**Rates for 2020 Summer Camps at Louisiana Tech University**

**Housing Rates – per person**

$20 – double/triple occupancy in traditional residence halls, per night

 $24 – private room in traditional residence halls, per night

 $25 – double occupancy in the suites, per night

 $27 – double/quad apartments with 2 per bedroom, Legacy Park, per night

 $30 - double/quad apartment, UP phase 1, per night

 $35 - double/quad apartment, UP phase 2 and Park Place, per night

**Meal Rates**

Breakfast - $7.50/person

 Lunch - $8.00/person

 Dinner - $8.00/person

**Lambright Recreation Complex**

***Indoor Facilities Price Outdoor Facilities Price***

Aerobics Studio $25/Hour Lower Softball Field $100/Hour/lights

Classroom $200/Day Hideaway Park

 $25/Hour -Pavilion $25/Hour

Gym - 1 Court $50/Hour -Low Ropes Course $100/Hour

Gym - 2 Courts $100/Hour for groups of 10 or less; additional fees if over

Gym – 3 Courts $150/Hour Outdoor Rec Fields $100/Hour

Gym – 3 Courts $500/day if 3+ hours Rugby Field $50/Hour

Racquetball Courts $25/Hour/Court

Bowling Alley – One lane $25/Hour

Bowling Alley – All Lanes $50/Hour

Rock Wall $50/Hour

Wellness Classroom $25/Hour

 $200/Day

Conference Room $25/Hour

Tables & Chairs $10/Day

Pool – $50/hour and no more than 50 campers in the pool at a time

\*\*Depending on camp dates and times needed, the indoor and/or outdoor pool may not be available.\*\*

Charge for use of facility - $7.50/per camper

If a camp lasts longer than 7 days, the cost of use of a gym is $100/day per gym.

Lambright Intramural Sports Center Facility Service Fees

Entry prior to normal business hours $25/Hour

Rental hours past close of business $25/Hour

**Memorial Gym Rates**

1-6 hours $75

6-12 hours $150

12+ hours/24 hr. period $200

**Student Center and Meeting Rooms**

Free of charge if Louisiana Tech Dining Services & Residential Life facilities are being used.

**Pre-Arrival Details**

**Application, Reservation, and Cancellation**

The summer conference housing application can be found on the Department of Residential Life’s website. Once the application is received, the request will be processed. The Director of Residential Life and Summer Camps will email the sponsoring organization’s contact to either confirm or alter the request. These conversations discussing changes and/or acceptance will be via email.

Once the application is processed and both the sponsoring organization and the Director of Residential Life and Summer Camps agree to the dates, times, assignments, etc., a reservation will be made and the sponsoring organization will be notified.

An application is not a contract and can be cancelled within 30 days of the first date of your camp/conference. Information can be updated once the application is submitted. Camp/Conference cancellations must be made in writing to the Department of Residential Life within 30 days of the first date of the camp/conference.

**Camp Coordinator Contact Assignment**

Around the end of April, your sponsoring organization will be assigned a Coordinator of Student Development (who will become your Camp Coordinator) to work with in regards to the details of your stay. This assigned individual will contact you initially at the end of April or beginning of May and will remain in contact with you prior to your arrival. The Coordinator will ask for updated numbers and will review the details given during your application process. You should contact your Coordinator with any special needs or concerns you may have in relation to your reservation, scheduling, or accommodations.

Unless otherwise noted during the planning stages, your organization’s check in will be held at the front desk of the residence hall that you will be occupying. Should you occupy the apartments, your Coordinator will give you specific details for this check in location prior to your camp’s arrival.

**Room Space Count and Assignments**

In order for Residential Life to best be prepared for the number of attendees you have, we need to receive updated numbers closer to the arrival date. Although the application may list approximate numbers, the sponsoring organization will be asked to provide a room space count at least seven days before students/staff arrive on campus. Your Coordinator will be in contact with you to provide a reminder for the submission of this form. While this is not the final count, it should be as close as possible. Your group may be billed for either the room space count numbers or the actual number that attends, whichever is greater. If a group fails to complete the count and notify their Coordinator, the original numbers on the application will be used as the minimum amount of spaces the camp is responsible for paying. The room space count is the guaranteed amount of spaces the University can provide. If your group needs more on the day the conference starts, Residential Life will try to provide additional space, as space permits.

