

2013

*Summer Camp  
Guide*

*Offering Full Service Camps*

**EWU Summer Camps**  
**120 Tawanka Hall**  
**Cheney WA 99004**

Kirsten Bettcher,  
Assistant Director Dining Services

Phone:  
509-359-6224

Fax:  
509-359-4829



**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

## **2013 Summer Camp Program Information**



The University Campus & Cheney Community would like to welcome you to Eastern Washington University. It is our goal to make your stay a pleasant and enjoyable one. A variety of groups will use our facilities each month for a wide array of purposes. Because each group has its own special requirements, we ask that each camp coordinator offer support to our efforts and help us to create a safe & comfortable atmosphere.

### **Camp Itinerary**

To reserve a space for your camp, each camp coordinator must provide an outline of their camp activities. Submit a daily, hour by hour campus outline to assist us with the scheduling and coordination of campus services and estimating the cost of your camp.

### **Residential Housing**

#### **Housing Rates & Information**

**\$18.00 per person / per night – double**

**\$36.00 per person / per night – single**

**Lost/Damaged residential keys replacement fee is \$65.00/room.**

**Lost prox card replacement fee is \$25.00/card.**

**Damage and cleaning fees: Varies, depending on materials and labor (Cost will be billed to Camp Coordinator.)**

The residential halls will open at 2pm for check-in; the last participant needs to be checked into the camp/hall by 4pm, unless other arrangements are made during the pre camp walkthrough. Check-out will be completed by 11am on the final day of camp.

A Housing and Residential Life staff member will contact you at least one (1) week prior to the start of camp to schedule both a pre-camp walkthrough and a time for check-in. Housing and Residential Life staff will be responsible for distributing all keys and prox cards to camp participants. The camp coordinator will be responsible for returning all keys and prox cards organized and in the appropriate bins. Any camps that do not return keys and cards in this fashion will be charged an administrative fee.

All residence halls are locked 24 hours/day and require a prox card to enter the building. Each camp will be provided one card for every camp participant and chaperone. However, it is the camp coordinator's decision as to whether these cards are distributed. All entrances must remain closed at all times.

Adult supervision is required at all times in residential housing; chaperones must be over 18 years of age and part of the identified camp management personnel. All staff members must stay in the same building as the camp participants. A camp assistant will be available by phone to assist with any issues that arise and will respond within 15 minutes. Participants under the age of 12 may not stay in residential housing, unless pre-approved by EWU.

Please remind your participants to bring necessary items i.e. sleeping bag, pillow with pillowcase, towels & toiletries. EWU does not provide linens or toiletries.

### **Residential Hall Supervision:**

The following expectations have been identified to clarify the responsibilities of Camp Coordinator with regards to the University Housing and Residential Hall usage policies.

Remember that the camp coordinator is responsible for all camp participants, residential and commuter. Adequate supervision is defined as a minimum of one (1) supervisor/chaperon for every 40 campers and/or one (1) per occupied floor in the residential hall.

**The Summer Housing Staff are not camp chaperones or supervisors.**

### **Housing Expectations:**

- The possession or use of alcohol or drugs is not allowed on campus, **regardless of age.**
- Campers should stay off of unoccupied floors of the buildings.
- All room and lounge furniture must remain in its designated location. Camps will be charged for missing furniture.
- Propping of exterior doors is prohibited.
- Smoking is not allowed in any of the residence halls.
- All occupants must exit the building if a fire alarm sounds.
- No sitting in open windows with legs outside of the windows.
- No one is permitted on any building roof at any time.
- Nothing should be thrown from windows, balconies or fire escapes, including paper, water or food.
- Excessive shouting, loud talking or whistling from windows is disruptive to the campus and surrounding community and is not permitted.
- No water fights in the residential halls.
- No "horse play" on the elevators.
- Camp participants with car keys will be asked to turn in key during the camp to the camp coordinator.
- Summer camp participants should at NO TIME be left alone in the residence halls without adequate adult supervision.

