



2018 SUMMER CAMP GUIDE FOR EXTERNAL SPONSORED PROGRAMS

The Guest Services department provides a centralized office to assist with planning, organizing, and coordinating summer camps and conferences. This guide is an attempt to answer and clearly define how to host a successful summer camp/conference from application to departure. For a variety of reasons, policies, prices, and procedures in this manual may change; camp directors will be notified accordingly and are expected to be in compliance with any changes.

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Summer Camps & Conferences: <http://www.uta.edu/campus-ops/conferences/>

UT Arlington Forms: <https://www.uta.edu/policy/form>

UT Arlington Handbook of Operating Procedures <https://www.uta.edu/policy/hop/>

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UNIVERSITY POLICIES

DEFINITION: SUMMER CAMP/ SUMMER CONFERENCE

Summer camps/conferences occur on designated dates between the spring and fall semesters and focus primarily on guests of UT Arlington utilizing campus facilities that may include housing, dining, classroom, meeting, and recreation space to achieve the objectives of the host division/department or outside organization.

ATHLETIC YOUTH PROGRAMS

Guidelines for hosting noninstitutional camps and clinics on UT Arlington (UTA)'s campus:

Noninstitutional camps or clinics are regulated by NCAA Bylaw 13.11.1.11 and Bylaw 13.11.1.12, Use of Institutional Facilities for Noninstitutional Camps or Clinics - Men's and Women's Basketball which states:

In men's/women's basketball, the use of institutional facilities for noninstitutional camps or clinics that include prospective student-athletes (see Bylaw 13.11.1.2 for MBB or Bylaw 13.11.1.1 for WBB) shall be limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3) and to periods of time other than dead periods.

Therefore, for the summer of 2018, noninstitutional camps and clinics which include prospect aged student-athletes (girls 9th grade and up and boys 7th grade and up) can ONLY be hosted on UTA's campus during the months of June, July and August with the exception of dead periods for those sports during those months.

- Boys camps for specified age group (boys entering 7th grade and up) can take place anytime in June and August, and CANNOT take place in July except for July 1-5, 5:00 pm on July 11th – 5:00 p.m. on July 15th; 5:00 pm on July 18th – 5:00 pm on July 22rd and 5:00 pm on July 25th – 5:00 pm on July 29th.
- Girls camps for specified age group (girls entering 9th grade and up) can take place anytime in June, July and August, except for July 13 – 22 and July 30-31.

Noninstitutional camps or clinics for younger children (8th grade and under for girls, 6th grade and under for boys) can take place at any time on UTA's campus.

Guidelines for hosting nonscholastic practice or competition on UT Arlington (UTA)'s campus:

Nonscholastic practice or competition is regulated by NCAA Bylaw 13.11.1.8 and Bylaw 13.11.1.9, Nonscholastic Practice or Competition – Men's and Women's Basketball which states:

An institution [including any institutional department (e.g., athletics, recreational/intramural)] shall not host, sponsor or conduct a nonscholastic basketball practice or competition in which men's or women's basketball prospective student-athletes (see Bylaw 13.11.1.2 for MBB or Bylaw 13.11.1.1 for WBB) participate on its campus or at an off-campus facility regularly used by the institution for practice and/or competition by any of the institution's sport programs. (WBB Adopted: 1/14/12; a contract signed before 6/28/11 may be honored: MBB Adopted:4/28/11; a contract signed before 10/29/09 may be honored)

Therefore, at no time can UTA host nonscholastic practices or competitions (which includes tournament play) if the participants are of prospect age. However, we can host these events as long as the participants are enrolled in 8th grade or under for girls and 6th grade and under for boys.

Any non-compliance of these rules will result in cancellation of said tournament, tryout, practice and cancellation of future tournaments.

CHILD PROTECTION POLICY

The University of Texas at Arlington is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the University's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has a child protection policy and procedures.

In order to ensure the safety and well-being of children, individuals, including University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities, with responsibilities that involve interaction with children, must carefully review and abide by the following policy regarding child protection.

Please see the Handbook of Operating Procedures for the full details of the policy, <https://www.uta.edu/policy/hop/5-512>.

MINORS IN LABORATORIES AND SIMILAR FACILITIES

UT Arlington is committed to introducing minors to interesting and challenging scientific, scholarly, or artistic pursuits at a young age. These experiences should be handled in ways that will promote the safety of the minors and that will not impair the normal functions of the University.

Please see the Handbook of Operating Procedures for the full details of the policy, <https://www.uta.edu/policy/hop/5-308>.

The Environmental Health and Safety Office is available to assist with this policy and has included additional information on their website <http://www.uta.edu/campus-ops/ehs/chemical/Minors.php>. This includes flow charts on what groups should follow the policy and the requirements of the policy. Please contact EH&S for assistance at 817-272-2185.

CONCEALED CARRY AND WEAPONS ON CAMPUS

UT Arlington is committed to providing a safe and secure learning, working, and living environment. To this end, the University prohibits the use, possession, display or storage of any firearms, other lethal or non-lethal weapons, simulated weapons, explosives, or fireworks on the University campus. Individuals who observe a violation of this policy are required to report the incident immediately to UT Arlington's Police Department so that it can be documented and properly investigated. UT Arlington's Police Department can be contacted at (817) 272-3003 for emergencies and (817) 272-3381 for non-emergencies. The University's full policy is available here: <https://www.uta.edu/policy/hop/12-500?hl=handgun>.

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the state to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016.

Areas of UT Arlington where carrying a concealed handgun is prohibited include the following exclusion zones:

- Locations providing counseling and health services, which include the Social Work Building B, Counseling and Psychological Services on the third floor of Ransom Hall, and the Student Health Services Building.
- Locations providing childcare for minor children, which includes the Transforming Lives Child Development Center.
- Locations primarily used for NCAA, UIL or professional sports events, which include the College Park Center, Maverick Stadium, Allan Saxe Field, and Clay Gould Ballpark.
- The Testing Services Office located in University Hall and in Davis Hall.
- The Maverick Activities Center (MAC).
- The Physical Education Building (PEB)

- **University-owned residence halls when being used for summer camps and summer conferences.**
- Designated locations where formal disciplinary and grievance actions are conducted. Specific locations will be identified and designated for these disciplinary and grievance hearings.
- Other exclusionary areas may include leased spaces on the University Campus as determined by the lessee, including Centennial Court Apartments, Follett Bookstore, and restaurants/shops/office space in the College Park District.
- When a polling place for public elections is located on University premises, the area will be restricted during Election Day and while early voting is in progress.
- On a case-by-case basis, any location, or specific time period the University President determines creates a unique situation that poses a threat to the safety of the campus community.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The University of Texas at Arlington is committed to maintaining a learning environment that is free from discrimination based on gender, including inappropriate conduct of a sexual nature. Sexual harassment (including sexual violence, stalking, domestic violence and/or dating violence) and sexual misconduct in any form are prohibited and will not be tolerated. Any individuals who engage in such conduct will be subject to disciplinary action.

Complaint against a UTA student, visitor, or staff or faculty member for sexual harassment, sex discrimination, or sexual assault, should be made to the Title IX Coordinator, Deputy Coordinators, or online. Additional information including online reporting is available at www.uta.edu/titleix.

UTA'S TITLE IX COORDINATOR:

Michelle Willbanks
701 S. Davis Dr., Suite 103
Arlington, Texas 76019
Phone: 817-272-4585
Email: michelle.willbanks@uta.edu

TITLE IX DEPUTY COORDINATOR FOR STAFF, VISITORS, AND CONTRACTORS:

Eddie Freeman
Executive Director for Human Resources
701 S. Davis Dr., Suite 104
Arlington, Texas 76019
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TITLE IX DEPUTY COORDINATOR FOR FACULTY:

Antoinette Sol, Ph.D.
Vice Provost for Faculty Affairs
701 Nedderman Drive, Suite 300
Arlington, Texas 76019
Phone: 817-272-5243 or 817-272-2103
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TITLE IX DEPUTY COORDINATOR FOR STUDENTS:

Heather Snow
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THE CLERY ACT

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The Clery Act requires colleges and universities to:

- Publish an Annual Security Report
- To have a public crime log
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms.
- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Devise an emergency response, notification and testing policy.
- Compile and report fire data to the federal government and publish an annual fire safety report.
- Enact policies and procedures to handle reports of missing students.

Camp directors are considered school officials who have "significant responsibility for student and campus activities" and are referred to as **Campus Security Authorities (CSA)** who have the authority and the duty to take action or respond to particular issues on behalf of the institution.

- CSA's must ensure the following offenses are immediately reported to the UT Arlington Police Department:
 - Murder/Manslaughter
 - Sex Offenses
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Domestic Violence
 - Dating Violence
 - Stalking
 - Weapons Violations
 - Drug Abuse Violations
 - Liquor Law Violations
 - Arson
 - Hate Crimes
- Once notified or aware of an issue, a CSAs must gather enough information about the crime to ascertain where, when and what happened.
- Even if the victim does not want to report the crime to police, the CSA must immediately contact UT Arlington Police Department, non-emergency (817) 272-3381 or emergency (817) 272-3003, to report enough of the details so the incident can be classified and recorded properly.
 - If there is an undue delay in any of this process, the University could be found in non-compliance which can result in a \$35,000 fine for each instance of non-compliance.
- Employees, volunteers and interns should be trained to report all incidents of crimes to the camp director who will follow up according to the Clery requirements.

Additional information on UT Arlington's Clery requirements please visit <http://police.uta.edu/public-info/clery/>.

OFFICE OF MEDIA RELATIONS

UT Arlington's Office of Media Relations will facilitate all communication with external and student media inquiries or statements as it relates to summer camp programs. Camp directors and university staff are expected to refer all media questions to Media Relations for an official university comment at (817) 272-2761. Visit their website for detailed information and contact information <https://www.uta.edu/news/contact/>.

In the event of a situation concerning the health and well-being of a camper, parent, volunteer or staff, contact the UT Arlington Police Department at (817) 272-3381 or for emergencies at (817) 272-3003.

BEFORE THE START OF CAMPS: Planning, Organizing and Coordinating

ANNUAL SUMMER CAMP APPROVAL PROCESS

Camp directors must submit a [Request to Host a Camp/Conference \(Form 7-1\)](#) for EACH camp, which can be found on the Summer Camps & Conferences website www.uta.edu/conferences. The Request to Host a Camp/Conference form requires a signature and can be submitted via email, fax, campus mail or in person.

Before making any arrangements the camp director must receive written confirmation from the Director of University Center Operations & Guest Services stating that the camp has been approved.

Forms can be submitted starting October 15, 2017 for summer 2018. Camps requiring overnight housing should submit no later than April 30, 2018, housing will be provided based on availability.

