



FACILITIES RESERVATION GUIDE FOR UTA SPONSORED AND EXTERNAL GROUPS

This guide is an attempt to answer and clearly define how to host a successful summer camp/conference from application to departure.

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UTA Forms Library: <https://www.uta.edu/policy/form>
UTA Handbook of Operating Procedures <https://www.uta.edu/policy/hop/>

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UNIVERSITY POLICIES

DEFINITIONS

UTA: The University of Texas at Arlington.

Summer Camp or Conference: Summer camps/conferences occur on designated dates between the spring and fall semesters and focus primarily on guests of UTA 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. **When minor participants are in attendance of a camp or conference, the camp or conference falls under the following requirements and procedures of a Youth Program.** Please see the UTA Youth Program Policy EI-PO12.

Minor: An individual under the age of 18. For purposes of this guide, this definition does not include University-enrolled students under the age of 18.

Minor Participant: A minor (under age 18) who is attending a campus program for minors (program or programs) on University premises or attending a program sponsored by the University. This definition does not include University students who are under the age of 18. Related terms include campers, guests, attendees that are under the age of 18.

Youth Program or Programs: Any program held on University premises that offers recreational, athletic, religious, or educational activities to minors. This excludes programs for University-enrolled students under the age of 18. Related terms include camp, conference, or retreat where minor participants are in attendance.

Youth Program Director: The University college, school, units, or department employee who owns, operates, or supervises a campus program for minors (program or programs), regardless of profit. Related terms include program director, camp director, conference director, lead staff member.

Designated Individual(s): Any person working or volunteering for a program or programs for minors, who could have contact with a minor. This includes those programs held on campus or one which is sponsored by the University. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers, interns, and contracted employees. Other related terms include camp counselors, camp staff, camp volunteers, program or conference leads or leadership team.

YOUTH PROGRAM POLICY

All summer camps and conferences are required to comply with all requirements of UTA's Youth Program Policy in order to host a camp or conference on UTA's campus. Please see the Handbook of Operating Procedures for the full details of the policy:

[Policy EI-PO12 Youth Program Policy](#)

CHILD PROTECTION POLICY

UTA 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:

[Policy EI-PO3 Child Protection Policy](#)

SUPERVISION/COUNSELOR REQUIREMENT

All youth programs must follow the following guidelines for ratio of designated individuals to minor participants.

Age of Participants	Designated Individual to Minor Participant Ratio (Counselor to Camper Ratio)
4 years – 5 years	1:5
6 years – 8 years	1:6
9 years – 14 years	1:8
15 years – 17 years	1:12

Designated individuals, or camp staff, must:

- Be (18) years or older
- Pass a criminal background check within the fiscal year of starting with the youth program
- Pass the UTS Child Protection training within the last two years from the start of the youth program
- Be an employee of the youth program

For overnight youth programs, these designated individuals must stay in the residence halls 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 designated individual of the program at all times, this includes during “free time”.**

CONCEALED CARRY AND WEAPONS ON CAMPUS

UTA 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 UTA’s Police Department so that it can be documented and properly investigated. UTA’s Police Department can be contacted at (817) 272-3003 for emergencies and (817) 272-3381 for non-emergencies.

Please see the Handbook of Operating Procedures for the full details of the policy:

[Policy 12-500 Concealed Carry and Weapons On Campus](#)

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 UTA 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.

ALCOHOL, SUBSTANCE ABUSE, AND TOBACCO POLICY

The University hosts multiple programs for minors, as such, the University is legally, morally and ethically responsible for the health, safety, and well-being of the participants. Program directors and designated individuals have a unique responsibility to the participants, their parents, and the university. Program directors and designated individuals are required to react quickly, safely and appropriately at all times and especially in an emergency. Program directors or designated individuals are required to act in a manner that will protect the participants' safety, physical and emotional well-being.

- **Designated individuals and participants must not possess or use alcohol or drugs on or around the university owned/leased property.**
- Designated individuals must not return to the university campus intoxicated or under the influence of drugs.
- There is zero-tolerance for drugs and alcohol with summer camps and conferences.

The University is committed to a drug-free workplace. Program directors or designated individuals suspected of possessing, selling, or distributing drugs will be reported to the University of Texas at Arlington Police Department.

The University prohibits the use of all forms of tobacco products on the UTA campus. In order to adhere to UTA policy, designated individuals must refrain from smoking during the program sessions. This includes e-cigarettes.

