining Guarantee Deadline/Policy.

We also offer retail units on campus. Summer Hours of Operation are determined each summer and can be found at blazerdining.com. Our retail units are located across campus and include: Brewed Awakenings, Chick-fil-A, Einstein Bros Bagels, Moe's, Starbucks, Valdosta Bread Co., and Which Wich. We also offer two convenience stores on campus Centennial and Langdale Market POD.

Cancellations:

Cancellations will be handled in the manner listed below:

- Cancel (5) business days prior to service start time- 30% of guaranteed amount will be billed.
- Cancel (2) business days prior to service start time- 50% of guaranteed amount will be billed.
- Cancel less than (1) business day prior to service start time- 100% of guaranteed amount will be billed.

Housing

The Valdosta State University Department of Housing and Residential Life offers private and semi-private suite style residence halls or traditional style residence halls based on the camp/conferences size and availability at that time. Layouts and details of each residence hall can be found here <https://www.valdosta.edu/housing/>.

Housing Guarantee:

A guarantee must be provided, as to the number of participants (to include staff) and housing/room needs requested for the camp/conference and must be received by Camps and Conferences Department no later than **(10) business days** prior to the check-in/start date of camp. This number is to include a breakdown by gender and by team (if applicable). You may increase this number up to **(5) business days** prior to camp check-in/start date, depending on the availability of rooms. **Decreases in number of beds needed will not be granted after the guarantee deadline.**

Invoices are generated using numbers provided by the guarantee and will be billed accordingly, barring an increase in numbers. If you have increases/walk-ins less than **(5) business days** prior to check-in or at check-in, you will be billed for their housing fees, along with an additional \$10.00 fee for each camper.

In the event that the guarantee is not received by Camps and Conferences Department **(10) business days** prior to the check-in/start date of camp the camp/conference organization will be billed based on the initial estimated numbers plus 25%.

Pricing:

Traditional (2 beds per room)	\$17/bed
Semi Private Suite (4 beds per room)	\$20/bed
Private Suite (2 beds per room)	\$30/bed

Residents in traditional style rooms share a community bathroom/shower with the rest of their floor. Residents in suite style rooms will share a bathroom/shower with 2-4 roommates. If you wish to reserve a room as a single

with no roommate, you may do so for an additional \$10. All housing spaces are limited depending upon availability.

Check-in/Check-out:

Check-in/Check-out times and locations must be submitted to the Camps and Conferences Department no later than (10) business days prior to start of the camp/conference. Preferably, this information should be decided during the initial stages of planning for staffing purposes.

Keys/Keycards:

Every participant staying overnight on campus will receive a keycard and/or physical key in order to enter their residence hall and residence hall room. The camp/conference will be billed for any keys/keycards that are not returned during checkout. Replacement key cards are \$15 each, while replacement physical keys are \$55 each.

Linens:

Linens **WILL NOT** be provided unless the camp/conference purchases linen packages. Each room will have toilet paper, a shower curtain, twin XL bed, desk, desk chair, set of drawers, wardrobe or closet, and trash bag provided. The pricing for linen packages are as follows:

\$10/package (0 exchanges)

\$18/package (1 exchange)

\$26/package (2 exchanges)

\$34/package (3 exchanges)

Each package contains (1) flat sheet, (1) fitted sheet, (1) thermal blanket, (1) hand towel, and (1) bath towel

Damages:

The camp/conference organization will inspect residence hall facilities including camp/conference participants' rooms, 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 that is beyond normal wear and tear, caused by its participants. The camp/conference organization reserves the right to contest all damage charges, but must have visual proof that the damage was present before arrival. Valdosta State University Housing and Residence Life shall not be liable for any loss or damage to vehicles, equipment, or other personal property or the group or its participants which may be lost, stolen, damaged, or destroyed on VSU property.

Housekeeping:

Valdosta State University is responsible for the overall cleaning of the residence halls, but it is the camp/conference responsibility to make sure all trash is removed from each room and public area that may be used. This includes decorations, posters, papers, trash, etc. If trash is not picked up and removed from the residence hall, the camp/conference will be billing accordingly. Each hall has an outside dumpster that should be used for all trash before checking out.

Housing Rules/Policies:

- **Alcohol:** The possession or consumption of alcoholic beverages is strictly prohibited on University property by all members and guests of the members of the camp/conference, regardless of age or circumstance.
- **Cooking:** Cooking is not allowed in residence hall rooms. This includes hot pots, hot plates, and toasters
- **Furniture:** Guests may not remove furniture in or out of rooms. A fee will be charged for each piece of furniture that has to be moved to its proper location.
- **Guest Behavior:** Keep in mind that your camp/conference may not be the only camp within your residence hall. Your behavior should reflect this possibility. Noise disturbances, destruction of property, and mischievous pranks are inappropriate behaviors.
- **Pets:** No animals of any kind are allowed in residence halls.
- **Tobacco:** The use of tobacco products in the residence hall or on campus is strictly prohibited.

- **Windows:** Persons and/or objects may not occupy windowsills, balconies, roofs or any other external appendages of the VSU facilities.
- **Minors:** in accordance to the Minors on campus BOR policy groups may not house persons less than twelve (12) years of age, unless supervised by one live-in chaperone for every ten (10) minors. Chaperones shall be at least twenty-one (21) years of age, and shall be present to provide supervision especially during the evening hours when conference participants are on the premises. A group whose participants include minors must follow and provide all minors on campus documentation to the Camps and Conference Coordinator.
- **Capacity:** groups will not house more than the designated number of occupants per room type (i.e. 1 person per single room, 2 people per double room, etc.)

