

**SAM HOUSTON STATE UNIVERSITY
DEPARTMENT OF CAMPUS RECREATION
UNIVERSITY CAMP RESERVATION POLICIES AND PROCEDURES**

Campus Recreation: <https://www.shsu.edu/dept/campus-recreation/> **Contact Info:** 936-294-2267/ucamp@shsu.edu

Reservation Procedure:

1. For availability please check with the Reservation Coordinator by phone or email.
2. Reservation must be completed and approved 30 days prior to the scheduled reservation date to be considered.
3. Request a reservation by completing the University Camp Request for Reservation Form found at <https://www.shsu.edu/dept/recreational-sports/facilities/#> and submit via email to ucamp@shsu.edu. All information requested on the form must be complete before reservation requests may be considered.
4. Campus Recreation reserves the right to cancel a reservation for an outdoor facility due to inclement weather.
5. The University Camp reserves the right to schedule no more than 25% of the available space each month for non-university users. This is to ensure Sam Houston State University students access to those areas and facilities.
6. A 25% deposit is due to confirm a reservation and the balance is due 14 days before the event. Final balances and times will be confirmed 3 weeks prior to an event.
7. Pre-event site visits are available by appointment only. The standard time is Thursdays at 2:00 pm.

Campus Recreation University Camp Facility Policies:

1. All groups sponsoring any activity in Campus Recreation facilities must comply with all University policies and regulations, as well as with any applicable federal, state, and local laws.
2. Facilities must be used for the purpose specified on the Facility Reservation form. The Department of Campus Recreation reserves the right to cancel any reservation should it be deemed necessary or unsafe.
3. Additional groups that are not specified on the Facility Reservation Form are prohibited.
4. The University Camp is not available for rehearsal dinners, weddings or wedding receptions that are part of the wedding event.
5. All personal events will be priced at the non-university rate.
6. Organizations and departments must seek prior approval if holding an event intended to fund-raise or make a monetary profit.
7. The Department of Campus Recreation will determine all staffing needs, including police services when necessary. The group will be responsible for making arrangements for University Police and may be asked to make a payment directly to University Police Department.
8. The possession and/or use of tobacco, and drugs are prohibited in all University Camp facilities, including the outdoor facility areas. Alcohol must be approved 30 days prior to event through the proper forms and procedures.
9. No pets or animals in the buildings except for registered service animals.
10. Proper clothing is required for specific areas to insure the safety of the participants and longevity of equipment and facilities.
11. Facility Supervisors have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. Failure to abide by the policies and regulations established by the Department of Campus Recreation may result in the loss of facility reservation, and/or program privileges.
12. The Department of Campus Recreation is not responsible for any lost or stolen articles. All lost and found items may be claimed at the Member Services Desk at the CRC on campus. Lost items are kept for 1 week.
13. Firearms or other weaponry is not allowed as per University policy.
14. Vehicles are limited to paved and gravel roads only. No ATV, UTV, or other non-DOT regulated vehicles allowed.
15. Parking is limited to 50 cars. Arrangements must be made in advance for groups that exceed 50 cars which may include additional fees.
16. AV equipment is available as/is. The University Camp does not provide audio visual tech support.

19. Groups may use the kitchen for food preparation when approved in advance. Groups must bring their own cooking utensils. University Camp does not provide pots, pans, serving spoons, cups, coffee mugs or any other kitchen supplies other than the appliances. The convection oven is not included.
20. Additional fees may be incurred for: exceeding agreed upon group size, exceeding building capacities, excessive trash, broken glass, use of candles, glitter, pushpins, or unapproved adhesive on the floor or walls of any building, anything that requires special equipment or crew to clean, kitchen cleaning, operating vehicles off the established paved or gravel roads, parking in unapproved areas, after hours disturbances and/or burning unapproved fires.
21. Emergency exit signage and all exterior doors must remain unobstructed by objects and/or decorations.
22. The individual whose name appears as the primary contact on the University Camp Request for Reservation Form will be responsible for any additional or unusual expenses incurred by the University or the Department resulting from the activity including but not limited to damages, late fees, and cleaning.*
23. The published times on the pricing guide include set up and tear down time. Additional time may be requested at a prorated rate. Times are for the day of the event only.
24. Exceeding the agreed upon event duration will result in an hourly fee of \$100 per hour.

* Unpaid fees (late or damages) will accrue interest monthly (20%) until paid in full.