Please see the Handbook of Operating Procedures for the full details of the policy:

[Policy CO-CE-PO3 Tobacco-free Campus Policy](#)

[Policy CO-CE-PR3 Alcohol and Drug-Free Workplace Policy](#)

MINORS IN LABORATORIES AND SIMILAR FACILITIES

UTA 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:

[Policy CO-LS-PO1 Minors in Laboratories or Similar Facilities](#)

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.

RECORDS RETENTION - UTA Hosted Groups Only

The records retention period for financial supporting documentation is specified by the Office of University Compliance and Legal Affairs, the retention schedule can be located at <https://www.uta.edu/legalaffairs/public-information-records/retention-schedule.php>.

Do NOT collect social security numbers from participants and do NOT maintain credit card numbers on program registration forms.

Social security numbers will be collected from summer camp employees for employment related purposes.

Medical information is not to be maintained after the conclusion of the program.

BEFORE THE START OF CAMPS: Planning, Organizing and Coordinating

ANNUAL SUMMER CAMP APPROVAL PROCESS

Program directors must submit an online **Request to Host a Camp/Conference** for EACH program, which can be found under the Reserve Now tab on the Summer Camps & Conferences website, www.uta.edu/conferences.

Before making any arrangements, the program director must receive written confirmation from Guest Services stating that the program has been approved.

Forms can be submitted starting November 15, 2019 for summer 2020. Programs requiring overnight housing should submit no later than April 30, 2020, housing will be provided based on availability.

LIABILITY INSURANCE

Externally Hosted Programs

External Programs (herein after known as Licensee) 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 Licensee 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 Sexual Misconduct/Sexual Abuse coverage or Licensee must provide and maintain a separate Sexual Misconduct/Sexual Abuse 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. Licensee and its insurer 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 Licensee makes use of UTA's facilities. Licensee shall deliver to UTA'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 The University of Texas at Arlington.

UTA Hosted Programs Only

Summer camp/conference insurance is required and must be obtained through the UT System Office of Risk Management at least seven (7) business days prior to the start date of your camp. In March, the Guest Services provides a list of all camps and conferences scheduled for the summer to the Vice President for Administration and Campus Operations Office. The Vice President for Administration and Campus Operations office will send out a memorandum (mid-April) detailing the instructions for the current year.

Once the memo has been sent, the memo and applications will be available online at www.uta.edu/conferences. **A copy of your insurance application must be provided to the Guest Services Office.**

Please see the 'IV. Sample Contract Memorandums and Addendums' section of the 2020 Summer Camp & Conference Guide for the Camp Liability Insurance Memorandum from 2019.

SUMMER CAMP EMPLOYEES & VOLUNTEERS

Externally Hosted Programs

Criminal Background Checks

All program employees, volunteers, and interns must have successfully completed a Criminal Background Check, within the past fiscal year (no earlier than September 1, 2019), before the start date of the program. If it is not successfully completed, the individual will not be cleared to be on UTA's campus. Program directors must not knowingly have employees, volunteers, and interns serve as designated individuals if the individual has a history of criminal conduct unacceptable for a university campus, including violent or sexual offenses.

All program directors must submit a written acknowledgement, on letterhead, to the UTA Guest Services Office no later than five (5) business 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, UTA will provide the program 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 program director will be required to ask Guest Services for the training materials. The program director will be responsible for all of the following:

- 1) Ensuring their employees (designated individuals) 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 UTA's Guest Services Office that the above have been completed no later than five (5) business days prior to the start date of the program.

UTA Hosted Programs Only

Program designated individuals (this includes program employees, volunteers and interns) are a vital part of the success of each program. The University has several program specific employment procedures, which are outlined below.

Campus Program Employee Listing (Form 26-1)

Select program designated individuals according to UTA's hiring guidelines. Complete the Campus Program Employee Listing (Form 26-1) and submit no later than ten (10) business days prior to the start date of the campus program.

