

2017 AGREEMENT

Name of Camp(s): _____

Department Affiliation: _____

Responsible Person(s): _____

(Please Print)

As the previously listed camp(s) will be housed on the campus of Arkansas Tech University during the summer of 2017, the following agreement has been made public and understood. The agreement entered on this date between the Camp Coordinator and the Office of Residence Life, is as follows:

1	RATES: The housing room rates will be as follows:		
	Community Bath Facilities	<i>Double Occupancy</i>	\$14.75 per night / per person
	<i>Halls may include:</i>	<i>Brown, Critz, Hughes, Turner, Wilson</i>	
	Suite Style Bath Facilities	<i>Double Occupancy</i>	\$19.19 per night / per person
	Tier I	<i>Halls may include: Baswell, Nutt</i>	
	Semi Private Bath Facilities	<i>Double Occupancy</i>	\$19.19 per night / per person
	Tier I	<i>Halls may include: M Street</i>	
	Suite Style Bath Facilities	<i>Double Occupancy</i>	\$15.98 per night / per person
	Tier II	<i>Halls may include: Jones</i>	
	Semi Private Bath Facilities	<i>Double Occupancy</i>	\$15.98 per night / per person
	Tier II	<i>Halls may include: Tucker</i>	
	Private Bath Facilities	<i>Double Occupancy</i>	\$19.19 per night / per person
	<i>Halls may include:</i>	<i>Paine</i>	
	Private Room/Any Hall	<i>Single Occupancy</i>	\$22.00 per night / per person

Camp Coordinator Initial: _____

2 HOUSING: The Office of Residence Life will make every attempt to house your camp in the facilities that you have requested (on Facility Request Form). However, accommodating your total number of campers in the most efficient manner possible manner will take priority in the facility assignment process.

Camp Coordinator Initial: _____

3 MEALS: All requests for cafeteria use, catering and/or other meal service needs to be arranged by each individual Camp Coordinator. Information for this service is located on the Contact Information sheet provided. It is recommended that contact with our dining provider begin immediately.

Camp Coordinator Initial: _____

4 BUILDING ROSTER: The Office of Residence Life will provide each Camp Coordinator a floor plan of the building space that will be used for housing campers three (3) weeks prior to the start of each camp. Camp Coordinators are to fill out these rosters once assignments are made with the FIRST and LAST NAME of

each person (including staff) assigned to each room. A copy of these rosters are due to the Office of Residence Life before 12 noon on the second day of your camp.

Camp Coordinator Initial:

5 SUPERVISION: It is the responsibility of the Camp Coordinator to provide adult live-in supervision in all facilities occupied by their camp. Each supervisor's room assignment must be clearly posted in the lobby of each facility and their room door also needs to clearly indicate that a "blank" Camp Counselor/Supervisor resides there. Any time in which a camp attendee is in an assigned facility, a supervisor must be present. The ratio of supervision is 1 : 20 counselors to attendees of the same gender. It is the responsibility of the camp to ensure that all staff and/or volunteers have a clear criminal history.

Camp Coordinator Initial:

6 INCIDENT REPORTING: Camp Coordinators are responsible for reporting any/all incidents that occur or are reported to have occurred that involved camp attendees or counselors (supervisors) immediately to the Office of Residence Life (assigned staff member). Camp Coordinators are required to type up a summary of the incident/issue and related actions to be submitted to the Office of Residence Life.

Camp Coordinator Initial:

7 CAMP INSURANCE: The Office of Residence Life does NOT provide any type of insurance for any camp. Information regarding camp insurance can be found on the Contact Information sheet.

Camp Coordinator Initial:

8 KEYS/SWIPE CARDS: Camp Coordinators will be provided the appropriate keys and swipe cards for their assigned buildings on the day of camp arrival. Camp Coordinators are responsible for issuing and collecting keys and swipe cards. A charge \$25.00 for lost or damaged keys/cards will be added to the final conference bill when noticed at return key audit (done the day your camp departs). Due to the rapid turn around of our facilities for other camps, a key returned AFTER the conclusion of your camp will NOT reverse the key charge.

Camp Coordinator Initial:

9 DAMAGES: Any damages in the assigned Residence Life facilities will be the responsibility of the camp and will be detailed on the final camp bill. Total costs for some damages may not be immediately available due to FAMA/Contracted estimate timing. Camp Coordinators will be notified of any damages immediately following the final facility 'walk through' once all attendees and staff have left.

Camp Coordinator Initial:

10 GROUP SIZE: Preparations will be made to provide rooms for amount of attendees listed on the Facility Request Form. Camp Coordinators are required to solidify this number two (2) weeks prior to the start of the camp. Any increase in the original number of rooms may not be able to be accommodated. Not notifying the Office of Residence Life of decreases in your camp size will result in related charges (staffing, cleaning, etc...).

Camp Coordinator Initial:

11 POLICIES: All University and Residence Life Policies/Procedures and State and Local Laws are in effect for any person residing in our facilities and on our campus (to be provided). It is the responsibility of the Camp Coordinator to ensure that all policies/procedures are followed at all times.

Camp Coordinator Initial:

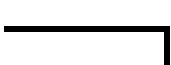
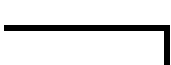
Camp Coordinator Signature: _____ Date: _____

Contact Numbers: _____

Email: _____



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