



Summer Camps & Conferences Manual

Summer 2026

UNK[®]
CONFERENCE SERVICES

GENERAL POLICIES

Availability:

The dates of availability for summer conference housing are May 31, 2026, through Saturday, August 1, 2026. Meals in the UNK Graze are available from May 31, 2026, through Saturday, August 1, 2026.

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 enroll 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 14 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 and Dietary Needs Form. Both forms must be turned in no later than 14 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.

Accommodation:

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

The guest 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:

Groups wanting to sell event merchandise may set up a camp store in approved locations within the residence halls only. The request for a camp store must be submitted at the time of the meeting between the event coordinator and the Camps and Conferences Coordinator

Check-In Procedure

- Prior to check-in the group coordinator will verify any changes to the roster with the UNK Housing Staff
- The group will provide assistants to help control the check-in line.
- Guests will check in with the camp coordinator.
- After checking in with the camp coordinator, guests will check in with UNK Housing
- Guests will give their name to the staff member/show their name tag
- After receiving their room key and access card, the guest may go up to their room

Check-out Procedures

When checking out groups will be responsible to:

- Close all windows.
- Remove all personal belongings from your room.
- Place all trash in the green trash receptacle on your floor.
- Place all recycling (pizza boxes, etc.) in the blue recycling receptacle on your floor.
- Take all linen to the linen collection on your floor. Leave pillows in your room.
- An adult chaperone must check the rooms for the group.
- Turn off all lights.

- Return your key and access card to the desk

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.

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 will be turned into the front desk. The Conference Services team will log these items 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.

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.**

Camp Schedule:

The Group agrees to provide the University with a comprehensive schedule of activities, including tentative times and locations of planned activities, at least 14 business days prior to the first Event Date. This agreement shall comply with all terms and conditions.

Room Entry

The University reserves the right to enter a resident room for the purpose of inspecting the premises when an authorized agent of UNK has reason to believe the following:

- Housekeeping, maintenance, or repair may be necessary
- Health or safety concern Non-compliance with smoking, vaping policy,
- Damage is or has been done to university property
- University policy violations, subsequent notices, or local, state, or federal law is being violated.

The above list is not exhaustive, and there may be other circumstances that warrant room entry, as determined by UNK in its sole discretion.

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 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.

Only youth registered as part of the event may stay on campus. UNK does not provide family housing during summer camps.

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: As required by the University's Drug and Alcohol Policies (<http://www.unk.edu/about/compliance/files/dispensing-alcoholic-beverages.pdf> and <http://www.unk.edu/about/files/unk-tobacco-free-policy.pdf>), the Group agrees that in the performance of this Agreement it shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of alcohol and/or a controlled substance in conducting any activity related to the Event.

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.

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 can be identified, the party responsible will be required to pay the cost incurred.

Noise: Quiet 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/Scooters: The use of these items within any university building, including the residence halls is not permitted. Storage of bikes and scooters within any campus buildings including the residence halls is prohibited. These items must be kept in the racks outside the building.

Firearms and Weapons Policy: As stated in the University Firearms and Weapons Policy (<https://www.unk.edu/about/files/firearms-and-weapons-policy.pdf>), possession of dangerous weapons (concealed or unconcealed) on University property, in University vehicles, or in personal vehicles when on University property shall be a violation of the University policy. A dangerous weapon shall include guns, knives, explosives, or any other device as determined by the University, which in the manner used or intended is capable of producing death or bodily injury. Violations of this policy shall make the offender subject to appropriate disciplinary action. Should the University, in its reasonable judgment, determine that Group has committed an act in violation of this policy, the Group agrees as a term and condition thereunder to cause such person and weapon to be removed from University property and to take such other action as may be reasonably necessary to ensure compliance with this policy.

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 and Dietary Needs Form where the group will provide a minimum guarantee for each meal provided no later than fourteen (14) days prior to the first Event Date. Groups will be charged the dining meal rates as stated based on the Minimum Guarantee or actual use for each meal, whichever is higher. If the Group fails to provide an updated minimum guaranteeing 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.

Groups that change when their first days of meals start within 24 hours of the planned start of the meals will be charged the number on the Minimum Guarantee Form for those meals.

