



**2024 Summer Camps & Conference Services
Policy Manual**

GENERAL POLICIES

Availability:

The dates of availability for summer conference housing are May 26, 2024, through the night of Sunday, August 3, 2024. Meals in the UNK Market are available from May 26, 2024, through August 3, 2024.

Eligibility:

The group eligibility requirements for service through Summer Conference Housing are: 1) Groups must be sponsored by an UNK department or closely related to the University's mission; 2) Participants must not be on campus primarily to take UNK summer classes; 3) Participants must not be required to be enrolled in UNK summer classes. Groups who do meet either of the last two criteria may be able to reserve room and board through the UNK Residence Life Office (308-865-8519).

Only individuals who are registered for the event are eligible to stay in campus housing. Children under the age of eight (8) are not eligible to stay on campus.

Certificate of Insurance:

A certificate of Insurance is required for all events not sponsored or paid for by a UNK department. The certificate must be received by Conference Services no later than 30 days prior to the event and must be approved by UNK's Business Services office. The certificate must provide general liability in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate that names the "Board of Regents of the University of Nebraska" as additional insured. For athletic activities, the general liability coverage must include participant liability in the amount of \$1,000,000. Failure to provide a valid certificate that meets these requirements by the specified deadline will result in

cancellation of the group's services.

Important Deadlines:

Two guarantee numbers must be provided 10 business days prior to the scheduled arrival, one for the number of residential participants and another for the number of commuting participants needing meals. Requests for space beyond the contracted amount must be made in writing. Conference Services will make every attempt to accommodate increased services, but it is not guaranteed. Please set a registration deadline in advance of when the guaranteed number is due, so you are able to meet the deadline.

Upon providing a Confirmation of Services, the group will be sent a blank Housing Roster document to make their housing assignments on and the Guaranteed Minimum Form. Both forms must be turned in no later than 10 days prior to the start of the event.

Financial Considerations:

A consolidated invoice for all charges incurred by the group and its participants will be sent after the event has concluded. Invoices will be processed within 14 days of the conclusion of an event. Circumstances such as waiting for quotes or final charges for damage repairs may delay the invoice beyond this period. Conference Services will communicate with the group when an invoice takes longer to process.

Payment is due in full within 30 days of the invoice being sent. The invoice can be paid via transfer from a university or state account or with a check or money order. Those paying via fund transfer will automatically have the funds debited from the account provided when the Request for Services was submitted. Charges can be split

between a maximum of two accounts only by a percentage of the total. Events requesting tax exemption status will require documentation.

The final invoice will be based on

- Housing Charges: the actual number of participants
- Dining: the actual or guarantee number, whichever is greater.

As an incentive to youth groups to provide excellent supervision, we offer an Activity Worker Room Credit. An Activity Worker Room Credit is the cost of one double occupancy staff bed for every 15 youth participants in attendance. This credit will be added to the final invoice when the following conditions are met:

- Group complies with the 1:15 Activity Worker to youth ratio with the minimum of two Activity Workers.
- At least one Activity Worker must be of the same sex as the youths.
- All Activity Workers are at least 19 years of age, must live on floors with the youth and cannot be the primary parent/guardian of a participant.
- Activity Workers follow all UNK and Conference services policies and expectations.
- Youth participants follow all UNK and Conference Service policies and expectations.
- All conditions of the UNK Youth Activity Safety Policy have been met.
- If there are less than 15 participants, two Activity Worker room credits are provided.

Accommodations:

Conference Services is committed to providing appropriate accommodation to guests with disabilities. To ensure that appropriate arrangements can be made, guests who require reasonable accommodations must contact the Conference Services Coordinator by email at conferences@unk.edu at least three weeks prior to their scheduled arrival on campus. The event coordinator should provide:

Name of the event

Dates of attendance

Provide information as to the type of accommodation they need.

Once the requests are received, they will be reviewed by the Conference Services Staff and notice of the decision will be sent to both the participant and the event coordinator.

