



# Summer Camps and Conferences Handbook



The Offices of University Housing and Residential Life  
Divisions of Auxiliaries and Student Affairs







## Summer Camps and Conferences

Thank you for considering the University of Louisiana at Lafayette and the Offices of University Housing and Residential Life. We are proud of our unique and diverse campus, and we hope you will enjoy your short stay in our on campus facilities. This handbook contains important information in order to make the camp/conference process run smoothly and efficiently as well as general information, policies, and services available to help you achieve your goals and enjoy our communities.

Each year the University of Louisiana at Lafayette is host to a variety of camps, clinics, workshops, and conferences. To facilitate the many and varied requests of these groups, the Office of University Housing Assignments Coordinator, located in Buchanan Hall, is available to assist Camp Directors in arranging on campus housing.

The University offers three styles of accommodations: suite style residence hall rooms, apartments, and executive suites. Our capacity is approximately 3700 beds.

	Residence Halls	Legacy Park Apartments	The Heritage Apartments
<b>Room Types</b>	Double and Single	1, 2, 3- bedrooms	2, 3, 4- bedrooms
<b>Bed Size</b>	Twin XL	Twin XL	Full XL
<b>Refrigerator</b>	✓ ( <i>mini</i> )	✓	✓
<b>Microwave</b>	✓	✓	✓
<b>WiFi</b>	✓	✓	✓
<b>LUS ConnectTV Service</b>	✓	✓	✓
<b>Vending Machines</b>	✓	✓	✓
<b>Full Kitchen</b>	×	✓	✓
<b>In Room Washer/Dryer</b>	×	✓	✓
<b>Laundry Facility</b>	✓	×	×
<b>Clubhouse</b>	×	×	✓
<b>Swimming Pool</b>	×	×	✓
<b>Community Kitchen</b>	✓	×	×
<b>Community Spaces</b>	✓	×	×





# Contact Information

Main Housing Office: 337.482.6471

**Office Hours of Operations:**

Monday - Thursday: 7:30 a.m. - 5:00 p.m.

Friday: 7:30 a.m. - 12:30 p.m.

**Location:**

Office of University Housing  
Buchanan Hall, 2nd Floor Suite  
111 Boucher St.

**Mailing Address:**

Office of University Housing  
P.O. Box 43617  
Lafayette, LA 70504

	Front Desk	Duty Phone
Baker Hall	337.482.1851	337.281.3439
Bonin Hall	337.482.6080	337.281.3402
Coronna Hall	337.482.2877	337.281.3414
Agnes Edwards		
2nd Floor	337.482.1054	337.281.3375
3rd Floor	337.482.1055	337.281.3375
4th Floor	337.482.1056	337.281.3375
Legacy Park Apartments	337.482.1438	337.281.3338
The Heritage Apartments	337.482.1498	337.247.2931
University Police	337.482.6447	
Emergency Maintenance	337.482.6440	







# Camp and Conference Policies and Procedures

## Pre-Camp/Conference Meeting

To ensure all parties understand the needs of the camp, a pre-camp meeting will be scheduled approximately one (1) month prior to the date of the camp's arrival. The following items will be discussed and determined at the pre-camp meeting:

- A deadline for the final roster of participants and staff staying on campus
- Agenda of planned activities for the length of camp
- Camp housing accommodations and special needs
- Proper communication protocols for during the camp
- Check in/Check out times and details confirmation
- Desk hours/visitation hours confirmed

## Roster Information

A final roster is due to the Office of University Housing 14 days prior to the check in date/times. The roster must include ALL camp participants (including attendees, staff, counselors, chaperones, advisors, etc.)

The following information must be noted clearly:

- Participant's name
- Participant's gender
- Participant's classification (i.e. attendee, advisor, counselor, chaperone, staff)
- Emergency contact name, phone number, and address)
- Roommate name

The Office of University Housing will assign room spaces for participants. Housing will attempt to honor any housing requests; however, it will depend on available space.

## Billing Procedures

To confirm this event, UL Lafayette requires the signed agreement to be emailed back to the Office of University Housing Assignments Coordinator. The total amount due is **to be 100% paid within 30 days of the departure of the camp**. All payments are non-refundable and will be applied toward the balance of the camp/conference. Any outstanding amounts and any additional charges incurred during the stay of the Group will be billed to the Group, with payment due within 30 days of the departure of the camp.