- All individuals performing any service for the program must be included.
- All fields must be completed on the form.
- The information cannot be submitted in any other format (i.e. excel spreadsheet).
- This form may be submitted prior to this deadline, if the majority of the program's designated individuals have been selected, to give Human Resources, Employment Services, OIT, and Compliance Services time to process the request.
- Additional Campus Program Employee Listing (Form 26-1) forms may be submitted as designated individuals are selected as long as the form is submitted no later than ten (10) business days prior to the start of the program.
 - **Please only add new employees on each additional form.**

An electronic copy of the Campus Program Employee Listing (Form 26-1) will be received by the following offices:

- OIT Help Desk
 - Generate/Confirm access to Blackboard in order to complete the required UTS Child Protection Training.
- Office of University Compliance and Legal Affairs
 - Verify completion of UTS Child Protection Training and submission of required documents to the State of Texas.
- Human Resources
 - Verify applicable employment documents have been completed.
- Employment Services
 - Generate/verify the completion of a Criminal Background Check.

Criminal Background Check (CBC)

All individuals must have an annual Criminal Background Check (determined based on the University's fiscal year) to work or volunteer for a program.

- The Criminal Background Check must be successfully completed prior to the start date for the designated individual (employee, intern or volunteer).
- This includes faculty, staff and students who have current appointments.

Submission of the Campus Program Employee Listing (Form 26-1) initiates the process for all designated individuals to have a Criminal Background Check verified or run. **This should be submitted no later than ten (10) business days prior to the start date of the program.**

- Those individuals requiring a Criminal Background Check will receive an email for the individual to approve the necessary steps to complete. Without this approval, the CBC will not be completed and the individual will not be allowed to be a designated individual for the program.

- Those individuals already in the system have granted approval for additional Criminal Background Checks to be run as needed and will not receive the email.

The UTA staff member who submitted the Campus Program Employee Listing (Form 26-1) will receive an email for each employee with the completion status of the Criminal Background Check.

UTS Child Protection Training

In accordance with Texas Administrative Code, Title 25, Part 1, Chapter 265, Subchapter N, Campus Program for Minors designated individuals, whether employed, an independent contractor, or volunteer, or having an appointment in The University of Texas Arlington (UTA) financial system or not, shall complete the UTS Child Protection Training and examination.

Training is required for all UTA youth programs regardless of duration.

- Training must be completed within five (5) days of hire. For current faculty and staff, this is generally the first day of they start interacting with the youth not their original start date of employment with the University.

The training includes information and examination concerning warning signs of sexual abuse and child molestation.

- Employees who violate this policy will be subject to applicable and appropriate disciplinary action, up to and including termination or dismissal.
- If designated individuals who are not employees violate this policy, they may have their privileges extended to them by UTA, revoked or suspended.
- The Texas Department of State Health Services may also impose civil penalties and/or injunctive relief for persons violating the Act.

For more information please contact Office of University Compliance and Legal Affairs at (817) 272-2080.

Camp Employee, Volunteer, and Intern Hiring Paperwork and Procedures

- *New Employees to the University:* All new employees will need to complete the Form I-9 and attend a New Employee Paperwork Session or an appointment with the Office of Human Resources. The employee will complete the Form I-9 by going to: <https://secure.i9express.com/preauthenticated/LoginCaptcha.aspx?Employer=18567>. The required Form I-9 documents verification and other employee resources will be provided to the employee at the New Employee Paperwork Session or appointment. Please see "How to Complete Required Paperwork" section below.
- *Returning but Not Current Employees:* Employees who worked Summer Camp 2019 and are NOT current University employees will only need to complete a Form I-9 and provide all original documents to satisfy the I-9. The employee will complete the Section 1 of the Form I-9 by going to: <https://secure.i9express.com/preauthenticated/LoginCaptcha.aspx?Employer=18567>. The employee will then email hrdocs@uta.edu to set up a time to come in and bring acceptable documents to complete verification. Please see "How to Complete Required Paperwork" section below.

FACILITY RESERVATIONS

Once a Request to Host a Camp or Conference has been submitted, an online Housing Reservation Request form must be completed to reserve overnight housing, parking, and other on campus facilities including the University Center, Maverick Activities Center, classrooms, meeting spaces, etc. This form can also 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 program

director prior to contracting. Contracts are typically mailed in February/March and must be signed and returned to finalize summer reservations.

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

HOUSING FACILITIES

Overnight housing will be available June 1 through August 9, 2020. There is limited availability for late May please contact the Guest Services Office for more information. More than one summer program may be assigned to a floor, hallway, or building. 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.

Admin Fee

An admin fee of either 5% of the final invoice or a one-time \$10 per person fee, whichever is less, will be applied to all reservations.

