



THE UNIVERSITY OF TEXAS AT DALLAS  
**Residential Camps and Conference Services**

**2024**



## Residential Summer Camps & Conference Services

Thank you for your interest in having a residential summer camp or conference at the University of Texas at Dallas. We look forward to working with you to provide your guests with an extraordinary experience. Please do not hesitate to reach out to us to answer any questions.

### Floorplan

All camps and conferences stay in one of five residence halls on campus. Each attendee will stay in a private bedroom and share a toilet room and shower room with up to two other people from your group. All room assignments will be made by the individual camp or conference once they receive a blank roster from the RCCS staff.



## Amenities

- Fully furnished private bedrooms with extra-long twin beds, desks and dressers
- In-suite shower room and restroom
- Furnished living room area
- Key card access
- Up to 2,000 guest beds
- Linens not included but are available to rent at an additional fee
- Meeting, classroom, auditorium and event rooms with technological capabilities for up to 500 guests
- Ping pong, foosball and pool tables
- Outdoor sport courts
- Large outdoor courtyard
- Access to recreation facilities
- Dining hall in housing area with all-you-care-to-eat facilities
- Catering available

## Approval Process

Each Summer Camp/Conference Director must submit a Group Enquiry at <https://utd.link/camps> form on an annual basis. One form should be completed for each summer group.

The Residential Camps & Conference Services (RCCS) office will review your request. If you can be accommodated, RCCS will then prepare an official agreement for summer usage.

## Policies

Guaranteed numbers for housing, dining, parking and activity center are due 21 days prior to the first day of the camp/conference. **Failure to submit a 21-day guarantee WILL result in being charged for the full reservation number on the agreement.**

Final roster is required 14 days prior to the first day of the camp/conference. This is important to make sure our staff has enough time to prepare for your group's arrival.

There may be fees applied for roster changes after 14 days prior to the first day of the camp/conference.

All marketing materials for the overnight event must be submitted prior to their release to ensure the proper use of UT Dallas trademarked materials.

External groups may be required to pay 25% of the reserved beds as a deposit on the reservation.

## Group Status

A group is considered external if it is not hosted or sponsored by UT Dallas. All external groups may only use Special Use Facilities and Residential Conference Centers in accordance with the Regents' *Rules and Regulations*, Rule 80106- Special Use Facilities and *Regents' Rules and Regulations*, Rule 80112-Residential Conference Centers.

UT Dallas departments that host internal or sponsored groups will be responsible for their own room reservations outside of the residence halls, ensuring they are in compliance with Programs for Minors, and arranging their own catered events. RCCS will work with internal/sponsored groups to reserve rooms in the residence halls, parking, rec center, and dining hall usage.

## Insurance

Groups must provide and maintain, during the term of this Agreement, a policy of commercial general liability-insurance with the following limits:

Per Occurrence	\$1,000,000
Damage to Rented Premises	\$300,000
Medical Expenses (any one person)	\$10,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	\$2,000,000

The general liability policy must include Sexual Misconduct/Sexual Abuse coverage with a limit of not less than \$1,000,000 or Responsible Party must maintain a separate Sexual Misconduct/Sexual Abuse policy with a limit of not less than \$1,000,000. If Coverage is on a Claims Made basis and not renewed continually for 10 years, an Extended Reporting Period for that time window must be purchased.

Group must also provide Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 combined single limit of liability per accident for Bodily Injury and Property Damage with primary and non-contributory language.

Responsible Party must provide Workers' Compensation Insurance with statutory limits and Employers Liability Insurance with the following limits:

Employers Liability - Each Accident	\$1,000,000
Employers Liability - Each Employee	\$1,000,000
Employers Liability - Policy Limit	\$1,000,000

If Conference includes a Youth Program as defined in [UTS192 Youth Protection Policy](#), Accident Insurance for participants is required.