LIABILITY INSURANCE

In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System 6.(11)5, External Programs must provide and maintain, during the term of the program, a policy of comprehensive general liability and property damage insurance issued by a company authorized to conduct business in the state of Texas naming the Board of Regents, the U.T. System, the University of Texas at Arlington, and the officers and employees of each ("UT Parties") as additional insureds, providing coverage for bodily injury and death of persons and damage to property that result directly or indirectly from the negligent or intentional act or omission of, or from the use or condition of any property, equipment, machinery, or vehicle used, operated, or controlled by, the external program or its officers, employees, agents, or subcontractors while on property owned by the U.T. System or a component institution.

The general liability policy must include abuse and molestation coverage or external program must provide and maintain a separate abuse and molestation policy and name the UT Parties as additional insureds. The limit of liability for each occurrence under the aforementioned policies shall not be less than one million dollars (\$1,000,000) for bodily injury, abuse, or death of a person and one million dollars (\$1,000,000) for property damage. External program and its insurer must also agree to provide a complete waiver of subrogation in favor of the UT Parties. Additional insured status and waiver of subrogation shall be evidenced by signed policy endorsements or policy declarations.

This insurance needs to be provided before the external program makes use of UT Arlington's facilities. The external program must deliver to UT Arlington's Guest Services Office a certificate of insurance, policy endorsements, and a copy of said policies establishing the existence of all insurance required to the reasonable satisfaction of UT Arlington. External programs must provide UT Arlington thirty (30) days' notice prior to cancellation of any insurance policies.

SUMMER CAMP EMPLOYEES & VOLUNTEERS

Criminal Background Checks

All summer camp employees, volunteers, and interns must have successfully completed a Criminal Background Check, within the past year, before the start date of your program. If it is not successfully completed, the individual will not be cleared to be on UT Arlington's campus. Camp directors must not knowingly have employees, volunteers, and interns serve as camp staff that have a history of criminal conduct unacceptable for a university campus, including violent or sexual offenses.

All camp directors must submit a written acknowledgement, on letterhead, to the UT Arlington Guest Services Office no later than five (5) days prior to the start of your summer program that all of your employees, volunteers, and interns are in compliance with this requirement.

Required Training: UTS Child Protection Training

All external programs will need to comply with *Texas Administrative Code, Title 25, Part 1, Chapter 265, Subchapter N, Campus Program for Minors*. Please refer to the Texas Department of Health Services for detailed information on if your program must comply, <http://www.dshs.texas.gov/cpm>.

As a convenience to your program and included within the fees paid, UT Arlington will provide the camp director with a copy of the UTS Child Protection training PowerPoint presentation, the exam, the exam key and a certificate of completion to use for training, if needed. The camp director will be required to ask Guest Services for the training materials. The camp director will be responsible for all of the following:

- 1) Ensuring their employees complete the training and pass the exam with a minimum score of 70%
- 2) Preparing and submitting the required report to the Texas Department of State Health Services <http://www.dshs.texas.gov/cpm/forms.shtm>, and
- 3) Submitting a written acknowledgement, on letterhead, to the UT Arlington Guest Services Office that the above have been completed no later than five (5) business days prior to the start date of your summer program.

UNIVERSITY RECRUITMENT TOURS AND PRESENTATIONS

It is a requirement for all overnight external sponsored camp programs with participants of age (8) – (25) years old to include a campus tour or presentation in their schedule; however, any group may schedule a tour or presentation regardless of participant ages. Counselors are required to be present for tours and presentations.

Campus tours and presentations are coordinated by the Dan Dipert University Welcome Center. Groups meeting this requirement can request their preferred method (presentation or campus tour) as well as the date and time on the [Summer Camp/Conference Housing Reservation Request \(Form 7-3\)](#). Camp directors will be contacted by the Dan Dipert University Welcome Center to confirm presentation/tour details.

- Presentations are approximately 30 minutes long and can be tailored for your group. Room reservation for presentations will be coordinated by the Dan Dipert University Welcome Center.
- Tours will last approximately 1 hour and can begin and end at your specific locations.

SUPERVISION/COUNSELOR REQUIREMENT

All summer camp programs shall have a minimum of 1:20 counselor to participant ratio for all participants under (18) years old. Camp counselors must be (18) years or older, pass a criminal background check, pass the UTS Child Protection training and be an employee of the camp. For overnight groups, these counselors must stay overnight with the participants.

For overnight housing, participants must be at least (8) years old at the start of the camp to stay as an unaccompanied minor. All participants under the age of (18) years must be supervised by a camp counselor at all times, this includes during "free time".

FACILITY RESERVATIONS

A Summer Camp/Conference Housing Reservation Request (Form 7-3) should be completed to reserve overnight housing, linens, parking and other on campus facilities including the University Center, Maverick Activities Center, classrooms, meeting spaces, etc. This form can be found on the Summer Camps & Conferences website www.uta.edu/conferences.

The Guest Services Office coordinates with appropriate facility directors to schedule events in housing, recreation, academic and meeting facilities. Reservation times and fees will be confirmed with the camp director prior to contracting. Contracts are typically mailed in February/March and must be signed and returned to finalize your camp reservations.

Each facility has specific policies and procedures. An addendum is included with your contract for each facility the camp/conference utilizes. Policies for most facilities are included at the end of this document for your reference.

HOUSING FACILITIES

Housing will be available June 1 through August 5, 2018. There is limited availability for late May please contact the Guest Services Office for more information. More than one camp may be assigned to a floor, wing or hall. Community space will be available to all participants on a first come first serve basis, reservations for exclusive use of this space should be requested through the Guest Services Office. Facilities Management attempts to schedule maintenance projects when camps are not in the residence halls, however this is not always possible. Guest Services will attempt to minimize any inconvenience caused by maintenance projects. For maintenance or any other unforeseen issues, Guest Services reserves the right to change room or hall assignments.

Cancellation Charges

61 days or more prior to camp arrival date	No charge for cancellation for all or a portion of bedspaces, any linens and other facilities that have been reserved.
60 days – 8 days prior to camp arrival date	75% guaranteed for bedspaces and any linens and other facilities that have been reserved.
As of 7 days prior to camp arrival date	100% guaranteed for bedspaces and any linens and other facilities that have been reserved

Check-in/Check-out Dates and Times

- Check-in after 3:00 p.m. on the camp arrival date.
- Check-out by 12:00 p.m. on the camp departure date.
- Other times may be arranged prior to the camp arrival date and must be approved by Guest Services. Failure to abide by these times will result in additional charges.
- If late departure prevents the proper cleaning for or check-in of another camp, the camp causing any delays is responsible for all costs associated with other arrangements including but not limited to cleaning, housing, dining and transportation for the other camp.
- Bedspaces will be considered occupied unless keys/cards issued have been returned upon checkout, or keys/cards have been determined as lost or damaged.

Room Assignments

- Room assignments must be made by the camp director or a designated person on the floor plan provided by Guest Services, typically provided 2-4 weeks prior to arrival on campus.
- The maximum occupancy of a room and/or suite must be reached prior to assignments made in additional rooms and/or suites. Exceptions include if no additional persons are available to occupy the space, gender break down and/or age break down of participant group prevents reaching the maximum occupancy.

- Guest Services cannot guarantee single gender or age specific housing. Camp groups may share a residence hall or portion of a residence hall with another camp.
- The floor plan must be updated after check-in, this assists the staff for lockouts, equipment check-out and emergency responses.

Linens

- Linens will be provided at an additional cost of \$6.00 per participant per night, with a minimum charge of \$20.00 per participant, when requested prior to the camp arrival date, if available.
- Linens consist of two sheets, blanket, pillow, pillowcase, towel, face cloth and a bar of soap per overnight participant.
- Guests are responsible for making their own beds and returning linens to designated locations at the end of their stay.
- Linens will be changed for groups that stay for longer than seven (7) consecutive days, if available.

Key/Card Charges

- \$80 charge will be added for each metal key not returned to the hall office during the official camp check-out.
- \$10 charge will be added for each access card damaged and/or not returned to the hall office during the official camp check-out.
- \$5 charge will be added for each key holder damaged and/or not returned to the hall office during the official camp check-out.

Additional Policies

- Additional residence hall policies are included later in this document for your reference.

PARTICIPANTS & GUESTS WITH DISABILITIES

Most buildings on campus are accessible for those with physical disabilities, with a few exceptions. If special housing accommodations are needed for participants with disabilities, arrangements must be made with the Guest Services Office at the time of contracting, as space is limited in the residence halls. Please indicate the request for accessible housing on the [Summer Camp/Conference Housing Reservation Request \(Form 7-3\)](#).

DINING

Requesting Dining

A [Summer Camp/Conference Dining Request \(Form 7-4\)](#) should be completed for meals in the Connection Café or catering. This form can be found on the Summer Camps & Conferences website at www.uta.edu/conferences.

University Dining Services can work with you for various dietary needs:

- Food Service menus are generally broad enough to accommodate most diabetic diets.
- Meatless entrees are included in the daily menu. A wide array of vegetables, fruits, salads and other non-meat items are served every day.
- University Dining Services is able to work with most special dietary needs. Please notify the Dining Services prior to your arrival if you have specific dietary concerns.

Dates and Meal Rates

The Connection Café is open for full service during UT Arlington's 11-week summer session, June 4 – August 14, 2018. This includes the dates of June 4 - August 5, 2018 for summer overnight housing. Camps held prior to June 4 will work directly with Dining Services to make arrangements for meals. Options including catering and meals served in the Connection Cafe with a limited menu.

Dining Services and all dining locations will be closed on July 4.

Summer Meals	Rates*	Times Served	Days Available
Breakfast	\$5.57	7:00 a.m. - 9:00 a.m.	Monday - Friday
Brunch	\$8.24	11:00 a.m. - 1:30 p.m.	Saturday and Sunday
Lunch	\$8.24	11:00 a.m. - 1:30 p.m.	Monday - Friday
Dinner	\$8.63	5:00 p.m. - 7:00 p.m.	Monday - Sunday
Three Meals per Day	\$22.44	See Above	Monday- Friday

*All meals are subject to an 8% tax if not tax exempt

Dining Contract

The Dining Services will contact the camp director directly, typically in late March/early April, to make arrangements for your summer dining needs. For external groups, 75% of camp initial meal bill must be received twenty one (21) days prior to camp arrival. Entire balance must be paid in full seven (7) days prior to camp arrival at the University. UT Arlington groups will provide payment through a UT Share Cost Center number. Final number of diners will be due to Dining Services no later than seven (7) days prior to the day of camp's first meal.