To plan for check ins, our staff needs to know what groups/individuals your staff has assigned to which locations. These rooming lists should be submitted to your Camp Coordinator at least 48 hours before campers arrive to campus. This is very important for our staff, as this preparation helps ensure a smooth check in.

1. Your Coordinator will reach out to you. In regards to the building(s) you plan to utilize. Your Coordinator will send you an Excel spreadsheet listing the room spaces available for use in the assignment process, as well as a floor plan.
2. You assign your spaces and return the Excel spreadsheet to your Coordinator at least 48 hours prior to the first student/staff arriving on campus.
3. Your Coordinator should be notified if there are any changes made to assignments after check ins are complete.

If you would like another option for assigning at check-in, please notify your Coordinator.

**Arrival Details & Other Helpful Information Regarding Your Stay**

**Check in Process**

Our staff can check your organization in by utilizing one of two methods:

1. All keys and check ins occur in the residential facility to which your group is assigned. The check-ins will be located at the front desk of each residence hall or at a separate location (informed of prior to camp dates) for apartments. Keys will be handed out to groups (churches, schools, etc.) rather than on an individual basis if the opportunity exists.
2. If you have a small group (less than 50) and/or attendees are checking in after 5pm or on a weekend, you may request to have a sponsoring organization representative to retrieve keys from a Residential Life staff member prior to this time so these individuals can receive their keys in a different manner. Any unused keys should be returned to your Camp Coordinator on the next business day to avoid any charges.

**Keys**

At check in participants will be given a physical key that gives them access to their assigned room as well as a FOB that will grant them access to their particular hall in which they are assigned. If they are assigned to the apartments, they will not need nor be assigned a FOB. The FOB can be swiped at the card readers near the front door of the hall to gain entrance. A participants’ FOB will only work on their assigned building.

Lost keys should be reported immediately to the front desk or to a member of our Residential Life staff. A work order will be written to change the door lock, which should be completed within the hours of 8am – 5pm the day of the reported lost key. The group will be charged for a lock change at the time of the invoice. There is a charge of $20 per lost or unreturned key. Please advise all group members to lock their doors at all times in an effort to keep our community secure.

**Meal Cards**

Meal cards will be given to the camp/sponsoring organization at move in. You will receive the camp cards along with a list of all of the card numbers. Write each camper’s name beside the card number they are assigned. Once this sheet is completed you will need to return it along with any unused cards to the Tech Express Office as soon as possible. If unused cards are not returned in a timely manner it will result in your camp being charged for additional campers. The card number sheet is required to replace any lost camp ID, for a $5.00 replacement fee. IF this is not received by the Tech Express Office and a camper loses their card, we will issue a new card and your camp will be charged an additional camper. If you have any questions please contact the Tech Express Office at 318-257-4553.

**Safety**

Louisiana Tech University Police is available 24 hours a day and 365 days a year. You can reach University Police by calling 318-257-4018. Please stay alert during your time on campus and report any suspicious activity or person to University Police.

**Front Desk**

Each traditional residence hall has a front desk area, which is staffed 8:30 pm – 12:30 am with a conference housing worker or building manager. If you need us to staff the front desk at other times as well during the day, please notify your Coordinator and we will be happy to so. The front desk staff can help assist with regards to directions around campus, assistance during an emergency situation, and with requests for maintenance needs. If there is an emergency maintenance request, our front desk worker will know the proper protocol to contact someone after hours. Please note that the response time may be longer after hours but we will do our best to address the issue in a timely manner. Should a maintenance need be reported that is not an immediate danger it may be reported the next day during business hours. Our staff may gain access to a room to complete the requested action even if someone is not in the room at the time. Please contact your Coordinator with any questions or concerns in regards to emergency situations.

**Supervision**

If you have youth or high school ages as participants in your camp, please note that the sponsoring organization is responsible for ensuring that they are supervised at all times. Activities involving attendants under the age of 18 should always have an adult (at least 18 years of age) present. If University personnel have issues with a camp attendee, the sponsoring organization’s contact will be notified and will be responsible for addressing the issue with either the attendee or the attendee’s supervisor. Individuals supervising students should be responsible for addressing discipline issues, emergencies, and injuries.

