

# CENTENARY COLLEGE CONFERENCE AND FACILITY CAMP POLICY

## **PAYMENT/RENTAL FEES**

The fee for facilities and camp participants is due no later than 14 days after completion of the athletic camp.

**Camp Fees:** All camps will pay Centenary \$2.50 per camp participant per day of the camp (this fee covers wear and tear on equipment and facilities along with custodial, maintenance, employment, insurance, administrative, etc. costs). No partial days. (Option 1)

**Facility Use Fees:** The use of one facility is covered by the Camp Fees. If additional facilities are required, costs will be: Gold Dome and/or Fitness Center- \$100/day each; Mayo Field, Shehee Field, Jones-Rice Field, Softball Field, and/or the Tennis Courts- \$50/day each. No partial days. (Option 1)

**Dorm Room Rental:** \$50.00 per person per night.

**Meals:** Breakfast: \$7.00; Lunch: \$8.50; Dinner: \$9.50 – All-you-can-eat and drink.

An estimated number of eaters, meals, menu and schedule are required at least 30 days prior to the camp; final numbers are due 7 days prior to the camp. The number of people eating will be counted at every meal and the camp will be billed for the exact number at each meal. Sodexo has exclusive rights to all catering on campus but an occasional pizza night or sandwich lunch is acceptable if prior approval is received.

Note: Camp will be billed for all meals eaten connected with the camp; it is the Camp Director's responsibility to inform any commuters or parents who are not supposed to eat with campers that they must pay for meals at the door. Meals must be billed through Community Services and cannot be billed direct from Sodexo.

## **CAMP RESPONSIBILITIES AND REQUIREMENTS**

All athletic camps operated by Centenary personnel must comply with all NCAA rules and regulations as well as the facility use/rental policy of Centenary College.

All employees, assistants, volunteers, etc., paid and unpaid, involved in any camp must submit to a criminal background check by Southern Research Company or another pre-approved agency and cleared by Centenary Department of Public Safety prior to any involvement.

Centenary sponsored camps operated by Centenary personnel are outside of regular employment duties and requires with the primary purpose of generating additional salaries while also developing relationships with the community and potential future student athletes.

All camps will have a designated Camp Director (head coach/director) as point of contact and directly responsible for all required reporting, fee payment and other responsibilities.

Where appropriate, Conferences and Events will generate an invoice outlining all of the incurred costs and deliver it to the Camp Director following the conclusion of the camp. The Camp Director (is) responsible for payment within 30 days of receipt of the invoice. Payment will be made to Centenary Conferences and Events.

**Option 1 – Centenary Sponsored Camp** - Operated as a Centenary institutional camp.

**Requirements:**

- Must be approved by Department Head, Controller, and Events Coordinator
- Complete a camp and facility use agreement with the office of Conferences and Events three months (or longer) prior to the camp to reserve needed facilities in the calendar and allow sufficient time to promote the camp. Approving the camp agreement initiates reservation of facilities. All camp finances must be run through the college's financial accounting system.
- Promote and market the camp as a Centenary College Camp. Centenary External Relations will assist in marketing and promoting.
- Document and maintain complete participant and support staff records. A complete list of participants and staff is to be submitted to the Department Head and Conferences and Events coordinator on the first day of the camp.
- No equipment or expenses related to the camp will use any portion of the Centenary operating budget.
- Collect and be accountable for all camp fees received using the College's Business Office. All revenues and expenses will be routed through an account specific to each camp and monitored through the Business Office.
- All employees and staff are paid through the college's payroll department. Proper HR paperwork, including a criminal background check (paid for by the camp) for all paid and unpaid staff, must be submitted and approved prior to any involvement with the camp.
- A final accounting of revenue, expenses properly coded and signed invoices should be delivered to the Business Office for payment due within 14 days of the end of the camp. Final proceeds will be paid via payroll to the Camp Director after all other expenses and salaries (including dorm fees, meals, t-shirts, equipment purchases, pizza, awards, etc.) have been paid.