Information regarding safety & security procedures will be provided during the pre camp walk through. The camp coordinator is responsible for disseminating information to the camp participants.

## 2013 Summer Camp

### Dining Services

### Dining Services Rates & Information

Breakfast	Lunch	Dinner	Daily Total
\$7.50	\$8.50	\$9.50	\$25.50

In order to provide meals at the economical prices listed above, a minimum of 50 guests per meal period is required. If a camp cannot guarantee 50 guests per meal period, Dining Services reserves the right to provide meals in an alternate dining location.

The guaranteed count for all meals must be provided 3 weeks in advance of the first meal period.

Dining Services meal charges will be assessed on a guaranteed count or actual patronage; whichever is greater. Meal cards will be processed through the Blackboard Transaction System. Please remind your campers to bring their meal cards to each meal. Patrons without meal cards will not be allowed to eat unless camp coordinator/representative authorizes permission for camper with the dining cashier.

Summer camp meal service will be provided at Tawanka Hall, in buffet style, unless the camp coordinator is otherwise notified by Kirsten Bettcher. In the event camp meals are offered through any other location, campers will be given a retail value for breakfast, lunch, and dinner in place of the all you care to eat option.

Due to health department requirements filling personal water bottles within the dining service locations will not be allowed. Complimentary water stations will be provided by dining services as needed.

#### **On Campus Dining Guidelines:**

EWU Dining Services has established the following guidelines in order to ensure compliance with health department regulations related to preparation, storage and serving of food items, to minimize potential liability and to ensure good food service practices.

Any open function (open to the general campus or public) and any on-campus business function must have all food and beverages catered through EWU Dining Services.

This Guideline Statement is not intended to apply to those campus group gatherings where each individual brings his/her own lunch, commonly referred to as "brown bag."

Food prepared and served by the EWU Dining Services is exempt from the approval process outlined in this policy.

Each residential camper will be provided with a camp identification card which has been programmed with their specific camp dates. The EWU camp identification card will allow him or her access to dining services and the recreation facilities if applicable.

The camp coordinator must prearrange a meeting with Kirsten Bettcher to pick up the assigned meal cards at least 1 day prior the housing check-in, if checking in on the weekend cards must be picked up by noon on Friday.

If you have questions regarding special diets or if you would like to request a menu please send an email to [kbettcher@ewu.edu](mailto:kbettcher@ewu.edu) or call 509-359-6224

## **2013 Summer Camp**

### **Dining Hall Supervision:**

Camp coordinators must provide supervision for participants in the dining operations. Please take the time to oversee and educate your summer guests on the outlined expectations.

### **Dining Expectations:**

- NO equipment, including back packs and gym bags will be allowed into dining facility. Please encourage your campers to leave personal items in their room or a secured space before coming to meals.
- Good manners, proper behavior and respect for the rights of others are expected of persons gathered at any Dining Location.
- In an effort to insure accuracy at the cash register please refrain from talking or texting on your cell phone while going through the service line.
- Health and safety standards require that shoes and shirts must be worn at all times in any Dining Location.
- Smoking is prohibited in all food service locations and state buildings.
- The following items are not permitted inside Dining Locations, sports equipment or bags, bikes, scooters, skate boards, hockey sticks, and/or kayaks are not allowed.

Eastern Washington University reserves the right to request any camp participant who is in violation of the stated policies to be removed from camp immediately and asked to leave the EWU premise.

## **Facility & Recreation Information**

### **Facility Fee (if applicable)**

- \$3.00 per participant per day fee will be assessed based on reservation dates

### **Recreation Fee (optional)**

- \$4.00 per participant per day for recreation which includes both recreation centers listed below:

#### **Recreation Reservation Process:**

A recreation access pass is required for use of the facilities and activities list below.

If your itinerary indicates that you will use any of the recreation facilities, including the URC and the swimming pool, camps will be charged accordingly. Camp identification cards will be modified to indicate this privilege has been included in your camp itinerary/outline.

