

2017

SUMMER CAMP GUIDEBOOK



LINDENWOOD
UNIVERSITY SYSTEM

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Types of Summer Camps at Lindenwood University

- A **Lindenwood Camp** is a camp that is run solely by a Lindenwood department with the camp director that is a full-time Lindenwood faculty/staff member. The main purpose of this camp is to recruit students to Lindenwood and raise funds for the Lindenwood department that is hosting the camp. These camps do not have to provide insurance and will be covered under Lindenwood's insurance policy.
- An **External Camp** is a camp that is run by an external organization that may or may not have a Lindenwood employee as part of the camp staff. These camps generate profit for their external organization. These camps must provide proof of liability insurance as listed in the Non-NCAA/Academic Camp/Conference Guidelines.
- An **Educational Lindenwood Camp** is a camp that is run by a Lindenwood department and charges a minimal fee to address operational costs. The camp director is a full-time Lindenwood faculty/staff member, and the majority of camp personnel are Lindenwood students. The main purpose of this camp is to provide Lindenwood students a hands-on experience to earn college credit (e.g. satisfy a practicum). These camps do not have to provide insurance and will be covered under Lindenwood's insurance policy.

These summer camp types are subject to change at the discretion of the Lindenwood Summer Camp Director and the VP of Student Development. The Lindenwood Summer Camp Director determines the camp's type and pricing structure.

Housing and Facility Rental Fees

External Camp Pricing

Lindenwood Housing and Facility Rental Fees	
<u>Fees</u>	<u>External Camps</u>
Residential Hall Room Fee	\$35 per person/per night*
RA/RD Fee	\$200-\$500, depending on size of overnight camp**
Auditoriums/Large Rooms (capacity 100+)	\$350 per day
Classrooms/Small Rooms (less than 50 capacity)	\$50 per day
Large Classrooms/Meeting Rooms (50-100 capacity)	\$100 per day
Evans Commons Gym Courts	\$50 per court, per hour
Evans Commons Sand Volleyball Courts (both)	\$50 per hour

Lindenwood Camp Pricing

Lindenwood Housing and Facility Rental Fees	
<u>Fees</u>	<u>Lindenwood Camps</u>
Residential Hall Room Fee	\$35 per person/per night*
RA/RD Fee	\$200-\$500 depending on size of overnight camp**
Auditoriums/Large Rooms (capacity 100+)	\$250 per day
Classrooms/Small Rooms (less than 50 capacity)	\$40 per day
Large Classrooms/Meeting Rooms (50-100 capacity)	\$75 per day
Evans Commons Gym Courts	\$50 per court, per hour
Evans Commons Sand Volleyball Courts (both)	\$50 per hour

*A camp/conference having 50 or more resident campers will only be charged \$30 per person/per night for residential hall room fees
 ** The breakdown of these costs are on page 7 under "Residential Camp Structure"

Prices are subject to change at the discretion of the LU Summer Camp Director and VP of Student Development.

Dining Hall Meal Costs and Hours of Operation

<u>Number of People</u>	<u>Per Day Rate</u>
600 and Above	\$10.69 per day
550 - 599	\$10.94 per day
500 - 549	\$11.06 per day
450 - 499	\$11.26 per day
400 - 449	\$11.53 per day
350 - 399	\$11.81 per day
300 - 349	\$12.38 per day
250 - 299	\$13.06 per day
200 - 249	\$13.92 per day
150 - 199	\$15.10 per day
100 - 149	\$16.96 per day
50 - 99	\$19.69 per day
20 - 49	\$22.78 per day

<u>Per Meal</u>	
Breakfast	\$7.25 per person
Lunch	\$10.25 per person
Dinner	\$12.75 per person

<u>Hours of Operation</u>
<i>Monday - Friday</i>
Breakfast: 7:00-9:00am
Lunch: 11:30am-1:00pm
Dinner: 4:30-6:00pm
<i>Saturday & Sunday</i>
Brunch: 11:00am-1:00pm
Dinner: 5:00-6:00pm

Per day rates apply when you have days when you need all three meals in the dining hall (breakfast, lunch, and dinner). Per meal rates apply when you only need one or two meals per day in the dining hall. This is also called “a la carte” pricing.

Catered Meals

If your camp requires catered meals outside of the dining hall, that will entail an additional expense determined by the catering manager (depending on the food/drink requirements).

*Prices and hours of operations are subject to change.
Dining hall location is determined closer to the beginning of summer and is subject to change.*

LINDENWOOD UNIVERSITY SYSTEM CAMP/CONFERENCE GUIDELINES

Key Terminology

- **Camp Director** – Individual responsible for oversight of the camp/conference. Must be a full-time/approved part-time employee at Lindenwood University or an individual approved by the Lindenwood Summer Camp Director.
- **Form 1A** – Proposal/Request for Non-NCAA Camp/Conference Application. This form identifies all key information related to the camp/conference, including facilities requested, timeframe of event, camp director, etc.