## Additional Sleeping Room Policies

At 90, 60, and 30 days prior to the arrival date of the Group, Housing Assignments Coordinator and a



representative from Group will discuss any additional beds needed. These additional beds will be confirmed or denied at that time by email from Housing Camps and Conferences Coordinator.

### **Camp Cancellations**

Cancellations must be made in writing to the Office of University Housing Camps and Conferences Coordinator at least ten (10) days prior to the start of the camp. Any changes must be communicated immediately to the University contact. If the Group cancels this camp/conference for any reason, UL Lafayette will retain all payments made.

If UL Lafayette cancels this Agreement or is unable to provide the requested beds, UL Lafayette will work with Group to arrange alternative beds to the best of UL Lafayette's ability. UL Lafayette's liability is limited to the remedies available and UL Lafayette shall not be liable for any consequential, punitive, or special damages. The University reserves the right to reschedule or, if no mutually agreeable date, time, and location is available, cancel any event if a need arises for the University's use of the space to fulfill the University's primary mission.

### **Age of Participants**

Camp participants under 6 years of age are not permitted to stay overnight in the residence halls unless accompanied by parents and under close supervision at all times. Students under eighteen (18) years of age must be accompanied by an adult counselor at all times. Each camp must provide one (1) adult counselor for every ten (10) campers under the age of eighteen (18).

### **In-Hall Contacts**

Each group must identify a primary "in-hall" contact person for each residence hall/apartment complex occupied by the group. In-hall contacts are vital to the success of the overall camp experience. The in-hall contact should be the first person(s) to check-in for a group and the last person(s) to check out. No participants will be allowed to check in until the in-hall contact person(s) is checked in.

In-hall contact persons are expected to:

- Provide counselors and staff for the camps, a minimum of one counselor per ten (10) participants is REQUIRED. Participants must be supervised at all times.
- Inspect residence hall facilities immediately prior to and after the session.
- Familiarizes participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and firearms, and authorized entry into rooms.
- Maintain discipline of all participants.
- Cooperates with the residence hall/apartment staff who are responsible for the safety, security, and maintenance of the building.
- Collects and has readily available all Medical Release and Consent Forms on all participants.
- Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys.

### **University Hall Staff**

The Property Manager is responsible for supervising the residence hall/apartment staff. He/she will distribute keys and room assignments as needed to provide the best possible service to camp guests. The Property Manager:

- Acts as a daily contact person to assigned groups.
- Prepares camp/conference in-hall staff for handling emergencies and familiarizes them with overall building



- layout (elevators, fire alarms, etc.).
- Enforces University policies, procedures, and regulations.
- Completes work orders and maintenance requests as needed for efficient hall maintenance.

### **Insurance**

The Group shall purchase at its own cost and expense and maintain for the duration of the Agreement insurance coverage in accordance with the requirements: [safety.louisiana.edu/sites/safety/files/EXHIBIT%20B.pdf](https://safety.louisiana.edu/sites/safety/files/EXHIBIT%20B.pdf) and the Certificate of Insurance, sample here: [safety.louisiana.edu/sites/safety/files/Model%20COI.pdf](https://safety.louisiana.edu/sites/safety/files/Model%20COI.pdf).

### **Indemnification**

Group agrees to indemnify and hold free and harmless, assume legal liability for, and defend the State of Louisiana, the Louisiana Board of Regents, the University of Louisiana System, the University of Louisiana at Lafayette, and each of their respective employees, directors, officers, members, student workers, student interns, volunteers, representatives, institutions, departments, and agents from and against any and all actions, claims, liabilities, assertions of liability, losses, cost, and expenses, including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, claims for bodily injury or death of persons and for loss of or damage to property, in lay or in equity, of every kind and nature whatsoever, which in any manner directly or indirectly may arise or be alleged to have arisen, or results or is alleged to have resulted from the presence, activities, and/or promotions of any kind or nature whatsoever of Group or its officers, employees, agents, contractors, licensees, occupants, or invitees in connection with this Agreement and other occupancy and use of University's Facilities by Group, and ingress thereto and egress therefrom, whether such occupancy and use is authorized or not.

