

# *Summer Camps/Conferences at SWOSU- OFF CAMPUS/Third Party*

## Camp Information and Application

- 1) Camp Representative: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Camp web address (if any): \_\_\_\_\_
- 2) Camp Name: \_\_\_\_\_
- 3) Proposed Camp Dates: \_\_\_\_\_
- 4) Age Range of Campers: \_\_\_\_\_
- 5) Estimated number of attendees (include staff/counselors): \_\_\_\_\_
- 6) Which SWOSU Facilities will be used for the camp? (Facility use fees will be charged)

Type of facility:

Days or hours of requested use:

Housing \_\_\_\_\_

Food Services \_\_\_\_\_

Student Union – Ballrooms \_\_\_\_\_

Fine Arts Center \_\_\_\_\_

Conference Center \_\_\_\_\_

Classroom Facilities \_\_\_\_\_

Wellness Center – Rock wall / Basketball Courts \_\_\_\_\_

Swimming Pool / Recreational Fields \_\_\_\_\_

Crowder Lake – Ropes Course \_\_\_\_\_

Please list any other information or questions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Once complete, please mail or email this application and a copy of your Organization's Insurance to:

Alyssa Bane, Residence Life Director and  
Camps Coordinator SWOSU  
100 Campus Drive  
Weatherford, OK 73096  
alyssa.bane@swosu.edu  
Phone: 580-774-3755

Alyssa or her designee will contact you regarding your application.

## **BASIC CAMP INFORMATION - REQUIREMENTS**

Alyssa Bane is the designated camp scheduling person who then refers the request to the appropriate departments to work out specific needs and details of the camp. Housing of summer camps is available June-July only, while the Student Union and Wellness Center can operate at all times and have no scheduling limitations.

All interested groups wanting to schedule camps/conference at SWOSU must commit to the following:

- Camps are to have a minimum supervision ratio of 1 adult for every 8 children ages 12 and younger, and 1 adult for every 10 campers over the age of 12.
- Adults supervising children should do so at ALL times, even after hours when campers are in for the night. This also includes meal times, dances, Wellness Center, swimming pool, and other recreational events and locations.
  - Adult sponsors should provide a schedule of activities and supervision for their groups when not engaged in the designated camp activities.
- Overnight campers need to be at least 9 years of age or entering 4th grade.
- Overnight camps must submit an accurate list of names and room assignments of all campers and sponsors to Campus Police and Residence Life the day before check in, so emergency contact can be made through the adult sponsors of the camps when needed.
- The sponsoring group is responsible for cost of repair/replacement of damaged equipment or refurbishment of equipment (i.e. torn window shades, damaged game equipment, or stained mattresses).
- Camp participants will be responsible for returning the rooms/buildings back to their original conditions (clean up large messes, remove trash, ensure bed and furniture placement).
- No soliciting or sales are to be conducted on campus without the approval of the Residence Life Director (fundraisers, t-shirts, food/drink).
- No moving or rearranging of any residential facility furniture (this includes all lobbies, study rooms, game rooms, and bedrooms).
- Residential housing facilities are not to be used for anything other than what they were intended or designed (no band practice or rehearsal in lobbies).

## **RESIDENCE LIFE & HOUSING**

Residence Life will establish contact and work with each camp to reserve available calendar dates and assign an appropriate residential facility. Updates on the number of camp participants are needed as the camp draws within 1 month, 2 weeks, and 1 week from the beginning date of the camp.

It will be the responsibility of the camp to make all room and roommate assignments. Floor plans of each residential building are available from ResLife to print. Depending on the schedule of the camp, room keys will be available to be picked up by the camp leader either the day of or before move-in.

Two types of rooms available:

<u>Room Type</u>	<u>Rates</u>
Double Occupancy Rooms	\$18 per person, per night
Single Occupancy Rooms	\$28 per person, per night

## **AUXILIARY & DINING SERVICES**

All camps must provide Food Services with the starting date and first meal (breakfast, lunch or dinner) and ending date with last meal (breakfast, lunch or dinner). Camps must submit meal counts one week prior to the start of the camp. Camps are charged on how many participants are in the camp, not how many attend each meal. Contact Radonna Sawatzky (580.774.3783 or radonna.sawatzky@swosu.edu) with a firm count one week prior to camp.

