

Summer Camp/Conferences Policies and Procedures -2020

The summer camp/conference organization will agree to comply with all published rules and procedures of Clark Atlanta University (CAU). The summer 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 summer 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 summer camp/conference.

Publicity:

Clark Atlanta 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 summer camp/conference organization must agree to present such materials to the University, namely the Summer Camp and Conference Services Department, prior to publication and distribution. The use of any university marks or logos is strictly restricted.

Contract: Each camp/conference organization will be required to sign a Summer Camps and Conferences Contract that states conditions and policies of hosting at Clark Atlanta University. This applies to CAU-affiliated organizations and external organizations.

Individual Liability Form:

Every summer camp and conference is required to provide a roster of all attendees/staff and an individual liability form to Summer Camp and Conference Services no later than ten (10) days prior to the camp start date.

Media Release Form:

Camp attendees will also need to sign a media release as part of the contracting process.

Summer Camp and Conference Fees:

Please refer the current fee sheet on the website for all associated costs and fees.

Process Fee:

There is a Summer Camps and Conferences process fee of \$5 per camper, which will be included on all invoices.

Initial Numbers Estimate:

All summer 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 external summer camp/conference agencies are required to pay a twenty (20%) percent deposit of the total estimated cost associated with hosting a summer camp/conference at Clark Atlanta University. The estimated cost for Housing and Dining will be determined based on the initial estimated number of campers provided by the summer camp/conference. The twenty (20%) percent deposit must be received, along with signed contract by Summer Camp and Conference Services 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 Summer Camp and Conference Services 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.

Summer Camp/Conference Billing:

The summer camp/conference organization will receive an invoice for all facilities and services rendered within 7 days after the conclusion of the summer camp/conference. Additional charges may be included for any damages, lost keys, or other costs associated with the summer camp/conference. Payment must be submitted no later than fifteen (15) days after receipt of the final invoice. Any appeal of charges must be made in writing and received by the Summer Camp and Conference Services Department no later than seven (7) days from receipt of invoice. Appeal of damages does not preclude the summer camp/conference organization from the obligation of the original agreed upon charges for the summer 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 Summer 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

The Summer 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 summer 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 Clark Atlanta University 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 Summer Camp/Conference shall furnish the Summer Camp and Conference Services Department with a copy of the certificate of insurance at least seven (7) days 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 summer camp/conference in the absence of ten (10) days prior written notice by the Insurer to Clark Atlanta University prior to the occupancy and use of the premises by the camp/conference pursuant to this Agreement. The summer 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 9 A.M. – 5:00 P.M. on Monday-Thursday and 9 A.M. – 4 P.M. on Friday, except for designated Holidays.

Parking:

Visitors who park any type of vehicle on the campus of Clark Atlanta University are required to have a parking pass visible in their front driver side dash. Printable parking passes will be distributed to all summer camps/conferences by the Summer Camp and Conference Services Department before the start date of camp, free of charge. Vehicles parked by summer 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 designated spaces on campus as directed by the Summer Camp and Conference Services Department. You may use drop-off areas near the residence halls to unload only.

University Police:

The Clark Atlanta University Police Department patrols the campus 24 hours a day, 7 days a week. The Summer Camp and Conference Services 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: 404-880-8623. Emergency Number: 404-880-8911.

Health Services:

Clark Atlanta University does not offer health center services at this time. Public Safety will assist the organization with information on nearby clinics/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.)

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 Summer 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 Public Safety at 404-880-8623 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 Campus Store:

The CAU Campus Store, in partnership with Follett Higher Education Group, serves the Clark Atlanta University campus and community. They offer a variety of merchandise from textbooks to spirit wear! We encourage anyone visiting campus to stop by the Campus Store and pick up some Panther gear and gifts. Should you forget simple items at home; the CAU Campus Store will be there to offer a small line of convenience items. The CAU Campus Store is located within the Henderson Student Center on the 2nd floor. Summer hours for the CAU Campus Store are Monday –Friday, 10:00 A.M. to 4:00 P.M. For extended hours please visit us on the web at www.bkstr.com/caustore. Please contact the CAU Campus Store with any questions. (404) 880-8582.

Campus Print and Mail Center:

The Clark Atlanta University Print and Mail Center is a full service print and mail operation. The center is located in the Henderson Student Center, 3rd Floor. Summer hours are Monday-Friday, 9:00 A.M. to 4:00 P.M. Items needed for your summer 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 "Name of Camper;" "Business Services;" "Name of Camp;" Clark Atlanta University, 223 James P. Brawley Drive, SW, Atlanta, GA 30314. By phone, (404) 880-8015.

Campus Map/Directions:

Campus maps for Clark Atlanta University can be found at

<http://www.cau.edu/about/directions-map.html>

Dining/Catering Services:

Dining Provider: Sodexo is the exclusive food provider for Clark Atlanta 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 Summer Camp and Conference Services Department will work with your camp/conference to schedule all dining times and locations. Dining locations and meal options will vary depending on your summer camp/conference size and the availability during your stay.

Please refer to the current fee sheet.

Dining Guarantee:

A guarantee must be provided, as to the number of participants (to include staff) and meals requested for the summer camp/conference and must be received by the Summer Camp and Conference Services 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 summer camp/conference guarantee increases after the (10) business day guarantee deadline, and notification is provided to the Summer Camp and Conference Services 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 Summer Camp and Conference Services Department (10) business days prior to the check-in/start date, the summer 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:

Please refer to the Summer Camp Fee Sheet for current rates. We offer breakfast, lunch, and dinner. Additional meal services are available through CAU Catering.

Additional Services:

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

Cancellations:

Cancellations will be handled in the manner listed below:

- Cancel (7) business days prior to service start time- 30% of guaranteed amount will be billed.
- Cancel (3) 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 Clark Atlanta 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. Please refer to the website tab for housing option details and the current fee sheet for cost. Please refer to the current fee sheet for rental rates.

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 Summer Camp and Conference Services 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 Summer Camp and Conference Services 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:

Please refer to Summer Camp and Conferences Fee Sheet

Check-in/Check-out:

Check-in/Check-out times and locations must be submitted to the Summer Camp and Conference Services 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 physical keys are \$100 each.

Linens:

Linens WILL NOT be provided unless the summer camps/conferences purchases linen packages.

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. Clark Atlanta 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 CAU property.

Housekeeping:

Clark Atlanta 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.
- **Group Supervisors:** CAU requires 1:20 Adult supervisor to youth participant ratio in our resident halls for middle or high school aged and 1:30 adult supervisors for college age ratio.
- **Minors:** 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:

Please refer to the Meeting Tab on the website and current fee sheet.

Recreation Facilities:

Please refer to the Recreation Tab on the website and current fee sheet