



**EAST TEXAS**  
**— A&M —**

**PROGRAMS FOR MINORS HANDBOOK**

## PROGRAMS FOR MINORS HANDBOOK

Original Implementation: 2008  
Last Revision: November 12, 2025

*Each year East Texas A&M University is host to a variety of camps, clinics, workshops, and conferences. Collectively, these are referred to as “programs for minors,” or “programs.” To facilitate the many and varied requests of these groups, the Programs for Minors Coordinator (referred to as “Coordinator” throughout this document) is available to assist program Directors (“Directors”).*

### HANDBOOK ACKNOWLEDGMENT

Please review each page of the Program for Minors Handbook, sign and return to:

Programs for Minors  
PO Box 3011  
Commerce, TX 75429

(903) 886-5979  
camps@etamu.edu  
<https://www.etamu.edu/camps/>

### PROGRAMS FOR MINORS ELIGIBILITY

All programs requesting use of University facilities must have a University sponsor. A University sponsor is a department/unit that agrees to be the liaison between the program, the Director, and the Coordinator to facilitate compliance with this document and [East Texas A&M Rule 24.01.06. R1](#). Third Party programs must sign and submit the third-party **Camp or Program Agreement** for approval as part of the application process.

### AGE OF PARTICIPANTS & RATIO REQUIREMENTS

Program participants under ten (10) years of age are not permitted to stay overnight in the residence halls unless accompanied by parents and under close supervision at all times. Students under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times. Each program must have a staff to participant ratio that meets the following requirements:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6–8 years	1	6	8
9–14 years	1	8	10
15-18 years	1	10	12

Additional adult/counselors per participant may be required, depending on the activity of the program. Directors will be notified prior to the approval of the program should additional staff be required.

### REQUEST FOR FACILITIES

The first step for the Director will be to submit a completed *Program for Minors Reservation Form* online. The form should be completed with estimated of size of the program. Housing, meals, meeting space and other requests will be reserved according to the stated needs on this form. Completion and return of these forms as early as possible will help assure that each specific need will be met. Completion of this form does not guarantee approval, as some areas are limited and will be supplied on a first-come, first-serve basis. The form can be found online. To register please visit the following address as soon as possible: <https://apps.ideal-logic.com/tamusyouthsafety>. Once there you will need to create or log into an account and apply for your session of camp in the software system.

### BILLING PROCEDURES

Billing for programs will be handled through the Programs for Minors Office. Cost for meals, housing, and insurance (if applicable) will be negotiated each year and the projected costs made available upon request. The process begins with a quote based on the best estimate for total attendees submitted on the reservation form. An account number or billing address should be supplied at the time of the original Program for Minors reservation. A 50% deposit of projected cost is required 10 days before start of camp. After the program is completed, one total bill for lodging, damages, lost keys, meals, special banquets, Sodexo food service

deliveries and pick-ups, and other applicable costs minus the 50% deposit will be assessed and billed to the program Director. Insurance through the Texas A&M University System will be billed separately after the event.

**Cancellations** must be made **in writing** to the Program for Minors Coordinator at least ten (10) days prior to the start of the program.

### **INSURANCE REQUIREMENTS**

Prior to the start date, the director must provide the following proof of insurance covering each event participant and naming ETAMU and TAMUS as additional insureds:

**General Liability Insurance minimum coverage of \$1,000,000 each occurrence and \$3,000,000 aggregate, and Accident Medical Insurance minimum coverage of \$25,000.**

Insurance must cover all professional services rendered by or on behalf of event and any subcontractors under this agreement. Additional insurance may be required if automobiles/vehicles will be used during the event. Copies of the Insurance Certificates or Binders, as well as immediate notice to ETAMU of any change to the insurance coverage, must be sent to the Programs for Minors Coordinator. Host will indemnify and hold harmless ETAMU and TAMUS from any claim relating in any way to event. Programs hosted by ETAMU will provide insurance through the TAMUS Origami system found [here](#). Third party programs will provide insurance from an outside provider.

The University will charge Third Party Camps and Programs for Minors an amount equal to actual expenses plus an administrative overhead of \$1.00 per person for use of university property.