Connection Café Policies and Procedures

To avoid overcrowding, each camp will have a specific meal time. Dining Services will make every effort to assign your group's time per the preferred times ranked on the Dining Request form. To make sure there is room for the next camp, groups must exit the cafeteria after eating.

All guests must wear appropriate clothing and shoes while in the Dining facilities. Clothing should be appropriate for mixed ages and genders and shoes such as cleats are not permitted.

Utensils, flatware, cups, bowls, trays, etc. from the Connection Café should not be removed without permission from the Dining Services staff.

PARKING

A parking permit is required for each vehicle parked on campus during the time of your camp. Parking needs must be submitted in writing to the Guest Services Office at least seven (7) days prior to the camp check-in date in order for parking arrangements to be made.

Virtual Parking Permits (MavPark)

Parking permits are obtained through an online registration process. The online permit registration requires vehicle information, including license plate number and state. Camp directors are responsible for notifying participants and/or parents that will be driving, that their license plate number will be required to register for a permit at check-in. This will help the day of check-in, to prevent them from having to walk back to their vehicle.

Participants and/or parents with a registered virtual parking permit can park in the 2018 Summer Camps & Conferences approved lots for \$2.00 per vehicle per day, including partial days parked on campus.

Virtual Permit Registration

- **OVERNIGHT CAMPERS:** The residence hall front office staff will register participants for virtual parking permits during your camp check-in.
- **COMMUTER and DAY CAMPERS:** Guest Services will provide the camp director a link for the online permit registration. All participants and/or guest vehicles parked on campus during your camp must have a valid permit. Camp directors are responsible for properly entering vehicle information into the online permit registration system.

Summer Camps & Conference Approved Lots

Below are the approved lots for summer camps and conferences for summer 2018. The specific lot locations can be found on the UTA campus map at www.uta.edu/maps.

- **Arlington Hall & Vandergriff Hall:** Lot 38
 - Located north of Arlington Hall.
- **Lipscomb Hall:** Lot LCS
 - Lipscomb residential - west section of the lot.
- **Kalpana Chawla (KC) Hall:** Lot CN and Lot CS
 - Located just north and south of KC Hall.
- **Trinity House:** Lot T
 - Located just south of Trinity House, not including faculty/staff spaces or reserved spaces. Also does NOT include Lot TW or Lot TS.

Additional lots and areas of campus can be reserved for summer camp parking. Camp directors can coordinate this by submitting a written request to the Guest Services Office. Rates for non-Summer Camps & Conferences approved lots may have an additional charge.

Drop-offs and Pick-ups

Camp participant drop-offs and pick-ups are no charge, but must follow with following guidelines or a citation may be given.

- Participants dropped-off for day camps or overnight camps must park in a 2018 Summer Camps & Conference approved lot, unless other locations have been arranged and approved through the PATS Office. See approved lots above.
- Vehicles parked for camp drop-offs and pick-ups can only park in approved lots for up to (1) one hour.

Special Event Parking

If your camp plans to have an event during your camp where additional guests or an influx of guests will be parking on campus for a few hours during the event (i.e. award ceremony/game/concert for parents), the camp director will need to coordinate this by submitting a written request to the Guest Services Office. Rates for non-Summer Camps & Conferences approved lots may have an additional charge.

Current parking regulations must be followed and can be found at www.uta.edu/pats/parking/parking-regulations.php.

BILLING AND DEPOSIT

Contracting occurs in February/March of each year and will include the initial camp/conference bill which will include the total number of bedspaces, any linens and other facilities reserved. Only camps sponsored by university departments with university funds are exempt from paying a deposit and/or full payment prior to the start of the camp. Deposits may be reduced or waived at the discretion of UT Arlington for returning external programs which have good credit with the University. The Guest Services Office will notify external programs if deposits are reduced or waived.

60 days prior to camp arrival date	50% of the initial camp/conference bill that must be paid. (Bedspaces, linens, other facility reservations)
As of 7 days prior to camp arrival date	100% of the initial camp/conference bill that must be paid. (Bedspaces, linens, other facility reservations)

External programs will be responsible for a deposit of 50% of the initial camp/conference bill that must be paid sixty (60) days prior arrival to guarantee bedspaces, linens and other facility reservations. Failure to submit the deposit sixty (60) days prior to the arrival date will result in the loss of reserved bedspaces, any linens and other facilities reserved.

The remaining balance of an external program's initial camp/conference bill must be paid seven (7) days prior to arrival. Failure to submit payment for the final balance of the initial camp/conference bill seven (7) days prior to the arrival date may result in being denied bedspaces, any linens and other facilities reserved.

The final camp/conference bill will be issued after the departure date and will include any additional bedspaces, linens, facilities and/or damages not assessed in the initial camp/conference bill. **Final payments are due within thirty (30) days (by the terms net 30) or by August 15** of the current calendar year, whichever occurs earlier.

DURING AND AFTER CAMPS: Requirements and Procedures

AGENDA/SCHEDULE

The camp director must submit a finalized schedule of events for the camp to Guest Services no later than the time of check-in or start of the day camp. The document should detail the daily agenda, including meeting times and locations, activities, meal times and locations, etc. This assists the Guest Services Office and University Police Department in the event of an emergency.

CONTACT PERSON(S)

The Guest Services Office will need the contact information for the camp director and the overnight counselor(s) staying in the residence halls. This contact information will be used by the university during any emergencies on campus. Throughout the camp, the contact person must be able to serve as the primary camp representative and interact with the Guest Services Office. The contact person assumes responsibility for participants and guests while on campus and must be present at check-in, provide all necessary documents, and be able to address any camp related problems. In addition to the Guest Services Office contact information, camp contact information should be provided to all participants.

HEALTH SERVICES

UT Arlington does not provide access to the on campus Health Center. External programs are responsible for their own medical response. The UT Arlington Police Department can be contacted for assistance for non-emergencies at (817) 272-3381 or for emergencies at 911 or (817) 272-3003.

ADMINISTRATION OF MEDICATION/MEDICAL LOG – BEST PRACTICE RECOMMENDATION

Each camp should maintain a medical log which contains a record of all camper and staff health complaints and treatment. The medical log should list the date, name of camper/staff, complaint and treatment. The medical log should be completed in ink.

Medication prescribed for campers should be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements if any, contained in such prescription or required by law, if tablets or capsules, and the number in the container. All over the counter medications for campers should be kept in the original containers containing the original label, which should include the directions for use. All medication, whether prescribed for participants, or over the counter should only be administered if it is from the original container, and there is a **written permission and necessary instructions from the parent/guardian**.

A log of all medications administered at the camp should be maintained. This log should include the date, the time the medication was administered, the name an amount of the medication dispensed the name of the person who administered the medication, and the name of the participant. It should be completed in ink.

Medications should only be dispensed by the camp director or designee. However, the designee cannot be the participant and must be over the age of 21.

ATTENDANCE – BEST PRACTICE RECOMMENDATION

Attendance should be taken on a daily basis, and attendance records should be maintained for the current fiscal year plus one (1). Camp counselors should have this information readily available during the camp to ensure all campers are accounted for.

A part of registration and/or the check-in process, the camp director should also request a list of individuals who are authorized to pick-up a camper at the end of the day or at the end of the camp session, if an overnight camp. The authorized pick-up list from the parent/guardian should be in writing, the authorized pick-up person's relationship to the camper, and their valid photo ID number. Upon dismissal, procedures should be in place to ensure that the camper is only released to an authorized individual.

EMERGENCY ACTION PLANS – BEST PRACTICE RECOMMENDATION

All UT Arlington day and overnight camps shall have a written emergency plan. The plan shall include arrangements for transporting individuals from the camp to emergency facilities.

This outline is very general: *it is intended to assist the camp director in developing a comprehensive emergency plan.* Each building is unique in character and in operation; any such characteristics should be included. Please make appropriate modifications to ensure the plan is useful to your program, including directions for leaving facilities, designated meeting areas, the use of communication systems, and emergency response numbers. Each staff member should receive copies and training on the implementation of any camp action plans.

Response items to include for all emergencies include:

- Identify all means of egress.
- Designate an area for all campers and staff to gather in an emergency. This area should be far enough away from buildings and areas so as not to interfere with emergency response operations.
- At the designated area, assigned staff should conduct a roll call to assure all participants and staff is accounted.

Helpful Definitions

Emergency Information Hotline - Important information about UT Arlington campus closings and other critical situations is available at 1-(866) 258-4913.

Emergency Telephones - UT Arlington monitors a network of emergency phones in many campus buildings and more than 200 outdoor assistance call boxes around campus. These call boxes have a blue light on top and are clearly marked "Assistance." Pushing the call button activates a direct connection with the UT Arlington Police Department that automatically pinpoints the caller's location.

MavAlert is designed to provide rapid notification of an emergency at or adjacent to the university. MavAlert is a simple and reliable means to quickly send messages to many people via voice message, text-message capable cellular phones (or other digital devices) or E-mail. MavAlert does not require any hardware or software installation by the receiving party. UT Arlington camp directors, counselors, participants and parents of participants that want to take advantage of this system should enroll via the following web site: www.uta.edu/mavalert-guest.

Office of Emergency Management - Emergency Management protects the lives, property, and environment of UT Arlington's students, faculty, staff and guests from the threat or occurrence of emergencies resulting from natural or human made disaster. The Office of Emergency Management is a resource for all camp directors and is available to assist in the development of written response plans. For additional information please contact The Office of Emergency Management (817) 272-0119.

Outdoor Warning Siren/Public Address - Emergency Management uses a system of outdoor warning sirens that are activated by UT Arlington's Police Department. Sirens are located either on, or adjacent to the campus. Activation of these sirens is intended to direct people from outside to indoors and access local media. UT Arlington has the ability to make public address announcements on this system. The system allows real time messages and actual emergency instructions can be provided using the public address feature.

UT Arlington Police Department - The Emergency phone number is (817) 272-3003 or from an on campus phone x2-3003. The Non-Emergency phone number is (817) 272-3381 or from an on campus phone x2-3381. The UT Arlington Police Department is staffed 24 hours a day, 7 days a week. There are campus emergency call boxes located throughout campus and provide a direct line to the UT Arlington Police Department.

UT Arlington Website: www.uta.edu - The Office of Information and Technology has prepared an optimized website with minimal graphics to provide information to the university community during emergencies.

Emergency Situations

Severe Weather Siren - (Sounds like an air-raid siren) This siren can be activated for 5 reasons: tornado in the immediate area, severe weather with winds over 70 mph, large damaging hail, elected official or president of the university designates siren activation for other emergencies, and system testing on the 1st Wednesday of each month at 12:30 p.m. (if the weather is clear).