25. Area Specific Policies

a. Multi-Purpose Field Policies:

- i. Vehicles, pets, fires, glass bottles, skateboards, and hitting golf balls are not permitted on the multi-purpose fields or the surrounding areas, unless otherwise noted.
- ii. Fields, sidelines, bleachers, and parking areas must be cleared of any trash and debris immediately following use. Failure to clean the area may result in additional clean-up charges.

b. Pool Policies:

- i. ONLY enter the pool area when a lifeguard is on duty
- ii. All swimmers must Rinse or Shower before entering the water
- iii. Bathing Suits ONLY (No Thong Bottoms, Basketball Shorts, or T-Shirts)
- iv. No Diving, Horseplay, Running, or Dunking
- v. No Glass or Breakable Containers
- vi. Children under 12 years old must be accompanied by an adult (not to exceed 2 children per adult)
- vii. No full-body flotation devices
- viii. All pool management decisions will be left to the discretion of the Lifeguards on Duty
- ix. The maximum is 200 patrons which includes anyone inside the perimeter fence.

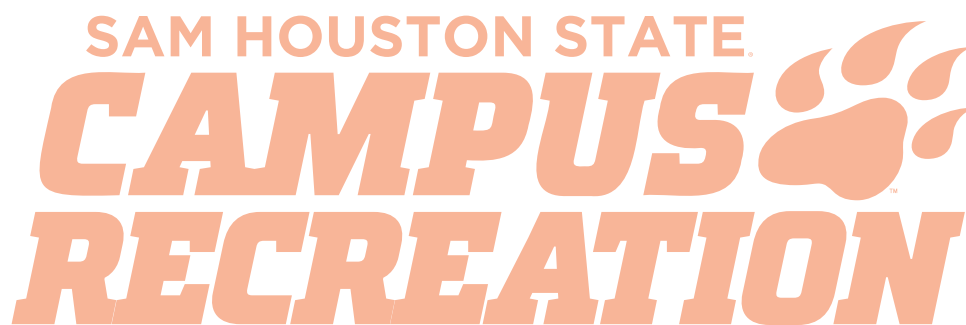
c. Waterfront Policies

- i. Coast Guard approved Personal Flotation Devices must be worn and in good condition in all boating activities (kayaks, canoes, SUPs, etc.)
- ii. No horseplay (intentional flipping of small craft, roughhousing, etc.)
- iii. No diving from the boat or the shoreline
- iv. Maximum capacity
 1. Canoes – 3 persons
 2. Kayak – 1 person (2 for tandem kayaks)
 3. Stand Up Paddleboards (SUPs) – 1 person
- v. Natural hazards exist in the lake water. Enter at your own risk.
- vi. All waterfront management decisions will be left to the discretion of the University Camp Staff.

d. Challenge Course Policies

- i. Participants may only access the course by appointment and under the supervision of SHSU challenge course staff.
- ii. All participants must sign a waiver before entering the challenge course. Participants 17 years of age and under must have waiver signed by a parent or legal guardian (not a sponsor or chaperone).
- iii. Challenge course participants must wear closed-toe shoes.

- i. Participants may not use personal (non SHSU inventory) harnesses, helmets or belay equipment. All necessary equipment is provided by SHSU. Cancellations due to weather are at the discretion of the outdoor staff based on environmental conditions. All challenge course elements will close in the event of lightning based on the Thorguard lightning detectors indicators and/or observed weather conditions.
- ii. Participants should be aware that the challenge course is located in a natural environment where the following may exist: stinging/biting insects, poison ivy and venomous snakes.
- iii. The Challenge Course consists of 14 low and 6 high elements. All elements, lows and high, were constructed in compliance with the industry standards as determined by the Association of Challenge Course Technology (ACCT). An ACCT accredited vendor conducts a comprehensive annual safety inspection. All lead facilitators are ACCT Level 1 facilitators and at least one is on site any time the high elements are in use. There are inherent risks associated with challenge courses and all participants are briefed on the potential risks and must sign an assumption of risk and liability waiver to participate in SHSU challenge course programs. The organization/person in charge of the group is responsible for the behavior of the participants. Failure to cooperate with Challenge Course staff when faced with emergencies/problems may result in the group's inability to use the facility again.



**SAM HOUSTON STATE UNIVERSITY
DEPARTMENT OF CAMPUS RECREATION
UNIVERSITY CAMP REQUEST FOR RESERVATION**

Name of Organization: _____ SAM ID #: _____
 Registered Student Organization (RSO) University Department or Division Other

Name of Applicant: _____ Phone #: _____ Email: _____

Address: _____

Alternate Contact (RSO Only): _____ Phone #: _____

Organization Advisor: _____ Phone #: _____

Date(s) Requested: _____ Duration of Event: _____ AM/PM TO _____ AM/PM

Estimated Attendance: _____ Equipment Requested: _____
 (Example: tables, chairs, rec equipment, projector, AV equipment etc.)

