



Summer Camps Handbook



Table of Contents

(please click the link below to be taken directly to that section within this document)

[Directory of Services](#)

[Phone Numbers to Know](#)

[Policies](#)

[Other Guests](#)

[Prospective Camp Process](#)

[Sample Invoice](#)

[Camp Counselor Orientation](#)

[Camp Counselor Checklist](#)

[Floor Plans](#)

[Dining Services](#)

[Meeting & Recreation Spaces](#)

[Local Attractions](#)

[Camp Rates](#)

[Sample Contract](#)

Directory of Services

More information can be found in the [Residence Life Handbook](#).

KITCHEN FACILITIES

Each residence hall has a full kitchen located on the lower level available for your use whether preparing a snack or dinner. Please be considerate and clean up after you are through and discard any food items you may leave in the refrigerator. All items left in the fridges must be labeled with a name and the date they were put in there. If anything is not labeled, it may be thrown out without notice. Guests will not be reimbursed for items not labeled appropriately that get thrown out. Kitchen facilities may be locked without notice if not kept clean. [Please see HFS 175.16 on the provisions of kitchen use in the residence halls](#).

LAUNDRY FACILITIES

Laundry facilities are provided for guests use and convenience in each residence hall. Residence Life is not responsible for clothing left unattended or any articles that may be damaged in either the washers or dryers. Problems with laundry equipment should be reported immediately to Coinmach. Coinmach also handles all refunds. A 1-800 number is posted on the machines in each laundry room.

MICROWAVES

Microwaves available for guest use are located in each floor lounge. We ask that each guest clean the microwave after each use. Report any problems with microwaves to Summer Staff.

PARKING

All motor vehicles brought to campus must be registered with [Parking Services](#) and must carry a UWS parking permit. Permits may be purchased from Parking Services located in the Welcome Center. Motorcycles are to be parked in the areas provided.

RECYCLING

Guests in the residence halls are required to take part in recycling in [compliance with the mandatory state recycling requirements](#). Recycling is considered "single stream" in Superior. Bins are located outside of the residence halls.

REFRIGERATORS

Residence Life has a limited number of combination microwave/refrigerator units which are also available for rent. No refunds are issued for refrigerator rentals. You can [contact Residence Life](#) to rent a microfridge. Microfridges must be defrosted and cleaned prior to being returned. If they are not defrosted and cleaned, a fine will be assessed to that individual.

TELEVISIONS

Television sets providing a variety of cable channels are available in each of the front lobbies as well as on various floors for students to use.

VENDING MACHINES

Vending machines providing a variety of snacks and beverages are located in each building. To request a refund, please go to the Residence Life in the Yellowjacket Union.

Phone Numbers to Know

Campus Safety (24/7): 8114 from any Campus Phone

Residence Life (8 am to 4:30 pm Mon-Fri): 715-394-8438

Curran McNeill Ostrander Summer Staff on Duty (24/7): 218-522-0620

Summer Staff Coordinator: Mack Peters 218-591-0703 (8-4:30pm M-F)

Summer Camps Coordinator: Michelle Stricker 715-292-2657 (8-4:30 M-F)

Director of Residence Life: Ryan Kreuser 715-394-8538 (8-4:30 M-F)

Any issues please call the Summer Staff on Duty first, then the Summer Staff Supervisor.

Residence Hall Policies

All residence hall policies are detailed in the Residence Life Handbook. All guests and residents are expected to read, understand, and abide by the policies. [Please find the handbook online.](#)

Other Guests, Staff & Students

Other guests, camps, and UW-Superior students will be in the halls while camps are visiting and staying on campus. Guests and students are asked to treat one another with respect. Please understand that Residence Life will be working within the halls in which guests and students are staying, doing maintenance and repair projects, as well as staffing the camps.

Prospective Camps Process

When a group is interested in the possibility of staying on campus within the UW-Superior residence halls, a variety of steps should be taken. First, contact the Summer Camps Coordinator. For 2015, this is Michelle Stricker, reachable at (715) 394-8179 (M-F 8am-4:30pm) or mstrick1@uwsuper.edu. The Camps Coordinator will go through the following steps with you, so please have this information ready.

- Group Name
- Contact Person/Title
- Contact Person Phone Number & Email
- Desired Duration of Stay (exact dates and times)
- Approximate Number of Campers/Guests (as well as approximate ages as this sometimes changes our staffing)

The Camps Coordinator will then:

- Prepare a contract
- Assign hall/floor space for your group
- Receive your completed contract
- Receive your exact number of guests, ages, and genders

Upon arrival, the Camps Coordinator will then:

- Meet with the leader to orient them to the camp process
- Pull keys and give keys to camp leader

Upon conclusion of the camp, you will:

- Clean all rooms to the original condition
- Meet with Camps Coordinator to return keys

Camp Counselor Orientation

Upon arrival, the Camp Counselor(s) will be oriented by the Camps Coordinator. The following items will be discussed.