\$25,000 Maximum Medical Benefit (per claim)

\$10,000 Accidental Death/Dismemberment Benefit (per claim)

\$1,250 Sickness Benefit per claim (for overnight stays)

No deductible

All required insurance (except Workers' Compensation and Accident) must name The Board of Regents of The University of Texas System, The University of Texas System, and The University of Texas at Dallas as additional insureds.

All insurance policies must contain a Waiver of Subrogation in favor of The Board of Regents of The University of Texas System, The University of Texas System, and The University of Texas at Dallas.

**All certificates of insurance must name The Board of Regents of The University of Texas System, The University of Texas System, and The University of Texas at Dallas as additional insureds.**

## Release Forms

All participants are required to submit a Release and Indemnification Form and a Medical Release and Information Form. This form is combined for external camps.

## Safety for Minors

All groups who will have any minor participants must follow the Program for Minors policy outlined in UTDSP5051 available at <https://policy.utdallas.edu/utdsp5015>

All UT Dallas sponsored groups will work directly with the Programs for Minors Office to ensure registration and compliance with all policies. More information can be found at <http://www.utdallas.edu/pace>.

External groups will work directly with Residential Camps & Conference Services to gain UT Dallas Presidential approval and to assist with completion of all requirements below.

**Failure to adhere to any Programs for Minor's requirements below will result in complete cancellation of camp.**

Requirements to be completed by Third-Party Camps:	Comments/Additional Information
<b>Non-Sponsored Third-Party Registration Plans</b> agreed to by organization administrator. (45 days prior to start)	Completed by Third-Party: signed by organization administrator.
<b>DI Workbook</b> (Due no later than 14 days prior to start)	Completed by Third-Party Camp. Must have Criminal Background Check dates populated. If using a State of Texas approved Child Protection Training other than UT Systems, the date completed, and course number are required.
<b>Camp Insurance Certificate</b> (Due no later than 14 days prior to start)	Provided by Third-Party Camp
All training completed (14 days prior to start)	Completed by DI for third-party camp.
<b>Drivers' information if applicable:</b> copy of licenses and driving records (14 days prior to start)	Provided by Third-Party Camp
<b>Signed Non-Sponsored Third-Party Registration Plans reviewed and initialed by on-site camp director.</b> (1 day prior to start)	Previously completed and signed by Third-Party organization administrator, now being reviewed and initialed by on-site camp director.
<b>Meet with Programs for Minors Official prior to arrival, RCCS will coordinate meeting.</b>	On-site Camp Director to meet with Programs for Minors Official
<b>Participant listing with emergency contact information</b> (1 day prior to start)	Provided by Third-Party Camp



## Pricing

### Service Fee:

- \$20 one-time service fee per person (applies to all residential participants and commuter participants who require meals or nametags)

### Housing:

- \$40 per person per night

### Dining Hall Prices:

- Daily Rate with 21 day guaranteed meals:
  - \$9.44 breakfast
  - \$11.54 lunch
  - \$13.00 dinner

## Additional costs

- Parking: 0-2 days= no charge; 3-6 days= \$2; 7 days=\$4; 8-14 days= \$7; 15-31 days= \$14; 32+ days= \$56
- Activity Center usage \$10 per week per person
- Catering if needed (dining hall meals are separate from catering)
  - Internal groups, please visit <https://services.utdallas.edu/dining/catering/>
  - External groups, please contact [rccs@utdallas.edu](mailto:rccs@utdallas.edu) for catering arrangements.
- Classroom/building usage
- Field/Gym rental
- Lifeguards
- Linen rental: \$41.20 per person plus \$50 total per camp delivery and pick up charges
- Microwave/refrigerator rental: \$89.50 per suite

## What's Next

Once you have completed a Group Enquiry at <https://utd.link/camps> our staff will evaluate your request to ensure that we can accommodate your needs. We will then create a contract for your group. Then the fun begins as we work with you to make sure your guests have the best experience.