Description of Event:

FACILITIES REQUESTED:

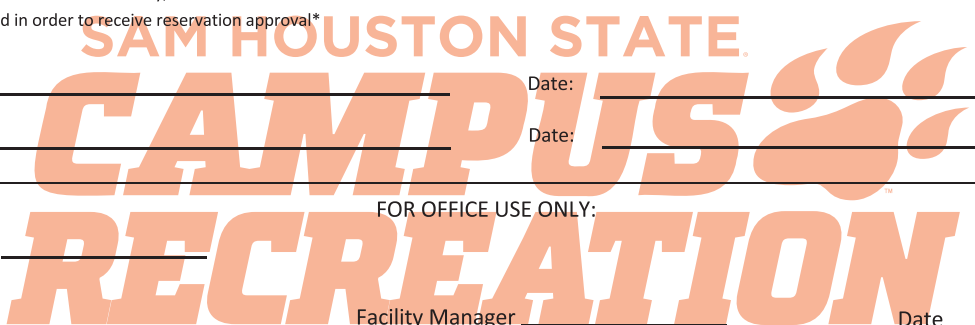
<input type="checkbox"/> Outdoor Pavilion <input type="checkbox"/> Multipurpose Rec Field <input type="checkbox"/> Sand Volleyball Court <input type="checkbox"/> Challenge Course # of Participants _____ <input type="checkbox"/> High Rope Elements <input type="checkbox"/> Low Rope Elements	<input type="checkbox"/> Bunkhouse(s) #male _____ #female _____ <input type="checkbox"/> Raven Room <input type="checkbox"/> Bearkat Lodge <input type="checkbox"/> Dining Hall <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Waterfront Access
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- I have read and understand the Reservation Policies and Procedures
- I have read and understand the Campus Recreation Policies and Procedure

I understand that this form is a request for a Campus Recreation rental and the completion of this form does not guarantee my rental request. By submitting this form I acknowledge I have read and understand the reservation procedures and facility use policies and agree to comply with all written and posted policies of the Department of Campus Recreation, Sam Houston State University, and the State of Texas.

Both boxes must be checked in order to receive reservation approval

Applicants Signature: _____ Date: _____
 Advisor's Signature: _____ Date: _____



FOR OFFICE USE ONLY:	
Reservation Approved _____	
Reservation Denied _____	Facility Manager _____ Date _____

**SAM HOUSTON STATE UNIVERSITY
DEPARTMENT OF CAMPUS RECREATION
UNIVERSITY CAMP RESERVATION PRICING**

	<u>SHSU Student Organization</u>	<u>SHSU Group</u>	<u>Non-University /Personal</u>
Bunkhouses (overnight)	\$15.00 per person	\$30.00 per person	\$60.00 per person
<ul style="list-style-type: none"> • Minimum purchase of 25 required • Price includes use of Dining Hall, Meeting Room(s), Pavilion, Multipurpose Field, & Central Campgrounds. • 100 person minimum for peak season exclusive use (Summer) 			
	(8 hours)	(8 hours)	(8 hours)
Bearkat Lodge, Dining Hall, or Raven Room	\$100.00	\$350.00	\$700.00
<ul style="list-style-type: none"> • Includes tables & chairs. • A/V equipment included in the Lodge and Raven Room. • Challenge Course (2-3 hours) <ul style="list-style-type: none"> • High Elements (min. attendance 15) \$15.00 per person • Low Elements (min. attendance 10) \$10.00 per person 			
Swimming Pool (2 hours min)	\$100.00 per hour	\$200.00 per hour	\$300.00 per hour
<ul style="list-style-type: none"> • Additional fees for groups larger than 75 			
Waterfront (1 hour min)			
<ul style="list-style-type: none"> • Available with Facility rental • Equipment capacity of 20 at one time 			
Outdoor Pavilion/ Multipurpose Rec Field	(8 hours)	(8 hours)	(8 hours)
<ul style="list-style-type: none"> • Stand-alone rental on Weekdays only 	\$100.00	\$150.00	\$300.00

All prices are at base fee, additional fees may apply

****Fees are subject to change****

- When multiple facilities are reserved, prices will be negotiable.
- Pricing for Student Groups hosting events for Non-SHSU patrons and fundraising events will be examined case by case.
- All rates include the use of the immediate grounds.
- Insurance requirements are established on a case by case basis.
- Food, service/catering, or other requirements will be negotiated on a case by case basis.
- A non-refundable 25% deposit is required for all reservations at the time of confirmation. All balances are due 14 days prior to the event.
- Overnight lodging reservations last from 2PM to 11AM.
- Alcohol requires approval per university policy
- Set up and tear down will take place during the allotted rental time
- The group leader is responsible for the entire group knowing and following the University Camp policies and procedures

FOR OFFICE USE ONLY:	
Facility Rate \$ _____ X _____ = _____	Deposit Received: _____
Additional Fees \$ _____ X _____ = _____	Balance Received _____
Total Fees = _____	Paid in full _____ Date: _____

Please save this form and email it to
ucamp@shsu.edu