



Summer Camp Contract

This Agreement for summer group or camp housing is between the University of Wisconsin - Superior Residence Life Department and (name of camp/group)_____.

The group/camp representative, _____, has made housing arrangements with the Camps Coordinator through Residence Life and agrees to the following:

1. The camp does hereby agree to hold harmless and indemnify the State of Wisconsin, the Board of Regents of the University of Wisconsin System, and the University of Wisconsin-Superior, their officers, agents and employees, from any and all liability, loss, damages, costs, or expenses which are sustained, or incurred, arising out of the actions in the use of the described facilities by the camp. The camp further agrees to and hereby does waive any claim that, except for this waiver, it might otherwise have on account of the inability of University for any cause to furnish to camp the use of the facilities herein described.
2. The University will provide a bed, dresser, desk, and a chair, for each individual and a wastebasket per room. All campers will be assigned in double rooms unless specifically requested otherwise.
3. The University will provide pillows, pillowcases, sheets, and blankets. Campers must provide their own towels, washcloths, toiletries, and other personal items. The University at an additional cost can provide towels and washcloths.
4. All University furnishings must remain in the residence hall rooms at all times. Common area furnishings may not be moved into residence hall rooms for private use. Any damage done to common areas will be charged to the camp/group.
5. Camps will be responsible for compensating the University for damages they incurred to the residence hall furnishings or replacement costs for missing furnishings upon their vacating the residence hall room. This includes reimbursement for the cost of replacing lost room and front door keys, \$40.00 per room key and \$10.00 per front door key. Coordinators are also held responsible for any damages caused by the actions of any guests they may have in the residence halls.
6. All summer group/campers are expected to respect the rights of all other residents staying in the residence halls.
7. Campers and their respective counselors are expected to abide by all residence hall policies as outlined in the attached policy brochure.
8. In some cases, camps/groups will have both males and females on the same floor. Requests for separation of male/female participants need to be in writing at the time of registration and are subject to space available. Bathroom facilities are single sex. Therefore, some individuals may need to go to another floor to use the bathrooms and showers.
9. Prior to checking out and turning in keys, each camper is expected to take all of their trash out to the exterior dumpsters and remove all personal belongings from their room. Counselors are expected to sign off on a checkout sheet that indicates they have inspected each room before



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the campers turn in their keys. The checkout list should be turned in with the keys. Any damages that occur during the camp/group's stay will be the responsibility of the camper (if identified) or the camp.

10. The camp agrees to obtain at its own cost and expense public liability insurance in the sum of not less than \$1M unless otherwise negotiated for each person injured or killed, and not less than \$1M unless otherwise negotiated for the injury or death of two or more persons in any one occurrence, and property damage in the sum of not less than \$1M unless otherwise negotiated for each occurrence. All policies shall name the University of Wisconsin-Superior as additional insured and shall contain a provision that such policy shall not be cancelled without thirty (30) days written notice to the University of Wisconsin-Superior Attn: Risk Manager. The camp shall at the time of the execution of this agreement furnish University with a copy of said policy or policies or a certificate or certificates that such insurance has been issued.
11. The camp, as the operator of the camp or conference, accepts full responsibility for and compliance with Department of Health and Family Services HFS 175 requirements for camp participants
12. Counselors are expected to follow and enforce residence hall policies and procedures as related to their camp or group. Residence hall staff will enforce policies and procedures as well and will work with the counselors to do so.
13. Counselors are expected to be available to their group members and act as a liaison to the Residence Life staff.
14. The use of laundry and kitchen facilities, games, and other equipment must be coordinated at the time of reservation with the Summer Programs Coordinator/ResLife office.
15. Camp/group coordinators are expected to provide a current listing of participants (paired for double room assignments) at least one week in advance of their group's arrival. Residence hall staff will reserve the required number of rooms, and camp coordinators will be required to assign rooms to their campers upon arrival. Failure to turn a contract and room list in at least five business days prior to check-in will result in a \$25.00 administrative fee.
16. Camps/conferences are required to have at least fifteen rooms booked to receive the summer camp/conference rates. Camps/groups with less than fifteen rooms will be charged the daily guest rate per person for the duration of their stay.
17. The camp will not be charged for their counselors (for a week long camp if space permits and the number of counselors to campers does not exceed a 1-10 ratio), permitting their campers are supervised and follow Residence Life policies. Counselors who stay more than one day prior and one day beyond the checkout date of the campers will be required to pay a daily guest rate each night.
18. Camps are required to use the dining services offered through the university. Cooking and serving food within the residence halls is not permitted. Please contact the Dining Service Director at (715) 394-8102 to make arrangements.



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19. Camp/group coordinators must provide the Residence Life Office with appropriate billing information required below. Billing will occur within 21 working days of the camp/group's departure.
20. All camps are required to have their own nurse or medical service professional for the duration of their stay.

Please check all items you would like to request for your camp:

- Linen (Includes 2 sheets, 1 blanket, pillows, and pillow case)
 Toiletries (Includes soap, shampoo, cup)

Please check your desired floor arrangements (requests will be granted depending on availability of space):

- Separate genders by floor
 Separate genders by wing
 No separation required

Other amenities requested:

- Use of laundry room; Dates requested: _____
 Use of basement; Dates requested: _____
 Use of kitchen; Dates requested: _____ *(please note that kitchen cannot be used for meal preparations for camp; can only be used for storage of snack items)*
 Other: _____

Additional Comments or Requests:

Camp Information:

of males ___ # of females ___ # of male counselors ___ # of female counselors ___

Accessibility Concerns/Need: _____

Billing Information:

Name:
Organization/Business:
Street Address:
City:
State:
Zip Code:
Phone Number:



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Payment Method:

Cash _____

Check _____

Credit Card _____ (Circle) Visa MasterCard Account Number: _____ Exp Date: _____

Interdepartmental transfer (UWS only) _____ Account to charge: _____

AGREED UPON DATES OF HOUSING (TO ENSURE STAFF AVAILABILITY):

Group	Check-In Date	Time(s)	Checkout Date	Checkout Time(s)	Camps Coordinator Initials	Camp Representative Initials
Counselors						
Participants						

 Camps Coordinator/Residence Life Signature

 Date

 Camp Representative Signature

 Date