If you are outside and hear a warning siren:

- Go inside and turn on a weather alert radio, radio, or a television for information on actions to take.
 - All UT Arlington residence halls are locked 24 hours a day, access is only available to those participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7:00 a.m. and 10:00 p.m.
- Go to the basement, if available or to the interior rooms and hallways on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs.
- Crouch down against the floor and cover the back of your head and neck with your hands.
- If no structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.
- Remain in place until emergency personnel have given the all clear. The end of the siren does not mean the threat has passed.

Lightning Siren - (Sounds like a train horn) A Lightning Siren identifies that there is a potential for lightning to strike in the area and may be heard in some areas of campus especially close to the intramural fields complex and Maverick Stadium.

Everyone should be removed from an outdoor facility when lightning is approximately ten (10) miles away and should only resume when the storm has moved through and the closest lightning is beyond the ten (10) mile radius. As a minimum the National Severe Storms Laboratory (NSSL) strongly recommends that by the time the flash-to-bang count reaches 30 seconds, all individuals should be gone from the outdoor facility and reached a safe structure or location.

If lightning is spotted or a lightning siren is heard:

- Go inside as quickly as possible.
 - All UT Arlington residence halls are locked 24 hours a day, access is only available to those participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7:00 a.m. and 10:00 p.m.
- If you are in water, get out immediately and move to a safe shelter away from the water.

- If you are outside and cannot get inside, make yourself as small as possible by getting in a crouching position, try and place your feet on tippy-toes, and put your head down as close to your knees as possible. Cover your head with your hands. Do not lie flat.
- Do not hide under trees or anything that is metal. Stay away from the tallest objects, individual trees, standing pools of water and open areas.

Extreme Heat - Summer temperatures in Arlington will be in the mid to upper 90s with extreme highs reaching the 100s; humidity is often high.

- Camps should have plans to ensure that all participants in outdoor activities have appropriate hydration and rest breaks.
- Participants must be advised to increase fluid intake throughout their activities.

Flash Floods -

- Evacuate low-lying areas, go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than an ankle deep.
- If in a vehicle, do not drive through a flooded area, even if it looks shallow enough to cross.

Utility Failure - If the power goes out, then:

- Call the Facilities Management Service Call Center at (817) 272-2000. If you are staying in a residence hall, please call the residence hall office.
- Give your name, phone #, building name, floor or area affected, and room #.
- Remain in your location.
- UT Arlington staff, responders, or MavAlert will provide further instructions.

Evacuation - For many reasons, the camp may be advised to evacuate a building or area:

If advised to evacuate an area or building or area, do so immediately.

- Leave the building or area by the nearest exit and go to an area that will not impede responder actions.
- Stand in an area far enough away that you are not affected by the event.
- UT Arlington staff and City of Arlington emergency crews may assist you in your exiting.
- Do not reenter the building until emergency personnel have given the all clear. If the evacuation was prompted by an alarm, the end of the alarm does not mean it is okay to reenter the building or area.

Fire Evacuation -

- As you leave the building activate the fire alarm by using the closest pull station, if it is not already sounding. Leave the building by the nearest exit and go to an area that will not impede responder actions.
- Call 911, OR call the UT Arlington Police Department at (817) 272-3003 (x2-3003 from a campus phone) OR use the campus emergency telephones.
- UT Arlington staff and City of Arlington emergency crews may assist you in your exiting.
- Do not reenter the building until emergency personnel have given the all clear. The end of the alarm does not mean it is okay to reenter the building.

Active Shooter (Lockdown) -

If an active shooter is outside your building:

- Go to a room that locks, turn off lights, lock all windows, and stay out of sight. Silence your phone.
- Call 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone). If it is safe, stay on the line to provide information.
- Do not leave until given instructions to do so by emergency crews or MavAlert.

If an active shooter is in the same building as you:

- If the room locks, follow the procedures above.

- If the room cannot be locked, but there is a room nearby that does lock and can safely be reached go there or exit the building if it is safe.

If an active shooter enters your room:

- Dial 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone) and give your location, if you cannot speak, leave the line open.
- If you cannot escape, barricade the door by using anything available. Prepare to defend yourself from the shooter. If the shooter comes into the room, throw items at them; attempt to disrupt their attack.
- If the shooter leaves the area, immediately go to a safer place. Call 911 or UTA Police 817-272-3003 (x2-3003 from a campus phone).

Shelter-in-Place - (hazardous conditions .e.g., chemical spill, severe weather.) Shelter-in-place means to take refuge inside a building.

- If time permits, select interior room(s) below ground floor, with the fewest windows or vents.
- If there is no time or space available, then follow instructions below.
 - Stop all activities.
 - Do not go outside. Close and lock all windows, exterior doors, and any openings to the outside.

Listen to building/campus broadcasted public announcements, radio, television, or MavAlert for further instructions.

Missing Person - Time is a critical factor in a search for a missing person. It is also easier when one person, typically the camp director is in charge of the entire search to avoid confusion and wasted time.

- Report the missing person to the police. Dial 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone).
 - Provide as much information as possible:
 - Missing person's name and age
 - Last place the missing person was seen
 - What the missing person was wearing
 - Other information that could be helpful
 - Continue to respond to the situation until police arrive on the scene.
- A common practice is to move all participants to one central location to do an accurate headcount. If near water or swimming the entire swimming area should be cleared.
- Camp director should assign staff to supervise the remaining participants and have others search surrounding areas.
- Check attendance records to determine if the missing person was picked up by parents or made other special arrangements. If not, contact the parents/guardian to determine if the child was picked up without notifying the camp.

Health Care - During the course of your program the participants may experience a variety of minor injuries or illnesses or a full medical emergency. Camp directors should have procedures in place including the following:

- Care of mildly ill participants.
- Procedures for Utilizing First Aid Equipment.
 - Location of First Aid Kit
 - Trained staff to administer first aid
- Plan for injury prevention and management.
- Procedures for reporting serious injury, in-patient hospitalization, death of a camper or staff member.
- Administration of Medications.
- Emergency Telephone Numbers.
- Emergency Procedures (step by step, including transportation method and notification of parents).
- Emergency Procedures if parents cannot be contacted.
- Emergency Procedures when off campus (ex. field trips).

- Procedures for informing parents when first aid or emergency medical care has been administered to their child.
- Plan for infection control and monitoring.
- Procedures for clean-up of hazardous waste spills.

DISCIPLINE – BEST PRACTICE RECOMMENDATION

All camps should have a discipline policy. The following is a guideline to assist camp directors in developing a comprehensive discipline policy; adjustments should be made so the policy is suitable for each individual camp. Discipline policies for overnight camps will differ from those in day camps; however all of the following should be addressed.

- Corporal punishment is prohibited.
- No participants shall be subjected to crude or severe punishment, humiliation or verbal abuse.
- No participant shall be denied food or shelter as a form of punishment.
- The policy must contain the camps methods of discipline. Including behaviors that would warrant a participant being sent home.
- Inappropriate disciplinary techniques shall be discussed with, and avoided by staff, volunteers and/or interns.
- A record should be kept of participant misbehavior, noting date, time and participant/staff involved in the incident.
- Notification of parents/guardians in case of consistent problems with the participant.

LOST AND FOUND

Lost and found items can be turned into the hall office located in the residence hall where the item was found. Additional locations include the Campus Information Center (817-272-INFO) located in the E.H. Hereford University Center or to the UT Arlington Police (817-272-2904). The same locations can be checked for lost items. UT Arlington is not responsible for lost or stolen items.

If found item(s) are requested to be returned after a camp has departed, the item(s) can be delivered once the cost of shipping is paid by the camp or participant.

CONTRACT ADDENDUMS

RESIDENCE HALL SAMPLE ADDENDUM

Listed below are UT Arlington's residence hall guidelines. It is each camp's responsibility to review this information with all of its participants and comply with the guidelines. UT Arlington's Guest Services Office reserves the right to take disciplinary action and to require dismissal from our facilities for instances where we believe a participant's behavior adversely affects other guests and/or the University. Camps will be assessed a fee for any damages caused and will need to seek reimbursement from an individual participants where applicable.

Air Conditioning: Air conditioning is provided in all residence hall rooms. Removing or tampering with air conditioners is not permitted. Any problems with air conditioners should be reported to the residence hall office or the staff member on-call.

Alcohol: Camp staff and participants are NOT allowed to consume, possess or sell alcohol in the residence halls, even if the participant is of legal age.

Appliances/Cooking/Kitchens: Appliances with open coils or exposed heating elements are prohibited in the residence halls including: candle/wax warmers, toasters, toaster ovens, electric grills or skillets, deep fryers, crock pots, hotplates or hotpots, rice cookers, halogen lamps, lava lamps, neon signs, heaters or air conditioners, extension cords, and outlet expanders. Gas and charcoal cooking is not permitted inside the residence halls.

Approved appliances: Microwave (one per room), refrigerator (less than 4.3 cubic feet, one per double room, or one per private room), iron (with automatic shutoff), curling/flat iron (with automatic shutoff), blender, coffee pot (no exposed heating surface, carafe or hot plate), televisions, stereos, computers and computer equipment, and power strips with surge protector. Electrical appliances should be used safely. Do not have more than one (1) heavy appliance operating at one time.

Residence halls have small kitchens for participants to use. All kitchens are equipped with a sink, refrigerator, oven/stove and microwave. All residence hall offices have a limited number of cooking equipment and utensils available for checkout. Items stored in the kitchen are at your own risk. The kitchen or specific appliance used should be cleaned after each use.

Cable TV: Each participant room is wired for cable; televisions and coaxial cable are not provided. Televisions are provided in some common area spaces in each residence hall.

Common Area Space: Common area space includes both indoor and outdoor locations adjacent to the residence hall. Common area space is for all guests to use, the camp director may reserve the space through the Guest Services Office. Some spaces have a usage fee. Common area space should not be used for the storage of personal items or sleeping. Furniture in common areas may not be removed by guests unless approved by the Guest Services Office. Common area space should be clean and organized after use.

Computer Labs: Computer labs are not available to summer camp participants.

Concealed Carry and Weapons On Campus: UT Arlington is committed to providing a safe and secure learning, working, and living environment. To this end, the University prohibits the use, possession, display or storage of any firearms, other lethal or non-lethal weapons, simulated weapons, explosives, or fireworks on the University campus. Individuals who observe a violation of this policy are required to report the incident

immediately to UT Arlington's Police Department so that it can be documented and properly investigated. UT Arlington's Police Department can be contacted at (817) 272-3003 for emergencies and (817) 272-3381 for non-emergencies.

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the state to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016.