A list of names of all participants to be insured must be submitted to the office of the Coordinator on the first working day of the program session. Completing insurance forms are the responsibility of the program Director. Forms returned because of insufficient information are the Director's responsibility to complete and return.

### **MEDICAL RELEASE AND CONSENT FORM**

Each participant and the parents of minors shall complete a Consent, Waiver and Release Agreement form and return it to the Director in order to be covered on insurance and to participate in the program.

The Director and Sponsor are responsible for ensuring each participant/parent signs the appropriate liability waiver(s). The waiver(s) must be signed by each program participant and their parent or guardian and returned to the Coordinator before the program begins. We will not accept other waivers - the waiver on our website must be used for ALL Programs. Participants will not be allowed to participate in activities without the signed waiver.

### **NOTIFICATION OF INCIDENT AND / OR INJURY**

In the event of an incident involving safety personnel or an injury, a Notification of Injury form **MUST** be completed on the A&M Systems Office website within 24 hours of the injury or incident. Forms can be accessed by scanning this QR code with your phone or tablet:

Click "Submit a new Incident"

Click "New Incident(s)"

Fill out information and click "Youth Program Incident Form"

Complete all forms



A Program for Minors Director or Sponsor must accompany program participants to the local hospital, emergency room, urgent care, or pharmacy.

### **EMERGENCY PHONE NUMBER**

All Programs for Minors employees, volunteers, and participants should dial 911 in case of emergency. For non-emergency situations, contact the University Police Department at (903) 886-5868.

Parents should be given contact numbers for the on-site program Director.

## **CHILD PROTECTION TRAINING AND CRIMINAL BACKGROUND SCREENING**

The purpose of Programs for Minors is to provide minors recreational athletic or enrichment/educational activities in a safe, nurturing environment. The Director is required to maintain a detailed job description of each Program for Minors employee and/or volunteer job duty.

**Communication Restrictions.** Communication between Program for Minors employees/volunteers and minors is **prohibited**, including by social media, outside of official communications of the program.

**Child Protection Training.** All individuals hired or assigned to an employee or volunteer position involving contact with minors at a Program for Minors are required to complete training on sexual abuse and child molestation meeting the following criteria.

1. Successful completion of the A&M System-approved Child Protection Training course every two years, with a passing score of 100%.
2. Training must be completed prior to the first day of the program or prior to the employee/volunteer interacting with minors. It is recommended training is completed 10 days prior to the first day of the program to ensure approvals can be completed before the first day of the program.
3. A certificate of completion shall be kept on file for two years.
4. Employees/volunteers of third-party Programs for Minors using university facilities may substitute the A&M System-approved training course with an approved course as listed with the Texas Department of State Health Services.

**Reporting Neglect or Abuse.** A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person **shall immediately make a report to local law enforcement**.

**Criminal Conviction and Sex Offender Background Checks.** Criminal conviction and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving contact with minors at a Program for Minors. The check must utilize a criminal history database and sex offender registration database (such as the TXDPS-Sex Offender Registry) for each adult employee and volunteer's permanent address. Documentation that a search was conducted shall be maintained for a period of two years.

University Programs for Minors must submit written documentation verifying that all Programs for Minors employees or volunteers have successfully completed an A&M System-approved training course and passed a criminal conviction and sex offender background check to the Coordinator. Questions regarding training may be directed to the Coordinator; questions regarding criminal conviction and sex offender background check may be directed to Human Resources.

Third-party Programs for Minors using university facilities must submit a written documentation verifying that all Programs for Minors employees or volunteers have successfully completed an A&M System-approved training course and passed a criminal conviction and sex offender background check to the Coordinator. The documentation must include the name of each program employee or volunteer that will be attending and the date which they completed the previously mentioned requirements.