Once your itinerary has been approved & your camp is scheduled, changes to recreational times may incur additional charges. No changes to the itinerary may be made within 3 weeks of the first camp date.

- **University Recreation Center (URC)**

For additional information visit the URC website at [www.ewu.edu/x42340.xml](http://www.ewu.edu/x42340.xml)

Fitness Center

Running Track

Locker rooms

Gymnasium

EPIC Climbing Wall (*this activity will also require each participant to have a liability waiver, sign by their parent or guardian in hand at the time of the activity*)

- **Sports and Recreation Center (SRC)**

Swimming Pool

Strength and Conditioning Center:

Racquetball Courts

Gymnasiums & Multipurpose Spaces

# Eastern Washington University

## 2013 Summer Camp Medical Release and Consent for Treatment

This medical release waiver must be completed and submitted at registration. Medical insurance and the information regarding your health care coverage must be completed on this medical consent and waiver. EWU Camp Programs do not provide medical care coverage.

**A copy of the front and back of your insurance card is required, please attached them to this form.**

Camp Name: \_\_\_\_\_ Camp Date: \_\_\_\_\_

*(Please print)*

Camper Name: (first, middle & last) \_\_\_\_\_

Birthday: \_\_\_ - \_\_\_ - \_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent or Guardian -Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Home Telephone Number: (area code) \_\_\_\_\_

Work Telephone: (area code) \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Contact Number: (area code) \_\_\_\_\_

Alternative Emergency Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Telephone Number: (area code) \_\_\_\_\_

Insurance Providers Name: \_\_\_\_\_

Policy / Identification Number: \_\_\_\_\_

Subscriber Name: \_\_\_\_\_

Providers Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Pre-existing Medical Conditions (include allergy and medication information):

\_\_\_\_\_  
\_\_\_\_\_

### ***Please read, sign & return***

I hereby authorize the Camp Director, EWU, its staff or agents to administer emergency medical treatment to my child, for any injury or other medical emergency while attending EWU summer camp. This consent also extends the right to EWU, its staff or agents, to arrange for immediate medical treatment by a licensed physician and/or other trained medical personnel, and for them to provide such emergency medical care as they deem appropriate to preserve life or well-being. I hereby release, hold harmless and indemnify the State of Washington, EWU, its staff or agents for any injury or damage related to administration of emergency medical care as authorized herein.

I know of no mental or physical problems which might affect my child's ability to safely participate in the camp. I will be responsible for any medical or other charges in connection with his or her attendance at camps held at Eastern Washington University.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the camp does not use this form they must submit the form they are using with our language included.**

## 2013 Summer Camp

# Eastern Washington University

## Camp Confirmation & Rental Agreement

*(Sign & Return)*

**Camp Name**) \_\_\_\_\_ scheduled for **(Date)** \_\_\_\_\_ at Eastern Washington University with **(estimated number) of** \_\_\_\_\_ **participants**. Dining Services will be providing food service for all summer camps at Tawanka Commons, unless otherwise notified by Dining Services. Camp menus are available upon request. Housing requests are being evaluated at this time and assignments have not yet been made. The Camp Coordinator will be notified by Kirsten Bettcher on their housing assignment once the camp planning has been completed.

If you are not the Camp Coordinator or would like to identify a contact person other than yourself for the purpose of detailed camp information, please identify who this person is and what role they will play.

Please review information about camp name, dates, and estimated attendance stated above for accuracy and please notify Kirsten Bettcher with any corrections.

The following are the deadline dates and definitions that have been established to complete our planning prior to the start of camp. The Camp Coordinator must make contact with Kirsten Bettcher (no voice mail messages) by the deadline dates identified below at 509-359-6224, cell phone number 509-994-4381.

### **Cancellation Deadline: 4 weeks in advance of camp**

The cancellation deadline is the date that indicates the last date of cancel camp with no penalty charges. Cancellation of camps within 4 weeks of the first date of camp will be charged 50% of the estimate expense.

