

**Date Updated and Published: July 2022****Revision History:****Review: Annually****Last Date Reviewed:** July 2022**GENERAL:**

Bethel University hosts a wide variety of camps, clinics, workshops and conferences each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. For the purpose of definition, this policy covers the following types of summer programs:

- Those in which a minor child, under the age of 18 years, participates who are here for some type of instructional program that involves the use of facilities such as Student Activities Center, Auditoriums, Classrooms, Meeting Spaces, Playing Fields, Green Space, Arenas or Courts.
- Those in which participants remain overnight in on campus residence halls.

**GUIDING PHILOSOPHY:**

The intent of Bethel University is to encourage the use of its facilities, on a space available basis, for summer programs. Though these programs should not take precedence over programs for enrolled students, there are important reasons why the summer camp or learning programs are to be encouraged by the University and its employees. Summer programs provide the following benefits to the University:

- Summer programs attract many young people to the University, many of whom will be qualified for future admission;
- Impressions gained by young people as a result of a summer camp experience can have a significant impact on choice of college;

- Facilities which might otherwise be relatively idle during summer months can be used to generate revenue for the University;
- Summer programs provide an excellent opportunity to acquaint a large number of people with the University in a short period of time;

The reputation of Bethel University is enhanced beyond the local area by effective summer programs.

**ELIGIBILITY:**

Any University college, department or agency is eligible and encouraged to request to conduct summer programs intended to promote the mission of Bethel University, promote community engagement, and to increase the bank of potential applicants to the University.

**PROCEDURE:**

Prior to scheduling any camp or summer program, as outlined above, a proposal, describing the camp or learning program, must be submitted with a request to use University Facilities to **The Director of Campus Operations and University Events**. If the camp is Athletics related, the above must also be submitted to the **Assistant Athletic Director** via email, by **March 30th of the year in which the camp will be held**. Once permission is secured and dates are confirmed the following will be required:

**POLICY FOR ALL CAMPS AND SUMMER PROGRAMS:**

- ANY camp utilizing university housing must also use campus dining, unless the total number of participants is under 50 people, including camp staff and campers. Camps not using housing, but wishing to serve meals or snack will also be required to use campus dining per contract agreement (right of first refusal) with MMI. Athletic Camps using campus housing will be required to have breakfast on campus for a fee of \$8.00 per person.
  - Conference Pricing is below and is based on number of participants.
    - 50 - 150 \$18.20
    - 151 - 300 \$17.68
    - 301 - 500 \$17.16
    - Over 500 \$16.64
  - Individual meals:
    - Breakfast \$5.20

Lunch \$7.80

Dinner \$7.80

\*prices are subject to change with yearly review

- A facilities usage fee of \$7.00 per camper will be assessed for all camps that are NOT Bethel Sponsored or Denominational.
- A facilities usage fee of \$5.00 per camper will be assessed for all camps that ARE Bethel Sponsored or Denominational. **\*there will be an exemption for residential Athletic Camps.**
- Housing Fee per camper and staff member will be \$12.00 per camper and staff person for all camps that ARE Bethel Sponsored or Denominational. All other camps Housing Fee will be \$15.00 per camper and staff member per night. \*prices are subject to change with yearly review
- Specific Housing requests will be honored when possible; exclusive use of a dorm requests will be considered.
- Check in time and location of check in must be coordinated with the University Housing Department.
- If camps wish to use the Bethel University Aquatic Center a Bethel University Lifeguard must be used at a charge of \$9.00/hour.
- There will be a lost key of \$50.00 assessed in the event that all issued keys are not returned.
- There will be a \$10.00 per card, lost ID card fee assessed in the event that all issued ID's are not returned.