The following criminal convictions/deferred adjudications **automatically disqualify** a person from being a Program for Minors employee or volunteer:

1. Felony or misdemeanor under Texas Penal Code § 15.031 (Criminal Solicitation of a Minor); Title 5, Ch. 22 (Assaultive Offenses); Title 6, Ch. 25 (Offenses Against the Family); Title 7, Ch. 29 (Robbery); Title 8, § 38.17 (Failure to Stop or Report Aggravated Sexual Assault of a Child); Title 9, § 42.072 (Stalking) or Ch. 43 (Public Indecency); or any like offense under the law of another state or under federal law; or
2. Felony or misdemeanor under the Texas Health and Safety Code, Ch. 481 (Texas Controlled Substances Act).

The following criminal convictions/deferred adjudications **may disqualify** a person from being a Program for Minors employee or volunteer:

1. Misdemeanor or felony committed within the past ten (10) years under Texas Penal Code Title 10, § 46.13 (Making a Firearm Accessible to a Child) or Ch. 49 (Intoxication and Alcoholic Beverage Offenses), or any like offense under the law of another state or under federal law; or
2. Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.

If a criminal conviction and/or sex offender background check returns an offense potentially disqualifying a person from being employed or assigned as a Program for Minors employee or volunteer under this section, the Director of Human Resources will refer the matter, along with its recommendation, to the Office of General Counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the member's recommended approval or rejection of the employment or assignment of the person as a Program for Minors employee or volunteer.

### **CLERY ACT TRAINING**

All program staff members (paid employee or volunteer) are required to review the Clery Act training for Campus Security Authorities prior to the beginning of the program. Information on how to complete online Clery Training will be provided by the Coordinator.

### **RISK ASSESSMENT**

A Risk Assessment will be completed for each program held on campus. The initial risk assessment will be submitted by the program Director or Sponsor with projected activities and number of campers. The Program for Minors Coordinator will upload the final approved Risk Assessment in Ideal-Logic. An additional travel risk assessment must be completed if travel is involved.

### **SPECIAL ACCOMMODATIONS**

Any participant that will need special accommodations due to a disability should contact the Director prior to arrival on campus. The program Director will contact the Coordinator who will discuss needs with the relevant campus departments to make the necessary accommodations.

### **RESIDENTIAL LIVING AND LEARNING (HOUSING)**

Camp Directors/Sponsors interested in hosting their group in the residential communities for the summer season can begin completing our [Camps and Conferences Housing Reservation Form](#) as early as October 1<sup>st</sup> each year. Once the form has been submitted, Residential Living and Learning will review and follow up as needed. Submitting a reservation form is only a request and does not guarantee approval. Groups with same dates may result in two or more groups occupying the same residential community.

If information changes after the reservation form has been submitted, email [RLLCamps@etamu.edu](mailto:RLLCamps@etamu.edu).

Before the arrival of each group, Residential Living and Learning will host three (3) meetings:

- **Welcome Meeting** – The purpose of the Welcome Meeting is for the Camp Director/Sponsor to meet Residential Living and Learning staff, review our policies and procedures for staying on campus in the residential communities, and confirm dates, times, early arrivals/late departures, and assigned housing location. **Residential Living and Learning will begin hosting Welcome Meetings virtually in February each year.**
- **30-Day Meeting** – During the 30-day Meeting, the Camp Director/Sponsor group will receive the room assignment process and floor plan for their assigned residential community. Residential Living and Learning will also provide the Camp Director/Sponsor with an initial quote. Any date or time changes

after this meeting will be subject to a \$80 change fee.

- **10-Day Meeting** – By the 10-Day Meeting, the Camp Director/Sponsor should have completed their room assignment process so it can be reviewed. In addition, Residential Living and Learning will confirm all details to ensure we are prepared to welcome your group to campus. The final number of campers/participants reported during the 10-Day meeting is the minimum number for which the camp/conference will be billed. Any voluntary changes after this meeting will be subject to an \$80 change fee.

Any early arrivals or late departures (prior to the actual check-in/out date and time) should be communicated to Residential Living and Learning during the Welcome Meeting, and an additional fee will be charged (See our rates below). Depending on availability, early arrivals/late departures may be housed in a different residential community and must have authorized supervision.

### **Camp Director/Sponsor Responsibilities**

As presented below, participants refer to all individuals associated with the program, including participants, instructors, staff, and guests.