Areas of UT Arlington where carrying a concealed handgun is prohibited include the following exclusion zones:

- Locations providing counseling and health services, which include the Social Work Building B, Counseling and Psychological Services on the third floor of Ransom Hall, and the Student Health Services Building.
- Locations providing childcare for minor children, which includes the Transforming Lives Child Development Center.
- Locations primarily used for NCAA, UIL or professional sports events, which include the College Park Center, Maverick Stadium, Allan Saxe Field, and Clay Gould Ballpark.
- The Testing Services Office located in University Hall and in Davis Hall.
- The Maverick Activities Center (MAC).
- The Physical Education Building (PEB)
- **University-owned residence halls when being used for summer camps and summer conferences.**
- Designated locations where formal disciplinary and grievance actions are conducted. Specific locations will be identified and designated for these disciplinary and grievance hearings.
- Other exclusionary areas may include leased spaces on the University Campus as determined by the lessee, including Centennial Court Apartments, Follett Bookstore, and restaurants/shops/office space in the College Park District.
- When a polling place for public elections is located on University premises, the area will be restricted during Election Day and while early voting is in progress.
- On a case-by-case basis, any location, or specific time period the University President determines creates a unique situation that poses a threat to the safety of the campus community.

Conduct: All participants and guests must comply with all laws of the United States and the State of Texas, all ordinances of Tarrant County and the City of Arlington and rules and regulations of UT Arlington.

Copyright Infringement: The unlicensed and/or unauthorized use, copying, distribution, sale, public performance, and/or sharing of copyrighted materials are prohibited. A performance is considered public if it is in a public space or if it is in any place where "a substantial number of persons outside of a normal circle of a family and its acquaintances" are gathered. This includes but not limited to the viewing of copyrighted movies in common areas of the residence halls and/or for large groups of people in individual living areas. Video games are permitted to be played on televisions in residence hall common area spaces.

Counselors: All participants under the age of (18) years, must be supervised by a counselor from the camp, this includes "free time." All summer camp programs with any participants (17) years and under are expected to have a minimum of 1:20 counselor to minor participant ratio. Counselors must; be (18) years or older, pass a criminal background check, complete University of Texas System (UTS) Child Protection training, and be an employee of the camp. Counselors must stay overnight with any minor participants.

Decorations: Decorations should not be hung in the common area spaces of the residence halls. Room decorations should be confined to the inside of a participant's room. Decorations on the outside of the room/suite door other than a name decoration for each participant are prohibited. Maximum size for each

name decoration should be 8½ inches by 11 inches. Room decorations should not create a fire or health hazard or damage the room/door and must be removed prior to check-out. No more than 10% of any room/suite wall should be covered. Camps will be charged for any damage that occurs from nails, screws, tape, tacks or stickers to the walls, furniture or fixtures or failure to remove decorations from the room/suite or door. Prohibited items include: permanently affixing any item to any surface in the room/suite, displaying in or attaching to windows, hanging or attaching items to the ceilings, sprinklers or other fire safety device. Drapes must be made of fire retardant materials and hung using tension rods only.

Drugs: The use, manufacture, possession, sale, or distribution of any compound, mixture or preparation which contains one or more of the substances defined as regulated or dangerous by the Texas Controlled Substances Act, Article 4476-15, Vernon's Texas Civil Statutes, are prohibited on campus including the residence halls. Smoking legal herbs, any variation or substance that is similar in effects or smell of an illegal drug or the use/possession of drug paraphernalia is prohibited in all residence halls and the property surrounding the residence halls.

Elevators: Tampering with elevators is not permitted. This includes, but is not limited to: tampering with the control panels/card access, forcing elevator doors open or preventing them from closing, engaging in behavior which damages the proper functioning of the elevators, including dumping liquids in an elevator. In the event of an elevator malfunction while occupied, push the call button and wait for assistance. Elevators should not be used to evacuate during a fire.

Emergencies: In case of an emergency, contact your live-in counselor, the residence hall office, or the on-call staff member. Contact the UT Arlington Police Department at (817) 272-3003 or from a campus phones dial x2-3003.

Extermination: Residence halls are exterminated on a regular basis; it is important to maintain good housekeeping habits in order to reduce the likelihood of a pest infestation. Living areas should be clean and food should be kept in sealed containers. For problems with pests/insects, please contact the residence hall office.

Bed Bugs: The occurrence of bedbugs in community living spaces (college campuses and hotels) has become more prevalent in recent years and UT Arlington is no exception. However, there are many protocols in place to minimize these situations. Should you believe you have bedbugs, please report the situation to the residence hall office or on call staff member, immediately. There will be a series of steps for the guest to complete and a series of steps UT Arlington will complete, however notification is step one.

Failure to Comply with a University Official: All participants and guests are required to comply with a request made by a University Official including residence hall staff, in the course of his/her duties. Any efforts to mislead, deceive, and/or hinder a staff member in the performance of his/her duties will be seen as failure to comply. Non-compliance includes failure to respect and cooperate with any University staff member.

Fighting: Fighting, verbal or physical, or threats of violence against another person is prohibited on campus. Participants and guests who find themselves in a situation that they do not believe they can handle should remove themselves from the situation, contact the residence hall office or on-call staff member, and/or the UT Arlington Police Department.

Fire and Life Safety Equipment: Tampering with fire and life safety equipment including, but not limited to: AED devices, fire alarms, fire extinguishers, pull stations, horns, strobes, notification devices, sprinkler systems, control valves, fire exit doors, exit signs, smoke detectors, audio/visual aid devices, wheel chair

ramps/lifts, door closures and locks, etc. is prohibited. Violators may be prosecuted to the fullest extent of the law.

Fire Evacuation: Each room or suite door has an evacuation map. Make sure to review your location on the map and find the available exits. If a fire alarm sounds, all occupants should immediately evacuate the building using the stairs and proceed as far away from the building as possible for your safety and to allow those responding to the alarms access to the building. Do not re-enter the building unless directed by the UT Arlington Police or appropriate UT Arlington staff member. If you have anyone that needs assistance in the event of an evacuation, appropriate plans should be discussed and made so the emergency response team can appropriately assist them. It is suggested that youth programs have a designated meeting place safely away from the building in the event of a fire alarm to be able to account for all program participants.

In Arlington Hall, KC Hall and Vandergriff Hall:

Every stairwell in Arlington, KC and Vandergriff Hall is equipped with emergency telephones. If a guest is disabled or cannot use the stairs for any reason during a fire alarm, they should make their way to a stairwell to access an emergency phone. Once a guest has reached an emergency phone, they should push the button to activate it and give the name of the building and their specific location to the UT Arlington Police Department. (Please note, guests may be asked to remain in their location if they are not in immediate danger.)

Fire Prevention/Safety: The following are prohibited in or adjacent the residence halls: charcoal, candles, incense, open flames, firecrackers/fireworks, all flammable/combustible liquids, explosives, smoking, evidence of smoking, spray paints, gun powder, improper use of an emergency exit, failure to exit during a fire alarm, attachments near or on a sprinkler heads or water pipes, items suspended from the ceiling, light strings hung in windows and or doors and blocking access to a door/window. It is prohibited to cause a fire through intention/negligence or to cause a fire alarm through negligence.

Furniture/Equipment: Furniture/equipment may not be removed from participant rooms or common area spaces. This includes not moving suite furniture into individual bedrooms and vice versa. Participants must have room for traffic to flow into and out of their room/suite for safety reasons. All arrangement of furniture should be returned to its original configuration prior to the participant's departure. Furniture must be placed in a manner that allows the room/suite door to open without obstruction. Beds may not be bunked or lofted. Furniture should not be stacked.

Grills: Cooking grills are located outside of each residence hall and are available for camp participants over the age of (18) years old to use. Grilling supplies are the responsibility of the camp. Grills should not be left unattended. Grills must be off/completely extinguished and cleaned after each use.

Guests: Camp participants are not permitted to have overnight guests that are not registered and assigned housing through the camp director. Rooms/suites cannot be over-occupied in order to accommodate additional participants. Visiting guests (including parents/guardians) who want to see camp participants staying in a residence hall will not be granted access to residence hall rooms without the camp participants/counselor/ camp director being present.

Harassment: Harassment in any form is not tolerated on the UT Arlington campus. Examples of harassment include, but are not limited to: verbal harassment, hazing, practical jokes/pranks, damage to property, physical assault, sexual harassment, sexual misconduct, or cyber harassment. If a participant feels like they are either a victim of any type of harassment or has been a witness to any form of harassment, he/she should contact the residence hall office, on-call staff member, or the UT Arlington Police Department.

Housekeeping: Participants are responsible for cleaning any common area space after use as well as rooms and suites prior to check-out. Custodial issues can be reported to the residence hall office, emergencies after hours should be reported to the RA on-call. Housekeeping will do regular cleaning of building common areas, but bedrooms and suite areas will only be cleaned after a participant checks-out.

Housing Assignments: Camp directors are responsible for making housing assignments in the block of rooms provided by the Guest Services Office. Bathrooms in the residence hall rooms/suites are designated as single gender facilities. The camp director may approve exceptions (ex. husband and wife, siblings in the same room/suite) at their discretion.

Identification: Counselors/staff are requested to wear a wristband provided by residence hall staff to easily identify them in case of lockouts, emergencies, or situations that require assistance from the camp staff.

Illness and Injury: Should emergency medical assistance be needed, call the UT Arlington Police Department at x2-3003 from any campus phone or (817) 272-3003 from any other phone. Please contact the residence hall office for all emergency or non-emergency injuries.

Important Numbers: Calls made from landlines on campus do not require the entire number to be dialed to reach the desired on campus office/staff member. If dialing from a campus phone, only the last 5 digits of the number (example 23381) need to be dialed. If using a campus phone to reach someone off campus, dial 9 prior to the full phone number including the area code. Long distance calls are not permitted from a campus phone.

UT Arlington Police Department:

Emergency	(817) 272-3003
Non-Emergency	(817) 272-3381

Residence Hall Office Numbers (8:00 a.m. – 10:00 p.m.):

Arlington Hall	(817) 272-7951 or 817-272-7952
KC Hall	(817) 272-9577
Lipscomb Hall	(817) 272-6825
Trinity House	(817) 272-6953
Vandergriff Hall	(817) 272-6600

Residence Hall On Call Numbers (10:00 p.m. – 8:00 a.m.):

Arlington Hall	(817) 690-9360
KC Hall	(817) 690-9383
Lipscomb Hall	(817) 690-9309
Trinity House	(817) 690-9416
Vandergriff Hall	(817) 690-9314

Internet: Wireless internet access may be requested for counselors. Access will not be given to participants (17) years and younger without approval from the camp director.