Camps or conferences that are sponsored by clients or individuals and hosted on the Bethel University Campus are not provided insurance coverage by Bethel University. Therefore, it is the Sponsor or Individual's responsibility to provide a Certificate of Liability from their insurance provider one (1) month prior to the first day of camp to the Director of Campus Operations or to the Assistant Athletic Director. The specifics of the Certificate of Liability are below:

**INSURANCE REQUIREMENTS:**

**External Organizations or Individuals approved to use Bethel University facilities and grounds must also provide written evidence of COMPREHENSIVE GENERAL**

**LIABILITY INSURANCE** at least 15 days prior to the event on campus. The minimum limits of this insurance coverage must be in the amount of \$1,000,000 each occurrence. The insurance policy is required to name as the insured the individual or organization, and as the additional insured “the President and Directors of Bethel University and its Agents and Employees as their interest may appear.” In addition, the University reserves the right to require limits above these minimums when in the sole opinion of the University such higher limits are justified.

**External Organizations or Individuals holding Summer Camps, Conferences or Athletic Events** are required to have a minimum insurance coverage in the amount of \$3,000,000 each occurrence. The External Organization or Individual is to be insured for the period of the event or program and the Certificate of Insurance must also be filed with Bethel University at least fifteen (15) days prior to the event. The insurance policy is required to name as the insured the individual or organization, and as the additional insured “the President and Directors of Bethel University and its Agents and Employees as their interest may appear.”

**RESPONSIBILITIES OF BETHEL UNIVERSITY:**

Director of Campus Operations and for Athletic camps, Assistant Athletic Director will serve as liaisons with all University agencies supporting camp:

- Coordinate arrangements for use of University facilities in accordance with University scheduling regulations.
- Have put into force, if appropriate, a contract with the client group conducting the camp;
- Acquaint Camp Director with University policy, emergency procedures, and facilities layout;
- Provide an Emergency Contact List to Camp Director (Security, Maintenance, Housekeeping, Housing, IT, and Director of Campus Operations) for use in making emergency notifications.
- Be on call in emergency situations.
- Maintain necessary reports and documentation
- Check on any damages reported

- Coordinate approval of invoices for University services and facilities.

**RESPONSIBILITIES OF THE CAMP DIRECTOR OR SPONSOR:**

- Provide an estimate of total number of participants one (1) month prior to the start of camp to the University liaison.
- Provide final count ten days prior to the start of camp to the University liaison
- Inspect camp facilities immediately prior to and after camp session;
- Advise participants of appropriate check in and check out procedures including charges for damages and keys, and removing garbage from their rooms.
- Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct (including Title IX issues), possession of controlled substances, fire arms and authorized entry into rooms.
- Immediately notify identified Campus Liaison of any issues involving the above and any medical issues that arise. In an actual emergency, order of notification should be as follows: 911 (if warranted), Campus Security then Campus Liaison
- Maintain discipline of participants.
- Advise Housing Resident Hall Director (dorm specific) of supply and maintenance issues in residence hall.
- Collect and have readily available Medical Release and Consent forms for all participants. Forms should contain emergency contact, phone number and known medical conditions.
- Provide a list of food allergies, sensitivities, dietary preferences to Campus Liaison one week prior to the start of camp.

**BILLING PROCEDURES:**

After the summer program is completed, invoices for services rendered will be submitted to the Campus Liaison. If the Campus Liaison is acting on behalf of an organization that is not directly associated with Bethel University, they will be responsible for securing payment from the organization. Payment will be due within 30 days of the invoice date. All checks should be made payable to Bethel

University and a copy of the applicable invoices should be enclosed with payment and mailed to Bethel University Business Office at 325 Cherry Ave E; McKenzie, TN 38201. It is acceptable to pay in advance in the months leading up to camp if prior arrangements are made with the Director of Campus Operations or Assistant Athletic Director.

**PROGRAM EVALUATION:**

Where feasible, participants should be asked to complete an evaluation at the end of the camps. The results should be summarized, analyzed and retained by the Campus Sponsor as a measure of participant satisfaction. These evaluations should be used to improve overall camp operations.

**RESPONSIBLE PARTIES**

Athletic Director and/or designee(s), Department Supervisors, Business Office personnel, employees requesting permission to host a camp.

**ASSOCIATED POLICIES**

Policy 2.900 Procedures for Hosting Sports Camps

**PUBLICATION**

This policy is published on the University's website.

**REVIEW**

This policy will be reviewed annually.