#### **The Camp Director/Sponsor will:**

1. Ensure the camp/conference group maintains the required ratio throughout their stay, as stated in the Program for Minors Handbook.
2. Inspect their assigned residential community before and immediately after check-out.
3. Advise participants of appropriate check-in and check-out procedures, including charges for lost or damaged keys/cards.
4. Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, alcohol, possession of controlled substances, weapons, explosives/firearms, and authorized entry into rooms.
5. Maintains discipline of all participants.
6. Cooperate with Residential Living and Learning staff, who are responsible for the residential communities' safety, security, and maintenance.
7. Ensure that all deadlines are met as discussed in the Welcome Meeting, 30-Day Meeting, and 10-Day Meeting.
8. Ensure that programs and activities conducted on the University campus comply with the Americans with Disabilities Act (ADA).

**Failure to meet the Camp Director/Sponsor's expectations may result in your group forfeiting their reservation.**

### **Additional Residential Living and Learning Policies & Procedures**

**Accommodations:** Any groups requesting special accommodations should contact [RLLCamps@etamu.edu](mailto:RLLCamps@etamu.edu).

**Alcohol:** Alcohol is not allowed in the residential communities at any time.

**Authorized Entry into Rooms:** Entry into a room does not usually constitute a search. Residential Living and Learning or University personnel may enter a room to remove a potential fire, safety, or health hazard; perform maintenance; correct situations intruding upon the comfort of others (e.g., a phone or alarm clock continuously ringing, loud radios, etc.); retrieve items upon request of the participant's immediate family; and retrieve the personal belongings of other individuals where there is no apparent dispute to ownership of the property.

All other situations requiring entry into a room should be coordinated with Residential Living and Learning staff, who may consult with the University Police Department (UPD).

**Change Fee:** The change fee is applicable to changes requested to the date of check-in or check-out after the 30-Day Meeting and/or any other instance(s) of voluntary changes requested by the camp director/sponsor

after the 10-Day Meeting. Change fee is also applicable to any changes during the event reservation. Request for changes must be confirmed in writing and will be assessed once the change is approved by Residential Living and Learning Staff.

**Check Out:** Camps and conference campers should be checked out of the building no later than noon on the day of the official check out day. Failure to do so may result in a late check out fee. Accommodation for campers to check out and keep their items stored within the building to be retrieved later the same day may be arranged to avoid additional fees.

Campers or the director/sponsor must receive any abandoned items by 10 pm the day of checkout. If abandoned items are not retrieved or claimed, the items will be disposed of.

**Cleaning Fee:** Cleaning charges may result if the participant leaves the room in any condition requiring custodial personnel to be called in for extra cleaning or removing trash from the room or residential community.

**Controlled Substances:** Unlawful use, manufacture, possession, or delivery of any controlled substance or dangerous drug is prohibited in the residential communities.

**Daily Cleaning:** Custodial staff are available Monday through Friday. Common areas and community bathrooms are cleaned daily. Individual rooms, including trash, are the participants' responsibility. Any custodial concerns should be reported to Residential Living and Learning staff.

Program participants are responsible for removing all trash and trash bags from the residence hall; failure to do so will result in an additional charge.

**Damages:** The camp/conference group will be charged for any damages to the residential communities. Attaching signs or posters with tape to the doors or walls may result in damage charges. The University is not responsible for any damage to a participant's room due to theft, vandalism, or maintenance failure. Residential Living and Learning encourages a participant to conduct a walkthrough inspection of each room before checking in. All pre-existing damages should be noted at that time. Residential Living and Learning staff will be available to inspect each room with the Camp Director/Sponsor upon request. Additionally, the Camp Director/Sponsor is responsible for ensuring any writing on the walls, mirrors, or doors is removed before check-out.

**Desk:** The front desk for each residential community will be open from 10:00 a.m. to 10:00 p.m. while a camp/conference group is checked in. A Conference Assistant (CA) will be on duty at all times. The CA On-Duty number will be shared during the 30-Day and 10-Day Meetings.