Overnight Housing Rates for Summer 2020

Pricing Tier	Hall Name	Year Built	Room Types	Guests Sharing a Bathroom	External Double Rates	External Private Rates	Internal UTA Double Rates	Internal UTA Private Rates
TIER 1	WEST HALL	2018	DOUBLE	2	\$34	\$58	\$26	\$42
	VANDERGRIF HALL	2012	DOUBLE	2				
	KALPANA CHAWLA (KC) HALL	2004	PRIVATE	3				
			DOUBLE	2				
TIER 2	LIPSCOMB HALL SOUTH	1957	PRIVATE	3	\$20	\$30	\$20	\$30
			DOUBLE	2				

All room rates are quoted per bedspace per night.

A 'Private Rate' is applied in instances where a room/suite with multiple beds is used as a single. (i.e. single counselor rooms, guests requesting to stay alone.)

Residence Hall Amenities

All residence halls come with the following amenities:

- Free unlimited laundry, detergent not provided
- Common breakout areas
- Community kitchens
- Outdoor grills

Additional hall amenities:

- Outdoor courts (Vandergriff Hall and Arlington Hall)
- Conference space (Vandergriff Hall and Lipscomb Hall)
- Classroom space (Kalpana Chawla Hall, Arlington Hall, and West Hall)

Housing Check-in/Check-out Dates and Times

- Check-in for summer programs is between 12 p.m. and 5 p.m. at no additional cost.
- Check-outs can be scheduled between 8 a.m. and 12 p.m. at no additional cost.
- **Check-ins or check-outs outside of those hours must have prior approval from UTA Guest Services and will require an additional fee.** Please see charts below.

Check-In Times		Check-Out Times	
Before 8am	<i>Not available</i>	Before 7am	<i>Not available</i>
8am - 12pm	<i>Fee associated</i>	7am - 8am	<i>Fee associated</i>
12pm - 5pm	\$0, no extra cost	8am - 12pm	\$0, no extra cost
5pm-10pm	<i>Fee associated</i>	12pm - 5pm	<i>Additional 50% night stay cost</i>
After 10pm	<i>Not available</i>	After 5pm	<i>Additional 100% night stay cost</i>

Fees Table	
0-50 guests	\$50
51-100 guests	\$100
101-200 guests	\$200
201-300 guests	\$300
301-400 guests	\$400
401-500 guests	\$500
501-600 guests	\$600
601+ guests	\$TBD

- If late departures prevent the proper cleaning for or check-in of another program, the program 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 program.
- Bedspaces will be considered occupied unless keys/cards issued have been returned at the time of check-out, or keys/cards have been determined as lost or damaged.

Room Assignments

- Room assignments must be made by the program director or a designated person on the floor plan provided by Guest Services, typically provided 1-3 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. Group may share a residence hall or portion of a residence hall with another group.
- The floor plan must be updated after check-in, this assists the staff for lockouts, equipment check-out and emergency responses.

Lost or Damaged Key/Card Charges

- \$80 charge will be added for each metal key not returned to the hall office during the group's scheduled check-out.
- \$15 charge will be added for each access card damaged and/or not returned to the hall office during the group's scheduled check-out.
- \$5 charge will be added for each key holder damaged and/or not returned to the hall office during the group's scheduled check-out.

Cancellation Charges

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

Additional Policies

- Additional residence hall policies must be followed at all times and are included later in this document for your reference.

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 and any other facilities reserved. Only programs sponsored by university departments with university funds are exempt from paying a deposit and/or full payment prior to the start of the program. Deposits may be reduced or waived at the discretion of UTA 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 and other facility reservations)
As of 7 days prior to camp arrival date	100% of the initial camp/conference bill that must be paid. (Bedspaces and other facility reservations)

Externally Hosted Groups

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 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 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 and other facilities reserved.

The final camp/conference invoice will be issued after the departure date and will include any additional bedspaces, facilities, parking, lost and/or damaged keys, and/or facility 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.

UTA Hosted Programs Only

The final camp/conference invoice will be issued after the departure date and will include any additional bedspaces, facilities, parking, lost and/or damaged keys, and/or facility damages not assessed in the initial camp/conference bill. The Guest Services Office will initiate an IDT in UT Share to complete the billing for the camp. In order to ensure proper payment, program directors are required to confirm the appropriate UT Share Cost Center number is listed on the Facility Use Agreement. Guest Services will not bill individual participants; this is the responsibility of each camp.