Camp/Conference Approval Process

- Form 1A must be completed and submitted to Lindenwood Summer Camp Director (and approved by all listed persons at the bottom of Form 1A) before camp/conference is finalized. Slots will be filled on a first-come, first-served basis.
- Deadline for camp/conference submission is **FEBRUARY 1, 2017**. No submissions will be accepted after that date.
- Residential camps/conferences can only occur between the dates of May 30 and July 22, 2017.
- The Lindenwood Summer Camp Director approves all camps/conferences on campus.

Facility Usage

- Facility access will be limited to areas requested on Form 1A.
- In order to have approved housing on campus, there must be a minimum of 10 overnight campers.
- A lost dorm key will result in a \$135 lock and key replacement fee.
- Only overnight camp participants are allowed access to the dorms. Any participants and/or guests that are not approved for overnight stay are not allowed in the dorms at any time.
- The Lindenwood Summer Camp Director determines the type of camp/conference and the final cost of facilities.
- Use of the dining hall will be available from Hospitality Services only. Dining hall location is subject to change each summer at Hospitality Services' discretion.

Other Responsibilities

- Each camp director will be responsible for maintaining registration material and liability waiver forms. It is recommended that the liability waiver be a part of the camp/conference form.
- All external organizations must show proof of liability insurance. A minimum of three (3) weeks prior to the start of the camp/conference a certificate of public liability and property damage insurance is required in the amount of \$1,000,000 per person and \$2,000,000 aggregate naming Lindenwood University as an additional insured for the term of the event.
- Final resident camp/conference headcount and rooming list must be turned into the Director of Housing and Lindenwood Summer Camp Director no later than seven days before camp/conference.
- Final payment is due the first day of the camp/conference. If payment is not made on the first day of camp/conference, that camp will be reviewed and subject to removal of future camps at Lindenwood.
- The Camp Director will deposit all checks into the applicable summer camp account and send the final head count number and rooming list, which will confirm final costs, to the Lindenwood Summer Camp Director no later than seven days before camp/conference.
- The total camp/conference balance is to be made by check (made payable to Lindenwood University) and mailed/delivered to the attention of Samantha Kennedy, Lindenwood Summer Camp Director, Evans Commons, room 3040.
- Registration for the camp must end no later than seven days before the camp/conference, as final headcount and rooming list is due seven days before the camp/conference begins.

**LINDENWOOD UNIVERSITY SYSTEM
CAMP/CONFERENCE GUIDELINES CONTINUED**

Operations Management Plan

- Camp director and camp personnel must be present at all times.
- Security will be provided a report identifying which camps/conferences will be occurring on campus, the timeframe of the camps/conferences, contact information, etc.

Residential Camp Structure

Conditions

1. Limit of two campers per room. Male and female campers will be housed on separate floors in the residence halls.
2. Camp director must obtain chaperons/advisors (approved by the University) for the entire duration of the camp. Those individuals will be required to undergo background checks. The background check fee of \$25 per individual will be charged to the camp. The camp/conference must provide the following number of chaperons/advisors as determined by the number of resident campers*.
 - a. 0-100 Resident Campers – 3 Chaperons/Advisors
 - b. 101-200 Resident Campers – 4 Chaperons/Advisors
 - c. 201-300 Resident Campers – 5 Chaperons/Advisors
 - d. 301-400 Resident Campers – 6 Chaperons/Advisors
 - e. 401-500 Resident Campers – 7 Chaperons/Advisors
 - f. Over 500 Resident Campers – 8 Chaperons/Advisors

*If the camp cannot provide the number of chaperons/advisors as listed above, Lindenwood will hire the required amount of staff and the organization hosting the camp will be billed for the incurred wages.

In addition to the room rate of \$35 per camper per night and the background check fee, a fee will be charged for resident directors.

- a. 0-50 Resident Campers - \$200
 - b. 51-100 Resident Campers - \$300
 - c. 101-150 Resident Campers - \$400
 - d. 150 + Resident Campers - \$500
3. Room damage and key replacement fees will be considered a separate fee and will be assessed prior to the conclusion of the camp/conference. The Residential Life Director will advise the camp director and the Lindenwood Summer Camp Director of any such fees.
 4. The housing department will provide minimal services. Campers must provide all linens, toiletries, etc.
 - The University provides shower curtains, toilet paper, and trash can liners.

Complete and Submit Summer Camp Proposal Form 1A to

Samantha Kennedy, Lindenwood Summer Camp Director

209 South Kingshighway

St. Charles, MO 63301

SKennedy@lindenwood.edu

Phone: (636) 949-4613

Fax: 636-949-4129

Form 1A

2017 CAMP/CONFERENCE PROPOSAL FORM

(Please complete for each camp/conference. All sections must be completed and submitted to the Lindenwood Summer Camp Director)

DEADLINE FOR SUBMISSION: February 1, 2017

GENERAL INFORMATION

Proposed Camp/Conference (Indicate resident or commuter camp)	
Camp Director	
E-MAIL	
Office/Cell Phone	
Date(s) of Camp/Conference	
Time(s) of Camp/Conference	
Facility(s) Requested	
Time(s) Facilities Needed	
Date(s)/Time(s) Staff & Campers will be Arriving/Checking-in to Dorms	

FINANCIAL PROJECTIONS

Number of Campers		Age Group	
Number of Overnight Campers (Per night & male/female breakdown)			
Fee Charging per Camper			
Will all fees collected be applied to a Lindenwood Agency Account?			