Laundry: Laundry rooms are located in each residence hall and machines are available to use at no cost. High efficiency laundry detergent is required, but not provided.

Linens: All overnight camps who have pre-arranged for linens to be provided by UT Arlington will have the following: two sheets, blanket, pillow and pillow case, towel, washcloth and a bar of soap. Linens will have an extra fee per night per participant. At the time of check-out linens should be brought to the residence hall office.

Lockouts/Replacement Keys/Cards: A participant may temporarily or permanently lose their access card/key. Contact the residence hall office/on call staff for assistance. Minor participants will need to bring a counselor with them to the residence hall office to verify their identity before access will be given to a room or additional set of access card/key will be issued. Checking out of temporary key/card is a service and should not be abused. Replacement cost for lost items or items not returned at check-out: metal keys \$80, access card \$10, plastic key chain holder \$5.

Locking Your Room/Suite: For your safety and the security of your belongings, room/suite doors should be locked at all times. If you are locked out of your room, contact the residence hall office or RA on-call when the office is closed.

Lost and Found: There is a lost and found located at each of the residence hall offices. The campus lost and found is located at the UT Arlington Police Department x2-2904 from a campus phone or (817) 272-2904 from any other phone. UT Arlington is not responsible for lost or stolen property.

Mail/Packages: The residence halls are not equipped to handle day to day mail or personal packages. Limited mail service is provided through the UT Arlington Guest Services Office. If items need to be mailed it can be sent to:

Guest Services
300 West First St.
Box 19330/Ste B130
Arlington, TX 76019

Minimum Age: All participants must meet the minimum age of (8) years old by the start date of the camp in order to stay in the residence hall without the presence of a parent or legal guardian.

Maintenance: Report any maintenance needs to the staff at the residence hall office or on call staff member in an emergency. Repairs will be done as soon as possible. There is a 24 hour emergency maintenance on-call professional to assist with emergencies. We cannot guarantee that the staff assigned to complete maintenance in the residence hall or specific rooms is the same gender as participants assigned to the specific floors/suite/room, however staff will knock and announce before entering.

Noise/Quiet Hours: To be respectful of all occupants in the residence halls, quiet hours are 10:00 p.m. until 8:00 a.m. Noise should be kept to a low level during these times, especially around the rooms, as people may be trying to sleep. All times outside of quiet hours are courtesy hours when participants should be considerate of others in regards to noise. Due to the widespread impact, yelling and/or playing music out of windows is prohibited. Participants are not allowed to practice instruments or cheer routines, in, near, or around UT Arlington residence halls and are encouraged to reserve a designated space on campus.

Occupancy: The maximum occupancy is one (1) participant per bedspace, additional participants in a room and/or suite is not permitted. Camp participants cannot have overnight guests.

Parking: Parking permits are required for all vehicles parked on campus. All participants parking overnight can obtain a virtual permit at the residence hall office and will be required to provide their license plate number. The permit is \$2.00 per vehicle per day (includes partial days). Fees for parking will not be collected at the residence hall office rather they will be added to the final invoice for the camp. Parking maps with designated parking lots are available at each residence hall office.

Personal Property: UT Arlington assumes no responsibility for any personal belongings and is not responsible for lost, stolen, or damaged items. Rooms should be secured/locked throughout your stay and checked thoroughly before departure. Personal property should not be left unattended in public areas.

Pets: Service animals are permitted in our facilities if documentation is provided showing that the animal is necessary. A detailed description of the type of services the animal will provide should be included. Service animals must be supervised at all times. Arrangements should be made with the Guest Services Office prior to arrival. All other animals/pets are prohibited in the residence halls.

Police/Guards: The campus is patrolled by the UT Arlington Police Department in cars, on bicycles, and on foot as a prevention and community assistance measure. Officers and Guards frequently visit the residence halls and may complete rounds in each hall. If you need to reach the UT Arlington Police Department in the event of an emergency and/or to report a crime in progress, call x2-3003 from a campus phone or (817) 272-3003 from a cell phone. If you need assistance and it is not an emergency, call x2-3381 from a campus phone or call (817) 272-3381 from a cell phone.

Pranks: Pranks of any kind are prohibited.

Residence Hall Office: Services provided by the residence hall office staff include: distribution of toilet paper and trash can liners, 24 Hour assistance and lock out service for lost keys and access cards, coordination of lost and found during your camp, checking-out recreational/kitchen equipment, communicating any maintenance needs, providing information, and collecting participant comments.

Residence Hall Staff: Resident Assistants (RAs) and Office Assistants (OAs) are student staff members that live and/or work in each of the residence halls. OAs staff the residence hall office during hours of operation. RAs are on-call in the evenings and make regular rounds throughout the building. In addition to student staff members, there is one full time Residence Hall Director on-call and will be contacted by the student staff for any incidents needing their attention.

Room Entry: Under certain circumstances, it may become necessary for authorized University personnel or their agents to enter a participant's room for maintenance or other purposes. All attempts will be made to give advance notice to the participant, if possible. We cannot guarantee that the staff assigned to enter the suite/room is the same gender as participants assigned to the specific floors/suite/room, however staff will knock and announce before entering. All University personnel and their agents are required to have successfully completed a Criminal Background Check prior to working on campus.

Safety: Though we do our best to provide a safe living environment, safety is a personal responsibility as well. Participants should always lock doors and windows, use the peephole prior to opening the door, ask for ID from staff wanting to enter, never give a key/access card to another individual, keep a list of serial numbers for personal belongings, know evacuation routes, and report facility concerns to the residence hall office. Participants should be aware of their surroundings, report any suspicious persons or activities, and avoid walking alone at night. Report any suspicious activity or for assistance call the UT Arlington Police Department at (817) 272-3003 or x2-3003 from a campus phone.

Security: Each hall is equipped with a 24 hour card access system, exterior doors and some hallway doors will remain locked 24 hours a day. Access cards will be issued to each participant by UT Arlington staff. Depending on the hall, participants may also be issued a metal key(s). Room/Suite doors should be locked at all times. Keys/Access cards are to be in the possession of and/or only used by the participant to whom they were issued. University keys may not be duplicated or altered. Lost participant keys/access cards should be reported to the residence hall office and a new key/access will be issued. Participants under the age of (18)

years will need to have a counselor with them to get a replacement key/access card. There will be a charge for lost or unreturned room keys and/or access cards.

Interfering with the security system is prohibited. Violations include, but are not limited to: tampering with locks in participant rooms and other areas, propping open exterior/suite/room doors, jamming a door open to prevent it from opening or closing, prying doors open or shut, taping locks open, altering or duplicating University keys, allowing non-camp participants into the residence halls, or tampering with security equipment.

Smoking/Tobacco: The use of tobacco is not permitted on campus or in the residence halls. This includes the use of e-cigarettes.

Solicitation: UT Arlington prohibits door-to-door solicitation in the residence halls and includes, but is not limited to anyone selling or distributing products, passing out fliers, and/or taking surveys.

Residence hall rooms are not to be used for business purposes and no public advertising of business services is allowed within a residence hall. Prearranged sales may not occur on a regular or continuous basis.

Sports: Sporting activities are not to be conducted in any area of the residence hall. Examples include, but are not limited to: running, bouncing and/or kicking balls and/or hacky sacks, throwing objects or use of rollerblades, scooters, bicycles, and/or skateboards. UT Arlington provides several gaming options in the residence hall common space; equipment can be checked out from the residence hall office.

Telephones: Telephones and landlines are not provided in residence hall rooms.

Theft and Lost Property: Theft of personal and/or public property is against the law. Please report this immediately to the UT Arlington Police Department at (817) 272-3381 or x2-3381 from a campus phone and then to the residence hall office. There is a lost and found located at each of the residence hall offices. The campus lost and found is located at the UT Arlington Police Department x2-2904 from a campus phone or (817) 272-2904 from any other phone. UT Arlington is not responsible for lost or stolen property.

Title IX: UT Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit www.uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleix. For questions about Title IX, contact Michelle Willbanks, UT Arlington's Title IX coordinator, at michelle.willbanks@uta.edu.

Toilet Paper: Toilet paper is provided in participant rooms and also available at the residence hall office. It should not be misused including any type of prank.

Trash: Small liners are provided for room trash cans and additional ones are available at the residence hall office. Please bring your trash to any of the dumpsters located outside of the residence hall. Do not place trash in the hallways or common area trash bins located within the hall. If UT Arlington Staff/Housekeeping are required to remove an excessive amount a trash left by participants in the residence hall, a \$25 per bag fee will be charged to the camp on their final invoice.

Trespassing: Camp participants are permitted to be in the residence halls during their contracted camp dates. Arrival prior to or staying after these dates is not permitted.

Vandalism: Damaging, defacing and/or destroying University property or property belonging to another participant is not allowed. Damages caused by camp participants will be the responsibility of the camp. The

Guest Services Office will charge for repairs, including but not limited to all supplies and labor. Please notify the UT Arlington Police Department and the residence hall office if you witness vandalism.

Vending/Ice Machines: There are vending machines located in each hall. Ice machines are also available at no charge. If large quantities of ice are needed, please do not use the UT Arlington ice machines, emptying a machine repeatedly will cause it to malfunction.

Wheeled Equipment: Includes but is not limited to bicycles, hoverboards, rollerblades, skateboards and scooters, may not be ridden in or on residence hall property including but not limited to courtyards, breezeways and the seating area in the Arlington Hall circle drive.

Bicycles are not allowed inside the residence halls and must be parked and secured in bicycle racks.

Charging, storage and possession of “hover boards” within the residence hall is prohibited due to the potential fire hazard. “Hover boards” include any kind of self-balancing scooter which is powered by a lithium-ion battery.

Windows & Screens: Throwing, dropping, or passing objects/liquids through windows is prohibited. Climbing through a window is prohibited, unless it is an emergency. Window screens must be kept on the windows, in their proper location, at all times, unless it is an emergency. Nothing may be displayed in or attached to the windows in the residence halls including, but not limited to flags, signs, stickers, foil, decals, and window paint.