## CAMPUS SAFETY

The CAMPUS POLICE is the law enforcement division of Southwestern Oklahoma State University as authorized by State Statute, Title 74, SS 306.11, in 1963. The statute gave the Board of Regents authority to appoint peace officers on campus. The CAMPUS POLICE provide the same services one would expect from any city, county or state law enforcement agency, and is responsible for enforcement of all state laws as well as rules and regulations of Southwestern Oklahoma State University. CAMPUS POLICE have the legal authority to make arrests, issue traffic citations, conduct criminal investigations, serve warrants, and issue summons for parking violations. CAMPUS POLICE personnel work closely with local, county, state, and federal police agencies and have direct radio communication with the Weatherford City Police Department on the city police radio network. The University Police Department is also a part of the Custer County 911 Emergency System. Therefore, if there is an emergency (medical or other), feel free to dial 911. SWOSU CAMPUS POLICE as well as other city emergency personnel will respond.

**Mental Health Services:** Mental Health Counselors and University Nurse/Health Services do not have the authorization to provide mental health or medical services to minors attending camp. In the case of an emergency, SWOSU will follow emergency protocol and utilize health and counseling services and SWOSU PD as appropriate. Upon the needs of these special services, please notify the emergency contact on the student's registration form.

**Fire Evacuation procedure:** Your only responsibility is to call 3111 or 911, pull the fire alarm, and notify occupants while exiting the building.

**Severe Storms:** CAMPUS POLICE monitor the weather and will inform all participants in outside activities to seek shelter if lightening is close. The Weatherford city sirens will notify campus to seek shelter. You can find shelter in the basement of the Library, Rankin Williams gym, Physical Plant, Stafford building and Student Union. All residence halls have designated shelters for campus residents.

**To Report a Crime:** Contact Campus Police at 580-774-3111 for non-emergencies dial 911 for emergencies only. Any suspicious activity or person seen on campus should be reported to the campus police department

**Accidents/injuries/illness:** First aid kits are available in each dorm and at least one in each building on campus. If medical attention is needed by a local physician, please contact directly. Weatherford also has a Convenient Care Clinic located at 3701 E. Main Street (580.816.4050), no appointment necessary.

If emergency assistance is needed, please call 911. If you are calling 911 from a cell phone you will have to give specific information regarding location. Campus Police, Weatherford City EMS and Lifeguard ambulance will respond. Weatherford Fire Department will respond, if needed.

**Drug Free Campus:** SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Accordingly, SWOSU adopts the following policy:

- *The unlawful possession, use or distribution of illicit drugs and alcohol by students, employees, and guests of SWOSU on SWOSU property, or as a part of any SWOSU sponsored activity, is strictly prohibited.*

**Tobacco Free Campus:** It is the policy of SWOSU that all tobacco products be prohibited on the campuses of SWOSU.

**Campus Security Authority:** All youth summer camp staff will be designated as a Campus Security Authority (CSA). Each CSA is required to complete a training program that includes overall responsibilities of a CSA and minor safety training.

## **Employee Approval Process**

Camp employees, volunteers, and any adults in a supervisory capacity who will be working with minors and that will be residing in University Housing or working with the Camp shall provide documentation of completed criminal background check that includes felonies and criminal sex offenses. Proof of a Background check ran in the last twelve months must be provided to the Residence Life Director, Alyssa Bane, 14 business days prior to their arrival on campus. These will then be forwarded onto Human Resources.

If the Camp would prefer that the University to conduct the background checks, all names need to be submitted one month before the camp date. Human Resources will then run the checks and the Camp will be billed accordingly.

Failure to complete or provide documentation will result in the automatic cancellation of this agreement.

### **Indemnification**

Client agrees to defend, indemnify and hold harmless SWOSU and its employees from and against all claims, demands, causes of actions, or liabilities incurred by SWOSU or its employees, arising from Client's acts or omissions under this Agreement or any act or omission of Client's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Client, except as may arise from the negligence or willful misconduct of SWOSU or its employees. SWOSU will not be held responsible for any losses, damages or injuries. This refers to any loss damage or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. Client will be responsible for the control and supervision of the people in attendance during the use of the Facility to ensure no harm is done to persons or property.

### **Insurance**

INSURANCE: All events require proof of insurance as follows:

1. Client must maintain, at their own expense, a general liability insurance policy providing coverage in the amount of at least \$1,000,000.00 per occurrence.
2. A copy of the insurance certificate must be provided to the SWOSU Camps Coordinator no less than 30 days prior to the scheduled event.

### **Guardian Information**

All campers must provide guardian information to receive emergency notifications. This information should include name, a cell phone number, and an email address.

Camp Representatives are responsible for providing all guardian information to SWOSU Safety Coordinator Cindi Albrightson. Her contact information is [cindi.albrightson@swosu.edu](mailto:cindi.albrightson@swosu.edu).

### **Camp Staff Requirements**

All Camp Leadership is required to complete CSA Training, sign the provided forms upon completion, and provide contact information to receive SWOSU Emergency notifications. A link to the training will be provided to the Camp Representative.