OTHER OPERATIONS DATA

Will dining hall be used?	
What days/times meals will be required?	
Will WiFi be required? If so, in what locations? (dorm, camp locations, etc)	

I have read and understand the responsibilities and guidelines governing my ability to operate a camp/conference as outlined by the Camp/Conference Guidelines and accept all terms and conditions.

Signature – Camp Director

Date

Signature – Lindenwood Summer Camp Director

Date

**LINDENWOOD UNIVERSITY SYSTEM
RELEASE, PARTICIPANT WAIVER, AND HOLD HARMLESS FORM**

ACTIVITY: _____

1. In consideration for receiving permission to participate in the above-mentioned activity, (herein referred to as **ACTIVITY**), which is sanctioned or sponsored by Lindenwood University (herein referred to as **SPONSOR**), I (**PARTICIPANT**), hereby **RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, AND AGREE TO HOLD HARMLESS** SPONSOR, Lindenwood University, its Board of Directors, its officers, agents, volunteers, other students, third parties, or employees (collectively referred to as **RELEASEES**) **FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, OR INJURY, INCLUDING DEATH**, unless specifically exempted herein, that may be sustained by me while participating in such **ACTIVITY**, travel to and from the activity, or while on the premises owned or leased by **RELEASEES**, **including injuries sustained as a result of the negligence and FUTURE NEGLIGENCE of RELEASEES**. I am able to participate in this activity and I know of no medical, physical, or mental, reason why I should not participate.

2. I am fully aware that there are inherent risks involved with the **ACTIVITY**, and I choose to voluntarily participate in said **ACTIVITY** with full knowledge that said **ACTIVITY** may be hazardous to me and my property. **I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH**, that may be sustained by me as a result of participating in said **ACTIVITY**, **including injuries sustained as a result of the negligence or FUTURE NEGLIGENCE of RELEASEES**, unless specifically exempted herein. I further agree to indemnify and hold harmless the **RELEASEES** for any loss, liability, damage or costs, including court costs and attorney’s fees that may occur as a result of my participation in said **ACTIVITY**, unless specifically exempted herein.

3. I authorize university staff and other medical personnel to take any action deemed necessary in case of emergency medical situations. I understand that **RELEASEES** may not maintain insurance covering circumstances arising from my participation in this **ACTIVITY** or any event related to that participation. As such, I am aware that I should review my personal insurance coverage and my personal insurance will be used when appropriate and applicable.

4. It is my express intent that this document shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased.

5. In signing this Release, Waiver, and Hold Harmless, I acknowledge and represent that I have read the foregoing document, acknowledge that I have the right to review it with my own legal counsel, understand it, and sign it voluntarily as my own free act and deed. No oral representations, statements, or inducements apart from the foregoing agreement that has been reduced to writing have been made. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

6. All other terms notwithstanding, this document does not release, and expressly excludes from its terms, claims, liabilities, or causes of action which are non-releasable under State or Federal Laws, including, but not limited to, intentional torts, gross recklessness, gross negligence, fraud, or activities involving the public interest, depending on the jurisdiction.

Participant Signature: _____

Printed Name: _____

Address: _____

Date: _____ **Telephone:** _____

Parent or Legal Guardian Printed Name & Signature (If participant is under 18 years old):

LINDENWOOD

Facility Policies and Procedures

Welcome to Lindenwood University. To make your stay as pleasant as possible, please adhere to the policies and procedures set forth below. We look forward to serving you and your group.

POLICIES AND PROCEDURES

- Parking of vehicles is limited to designated areas only. Drive only on roads, not on the grass. Vehicles may be towed if illegally parked.
- Smoking is not permitted in any Lindenwood building at any time. Smoking is permitted outdoors only.
- Animals or pets of any kind, with the exception of guide or support dogs, are not permitted on the University grounds, unless permission obtained prior to arrival.
- Possession or use of illegal drugs and substances, alcohol, firearms, and fireworks is prohibited on Lindenwood property. Use of these items can result in immediate dismissal of the person/group without refund and the possibility of criminal prosecution. Lindenwood will work with local authorities to ensure local, state, and federal laws are enforced.
- All camp directors/personnel/attendees and guests must abide by each building's specific policies and procedures where applicable.
- Non-camp participants and/or guests are not allowed to be in the residence halls. This includes campers who are participating in the summer camp but are not registered resident campers.
- Your organization is responsible for the conduct and welfare of each member of its group.
- The responsibility for emergency medical support remains with your organization. A member of the organization should have access to a mobile phone for emergency purposes.
- There will be an evaluation of the facility at the conclusion of the event. Your organization will be responsible for any damages incurred as a result of the event. Your organization is responsible for all setup and cleanup.
- Your organization is responsible for notifying its participants and support staff of these rules and regulations.

Accepted:

Organization Name

By:

Authorized Agent and Title

Date