### **Guaranteed Count Deadline: 3 weeks in advance of camp**

Guaranteed count is due three weeks prior to the start date of each camp. All camps will be billed for the guaranteed count or actual, whichever is greater. Camps will be billed for no-shows.

### **Medical Releases Waiver:**

Medical Release Waivers are required; an example of EWU's release is enclosed. Please read and include this information regarding the Medical Release Waiver in the camp brochures. An adult must accompany injured camper to the Cheney Medical Center with the required waiver and insurance card copies.

### **Recreation**

Once your itinerary has been approved & your camp is scheduled, changes to recreational times may incur additional charges. No changes to the itinerary may be made within 3 weeks of the first camp date.

### **Proof of Insurance: 4 weeks in advance of camp**

Every camp must provide proof of Liability Insurance. A copy of the insurance policy needs to be submitted to Kirsten Bettcher, 120 Tawanka Hall Business Office, Cheney, WA 99004.

### **Damages:**

Any damage to residence halls, facilities or the campus surroundings will be charged to the camp coordinator. The amount charged will be actual cost of repairs based on hourly labor rates and equipment and materials used. EWU reserves the right to estimate costs based on historical reference, if necessary.

### **Facility Rental**

#### **Event Reservation Request and Approval Process**

A written reservation request to reserve space for your camp including the itinerary must be received 4 weeks prior to camp, including timelines, site schematic and equipment list.

The final billing statement for Summer Camps, the "Billing Invoice" will be assessed on the guaranteed count or actual attendance, whichever is greater.



**Cancellation of Camp Agreement**

Facility use agreements (non-catered functions) state that the client will be responsible for 50% of facility and support services fees if cancellation is less than 4 weeks prior to the first day of camp.

**Special Accommodations**

Anyone needing special accommodations should contact Kirsten Bettcher, call 509-359-6224 or email [kbettcher@ewu.edu](mailto:kbettcher@ewu.edu)

**Parking Facilities**

Disability parking and passenger drop off is available in EWU campus parking lots at identified locations. Specific information about disability parking is available on the EWU Parking Services website. If additional information is needed regarding parking or special parking accommodations are required, please contact the Parking Office at 509-359-7275. The Camp Director is responsible for disseminating appropriate contact information to their participants. Additional expenses may be charged if University Parking deems additional parking attendance is needed for the event. The University will attempt to make this decision prior to the event, but if unforeseen circumstances arise, the University reserves the right to charge additional expenses related to parking.

**University Liability Statement**

The University is not responsible for lost or stolen personal property. The requesting contact agrees to be responsible for any damages to the University's facilities and/or equipment caused by event participants or the activity. The Camp Director hereby releases and agrees to hold harmless Eastern Washington University, its trustees, officers, employees, agents, contractors, and their employees, from all claims, actions, damages, and liabilities for personal injury or damage relating to or arising out of any conference activity howsoever caused. To the extent permitted by law, each party shall hold the other harmless from and against all claims for injuries or death arising out of or resulting from the performance of the contract. The University reserves the right to levy and collect charges for damages to and/or unauthorized use of rooms, equipment or buildings, and for any special cleaning necessitated by improper use of its facilities.

**Closing Report / Final Billing:**

The Camp Director's name will appear on the Closing Report. The Camp Director is responsible for reviewing the Closing Report for accuracy. ***Camp expenses will be final 30 days after the event. If any expenses on the Closing Report need to be reviewed, the Camp Director must make an appointment with Kirsten Bettcher before the 30-day period has expired.***

**Confirmation & Rental Agreement Authorization (sign & return)**

If the description of services/arrangements are accurate and meet with your approval, please authorize the Camp Confirmation & Rental Agreement Form below and return to the Kirsten Bettcher, 120 Tawanka Hall, Cheney WA 99004.

Camp Director/Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the original signed agreement to:

EWU Summer Camps & Programs  
Kirsten Bettcher, Assistant Director Dining Services  
120 Tawanka Hall  
Cheney, WA 99004  
(509) 359-6224 Office Phone  
(509) 994-4381 Cell Phone  
(509) 359-4829 Fax