**Desk Deliveries:** Prepaid merchandise may be delivered to the residential communities while it is open. Residential Living and Learning Staff will notify participants of a delivery but are not accountable for such items. Participants will be contacted for deliveries when payment is needed.

**Discipline and Supervision:** The Camp Director/Sponsor or designee is responsible for administering discipline to participants who violate program or University policies. Residential Living and Learning staff will temporarily handle the situation when the Camp Director/Sponsor or designee is unavailable. In cases of severe discipline violations, Residential Living and Learning staff reserve the right to recommend that a participant be sent home. Violation of federal, state, or municipal law will require the involvement of the University Police Department (UPD). All programs must provide on-site participant supervision throughout the duration of the program. This includes overnight supervision within the residential communities. Participants will not be allowed inside the residential communities without adult supervision and campers/minors must have continual adult supervision while present in the residence halls.

**Disruptive Behavior:** Any person engaging in inappropriate conduct or language, disrupting performance, or creating disturbances at events will be asked to leave the premises and/or escorted from the building by the University Police Department (UPD).



**Door Propping/Pulling:** Due to safety concerns, propping or forceful pulling open any residence hall door, including laundry room doors, is strictly prohibited.

**Early/Late Check-In/Out Fee:** Check-in and check-out windows are two hours. A check-in process or check-out process of at least ten individuals that begins before 8 am is considered an “early process.” A check-in process or check-out process of at least ten individuals that begins after 8 pm is considered a “late process.” Residential Living and Learning will assess a \$150 fee for early/late check-in/out windows.

**Emergency:** In case of an emergency, call 911 or University Police at (903) 886-5868.

**Evacuation Procedures:** When an emergency alarm is activated, all persons are required to evacuate the building by proceeding to the nearest clear exit. Stairwells must be used instead of elevators. If the participant cannot exit the room, a towel, sheet, or similar item should be placed outside the window so that emergency personnel will know someone is in the room. Camp Directors/Sponsors may request that a fire drill be scheduled during the program by contacting Residential Living and Learning staff before arrival.

**Facility Sharing:** Groups with same dates may result in two or more groups occupying the same residential community.

**Firearms/Weapons:** In accordance with university and state law regulations for firearms on campus, the possession of guns/ firearms without a license is prohibited. The open carrying of handguns is prohibited on campus with or without a license (see Texas Government Code Section 411.2031 and Texas A&M University system policy 34.06.02R1). Any resident of campus housing who has a handgun license holder and wants to store a handgun in his/her assigned room must provide their own safe, intended and manufactured for handgun storage. The resident may not provide access to their safe to any other individual. Failure to comply with this rule may result a participant being asked to leave. For additional information regarding guns/firearms on campus, please visit the [Handguns on Campus](#) website.

**Fire Safety:** All residential communities are equipped with fire safety equipment. This includes but is not limited to, smoke detectors, fire extinguishers, pull stations, fire and evacuation signs, and fire exit doors. Participants are required to abide by the following policies and guidelines:

1. Participants are not permitted to tamper with or destroy fire safety equipment. Participants are required to exit the building during all fire alarms.
2. Participants are not permitted to possess items with an open flame, whether lit or not, such as candles.
3. Participants are permitted one UL-approved power strip per wall outlet and are prohibited from plugging one power strip into another. All major appliances (refrigerators and microwaves) must be plugged directly into the wall outlet. Extension cords, including light strings, are prohibited.
4. Participants are prohibited from pulling on or propping any Fire Exit or Exterior Building Door.
5. Emergency exits are to be used for emergency evacuations. The misuse of emergency exits will be documented and handled judicially, which could result in a fine.
6. Paths to the exit door, windows, hallways, and safety equipment should be kept clear at all times.
7. Fireworks, Smoke Bombs, and Explosives of any kind are not permitted within the entire campus community.
8. Only 20% of each side of room doors may be decorated.
9. Tampering with the electrical/wiring system, painting, and installing any additional property is prohibited.
- 10. Covering or removing smoke detectors may incur a fine of up to \$500 and may result in the participant being asked to leave.**
11. Storing or using electric vehicles (e.g., e-scooters, e-bikes, e-skateboards, etc.), including batteries, is not permitted and may incur a fine of up to \$500, confiscation, and/or resident removal from Housing.