Special Diets and Allergies:

UNK Dining is not an allergen-free facility or kitchen. UNK Dining will do their due diligence to ensure dietary restrictions are met to the best of their ability. Guests with allergens not listed on the Minimum Guaranteed Form will be accommodated as UNK Dining is able to.

Attire

Guests must wear proper clothing, including shoes and shirts when eating at the UNK Dining Center. Guests not dressed in proper clothing will not be allowed to enter The Graze in accordance with Nebraska health code regulations.

Loper Catering

If the Group wishes to use 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 make their request no later than 14 business days prior to the event. 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.

SECURITY AND 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.

The University security and parking department will review the Event and assess the need for security. The University requires one security officer for every 250 individuals in attendance with discretion to alter this ratio based on the Event, use of the Facilities, the environment, and current issues. The University reserves the right to outsource security. All emergencies shall be directed to University police at (308) 865-8911 or 911.

The Group may request additional services and personnel beyond University requirements including but not limited to parking, security, equipment training, and Facilities setup and teardown.

All costs incurred with required and/or requested personnel for security, parking, or any other additional services will be charged to the Group at the applicable hourly wage rate for each University individual as listed in Appendix A. Other hourly rates including but not limited to overtime rates may also apply.

Groups must adhere to campus parking rules (metered zones, permit areas, restricted lots). Special arrangements may be made via the UNK Police Parking Division with advance notice; fees may apply. The University is not responsible for parking citations issued to event attendees. Visit [Parking Regulations](#) for more information.

Groups are not permitted to bring UTV and golf carts onto campus.

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.

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.

The Group, and its representatives, participants, and all other individuals under its supervision and control, agrees to operate the Equipment in a clean, safe and sanitary manner so as to maximize the life span of the Equipment. The Group shall exercise due care in its operation and use of the Equipment. The Group's use of the Equipment shall conform with all applicable statutes, ordinances, rules, regulations and orders of any governmental authority which apply to its use of the Equipment. The Group shall not use the Equipment in any manner that would contravene applicable laws, rules, regulations and other governmental directives, would violate the terms of any manufacturer's or like warranty, or would contravene the manufacturer's reasonable operational standards for the Equipment. If the University notifies the Group of any additional operational standards, the Group shall adhere to such standards in the operation of the Equipment. The Group shall not alter or modify the Equipment. The Group, at its own expense, shall be responsible for ensuring that all users of the Equipment are fully

trained regarding the proper operation of the Equipment according to the University's standards.

The Group, and its representatives, participants, and all other individuals under its supervision and control, agrees to use the Facilities in such a manner as to not interfere with the University's use of the building in which the Facilities are located, to comply with all applicable governmental laws, ordinances, and regulations and University policies in connection with its use of the Facilities, to keep the Facilities in a clean and sanitary condition, and to use all reasonable precaution to prevent waste, damage, or injury to the Facilities.

The Group will be charged the applicable rates for the use of the Equipment and/or Facilities as listed in Appendix A. Any changes to the requests listed in Exhibit A must be mutually agreed upon by both Parties and may alter the Group's overall charges in accordance with the applicable rates. These rates may be subject to other regulations and requirements as listed in Appendix A. At its sole discretion, the University may adjust or provide alternate Facilities for the Group and its Event. The University will use its best efforts to not make adjustments less than thirty (30) days prior to the first Event Date.

If the Group's use of the Equipment and/or Facilities require additional University personnel to be present, including but not limited to training, equipment operation, supervision, or other needs according to University standards, the Group will be charged the applicable hourly wage rate for each University individual as listed in Appendix A. Other hourly rates, including but not limited to overtime rates may also apply.

The Group shall, at its sole cost and expense, upon notice from the University, immediately discontinue any use of the Equipment and/or Facilities or any actions in violation of law, University policies, the certificate of occupancy, or the appropriate use of the Equipment and/or Facilities.

If a group brings in their own equipment, video production, lights, staging, etc. the equipment must be inspected by both UNK Conference Services and UNK Facilities before it is set up and before it is used. UNK Conference Services and UNK Facilities may deny the use of any equipment deemed inappropriate for the space or that could cause damage to the university property.

The University shall be reimbursed for all direct costs associated with hosting the event for non-university groups. Direct costs include but are not limited to: custodial labor and supplies, room setup and teardown, special equipment, security, technical support, and staffing. Equipment in rooms is available for use, however staffing is not provided unless requested and will be billed at the stated rate.

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.