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

Once a Request to Host a Camp or Conference has been submitted, an online Dining Reservation Request form must be completed to setup meals in the on campus all-you-care-to-eat cafeterias or catering. This form can also be found on the Summer Camps & Conferences website 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 (located in the University Center) and Maverick Café (located in the Commons) are open for full service during UT Arlington's 11-week summer session, June 1 – August 19, 2020. This includes the dates of June 1 - August 9, 2020 for summer overnight housing. Camps held prior to June 1 will work directly with Dining Services to make arrangements for meals.

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

Summer Meals	Rates*	Times Served	Days Available
Breakfast	\$5.85	7:00 a.m. - 9:00 a.m.	Monday - Friday
Brunch	\$8.65	11:00 a.m. - 1:30 p.m.	Saturday and Sunday
Lunch	\$8.65	11:00 a.m. - 1:30 p.m.	Monday - Friday
Dinner	\$9.05	5:00 p.m. - 7:00 p.m.	Monday - Sunday
Three Meals per Day	\$22.45	See Above	Monday- Friday

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

Discount given when group partakes in three meals a day, totaling \$22.45 per guest per day.

Dining Contract

The Dining Services will contact the program director directly, typically in late March/early April, to make arrangements for your summer dining needs. For external groups, 75% of program initial meal bill must be received twenty one (21) days prior to the program's arrival. Entire balance must be paid in full seven (7) days prior to the program's arrival at the University. UTA 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 program's first meal.

Café Policies and Procedures

To avoid overcrowding, each program 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 program, 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 a summer program. Parking needs must be submitted in writing to the Guest Services Office at least seven (7) days prior to the program check-in date in order for parking arrangements to be made. Parking needs outside of the summer season must be coordinated through the Parking and Transportation Services Office.

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. Program 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 2020 Summer Camps & Conferences approved lots for \$2.00 per vehicle per day, including partial days parked on campus.

Virtual Permit Registration

- **OVERNIGHT PARTICIPANTS:** The residence hall front office staff will register participants for virtual parking permits during check-in.
- **COMMUTER and DAY PARTICIPANTS:** Guest Services will provide the program 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. Program 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 2020. The specific lot locations can be found on the UTA campus map at www.uta.edu/maps.

- **Arlington Hall & Vandergriff Hall:** Lot 38, unless under construction in which additional lot space will be determined.
 - Located north of Arlington Hall.
- **Lipscomb Hall:** Lot LCS
 - Lipscomb residential - west section of the lot.
- **Kalpna Chawla (KC) Hall:** Lot CN and Lot CS
 - Located just north and south of KC Hall.
- **West Hall:** Lot WC
 - Located just north of West Hall.

Additional lots and areas of campus can be reserved for summer program parking. Program directors will coordinate these requests by submitting a Special Event Parking Form for each camp, accessible at www.uta.edu/pats/parking/special-event-request-form.php. On the form, indicate that the request is for a summer camp/conference. Once the Special Event Parking Form is submitted, the Parking & Transportation Services (PATS) Office will contact the program director listed on the form. Rates for non-Summer Camps & Conferences approved lots may have an additional charge.

Drop-offs and Pick-ups

Parking for participant drop-offs and pick-ups is no charge, but guests must follow the guidelines below or a citation may be given.

- Participants dropped-off for day or overnight programs must park in a 2020 Summer Camps & Conference approved lot, unless other locations have been arranged and approved through the PATS Office. See approved lots in section above.

- Vehicles parked for program drop-offs and pick-ups can only park in approved lots for up to (1) one hour.

Special Event Parking

If the summer program plans to have an event 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), a Special Event Parking Form must be submitted for each event. The form can be accessed at www.uta.edu/pats/parking/special-event-request-form.php. On the form, indicate that the request is for a summer camp/conference. Once the Special Event Parking Form is submitted, the Parking & Transportation Services (PATS) Office will contact the program director listed on the form. 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-2019-2020.php.

ANNUAL SUMMER PROGRAM DIRECTOR MEETINGS - UTA Hosted Groups Only

Summer program directors must attend any mandatory meetings to receive and review comprehensive information needed for planning and operating camps. Meetings will be held to communicate policies, procedures or materials for all program directors and are typically held in March/April.

Programs from previous years will be contacted by email. New programs or those who missed these meetings please contact the Assistant Director of Guest Services (817) 272-6964 to RSVP or make arrangements for an individual meeting.