**Gambling:** The State of Texas prohibits gambling, whether for money or not, from occurring on the University premises. Participants are prohibited from participating in gambling activities.

**Horseplay and Pranks:** Water fights, water balloons, water guns, toy guns, darts, and any other horseplay, including wrestling and running in the hallways/lounges, with water and/or other substances, are prohibited.



Participants will be subject to disciplinary actions and/or held responsible for any damages associated with this behavior.

**Incident Reporting:** An incident report will be submitted any time one of the policies in this handbook or the RLL Community Handbook have been violated. An incident report will also be submitted at the time of damage to property. If the individual committing the violation is not a student, the incident report will be submitted under the name of the camp sponsor/director. Incident Reports will be processed through the RLL and/or Student Rights and Responsibilities' Conduct process.

**Keys/Access Cards:** Keys and/or cards are issued according to the Camp Director/Sponsor's request and University policy at check-in. Keys/cards must be turned in to Residential Living and Learning staff at checkout. **A replacement fee of \$85 will be assessed for each key and \$25 for each card not returned or damaged at check-out.** Camp Directors/Sponsors will not be issued master keys to any building. If a program participant is locked out of a room, participants will be asked to confirm the identity and room assignment of the participant before a new key/card is issued. Each Camp Director/Sponsor will develop the procedure for lockouts.

**Kitchen:** Use of kitchen appliances such as stoves, ovens, and other items with a heating element are only available at request of the camp director/sponsor during the event planning meetings. No minor will be able to access or use the kitchen appliances without the presence of an event leader/chaperone. The availability of the kitchen is subject to the front desk hours of the building. The camp/conference is responsible for any damages as a result of the use of the kitchen.

**Maintenance:** Any maintenance concerns should be reported to Residential Living and Learning staff immediately. Abuse of elevators, televisions, laundry machines, ice equipment, or other excessive maintenance charges may be billed to the camp/conference group.

**Movies:** No movies may be shown in the residence hall lobbies due to licensing law restrictions.

**Prohibited Items:** Due to safety and security concerns, the following items are strictly prohibited within the residence halls. Electrical balance/hoverboards/scooters/skateboards, sun lamps/tanning beds, shopping carts, string lights, scented plug-ins, warmers, multiple socket boxes, electric blankets, gasoline cans, candles, incense, oil lamps, extension cords, space heaters. This list is not all-inclusive; any item that poses health and safety risks to the community, poses a risk of damaging University property, and/or negatively impacts building function and operations is prohibited.

**Roommates:** The Camp Director/Sponsor or designee will handle all roommate problems. Residential Living and Learning staff should be made aware if a room change is necessary.

**Smoking/Tobacco/Vaping:** Smoking of any substance, including e-cigarettes and vapes, is prohibited in all campus facilities, including porches, balconies, stairwells, sidewalks, and enclosed inner courtyards. The smell of smoke, ashes, tobacco, and/or illegal substances is prohibited. Possession of smoking devices, such as pipes, hookahs, vape pens, etc., within the residential community is also prohibited.

**Telephones:** Residential Living and Learning does not furnish telephones for individual residence hall rooms.

**Trash Policy:** Residential Living and Learning is responsible for the overall cleaning of the residential communities, but it is the Camp Director/Sponsor's responsibility to ensure that participants' posters, trash, and other items are removed from the rooms and taken to the dumpsters located outside of each building.

**Vending:** Vending machines are provided for the convenience and enjoyment of the program participants. Empty or malfunctioning machines should be reported to Residential Living and Learning staff immediately. Residential Living and Learning staff cannot reimburse money taken by vending machines.

**Windows and Window Screens:** Windows, including screens, may not be removed or altered in any way. In instances where windows have been permanently locked due to safety concerns, participants may not alter,

unscrew, or unlock them. No articles may be thrown or hung from windows. The threshold of all windows and balconies may not be crossed at any time for any reason.