Camp Store:

A camp store may be held in the residence halls. If an appropriate space is available and reserved. Groups are responsible for securing all money and merchandise related to the camp store. Conference Services bears no liability for damaged, lost or stolen property. Please note that groups are prohibited from selling food or beverage items in the residence halls.

Housing Assignments:

It is the policy of the University of Nebraska at Kearney that youth conference guests have access to a traditional hall floor/room or suite style unit consistent with their gender identity. Guests will be placed in a room with people of the same gender as that identified by the guest on their registration paperwork. If a client or guest has a need for other accommodation, please contact Conference Services for assistance.

Parking:

Parking permits are not required at UNK during the dates listed in the Availability section. Parking regulations for reserved, handicapped, loading/no loading and reserved parking zones are enforced year-round.

Posting:

Posting signs, banners and decorations in the residence halls is restricted to bulletin boards only. Blue or green painters' tape are the only approved adhesives for posting on these areas. Please contact Conference Services staff for more information or for other considerations. **The use of glitter within the residence halls is not allowed.**

Lost and Found:

Any personal property left or found on UNK property will be subject to the following:

- Items found in sleeping rooms will be bagged and labeled with the location and date found and stored by Conference Services. Notification will be made to the Event Coordinator.
- A 14-day waiting period will ensue at the end in which ownership shall immediately transfer to UNK and will be subject to UNK's policy on surplus property.
- All data storage and electronic devices found will be turned into the front desk. Conference Services will log these items and turn them into UNK police at the end of a 14-day period.
- All cash, checkbooks, credit/debit cards, wallets, purses, and prescription medicine found will be turned into Conference Services. Conference Service staff will log these items and turn them into UNK Police immediately.

Youth Medical Treatment:

UNK's Youth Activity Safety Policy requires all events to have a plan to provide medical treatment to youth participants. The Kearney community offers a variety of medical facilities including urgent care, clinics and hospitals. Make sure each youth always has the contact info for their parents or guardians on them and that the on-site housing contact also has this information readily available.

YOUTH ACTIVITY SAFETY POLICY

The University of Nebraska-Kearney (UNK) has a strong interest in protecting the safety of youth on our campus; therefore, the University of Nebraska System implemented a Youth Activity Safety Policy to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by UNK and for activities sponsored by other organizations but held at the University. Except as noted herein, UNK units may, on their own, adopt policies that are stricter than the policies listed in this document.

If a group has participants under the age of 19. This policy provides minimum specific guidelines for activities sponsored by UNK and for activities sponsored by other organizations but held on UNK's campus. Completion of a Youth Activity Registration Form is required for all youth events. If an incident occurs involving youth an Incident Reporting Form must be submitted within 24 hours.

Appropriate supervision of youth is of the utmost importance. All activities with youth must have one (1) adult chaperone for every 15 youth guests with a minimum of two (2) adult chaperones. Adult chaperones must be

at least 19 years old and one must be the same sex as the youths. The supervision of youth on campus is the responsibility of the group sponsoring the event and should be entrusted to the adult chaperones. In addition to the guidelines contained within the Youth Activity Safety Policy, all youth activities utilizing UNK Housing facilities must also follow the guidelines listed below:

- Serve as an appropriate role model and example for youth guests at all times.
- Escort and monitor youth guests in the dining facilities and residence halls.
- Live on the floors with youth guests, be present, and monitor all youth activity.
- Conduct a nightly guest check to confirm that all youth are in their rooms at curfew.
- Consistently address and eliminate youth guest behaviors that are either inappropriate or unsafe in the residence hall environment.
- Support any requests or interventions provided by university staff.
- Report problems, accidents, or incidents to UNK Housing staff immediately.
- Respond to emergency or crisis situations as needed.

Group Supervision:

Youth Group participants must be under direct supervision and control of an Activity Worker at all times. Groups will abide by the rules, regulations, and requirements of the University. It is further understood that the Group will withdraw, remove, or expel any person associated with or participating in the conference upon the request of the University for good cause. Moreover, the Group agrees to cease and desist any activity upon the request of the University for good cause. The term "good cause" as used herein shall include, but not be limited to,

violations of any rule, regulation, or policy of the University.