CLASSROOM USAGE SAMPLE ADDENDUM

- The organization reserving the facility is responsible for the actions of all their guests within the University facility. The organization will be held accountable for any and all damages. In addition, the organization is responsible for enforcing University policies with their guests.
- The buildings at The University of Texas at Arlington are smoke-free. Smoking is not permitted at any time on campus.
- The organization scheduling space is not permitted to transfer the reserved space to another organization or group.
- The person responsible for the event should check the room upon taking possession to look for items that are broken or any other obvious damage and report said damage to the Guest Services Office. This will protect the organization from having charges levied against them to repair said damages. If, in the course of the event, damage does occur, it should be reported to the Guest Services Office.
- If an organization leaves the facility in such condition as to require additional cleaning by University personnel, the organization will be charged for time and materials for the extra cleaning. Damage to any room, space, and/or equipment by an organization will result in appropriate charges on a time and material basis for replacement or repair of the damage to University property.
- CANDLES AND FALAMMABLE MATERIALS such as hay, excelsior, etc. are not allowed in the University Facilities.
- University furniture and equipment may not be moved or removed from the premises.
- Food may not be brought into the University facilities without prior approval from the Director of Dining Services and may not be served in the class rooms. Food must be served in vending areas or hallways. Should an organization obtain permission to bring its own refreshments, the organization will assume responsibility for leaving the area in the condition in which they found it or be subject to a time and materials charge.
- THE POSSESSION AND CONSUMPTION OF ALCHOLIC BEVERAGES IS PROHIBITED ON UNIVERSITY PROPERTY AND IN UNIVERSITY BUILDINGS WITHOUT PRIOR WRITTEN APPROVAL OF THE PRESIDENT OF THE UNIVERSITY OF TEXAS AT ARLINGTON. GROUPS WISHING TO HAVE ALCOLHOLIC BEVERAGES SERVED AT THEIR EVENT MUST SUBMIT AN ALCOHOLIC BEVERAGE REQUEST FORM AT LEAST TWO (2) WEEKS IN ADVANCE OF THE EVENT. Under no circumstances will alcoholic beverages be "brown bagged" or otherwise carried into or out of the University facility. With respect to the possession and consumption of alcoholic beverages, State law will be strictly enforced at all times on all property of The University of Texas at Arlington.
- The University of Texas at Arlington is not responsible for items lost, left, or stolen in the University facility.
- Organizations are expected to comply with all laws of the United States and the State of Texas, all ordinances of the County of Tarrant and the City of Arlington, all Rules and Regulations as set out by the Board of Regents of the University of Texas System, and all regulations of the University of Texas at Arlington.

CAMPUS RECREATION SAMPLE ADDENDUM

Recreational facilities available are the Maverick Activities Building (MAC), Physical Education Building (PEB), The Green at College Park, and Campus Recreation Fields Complex.

POLICIES:

- A. The Licensee is responsible for the compliance of all laws of the United States and the State of Texas, all ordinances of the County of Tarrant and the City of Arlington, all Rules and Regulations as set out by the Board of Regents of the University of Texas System, and all regulations of the University of Texas at Arlington, the Department of Campus Recreation. The Licensee may be asked to leave prior to the end of their scheduled event time without a reduction in rental fee if the Licensee is not in compliance with any of the above.
- B. In accordance with the University of Texas System Regent's Rules 6.(11)5, the Licensee must provide a policy of comprehensive general liability and property damage insurance issued by a company authorized to conduct business in the state of Texas naming the Board of Regents, the U.T. System, the University of Texas at Arlington, and the officers and employees of each as additional insureds, providing coverage for bodily injury and death of persons and damage to property that result directly or indirectly from the negligent or intentional act or omission of, or from the use or condition of any property, equipment, machinery, or vehicle used, operated, or controlled by, the licensee or its officers, employees, agents, or subcontractors while on property owned by the U.T. System or a component institution. The limit of liability for each occurrence shall not be less than one million dollars (\$1,000,000) for bodily injury or death of a person and one million dollars (\$1,000,000) for property damage.
- C. The Licensee scheduled in one facility is not eligible to use other facilities without prior arrangements and approval by The Department of Campus Recreation. The Licensee will be responsible for the additional facility usage fees.
- D. The Licensee is responsible for all actions of its participants and all equipment used by participants.
- E. Signs, posters, booths, pamphlets, books, literature, etc. cannot be displayed without prior approval of the Associate Director of Campus Recreation and should be agreed upon when making the reservation request.
- F. The Licensee must have one (1) counselor aged eighteen (18) years or older for every twenty (20) participants aged seventeen (17) years and under. The counselor(s) must remain in the scheduled facility during the duration of the event and will serve as the main point of contact for the Campus Recreation staff to address any issues.
- G. Opening and closing times will be strictly enforced and set-up and clean-up should be factored in to your reserved time.
- H. Food and drink will not be sold or served without the prior permission of the Associate Director of Campus Recreation and should be agreed upon when making the reservation request.
- I. Any merchandise sold in the facility or surrounding areas will be subject to a fifteen percent (15%) charge on gross income, and all sales must be approved with the Associate Director of Campus Recreation and should be agreed upon when making the reservation request.
- J. Furniture and equipment cannot be moved without prior permission of the Associate Director of Campus Recreation.
- K. Lighting, projection, and sound equipment must be requested for with the Associate Director of Campus Recreation and should be agreed upon when making the reservation request.
- L. Tobacco is prohibited on campus.
- M. The Licensee is responsible for the cost incurred with clean-up, repairing any damages to the facility, and replacing damaged equipment. Licensor will not collect monies for any additional charges during or at the end of the event. The amount of additional charges will be reflected in the camp final bill presented to the Licensee.
- N. If the Licensee exceeds their reserved time by more than thirty (30) minutes will be charged for an additional hour. For every hour thereafter, the Licensee will be charged at double the hourly rate for the particular facility (ies) rented.
- O. The Department of Campus Recreation or The University of Texas at Arlington is not responsible for any accident, injury, or loss incurred while using the facilities.
- P. All vehicles on campus require a parking permit.

- Q. UT Arlington is committed to providing a safe and secure learning, working, and living environment. To this end, the University prohibits the use, possession, display or storage of any firearms, other lethal or non-lethal weapons, simulated weapons, explosives, or fireworks on the University campus. Individuals who observe a violation of this policy are required to report the incident immediately to UT Arlington's Police Department so that it can be documented and properly investigated. UT Arlington's Police Department can be contacted at (817) 272-3003 for emergencies and (817) 272-3381 for non-emergencies.

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the state to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016.

Areas of UT Arlington where carrying a concealed handgun is prohibited include the following exclusion zones:

- Locations providing counseling and health services, which include the Social Work Building B, Counseling and Psychological Services on the third floor of Ransom Hall, and the Student Health Services Building.
 - Locations providing childcare for minor children, which includes the Transforming Lives Child Development Center.
 - Locations primarily used for NCAA, UIL or professional sports events, which include the College Park Center, Maverick Stadium, Allan Saxe Field, and Clay Gould Ballpark.
 - The Testing Services Office located in University Hall and in Davis Hall.
 - **The Maverick Activities Center (MAC).**
 - **The Physical Education Building (PEB).**
 - University-owned residence halls when being used for summer camps and summer conferences.
 - Designated locations where formal disciplinary and grievance actions are conducted. Specific locations will be identified and designated for these disciplinary and grievance hearings.
 - Other exclusionary areas may include leased spaces on the University Campus as determined by the lessee, including Centennial Court Apartments, Follett Bookstore, and restaurants/shops/office space in the College Park District.
 - When a polling place for public elections is located on University premises, the area will be restricted during Election Day and while early voting is in progress.
 - On a case-by-case basis, any location, or specific time period the University President determines creates a unique situation that poses a threat to the safety of the campus community.
- R. Cancellation by Licensee: see the **UNIVERSITY SUMMER CONFERENCE FACILITIES USE AGREEMENT Section IV. CANCELLATION BY LICENSEE.**
- S. Cancellation by the Licensor: See the **UNIVERSITY SUMMER CONFERENCE FACILITIES USE AGREEMENT Section V. CANCELLATION BY LICENSOR**

UNIVERSITY CENTER SAMPLE ADDENDUM

1. LICENSED SPACE: Licensor grants to Licensee the use of that portion of the E.H. Hereford University Center set forth herein subject to terms and conditions of this agreement, for the purpose of: Educational

The space that Licensee is entitled to use consists of the following areas and facilities:

This agreement does not entitle Licensee or the Licensee's employees, agents, or invitees to occupy, enter, or use any area, facility, or equipment not specifically described herein.

2. USE DATE: <dates of confirmed reservation>

3. FEE TERMS: Licensee agrees to pay Licensor \$ as consideration of Licensee's use of the space described in paragraph one for the purpose specified in paragraph one and the following equipment, personnel, and facilities:

Equipment:

Personnel:

Facilities:

Licensee agrees to pay Licensor \$100 per hour as consideration for use of the leased space outside the stated hours of this agreement. Requests and use of additional space, equipment or other materials may result in an additional charge.

4. FINANCIAL STATEMENT: If a non-University user charges those attending an event any admission or registration fee, or accepts donations from those in attendance, the user shall make a complete accounting of all funds collected and of the actual costs of the event. If the funds collected exceed the actual costs of the event, then the non-university user shall be required to remit such excess funds to the University of Texas at Arlington as an additional charge for the use of the University Center. A complete, certified accounting of all funds collected and of actual complete, certified costs of the event shall be submitted to the Director, University Center Operations within thirty (30) days after the event is held. The University reserves the right to audit all records pertaining to income and expenses, to prescribe methods of collection, and to participate in audits of funds at the point of receipt.

5. INSURANCE: During the term of this agreement a policy of comprehensive general liability and property damage insurance issued by a company authorized to conduct business in the state of Texas naming the Board of Regents, the U.T. System, the University of Texas at Arlington, and the officers and employees of each as additional insureds, providing coverage for bodily injury and death of persons and damage to property that result directly or indirectly from the negligent or intentional act or omission of, or from the use or condition of any property, equipment, machinery, or vehicle used, operated, or controlled by, the renter or its officers, employees, agents, or subcontractors while on property owned by the U.T. System or a component institution. The limit of liability for each occurrence shall not be less than one million dollars (\$1,000,000) for bodily injury or death of a person and one million dollars (\$1,000,000) for property damage. This insurance needs to be provided before the licensee makes use of University facilities. The licensee shall deliver to University, upon University's request, evidence establishing the existence of all insurance required by this Agreement. Such evidence shall be satisfactory to University in all respects.

6. NOTICE OF EVENT REQUIREMENTS: Licensee shall provide Licensor at least ten (10) days before the period specified in this agreement, a fully detailed written outline of all event requirements, including stage, tables, and chair requirements, audio visual requirements and all other such information, et cetera, as may be required of the Licensor concerning the event covered by this agreement.

7. PARKING: Parking will be arranged through the Guest Services Office for parking during their camp/conference. Participants must use assigned lot or lots as provided by the Guest Services Office. Participants that fail to use assigned lot or lots may be subject to parking citations, booting, or towing. The

Licensor does not assume any responsibility for fees associated with failure to comply with parking rules and regulations.