**Maintenance Needs**

Should any of your accommodations need maintenance work while you are on campus with us, please do not hesitate to contact the Maintenance office at 318-257-4038 or the Residential Life office at 318-257-4917 to request a work order. During the summer months, our office is open 7:30am – 5PM Mondays-Thursdays and 7:30am -12:30pm on Fridays. However, our maintenance and custodial staff work 7:30am – 4:30 PM Mondays – Fridays. We will do our best to accomplish the work during these times. However, if there is a need that occurs during the time our office is closed, please reach out to your contact/Camp Coordinator. He/She will be able to get in touch with a maintenance/custodial staff member on call and address the concern as soon as possible.

**Need Assistance**

During your stay on campus, all questions or concerns should be directed to your Camp Coordinator. If a situation needs further intervention or assistance, the Director of Residential Life and Summer Camps may be notified by either the sponsoring organization’s representative or the Camp Coordinator.

If assistance is needed or an emergency occurs outside of business hours, the Camp Coordinator should be contacted first an if unavailable, the Director of Residential Life and Summer Camps second. Contact information for these staff members shall be given to the sponsoring organization’s contact during the planning stage and prior to arrival.

**POST CAMP DETAILS & BILLING**

**Check Out Process**

Our staff can check your organization out by utilizing one of two methods:

1. Individual groups within the sponsoring organization (ex. Church, school, etc.) can collect the keys from their members and submit all of these to the building manager or conference housing worker at the front desk of the residence hall. Please note that the keys need to be handed to a staff member and cannot simply be placed on the desk.
2. Your camp representative can return all keys to your Camp Coordinator in the Residential Life Office once everyone is moved out of the apartments/residence hall.

**Keys**

The Camp Coordinator will be in discussion with the sponsoring organization’s representative in regards to staff check-out. Any all-hours keys checked out for use by staff and any keys gaining access to staff residential facilities must be returned prior to a group leaving campus.

Each lost key will result in a $20 per key charge that will be added to the invoice. Residential Life will provide the camper’s name and/or church/school group that lost the key on the invoice so that the sponsoring organization may request reimbursement. However, the sponsoring organization will be responsible for including these lost key fees and fees for any damage in their remittance of payment for the camp.

**Billing & Invoices**

Invoices will be sent via mail to the sponsoring organization within 10 business days of the check out, unless special circumstances apply. Payment for all conference charges must come from the sponsoring organization and will not be accepted from individual participants or groups within the conference. Sponsoring organizations within the University will be sent an invoice and should be paid through an Intracampus Requisition if possible.

Should you find a discrepancy in your bill, please contact your Camp Coordinator first to discuss the charge. If he/she finds a need to adjust the billing, a corrected invoice will be sent. If you cannot agree on a solution, you may contact the Director of Residential Life and Summer Camps to look into the discrepancy and to make a decision with regards to any corrections that need to be made.

Once the camp concludes, your Camp Coordinator will contact you to conduct a brief evaluation of your experience while hosting an event on our campus. The results will be utilized to help our Department improve processes.

***Louisiana Tech University***

***Summer Conference Housing Contract***

**Division of Student Affairs**

**Ruston. Louisiana 71272**

Lodging for special groups or conferences is provided at Louisiana Tech University during the summer months when student enrollment is low and individuals or groups desire conveniently located residential facilities. Following are some descriptions of facilities and services provided by Louisiana Tech as well as regulations governing their use.

**General Information**

**Counselors/Chaperones** – All groups are required to have supervisors on duty at all times when group members are on-campus. Payment for service of these supervisors, including salary, food, lodging must be provided by the sponsor organization. The conduct of all persons in his group is the responsibility of that supervisor. Residential Life will provide, at our expense, one staff member who will be in charge of the residential facility where a group(s) is housed. This individual’s duties are 1) to provide information and facility services to the group(s) within his/her building, and 2) maintenance of contract agreements between Residential Life and the group and enforcement of hall regulations. However, they are not responsible for the conduct of the group.