Summer Program Director Meetings for 2020 will take place **March 23, 2020 and March 24, 2020** in the Guadalupe room of the E.H. Hereford University Center, with session times at 10:00 a.m. – 11:30 a.m. and 1:00 p.m. – 2:30 p.m. on each day.

TRANSPORATION TO OFF CAMPUS SITES - UTA Hosted Groups Only

The UT System Camp Liability Insurance Program does not cover hired and non-university owned vehicles with auto liability protection, however it does provide medical protection. Existing auto liability coverage will cover incidents if the program uses the university's motor pool vans or any other university vehicle.

Please see the Handbook of Operating Procedures for the full details of the policy:

Additional information on using University vehicles is available in the Handbook of Operating Procedures <https://www.uta.edu/policy/hop/5-303>.

The summer program director and employees are NOT allowed to use their personal or non-approved vehicles to transport participants under any circumstances.

The University has contracted with four companies for charter bus service. The services are inclusive of transportation for day trips within the Dallas/Fort Worth area and overnight trips to destinations outside the DFW area and outside Texas for all university related functions. **Use of these contracts is mandatory. University departments may NOT contract for charter bus services with any company aside from these four (4) companies without prior approval from Procurement Services.** This is to ensure any company transporting university faculty, staff, students and/or guests carries the UT System required levels of insurance.

As of 2019, the approved contractors are Cowtown Charters, Dan Dipert Coaches, Echo Transportation and Lone Star Coaches. Use of any of these vendors is allowable. There are no primary, secondary, etc. contractors.

For additional information please see <https://www.uta.edu/business-affairs/procurement/Campus-Wide-Contracts/mandatory-use-campus-wide-agreements.php>.

UTA Parking and Transportation Services office also provides charter bus services. For details on this service, visit the Parking and Transportation Services website at <https://www.uta.edu/pats/transportation/charter-a-shuttle.php>.

ACCOUNT MANAGEMENT - UTA Hosted Groups Only

A separate UT Share cost center must be established for each program. If needed, complete Request for a New Cost Center form. Completed forms should be sent to the Assistant Vice President for Business Affairs, Accounting Services for approval.

Please see the Fiscal Procedures, Establishing Cost Centers BF-AS-PR5 for addition information <https://www.uta.edu/business-affairs/accounting/index.php>. You can also call the Office of Accounting and Business Services at (817) 272-2194.

DURING AND AFTER CAMPS: Requirements and Procedures

AGENDA/SCHEDULE

The program director must submit a finalized schedule of events for the program to Guest Services no later than the time of check-in or start of the day program. 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 program director and the overnight designated individual(s) staying in the residence halls. This contact information will be used by the university during any emergencies on campus. Throughout the program, the contact person must be able to serve as the primary 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 program related problems. In addition to the Guest Services Office contact information, program contact information must be provided to all participants.

UNIVERSITY RECRUITMENT TOURS AND PRESENTATIONS

It is a requirement for all overnight externally hosted 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. Designated individuals (camp staff) 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. Program 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.

- **Failure to meet this requirement or cancellation/rescheduling within seven (7) days of the start of the program will result in a \$200 fee.**

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 UTA Police (817-272-2904). The same locations can be checked for lost items. UTA is not responsible for lost or stolen items.

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

HEALTH SERVICES

Externally Hosted Programs

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

UTA Hosted Programs Only

UTA Health Services is available to all programs hosted by a University department or division during normal business hours. There is not a required Health Services fee per participant, rather the option to take a participant as needed.

UTA Health Services is not able to file claims with individual insurance providers. If Health Services is used for the treatment of program participants, the department sponsoring the program will be responsible for any charges incurred and the department would need to seek reimbursement from the family if they have medical insurance, and if not, the secondary medical coverage on the summer camp insurance would become primary and could be a source for department reimbursement.

REQUIRED FORMS FOR PARTICIPANTS – *UTA Hosted Groups Only*

Listed below are forms that should be part of your summer camp packet for participants.

- Health Services Forms - Both **REQUIRED**
 - Consent to Treat (Form 25-1), for all participants (17) year and under. A copy of the Consent to Treat forms should be collected by the camp, alphabetized and provided to Health Services. A copy should be kept readily accessible by the staff for situations that may arise when the Health Center is closed and treatment is sought elsewhere.
 - Notice of Privacy Practices (Form 9-5), forms should be collected by the camp, alphabetized and provided to Health Services.
- Release and Indemnification – **REQUIRED**
 - Release and Indemnification Agreement for Minors (Form 15-3) Department to keep on file.
 - OR**
 - Release and Indemnification Agreement for Adults (Form 15-5) Department to keep on file.
- Photographic Consent and Release (Form 14-1), if applicable. Department to keep on file.