8. CANCELLATION BY LICENSEE: See the UNIVERSITY SUMMER CONFERENCE FACILITIES USE AGREEMENT.

9. CANCELLATION BY LICENSOR: See the UNIVERSITY SUMMER CONFERENCE FACILITIES USE AGREEMENT

10. OUTSIDE FOOD/BEVERAGE, CONCESSIONS & ALCOHOLIC BEVERAGES: Licensor is the sole provider for food and beverages on, in, or about the premises covered by this agreement. Prior approval must be granted by the third party food services provider contracted with the University of Texas at Arlington.

Licensor reserves the sole and exclusive right to sell on, in, or about the premises covered by this agreement any soft drinks, food, or other merchandise of any sort, and no free samples of any merchandise whatsoever shall be given away by Licensee without the written consent of Licensor. Licensee will not sell or allow beer, wine, or any liquors of alcoholic nature to be sold, given away, or consumed upon said premises without prior consent of Licensor and then only in accordance with the rules and regulations promulgated by Licensor and in compliance with the laws of the State of Texas including the Rules and Regulations of the Board of Regents of The University of Texas System and including the rules and regulations of the E.H. Hereford University Center within The University of Texas at Arlington, regarding the sale and use of alcoholic beverages. All concessions and alcoholic beverages can be arranged through the in-house caterer of The University of Texas at Arlington. That caterer is Aramark and they can be reached at 817-272-2304.

11. ADVERTISING: Licensee agrees that all news releases, handbills, advertisements, television and radio announcements, or other media utilized to inform the public of the event shall include the following message:

“The use of the E.H. Hereford University Center at The University of Texas at Arlington does not imply endorsement of the event or the sponsoring organization by The University of Texas at Arlington.”

12. SIGNS & DISPLAYS: Licensee agrees no signs, messages, or other materials will be posted, displayed, distributed, or announced in or adjacent to the University Center without written prior approval of Licensor. Such materials must not be fastened to any part of the facility except in spaces provided for this purpose or on easels provided and must not be permitted to interfere with crowd movement and safety. Tapes, tacks, nails, and pins may not be used in or on any University Center walls or surfaces. Leaning items on or against University Center walls is not permitted. Therefore, users must make arrangements with the Assistant Director about methods of putting up any decorations before the event takes place.

13. TOBACCO: The University of Texas at Arlington prohibits the use of tobacco products on campus. Smoking and smoke-free tobacco are not permitted on any property owned by The University of Texas at Arlington. The policy applies to employees, students, visitors, and guests and prohibits tobacco use in buildings, parking lots, and outdoor areas.

14. COPYRIGHT: Licensee agrees to pay all costs including performing rights fees incurred as a result of use in conjunction with the event covered by this agreement, of music, including encores, and any other material whether performed by live artists or reproduced from recorded sources. Licensee further agrees to indemnify and hold harmless and defend Licensor, its officers, or employees from and against any and all claims, demands, or suits that may be made or brought against them with respect to the performance of any materials performed under this agreement.

15. ADA: It is the responsibility of the Licensor to exercise reasonable effort in assuring that facilities are accessible to people with disabilities in a manner consistent with the guidelines of the Americans with Disabilities Act, provided that Licensee uses reasonable effort to determine and report to Licensor any special needs that may exist. Licensee must ensure that program activities covered under this agreement are consistent with the guidelines of the Americans with Disabilities Act. This includes, if necessary, the provision

of auxiliary services, such as sign language interpreters. Any such services provided by the Licensor will be reimbursed by the Licensee. Animals are not allowed in the building, with the exception of service animals.

16. POLICY AGAINST DISCRIMINATION: In compliance with all laws of the State of Texas no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Licensee, on any basis prohibited by applicable law, including, but not limited to race, color, national origin, religion, sex, or handicap.

17. PUBLIC SAFETY: Licensee agrees that at all times it will conduct its activities with regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies. If Licensor determines that a proposed event poses a potential hazard to public safety, the event may be canceled or denied. All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises shall be kept unobstructed by the Licensee and shall not be used for any purpose other than ingress to or egress from the premises by the Licensee. If it is deemed, either by the Licensor or the Licensee, that an extra security presence is necessary for the event(s) specified in this agreement, then said presence must be obtained through the Police Department of The University of Texas at Arlington; they can be reached at 817-272-3381. All related expenses for said security presence will be accommodated by the Licensee.

18. DAMAGING MATERIALS: Licensee agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of or to cause bodily injury to any persons on the premises or which is likely to constitute a hazard to property thereon without prior approval of Licensor.

19. REFUSAL OF MATERIALS: The Licensor shall have the right to prohibit the use of any damaging or dangerous materials, substances, equipment, or objects to be brought onto the premises and the further right to require immediate removal there from if found thereon on the part of Licensee.

20. GLITTER, CONFETTI, & CANDLES: The use of glitter and confetti is not allowed. Candles and flammable materials such as hay, excelsior, et cetera are not allowed in the E.H. Hereford University Center.

21. DAMAGE & CLEANLINESS: The Licensee, the Licensee's guests, and/or participants involved in damaging the Licensor's property shall be jointly and severely responsible and liable to the Licensor for any and all losses, damages, or thefts caused by Licensee, Licensee's guests and/or participants including, without limitation, replacement of costs for damages to any and all equipment and furnishings. As such, the Licensee is liable for all damages resulting from participant utilization of the services and facilities provided by the Licensor. The Licensee is responsible for the use of Licensor's equipment rented or borrowed for the event. Damage to such equipment resulting from the negligence on the part of the Licensee will be repaired or replaced at Licensor's option and at the Licensee's expense.

The Licensee is responsible for the general cleanliness of facilities, furniture and equipment. If the facility, furniture or equipment is left in such a condition to require additional cleaning above normal trash removal and equipment and furniture take down, the personnel and materials required to remedy the condition shall be at the expense of the Licensee.

22. PERIPHERY EQUIPMENT: The Licensee may not install or operate any equipment, fixture, or device nor operate or permit to be operated any engine, motor, or any other machinery or use gas, electricity, or flammable substances in the licensed space except with prior written approval from the Licensor. All electrical, steam, water, and wash water connections must be made by Licensor's employees or agents and all house equipment must be operated by Licensor's employees or agents. No equipment, device, or fixture may be used which in the opinion of Licensor endangers the structural integrity of the facility.

23. EVACUATION OF FACILITIES: Should it become necessary in the judgment of the Licensor to evacuate the premises for any reason of public safety, evacuation shall be accomplished under exclusive control of Licensor. The Licensee may, following evacuation, re-establish use of the premises for sufficient time to complete presentation of its activity without additional Use Fee providing such time does not interfere with

use of the premises by another Licensee. If it is not possible to complete presentation of the activity, all fees shall be forfeited, prorated, or adjusted at the discretion of the Licensor. Licensee hereby waives any claim of damage or compensation from the Licensor.

24. OCCUPANCY CAPACITY: The Licensee shall not admit to said premises a larger number of persons than the premises will accommodate or that can safely and freely move about in said areas. For the event agreed herein, that number shall be ##.

25. PROPERTY/REMOVAL OF PROPERTY: Licensor is not responsible for items lost, left or stolen. Licensee agrees that all materials which are not the property of Licensor shall be removed from the premises before the expiration of the event(s) agreed upon in this document. Licensor shall be authorized to remove at the expense of the Licensee all materials remaining in licensed space at the termination of said event(s). Licensee shall be responsible for payment of storage costs for such material and Licensee agrees Licensor shall in no way be responsible for any loss, damage, or claims against material removed or stored under this provision. Licensee agrees that Licensor will have first lien on such materials for payment of costs accrued for removal and storage. University Center furniture and equipment may not be moved or removed from the premises.

26. INDEMNIFICATION: Licensee agrees to protect, indemnify, save, and hold harmless Licensor from any and all claims, demands, and causes of action on account of any loss, damage, or injury (including death), to persons or property arising directly or indirectly from, or in connection with, the use of the leased premises herein provided, and caused by the intentional act or acts or the negligent acts or omissions of Licensee or its agents, servants, employees, or invitees. Ordinary wear and tear to the leased premises expected.

All participants are under the direct and complete supervision and control of the Licensee. As such, the Licensee is liable for all damages resulting from participant utilization of the services and facilities provided by the Licensor. The Licensee must have one (1) counselor aged eighteen (18) years or older for every twenty (20) participants aged seventeen (17) years and under. The counselor(s) must remain in E.H. Hereford University Center during the duration of the event and will serve as the main point of contact for the University Center staff to address any issues.

27. COMPLIANCE WITH LAWS AND REGULATIONS: Licensee shall comply with all laws of The United States and The State of Texas, all ordinances of The County of Tarrant and The City of Arlington, all Rules and Regulations as set out by the Board of Regents of The University of Texas System for the governance of The University of Texas at Arlington, and all regulations of the E.H. Hereford University Center; and Licensor will require that Licensee's agents, servants, employees, or invitees comply. Licensee shall be responsible for payment of all licenses, permits, fees, registrations, taxes, assessments, and charges of every kind and character levied or required by any Federal, State, or local law, ordinance, or regulation in connection with or because of any act or activity engaged in by Licensee or Licensee's agents, servants, employees, or invitees within the premises or facilities described herein, and to protect, indemnify, save, and hold harmless Licensor from any and all liability for same.

28. CONTROL OF FACILITY AND RIGHT TO ENTER: In permitting the use of premises and facilities described herein, Licensor does not relinquish custody and control thereof, and does hereby specifically retain the right to enforce any and all appropriate laws, rules, and regulations applicable to said premises. Representatives of Licensor may enter any of the premises and facilities described herein at any time and on any occasion without any restriction whatsoever. All facilities, including the area which is the subject of this agreement, shall at all times be under charge and control of the Licensor.

29. OCCAPANCY INTERRUPTION: In case the premises covered by the agreement or the building of which such premises or a part be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence or other causes shall render the fulfillment of this contract by Licensor impossible, then the term of this contract shall end and Licensee shall be liable to pay any fees and charges only to the time of such termination and Licensee hereby waives and releases any claim for damages or compensation on account of such termination.

30. FORCE MAJEURE: Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riot, flood, fire, sabotage, a terrorist event, or any other circumstances of like character.

31. DAY OF EVENT INFORMATION:

- a. A Building Supervisor is on duty at all times and may be called by using a wall radio located on each level of the University Center. There are directions for use at each wall radio station.
- b. The person responsible for the event should check the room(s) immediately upon taking possession. Look for items that are broken or any other obvious signs of damage; report any issues immediately to the Building Supervisor.
- c. Event rooms are normally kept closed and locked at all times. Upon arrival, please use a wall radio to contact the Building Supervisor and request that reserved room(s) be opened.
- d. It is strongly suggested that technical equipment be tested well before the beginning of an event.