Services we provide

- Where Summer Staff on Duty is
- Phone numbers to contact—See “Phone numbers to know”
- If using basement or other common area other than lounge on your floor it’s available on a first come first serve basis. Let us know when and for how long you will need it, and we will let you know if it is available.
- Laundry Room, Vending Machines... use appropriately.
- Vacuums available if necessary—call Summer Staff Supervisor.

Summer Staff on Duty

- Way to identify Summer Supervisor on Duty, times they will be on Duty
- Quiet Hours begin at 10pm-will be enforced by Summer Staff.
- Summer Staff on Duty will go on rounds at 10pm, and again at Midnight.
- Summer Staff on duty will contact one of the counselors if they see any inappropriate behavior

Supervision of Building

- Inform them of all the entrances/exits in the halls, stairwells etc.
- Supervision of students in the building
- Students will not be allowed in without supervision
- Common area policy on damages, monitoring of common areas, garbage
- Use of vending machines/laundry
- Restrict students to the area of your living space
- Recycling

Fire Evacuation

- Check to see where the closest extinguisher is to your room
- First call 911, then 8114
- All students must evacuate
- Counselors should have floor roster to cross-check
- Meeting points
- Can go back in after all clear is given

Storm Shelter

- Shelter is in the basement
- Emergency instructions will come over the intercom
- If you know about it before you hear about it from us move your students to then let the SS on duty know about it
- Wait in the Shelter till you hear from SS on Duty or Campus Safety

Work Areas

- There might be areas where Summer Staff is working during the day, watch and avoid those areas, since it is a safety hazard.

Camp Counselor Checklist

The Camps Coordinator will provide the following checklist to the camp leader. This checklist should be completed before the campers turn in their keys and should be turned in along with all of the keys checked out by the camp/group.

- _____ All rooms used by the camp/group are vacuumed. (Vacuums are available at the front desk or through the summer staff member on duty.)
- _____ All personal items are removed from the rooms used by the camp/group.
- _____ All garbage is removed and was placed in the outside dumpsters. (Fines will be assessed for garbage from camper rooms found in common areas.)
- _____ All keys are accounted for. (After check out, Residence Life will not contact individual campers, but will charge the camp/group for the missing keys.)

All damages (including garbage) will be the responsibility of the camp/group. All charges assessed after check out will be arranged through the Director of Residence Life.

Floor Plans

Floor plans for each of the residence halls [are located on the homepage of Residence Life](#). The Camps Coordinator will work with you on where your camp is placed.

Dining Services

[A'viands](#) is our dining service provider for on-campus. Please contact them for catering and dining info. Please note that A'viands needs a minimum of 50 guests to open the Yellowjacket Union Cafe, otherwise catering is available. When the Cafe is open, breakfast is \$6.95, lunch is \$7.50, and dinner is \$8.50. Please note that Jacket Java, is open for limited hours during summer. Jacket Java offers hot and cold beverages, sandwiches made to order, soup, and sweet treats.

Meeting & Recreation Spaces

Marcovich Wellness Center holds a gym, volleyball courts, field house, racquetball court, swimming pool and climbing wall are [available to your group for rent](#).

Yellowjacket Union has various meeting rooms and a registration area available for rent. Capacity varies based on group needs. [Contact the YU for further information and prices](#).

Local Attractions & Activities

- Pattison State Park (highest waterfall in Wisconsin, hike, swim) Wisconsin Point (swim, walk the beach, build a bonfire); Canal Park and the Duluth Lakewalk (lighthouse, watch boats come into the harbor, walk along the lakefront, Aquarium, Omni Max Theatre); Duluth Zoo; Train Museum and Scenic train rides.

- Boat tours of the bay, skate board park, hike or bike the Osage Trail along Superior's bay or the Munger Trail in Duluth, miniature golf at Superior's Barker's Island, canoeing and kayaking.
- Plenty of shopping available in Superior, Canal Park, along the Lakewalk and downtown Duluth art galleries, and antique shops.
- Movie theatres located in both Superior and Duluth.

Camp Rates

Generally, the prices per camper is \$13.50 for Summer 2015. Some exceptions apply. Please contact Michelle Stricker, Summer Camps Coordinator, at mstrick1@uwsuper.edu or (715) 394-8179 with questions and inquiries.

Sample Contract

Please see a SAMPLE contract below.



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



Summer Camp Contract

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.



Summer Camp Contract

- 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:



Summer Camp Contract

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