### Summer 2026 Rates

Lodging	Rate (per night per person)
New Pride	\$50
Phase 2 & Pride Rock	\$35
Whitley	\$30
Additional Charges	Rate
Additional Tables & Chairs	Contact RLL for more information
Change Fee	\$80 (per instance)
Early check-in/out window (starts before 8am)	\$150
Kitchens & Game Room Reservation	\$30 per day
Late check-in/out window (starts after 10 pm)	\$150
Lost/Damaged Keys	\$85 per key
Lost/Damaged Access Cards	\$25 per card
Multipurpose/Conference Room Reservation (does not include common areas)	\$40 per day
Residence Education Suite Reservation	\$75 per day

### DINING SERVICE

To facilitate quick access to the cafeteria when several large groups are on campus simultaneously, meal times should be staggered. From the information provided on the reservation form, Sodexo will be notified of the first and last scheduled meals to be eaten in the cafeteria and whether or not the group will be missing a meal. If the group misses a meal and the Summer Program for Minors Office was not notified, a 75% minimum charge will be assessed.

There will be a charge for failure to notify reservations if the group misses a meal. The count will be taken at the cafeteria register and that count will be considered final, should a dispute arise. Weekend meals (Friday night – Sunday night) will only be available for groups of fifty (50) or more.

### CAMPUS RECREATION

To utilize the facilities and services of [Campus Recreation](#), including the Morris Recreation Center, Challenge Course, Cain Sports Complex, and Outdoor Adventure spaces, the Director is responsible for reserving dates, times and facilities through the Campus Recreation Office. Each participant must have the appropriate liability waiver(s) signed by their parent/legal guardian.

**Hours of Operation.** The Morris Recreation Center is typically open Monday-Friday 9:00 am – 8:00 pm and Saturday-Sunday 12:00pm – 6:00pm during the Summer Semesters.

**Recreation Facilities.** The MRC spaces that can be reserved includes 2 basketball courts, indoor track, climbing wall, MAC turf court, 4 racquetball courts, 1 activity room, 1 classroom, pool and pavilion, 2 multi-purpose grass fields, 4 sand volleyball courts, 4 tennis courts, challenge course, and disc golf course. Some specific items to note when requesting the particular spaces:

- **Climbing Wall.** The MRC Climbing Wall is limited to 20 program participants at a time. If the program has more participants, the program will need to rotate them between other activities. In addition to the space rental, there will also be a charge for staffing.
- **Swimming Pool.** The MRC swimming pool is limited 200 program participants at a time. Based on the number of participants, Campus Recreation staff will determine whether the pool reservation is exclusive use or shared use. When shared use, there may be East Texas A&M students and community members also using the pool. Also, based on the number of participants, there may be a charge for staffing lifeguards.
- **Challenge Course.** The challenge course can be reserved for high or low elements or the zipline. The price is based on the activity chosen, hours of use, and group size.

## PLANETARIUM

For groups interested in visiting the planetarium, reservations can be made by contacting our office at [planet@etamu.edu](mailto:planet@etamu.edu) or 903-468-8650. For each presentation, visitors will be presented with the planetarium opening, which leads to the night sky presentation, followed with a planetarium show selected by the Sponsor/Director of the program. The show catalog can be found at: <https://www.etamu.edu/planetarium/show-catalogue/>. The planetarium has a seating capacity of 81 and shows can be scheduled according to facility availability.

## RAYBURN STUDENT CENTER (RSC)

Rooms in the Rayburn Student Center (RSC) are made available to Programs for Minors on a first-come, first-serve basis following established RSC policies. Only food purchased through the Sodexo is to be served in the RSC meeting rooms. Arrangements for room set-up and food orders for banquets or meetings must be made through Sodexo two (2) weeks prior to the event. Failure to notify Sodexo of a cancellation approximately 72 hours in advance of the scheduled activity will result in payment of the cost incurred by the RSC or Sodexo personnel.