Please do not combine or alter any approved university form. The approved forms can be found on the Summer Camps & Conferences website at www.uta.edu/conferences. The best option is to link to our website which will always have the correct and most up to date versions of the form.

- Transportation Plan – **REQUIRED** for all minor participants.

CONTRACT MEMORANDUMS AND ADDENDUMS

RESIDENCE HALL SAMPLE ADDENDUM

Listed below are UTA's residence hall guidelines. It is each program's responsibility to review this information with all of its participants and comply with the guidelines. UTA'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. Programs 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: Program 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 program 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 programs.

Concealed Carry and Weapons On Campus: UTA 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 UTA's Police Department so that it can be documented and properly investigated. UTA'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 UTA 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 UTA.

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 program designated individual as defined in the Summer Camp & Conference Guide, this includes “free time.” All summer programs with any participants (17) years and under are expected to always follow the designated individual to minor participant ratio. Designated individuals 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 program. Designated individuals 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. **Programs 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 program staff, the residence hall office, or the on-call staff member. Contact the UTA 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 UTA 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 UTA 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 UTA 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 UTA Police or appropriate UTA 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 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:

Each 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 UTA 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 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 program 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/ program director being present.

Harassment: Harassment in any form is not tolerated on the UTA 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 UTA 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: Program 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 program director may approve exceptions (ex. husband and wife, siblings in the same room/suite) at their discretion.

Identification: Designated individuals (counselors/staff) are required 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 program staff.

Illness and Injury: Should emergency medical assistance be needed, call the UTA 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.

UTA 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
Vandergriff Hall	(817) 272-6600
West Hall	(817) 272-6951

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
Vandergriff Hall	(817) 690-9314
West Hall	(817) 690-9375

Internet: Wireless internet access may be requested for counselors. Access will not be given to participants (17) years and younger without approval from the program 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: Participants are required to bring their own linens for overnight programs. All beds in the residence halls are size twin XL.

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 \$15, 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 UTA Police Department x2-2904 from a campus phone or (817) 272-2904 from any other phone. UTA 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. **Mail is NOT able to be delivered to any of UTA's residence halls.** Limited mail service is provided through the UTA 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 UTA 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. 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: UTA 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, including ESAs, are prohibited in the residence halls.

Police/Guards: The campus is patrolled by the UTA 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 UTA 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 the program, 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 UTA 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 UTA 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 must 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 designated individual 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-program 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: UTA 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. UTA 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 UTA 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 UTA Police Department x2-2904 from a campus phone or (817) 272-2904 from any other phone. UTA 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, UTA'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 UTA Staff/Housekeeping are required to remove an excessive amount of trash left by participants in the residence hall, a \$25 per bag fee will be charged to the camp on their final invoice.

Trespassing: Guests are permitted to be in the residence halls during their contracted program 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 participants and guests will be the responsibility of the program. The Guest Services Office will charge for repairs, including but not limited to all supplies and labor. Please notify the UTA 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 UTA ice machines, emptying a machine repeatedly will cause it to malfunction. Residence hall front desks do not handle cash and will not be able to provide change.

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 FLAMMABLE 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 ALCOHOLIC 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 ALCOHOLIC 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. Licensors 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: Licensors 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 Licensors \$ 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 Licensors \$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 Licensors 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 Licensors 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 Licensors 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 Licensors determine 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 Licensors 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 Licensors.

19. REFUSAL OF MATERIALS: The Licensors 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 Licensors' property shall be jointly and severally responsible and liable to the Licensors 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 Licensors. The Licensee is responsible for the use of Licensors' 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 Licensors' 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 Licensors. All electrical, steam, water, and wash water connections must be made by Licensors' employees or agents and all house equipment must be operated by Licensors' employees or agents. No equipment, device, or fixture may be used which in the opinion of Licensors endangers the structural integrity of the facility.

23. EVACUATION OF FACILITIES: Should it become necessary in the judgment of the Licensors to evacuate the premises for any reason of public safety, evacuation shall be accomplished under exclusive control of Licensors. 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. OCCUPANCY 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.