### **Force Majeure**

The performance of the Agreement by either party shall be subject to "Force Majeure", which shall be defined as any event beyond the control of a party, including, but not limited to, labor disputes, strikes, riots, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, pandemic, government regulation, proclamation, order, or action, or where any of those factors, circumstances, situations, or conditions or similar ones make it illegal, impossible, or inadvisable, to hold the Event housing or to fully perform the terms of the Agreement. In the event of a Force Majeure event, the Group's right of use may be rescheduled or relocated by agreement of the parties, without liability, damages, fees, or penalty, with rescheduling/relocation to be determined at UL Lafayette's sole discretion and dependent upon availability. In the event of a cancellation due to Force Majeure Event and at UL Lafayette's sole discretion, UL Lafayette may refund deposits and fees paid, less any amounts incurred by UL Lafayette in anticipation of the camp/conference housing up to the point of cancellation.

## **General Facilities Policies**

### **Reassignment of space**

UL Lafayette reserves the right to reassign specific beds and buildings. The Group must obtain final approval from UL Lafayette before publishing building names. Group use of University premises shall be limited to assigned location(s), which shall be determined and subject to change at the sole discretion of University. The University reserves the right to relocate Group occupants to other campus properties/locations if there are conflicting events. The Group should confirm the final assignment before publishing building names. Except for Group's assigned location(s), Group is prohibited from using and/or accessing all other University facilities.



## **Security**

UL Lafayette may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the camp/conference, which may include the requirement to hire sufficient security personnel from UL Lafayette's Police Department. If this is the case, additional charges will be \$70 per hour per officer with a 4-hour minimum.

The University Police Department is a fully powered and functioning police force. All camp participants should be informed that a campus 911 number is available to them should an emergency take place. Please be informed of the non-emergency University Police Department phone number, (337) 482-6447. UPD is located in Bittle Hall on campus. The University Police Department is responsible for law enforcement on campus.

## **Discipline and Supervision**

It is the responsibility of the Camp Director or camp in-hall staff to administer discipline to participants who violate camp or University regulations. In cases of chronic or severe discipline problems, the Property Manager reserves the right to recommend that a camp participant be sent home. Violation of federal, state, or municipal law will require the involvement of the University Police Department. All camps must provide on-site camper supervision throughout the duration of the camp. This includes overnight supervision within the residence hall. Campers will not be allowed access to the residence hall/apartment without camp in-hall staff supervision.

## **Building Security**

The main entrance to the residence halls is locked 24 hours a day using an area access control system. There will be front desk agents during pre-determined desk hours and a security guard from midnight to 8 am every night. Entry is possible using the access card given to the Camp Director. The number of access control cards is determined by the Camp Director. If there is an issue with an access card, please contact the Hall Duty Phone. A \$25.00 replacement fee is assessed to the final camp/conference invoice for every access card not returned.

## **Emergency**

In case of an emergency, call 911 or University Police at 337.482.6447.

## **Evacuation Procedures**

All persons are required to evacuate a building when an emergency alarm is activated. If an alarm sounds, each person must leave the room and proceed to the nearest clear exit. Stairwells must be used instead of elevators. If the camper is unable to exit the room, a towel, sheet, or similar item should be placed outside the window, so that emergency personnel will know that someone is in the room. Camp Directors may request that a fire drill be scheduled during the camp by contacting the University Housing Camps and Conferences Coordinator prior to arrival.

## **Fire Safety**

No incense or candles may be burned in residence halls/apartments. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for clean-up will be assessed. Transmission of a false alarm is a violation of state law and violators will be prosecuted.

## **Front Desk**

The desk hours will be decided prior to the camp's arrival but can be anytime between 10 a.m. and the Camp curfew (no later than midnight). Entry through the front door will be through card access 24 hours a day. A security guard will be stationed at the desk from midnight to 8 am.



### **Lock Outs**

The access card will allow you to access the main entrance of your building, certain wing/hallway doors, and/or the building elevators. Bedrooms are accessed with keys. If a participant is locked out of a room, please contact the Camp Director. The Camp Director will call the building's duty phone. A \$200.00 replacement fee is assessed to the final camp/conference invoice for every keep not returned.

### **Responsibility For Occupants**

Except as explicitly set forth herein, University shall have no responsibility for the well-being of occupants. The Group shall at all times be responsible for ensuring that the food, medical, supervision, disability accommodation, and other needs of occupants are met.