**Payments** – Charges will be made according to the number of full days’ service rendered for the number registered in the group, and bills will be sent to the sponsoring organization rather than the individual utilizing residential facilities. (The latest check-out time is 5pm, groups remaining after this time will be charge for another day.). In special instances, payments may be made in advance, but ordinarily the sponsoring organization is billed. No payments will be accepted at the time of registration unless prior arrangements have been made. As long as a group or individual has a room and/or master keys to a particular facility, they will be charged full fees.

**Keys** – All-hours keys are available for those who need one. The number of all-hours keys issued is limited, and the Residential Life Office Conference Coordinator must have prior notification of how many all-hours keys will be needed by your group. All keys must be turned in at check-out time; if not, they are considered lost and the sponsoring organization will be billed: $20 per room key and $75 per all-hours key. Locks are changed once a key is reported lost or not returned. Therefore, keys that were not returned at check-out may not be returned by mail without a lost key charge being assessed.

**Damage Charges** – Every room is inspected after a group checks out. In the event the facility has been damaged, any and all charges will be billed to the sponsoring organization.

**Lounges** – The use of all lounges must be confirmed through Residential Life Office Conference Coordinator. No food or drink is allowed in formal lounges. Athletic activities are not allowed in the formal lounges. All lounge rules will be enforced.

**Security** – For security reasons, the doors of the residence halls are locked at all times. Any conference person entering or leaving the building or knowingly propping open a door without the consent of their sponsor and after visitation hours is in violation of University and Residential Life policy. Visitation. Hours are 10am until midnight only. Conference attendants will only be able to gain access to their assigned hall with the key fob given to them during check in.

**Dining Services** – Campers must behave themselves in an orderly manner while visiting the food court and cafeteria. They must also be properly attired. Cost for food is listed on the rate sheet enclosed in this packet.

**Maxie Lambright Recreation Complex** – Campers are not allowed to wear black-soled running shoes into the facility. Food and drink are not allowed in any areas except the lobby. Gum chewing is not allowed. Please see attached Facility Policies and Prices.

**Lodging Cost** – The cost of a room is located on the pricing sheet.

**Student Center** – Free of charge if Louisiana Tech Dining Services and Residential Life Facilities are being used.

**Memorial Gym** – Pricing is on the attached sheet.

**Camp Mail** – The ability to retrieve camp mail is only available during the University’s operating hours of Monday-Thursday 7:30am - 4:30pm and Friday 7:30am – 12:30pm. Mail will not be available for pick up after hours or over the weekend – please make note of this if you host a camp on campus with us that extends into the weekend. The following is the mailing address format:

Camper’s name                       Example:         John Smith

Group name                                                    FBC of South Florida

Arrival date week of camp                             July 23-27

100 Hergot #3174                                           100 Hergot #3174

Ruston, LA 71272                                          Ruston, LA 71272

Any packages arriving after a camp leaves or not picked up by a camp representative will be returned to sender.

**GENERAL RULES AND REGULATIONS**

In addition to nation, state, and local laws, all conference persons are expected to obey University regulations.

**Drinking or Gambling** - Possession or drinking of beverages containing alcohol is forbidden on the campus of Louisiana Tech University. Returning to the residence halls under the influence of alcohol in any way is prohibited. Gambling on the campus of Louisiana Tech is a breach of regulations.

**Firearms and Explosives** - Guns, firearms, spear guns, B-B guns, pellet-type guns, pistols, ammunition, explosives or firecrackers are not permitted on the University property at any time.

**Throwing Items from Windows or Roofs or Hanging Items Outside Windows in the Residence Halls** -Nothing should be dropped or thrown from windows or roofs in the residence halls, and nothing should be hung outside residence hall windows. Items thrown from buildings are extremely dangerous.

**Elevator Misuse** -Anyone found misusing or damaging University elevators will be charged for repairing the elevators and may be subject to serious disciplinary action.

**Destruction of Property** -Nails, hooks, tape, etc. may not be attached to the ceiling tile, painted walls, doors, windows, or furniture. (Tape may be placed on Formica-covered doors and the metal molding around the ceiling tiles.). The occupants of the rooms will be required to pay the amount necessary to repair any damage done to rooms, furniture, or equipment. The Coordinator of Residential Life will compute the amount of money required to repair the damage, including labor, and present the bill to the sponsor for collection.

**Mattress and Bed** – The mattress or springs should not be placed on the floor, and the bed should not be disassembled.