Conference and Meeting Rooms

University Center:

The University Center is located .2 miles from the main campus and is designed to accommodate events in a state of the art meeting and training environment. Each room is equipped to meet all technology requirements for any camp/conference. The following spaces are available:

- **Magnolia Room:** This is the largest room in the University Center with a maximum capacity of 500. Can also be split in half for smaller camps/conferences
- **Cypress Room:** Carpeted room with 4 windows for natural light. Maximum capacity of 144.
- **Executive Dining Room:** Carpeted room with 4 high vaulted windows to complement the rotunda shape of the room. Maximum capacity of 56
- **Rose Room:** carpeted room with no windows.
- **Dogwood Room:** Carpeted room with no windows. Maximum capacity of 40.
- **Theatre:** Carpeted room with no windows and plush theatre seats. Maximum capacity of 80.

- **Live Oak Conference Room:** Carpeted room with no windows. Comfortably sits 10 people around the table, but has additional seating
- **Willow Conference Room:** Carpeted room with no windows. Comfortably seats 8 people around the table.

Student Union:

- **Theatre:** Features Dolby surround sound and a 10x17' movie screen
- **Multipurpose Room:** Very large room with a maximum capacity of 850, depending on the type of setup. Can be divided up into 3 smaller rooms if needed.
- **Meeting Rooms:** 6 meeting rooms available in all. Two small, two medium, and one large

Each space is equipped with LCD projection and a laptop computer can be provided. If you wish to hook up your own equipment, you will need to bring the necessary adapter to connect to HDMI and VGA.

Academic Classrooms/Facilities

Continuing Education Building:

Located south of main campus at 903 N. Patterson Street. The following is available:

- **Classrooms:** Several classrooms are available ranging from 17-34 maximum capacity.
- **Auditorium:** Maximum capacity of 116

The Continuing Education Master calendar will take priority over reserving the Continuing Education Facilities.

Fine Arts Building:

Located at the south end of main campus by Oak Street Deck. The following is available:

- **Art Gallery:** maximum capacity of 100
- **Whitehead Auditorium:** maximum capacity of 773
- **Choral Room:** maximum capacity of 75
- **Sawyer Theatre:** maximum capacity of 250
- **Classrooms:** several classrooms are available with various capacities.

The Fine Arts Master Calendar will take priority over reserving the Fine Arts facilities.

Odum Library:

Located on main campus. The following is available:

- **Auditorium:** maximum capacity of 96

Pound Hall:

Located on North Campus. The following is available:

- **Auditorium:** tiered classroom with stage. maximum capacity of 220
- **Classrooms:** several classrooms with various capacities.

The College of Business will take priority over reserving Pound Hall

Powell Hall:

Located on the north end of the main campus. The following is available:

- **Auditorium:** tiered classroom with a stage. Maximum capacity of 158
- **Lobby:** maximum capacity of 100

Bailey Science Building:

Located on main campus, north of West Hall. The following is available:

- **Auditoriums:** 2 total auditoriums with maximum capacity of 279 and 153
- **Atrium:** maximum capacity of 200
- **Classrooms:** several classrooms with varying capacities

Academic Affairs will take priority when reserving the Bailey Science Building

Athletic Facilities

The Complex (Gymnasium):

Located west of the main campus. The following is available:

- **Arena/Gym Floor:** includes 1 basketball court and maximum capacity of 5350
- **Mezzanine/Indoor Track:** maximum capacity of 1700
- **Classrooms:** 3 classrooms available ranging from 30-70 maximum capacity.

The Athletic Department will take priority when reserving the Arena/Gym Floor.

The Kinesiology Department will take priority when reserving the classrooms and mezzanine.

Tennis Courts:

Located east of The Complex. Contains 12 lighted hard courts and covered bleacher seating.

Baseball/Softball Fields:

Located on Patterson Street north of main campus. Batting Cages, bleachers, and concession areas are present.

Please see Appendix C for Academic Classroom/Facilities and Athletic facilities pricing.

Recreation Facilities

The Recreation center is located on 1300 Sustella Avenue, beside Centennial Hall.

Aquatics:

7,000 square foot natatorium with an indoor pool heated year-round. Contains six 25 yard lanes sloping in depth from 4-9 ft. Aquatic exercise equipment, swimming lessons & Red Cross classes are available.

Climbing Wall:

27 ft. natural rock simulated indoor climbing wall with multiple routes. Safety harnesses, climbing shoes and bouldering pads are on site.

Aerobics Room:

3,800 sq. ft. group fitness room available for group fitness classes or large group gatherings.

Multipurpose Courts:

3 full length courts providing space for basketball, volleyball, and/or badminton. Two racquetball courts are also available.

Outdoor Fields:

Two multipurpose fields that may be used for softball with large outfields, flag football, soccer and other team sports. An artificial turf field and two sand volleyball courts are also on site.

Ropes Course:

Numerous high and low elements designed to serve as a vehicle for group and individual development. A climbing tower, vertical playpen, zip line, and more are included in the course.

Meeting Space:

The Red Cross Training Center is the perfect space for small instructional classes or meeting. Tables and seating for 20 is provided.