### **Alcohol**

The University of Louisiana at Lafayette is considered a dry campus. Alcohol (including beer and wine) is not allowed anywhere on campus unless the University has authorized the serving of alcoholic beverages at an official University event. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall/apartment complex or a residence hall/apartment room is prohibited.

### **Damages and Loss of Furnishing**

Groups will be billed for any damages or loss of furnishing. In addition, lounge/community room furniture is NOT allowed to be removed from the lounges or common spaces.

### **Housekeeping**

Housekeeping staff are on duty Monday through Friday. Common areas of the residence halls and community bathrooms are cleaned daily. Cleaning of individual rooms and trash in individual rooms is the responsibility of the camper. Any housekeeping concerns should be reported to the front desk. Campers are responsible for removing all trash and trash bags from the residence hall/apartment; failure to do so will result in additional costs to the camp.

### **Maintenance**

Any maintenance problems Monday – Thursday (7:30 a.m. – 5:00 p.m.) and Friday (7:30 a.m. – 12:30 p.m.) should be reported to the Property Manager, RA staff, or by calling the University Housing Office at 337.482.6471. For emergency maintenance issues outside of these hours, please call the hall duty phone. Below is a list of what typically constitutes an emergency. Emergencies are defined as follows but are not limited to:

<b>Electrical</b> <ul style="list-style-type: none"><li>• Power Outage</li><li>• Sparking or smoking outlet or fixture</li><li>• No lighting in stairwell or bathroom</li></ul> <b>Plumbing</b> <ul style="list-style-type: none"><li>• No water</li><li>• No hot water</li><li>• Major leaks, flooding</li><li>• Continuously, over-running shower or toilet</li><li>• Leaking Sprinkler</li></ul> <b>Heat and Air Conditioning</b> <ul style="list-style-type: none"><li>• A/C unit leaking/not working</li><li>• Entire building or wing without A/C</li></ul>	<b>Fire Safety</b> <ul style="list-style-type: none"><li>• Involving structures or furniture requiring immediate attention</li><li>• Buzzing smoke detector</li></ul> <b>Locks and Doors</b> <ul style="list-style-type: none"><li>• Inability to lock room door</li><li>• Inability to open room door</li><li>• Building entrance is not secure due to broken door</li><li>• Malfunctioning ID Building Access System</li></ul> <b>Windows and Glass Door</b> <ul style="list-style-type: none"><li>• Shattered or missing glass on door or window</li></ul>
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**Medication**

The residence hall staff will not dispense any type of medication to a camper.

**Roommates/Suitemates**

The Camp Director will handle all roommate problems. If a room change is necessary, consult the Property Manager.

**Prohibited Items and Activities**

Smoking is not permitted in University facilities. Animals or pets of any kind, excluding service animals, shall not be permitted in the building. Bicycles, skateboards, and rollerblades are not allowed in the residence halls. Please secure those items outside of the premises. No firearms of any kind are permitted. Illegal drugs or other illicit substances are not permitted. Violators will be escorted from the building.

**Parking/Shuttle Service**

Parking and Shuttle Services are available through the university's Transportation Services Office. The Camp Director should complete the Event Parking Request Form (<https://park.louisiana.edu/parking-information/event-parking-request> ) found on the Transportation Services website. There may be extra charges for the service needed.

**Use of UL Lafayette's name**

The Group shall not display signs on UL Lafayette's campus or use the name and/or logo of UL Lafayette in any promotional brochures or ads without prior approval of the Office of Communications and Marketing.

It is further agreed that no sign, banner, or display shall be affixed to any part of the buildings. Any damages caused to the walls, fixtures, or furniture will be billed to the Group.

**Display of Camp/Conference items**

Glitter, Confetti, Rice, Fake Snow, or the like are not allowed in any part of the housing facilities. If these items are found in any rooms, there will be a \$500 removal fee billed to the Group. Absolutely no pins, nails, staples, or tape of any kind will be attached to the walls, furniture or ceilings. There will be a repair fee if any of these items are found.

**Check out**

In order to check out properly and avoid key charges, please return the access card and room key in the original envelope given at check in.

We look forward to discussing summer camps/conferences with you. If you have any questions, concerns, or suggestions, contact us at [camps.conferences@louisiana.edu](mailto:camps.conferences@louisiana.edu).