The group agrees to name one individual age 19 or over, to serve as the **On-Site Group Contact** (sponsor or coordinator) present beginning at the time of check-in, through the time that the last participant is checked out. ***This individual must reside on campus in the same residence hall as the guests and MUST be reachable by phone 24 hours a day during the dates of the Group event in case of emergency.***

Additional guests (minors or family members) are not permitted to stay on campus unless they are eligible as an enrolled participant in the event or serving as an Activity Worker.

UNIVERSITY POLICIES

Residence Life and UNK Policies:

UNK and Residence Life policies are in place to help ensure the safety and satisfaction of all guests on campus. It is the responsibility of the event sponsor to communicate expectations to all participants. All guests must abide by UNK and Residence Life Policies including but not limited to:

Alcohol and Other Drugs: Possession or consumption of alcohol or drugs is prohibited in the residence halls and on campus.

Tobacco: The use of all forms of tobacco products is prohibited on the University of Nebraska at Kearney property with the exception of parking lots. "Tobacco products" includes all forms of tobacco, inclusive of but not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices, and smokeless tobacco products.

Weapons: Firearms and other weapons are not allowed on campus.

Harassment: Guests may not engage in acts or communications intended to threaten, intimidate, or harass a particular person and to cause that person to fear for their safety. Posts via social media are also included under this policy.

Windows: Throwing, dropping, hanging, etc., of any object from a residence hall window is prohibited. Removal of window screens and entering or exiting a residence hall by way of a window is prohibited.

Vandalism/Damages: Damages, destruction, or defacement of university property is prohibited. If individual guests or group of guests for damage to the hall and can be identified, the responsible party will be required to pay the cost incurred.

Noise: hours are in effect from 10pm to 8am.

Guests: Conference guests are not authorized to bring non-registered guests on campus.

Bikes/Skateboards/Hover Boards: The operation of personal mobility devices, use, and storage of non-traditional means of transportation including but not limited to bicycles, mopeds, skateboards, scooters, in-line skates, roller skates and recreational electric personal mobility devices is prohibited.

INCIDENT REPORTING

UNK is required to report incidents on campus to university, city, state, and federal authorities. These reporting requirements apply to incidents involving both youth and adult guests. The responsibility of looking

after youth lies with the Adult Activity Workers (chaperones, coaches, counselors, etc.). Our staff is required to report all incidents that we are informed of. The list below is sample of the types of incidents we are required to report and who may be involved in the reporting:

Damage or theft to university Property: Report to Conference Services Staff, UNK Police will be Involved.

Missing guests: Report to Conference Services Staff, UNK Police will be involved.

Injury or illness: Seek medical attention, Report to Conference Service Staff

Alcohol: Report to Conference Service staff, UNK Police will be involved

Illegal Drugs: Report to Conference Service staff, UNK Police will be involved.

Child abuse or neglect: Report to UNK Police, inform Conference Service Staff second

Sexual Harassment: Report to UNK Police, Inform Conference Service Staff, Office of Equity and Compliance will be involved.

Sexual or Physical Assault: Report to UNK Police, Inform Conference Service Staff, Office of Equity and Compliance will be involved.

DINING SERVICES

Dining Services:

Sodexo America, LLC provides all dining and catering services for the University. Any dining meal service requests of the Group must be organized and coordinated through the University Conferences Coordinator.

Groups must complete and submit a Minimum Guarantee Form for each provided meal no later than ten (10) days prior to the first Event Date. Groups will be charged the dining meal rates as stated in based on the Minimum Guarantee or actual use for each meal, whichever is higher. If the Group fails to provide an updated Minimum Guarantee to the University, the individual meal numbers provided on the Confirmation of Services will be considered the Minimum Guarantee. In its best efforts, the University will accommodate all dining service needs of the Group but does not guarantee availability more than the Minimum Guarantees unless otherwise agreed upon by both Parties.