CAMP LIABILITY INSURANCE SAMPLE MEMORANDUM (2019) – UTA Hosted Groups Only
Colleagues:

The UT System Camp Program has been renewed, effective April 26th, 2019. The Camp Program provides Excess Accident and General Liability coverage to participants and staff of enrolled, UT-owned and operated camps held throughout the year.

Attached please find the applications for both Sports Camps and Educational (Non-Sports) Camps. The applications will automatically calculate premiums based on the number of participants and staff entered in each field.

To enroll in the Camp Program, the following steps must be completed:

1. ***Please notify the UT System Office of Risk Management at least seven (7) business days prior to the start of your camp if you desire to enroll in the Camp Program. It will take at least five (5) business days to receive a certificate of insurance.*** Completed applications should be sent to the Office of Risk Management (ORM), **Attn: Ruth Maldonado, via e-mail: rmaldonado@utsystem.edu or fax: (512) 499-4524. Please do not send applications to Southwest Special Risk Insurance.**
2. Program directors should complete the appropriate application based upon the type of camp to be held.
3. ORM will accept the application as an order to bind coverage for the camp. Once we have received your application, coverage will be binding unless there are any inaccuracies in the application, i.e. number of days is incorrect or premium does not calculate correctly. If we find any inaccuracies, we will contact you as soon as possible to have them corrected. ***All Applications must be sent to Ruth at the email above. Please do not send applications to Southwest Special Risk Insurance.***
4. Southwest Special Risk Insurance will e-mail an invoice for 50% of the quoted premium, a certificate of insurance and claims form to the designated Program director. ***Please note that the accident claim form must be completed and submitted according to the instructions on the form within thirty (30) days of an injury.***
5. ***Timely payment of the 50% deposit is due directly to Southwest Special Risk. Failure to make timely payments may result in removal of coverage and impact future eligibility to participate in the Camp Insurance Program.***
6. *****Camp is held*****
7. Southwest Special Risk will contact the designated Program director at the end of each camp for the actual final number of participants and coaches/staff and will send a final invoice for the remaining premium balance (based on the actual participant counts) to the designated Program director.

8. **Timely payment of any additional premium is due directly to Southwest Special Risk. Failure to make timely payments may result in removal of coverage and impact future eligibility to participate in the Camp Insurance Program.**

Specifics of the 2018-2019 program include:

Excess Accident coverage is through **Star Indemnity & Liability Company (A.M. Best rated A+, XV)**. Accident limits will remain \$25,000 Maximum Medical Benefit per claim and \$10,000 Accidental Death/Dismemberment Benefit per claim with no deductibles. A \$1,250 Sickness Benefit per claim (for overnight participants only) is included. No deductible under the accident policy.

General Liability coverage is through **Houston Casualty Company (A.M. Best rated A++, XV)**. Liability limits will remain \$1,000,000 each occurrence, \$2,000,000 general aggregate per camp, \$1,000,000 products/completed operations, \$1,000,000 personal & advertising injury, \$1,000,000 Participant Legal Liability, \$300,000 fire damage (any one fire), and \$5,000 medical expense (any one person). **Sexual Abuse/Molestation Sublimit Coverage** is again available with limits of \$100,000 per occurrence and \$300,000 aggregate. This policy also offers a crises response endorsement with a limit of \$25,000. There is no deductible under the general liability policy.

2018-2019 rates are as follows:

Sports Camps: Day Camp: \$0.57 per participant, per day; Overnight Camp: \$0.77 per participant, per day; Staff/Coaches: \$0.09 per coach, per day

Educational Camps: Day Camp: \$0.47 per participant, per day; Overnight Camp: \$0.67 per participant, per day; Staff: \$0.09 per staff member, per day

Exclusions: Boating, Bunjee Jumping, Cheerleading Pyramids, Trampolines, Skiing, Gymnastics, Hang Gliding, Ice Hockey, Lacrosse Luge, Motorsports, Open Water Activities, Paintball, Parachuting, Parasailing, Race Track Risks, Aircraft, Rock Wall Climbing, Rugby, Saddle Animals, Skateboarding, Ski Jumping, Tackle Football, Tug of War, Wrestling.

Please distribute this information as appropriate. An effort has been made to distribute a copy of this message to program directors and coordinators who have submitted an application for insurance during the 2016-2017 policy term.

Thank you,

RUTH MALDONADO
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Office of Risk Management
The University of Texas System
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Austin, TX 78701
Office 512-499-4447

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