**Option 2 – Company Camp** - Establish an LLC or other independent business organization

capable of hiring staff and obtaining liability insurance. Company Camps (external) are considered the same as any other outside organization contracting with Centenary to hold camps on campus; except with preferential facility fees and no security deposits.

**Requirements:**

- -Must be approved by Department Head, Controller, and Event Coordinator
- Company will handle all camp financial transactions; no money will flow through the Centenary College. All revenue will be held and expenses paid by the company.
- Complete a camp and facility use and costs agreement with the Office of Conferences and Events three months (or longer) prior to the camp. Approving the camp agreement initiates reservation of facilities.
- Provide a certificate of liability insurance with appropriate coverage and limits naming Centenary College as an additional insured prior to the start of the camp.
- Verify that all legal requirements of employment, employees, and IRS business reporting are met.
- Schedule and pay Southern Research Company or another pre-approved agency to perform criminal background checks on all paid and unpaid camp staff that are not Centenary employees with a preexisting background check on record and supply the results to Centenary Department of Public Safety for approval before the start of the camp.
- Company will promote and market the camp as its own camp, not as a Centenary Camp.
- Document and maintain full and complete participant and support staff records. A full list of participants and staff must be submitted to the Conferences and Events coordinator on the first day of the camp.
- No equipment or expenses related to the camp will use any portion of the Centenary operating budget.
- Company will be invoiced by the Conferences and Events after the camp has ended for all Camp and Facility Fees (housing and meals if appropriate) per day at the prices listed below:

**Option 3 – College Recruiting Event** - Camp is operated as a Centenary institutional camp.

**Requirements:**

- -Must be approved by Department Head, Controller, Event Coordinator, and the VP of Enrollment
- Complete a camp and facility use agreement with the office of Conferences and Events three months (or longer) prior to the camp to reserve needed facilities in the calendar and allow sufficient time to promote the camp. Approving the camp agreement initiates reservation of facilities. All camp finances must be run through the college's financial accounting system.
- Promote and market the camp as a Centenary College Camp. Centenary External Relations will assist in marketing and promoting.
- Document and maintain complete participant and support staff records. A complete

list of participants and staff is to be submitted to the Department Head and Conferences and Events coordinator on the first day of the camp.

- No equipment or expenses related to the camp will use any portion of the Centenary operating budget.
- Camp Director is to use one Athletic Facility and one Meeting Space (i.e. Whited Room, Kilpatrick Auditorium, etc.)
- All employees and staff are paid through the college's payroll department. Proper HR paperwork, including a criminal background check (paid for by the camp) for all paid and unpaid staff, must be submitted and approved prior to any involvement with the camp.
- A final accounting of revenue, expenses properly coded and signed invoices should be delivered to the Business Office for payment due within 14 days of the end of the camp. Final proceeds will be paid via payroll to the Camp Director after all other expenses and salaries (including dorm fees, meals, t-shirts, equipment purchases, pizza, awards, etc.) have been paid.

#### **LIABILITY AND INSURANCE**

- A. The "CLIENT" shall be responsible for the supervision and care of its participants on the Centenary campus, and shall be solely liable for any claims for personal injury, death, or property damage occurring during the course of the "CLIENT'S" program, except to the extent such injury, death, or damage is due to the negligence of the "COLLEGE" or its employees.
- B. The "CLIENT" must provide the "COLLEGE" with a copy of the "CLIENT'S" Certificate of Liability Insurance in the amount of at least one million dollars at the time the Facility contract/lease is signed and returned to Conference & Facility Office. *Centenary College must be named as an additional insured on the policy.*

#### **Special Notes:**

"COLLEGE" policies require that all adults (over 18) hosting events where kids are participants, are required to have background checks conducted by the college at a cost of \$30 per person.

Non-Centenary employees event leaders staying in resident hall where Centenary College students reside are required to have background checks conducted by the college at a cost of \$30 per person.