Dining summer service hours are as follows with the exceptions of recognized, government holidays:

Monday through Friday

Breakfast: 7:00 am – 8:30 pm

Lunch: 11:00 am – 1:00 pm

Dinner: 5:00 pm – 6:30 pm

Saturday and Sunday

Brunch: 11:30 am – 1:00 pm

Dinner: 5:00 pm – 6:00 pm

If the Group has a large number of individuals by itself or in combination with other groups in attendance during the Event Dates, the Group will be required to split up into smaller groups and stagger these smaller groups' mealtimes as requested by the University. These groups will be allowed

an expanded mealtime at no additional cost. Groups that do not meet this requirement and cause or request dining meal services outside of the designated hours will be charged a minimum fee of \$180 per hour unless otherwise arranged and agreed upon with the University. This fee will not be split or reduced if the full, additional hour(s) is not utilized.

Catering:

If the Group wishes to use Loper Catering services instead of dining services, the Group will need to place their order(s) through Sodexo America's online portal (<https://unkcatering.catertrax.com/>) or by calling 308-865-8428. The Group will need to identify they have a contract with the University for a camp or conference. The Group will be charged by the University for the Group's catering in accordance with prices listed on the online portal.

Special Diets and Allergies:

While UNK Dining Services offers a variety of meal options, they will make every effort to accommodate guests who have special diets or allergies. Such requests must be listed on the Minimum Guarantee Form which must be submitted at least ten (10) business days in advance.

CONFERENCE MEETING FACILITIES

The University of Nebraska at Kearney is pleased to make facilities available to responsible groups and organizations, whenever in the judgment of the University, such use will not interfere with the academic mission of the University or provide undue risk to personnel or property. When such arrangements are made, the group shall make known its sole sponsorship of the program. By reserving the facility(ies), the group shall enter into an agreement to hold the University of Nebraska at Kearney, the

University of Nebraska Board of Regents, and any agents, representatives, or employees of any of these bodies, free of any liabilities incurred in connection with use of the facility(ies). By reserving a facility, the group shall also bind itself to indemnify the University of Nebraska at Kearney for any property damage other than normal wear.

All groups are encouraged to complete a Facility Reservation Request at least one month in advance. Specific details for audio-visual equipment, food service, and room arrangements must be submitted at least three weeks in advance.

The University reserves the right to substitute facilities and/or cancel arrangements at its discretion and to give preference to academic programs of the University, recognized student organizations, and other events sponsored by the University. The University further reserves the right to review, specify, and restrict any advertising, sales transactions, or product distribution.

The UNK Police and Parking Services will review all events on campus and assess the need for security. As the standard, a minimum of one officer for every 250 individuals in attendance is required. The Director of the UNK Police Department has the discretion to alter this ratio based on the event, the environment, and current issues. All costs incurred to supply such an event, security will be charged to the individual, group or organization holding such event. In certain situations, Police Services may outsource, and T-shirt security may be used.

Individuals, groups, or organizations wishing to have security to guard items above what is supplied by the on-duty officer patrolling

will need to make a request to the Chief of UNK Police. The individual, group or organization will be responsible for the cost of the officers' wage. On campus emergencies should be directed to UNK Police Services by calling 911 or 308-865-8911.

CONFERENCE SERVICE RATES

Listed below are the rates for the Summer 2024 Summer Conference season. Conference Housing is reserved for individual guests looking to stay on campus for university related business, but may not be part of a conference group.

SUMMER 2024 ROOM RATES	DOUBLE Occupant (Per person)	SINGLE Occupant (Per person)
Youth/Adult Conferences	\$19	\$25
Linen service <i>if requested</i>	<p>BASIC LINEN PACKAGE (\$8.80/person): Towel, hand towel, washcloth, fitted sheet, flat sheet, blanket, pillow, and pillowcase placed on bed.</p> <p>PREMIUM LINEN PACKAGE (\$10.90/person): The Basic Linen Package plus an extra towel, and the bed is made.</p>	
SUMMER 2024 DINING RATES	Price Per Person	
Breakfast	\$4.35	
Lunch	\$7.80	
Dinner	\$7.80	