RSC decorating restrictions will be strictly enforced, please see Decorating and Safety Rules: <https://www.etamu.edu/rayburn-student-center/policies/>. Lounges are primarily intended for general use by the public. Due to limited space in the RSC, rooms in the RSC will not be available for storage before the program dates. Boxes shipped before the group's arrival to the campus must be held by the sponsoring department. Please contact the Coordinator for room availability and associated usage fees.

**RSC Dining Services.** By contract, Sodexo has exclusive rights to provide food services on the East Texas A&M campus including catering services. All events requiring food service, to include the serving of refreshments for meetings, must first be reserved through the Scheduling Office. The sponsoring organization must contact Sodexo for their food arrangements. Sodexo is responsible for compliance with all health regulations, licensing and alcohol service. Sodexo will provide all food service support for events held in RSC. Exceptions to this policy must be approved in advanced by the director of Sodexo.

**Statement of Client Responsibility.** Shirts and shoes must be worn in the RSC at all times for both safety and hygiene reasons. RSC will not be responsible for any articles lost in the building. Items found following an event will be taken to the Information Desk on the 1<sup>st</sup> floor. On weekdays during the fall and spring semesters, use of meeting rooms are limited to three (3) hours per meeting for all users. This time limit may only be exceeded with the prior approval of the Associate Director or designee.

RSC staff should be notified of space cancellations prior to the scheduled event time. Two "no shows" may jeopardize future opportunities to reserve space in RSC. Failure to cancel reservations for events involving special set-up at least one working day prior to the event date may result in a fee of not less than \$25.

Clients that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges, and could have reservation privileges suspended. These determinations will be made by the Associate Director or designee.

Sponsoring groups or clients are responsible for damages to the facility or equipment. Any necessary cleaning charges or repairs will be the responsibility of those using our facility.

The RSC staff reserves the right to deny space usage for any group/event that is programmatically or operationally impossible to accommodate or that conflicts with the University's mission or policies.

**Prohibited Items and Activities.** Smoking and all tobacco use is not permitted on the University campus. Pets of any kind, excluding service animals, shall not be permitted in the RSC. Bicycles, skateboards and rollerblades are not allowed in RSC. Please secure those items outside of RSC premises. Illegal drugs or

other illicit substances are not permitted. Violators will be escorted from the building. The University Police Department will be contacted for further action.

**Disruptive Behavior.** Any person engaging in inappropriate conduct or language, disrupting performance, or creating disturbances at events will be asked to leave the premises and/or will be escorted from the building by an officer of the University Police Department.

Recognized Student Organizations, University departments, and/or individuals reserving rooms within the RSC are responsible for making sure that each guest is abiding by the guidelines set forth. You will be held accountable for any alterations or damages to the building property and/or equipment.

Events requiring amplified sound must not disturb other events within the RSC or other academic buildings. Should the event cause a disturbance, RSC staff will contact the event sponsor to indicate when volume and/or other issues need to be adjusted. Any group who does not respect and comply with these requests will be asked to leave the building. If, during the course of the event, accidental damage does occur, it should be reported immediately to the building manager so arrangements can be made for cleanup and restitution.

Damage to any room/space/furnishings and/or equipment by a group will result in appropriate charges, based on fair market cost of replacement/repair/additional cleaning to the RSC property or equipment.

The group will be notified, in writing, of the damages. A meeting will be held with the group representatives and the Associate Director or designee to discuss the damages. RSC staff will send an invoice to the responsible group for restitution.

In all cases (cleaning or damage), no further reservations will be accepted until the invoice is paid in full.

## **University Police Department**

The University Police Department is manned 24/7 and can be reached at 903-886-5868 for non-emergency calls, for emergency calls please dial 903-886-5111 or 911. The department can be found at Henderson Hall 1901 Monroe St. Commerce, TX.

To sign up for the required emergency alerts sent out by the University Police Department's Communication Center, visit the following link where you can submit your email and phone number for phone, email, and text alerts. This list will be purged once a year on September 1<sup>st</sup>.

<https://www.etamu.edu/camps-alert-signup/>

You may also download the official campus safety app of East Texas A&M University, Lion Safe, to receive alerts via push notification. Lion Safe may also be used to chat with our dispatcher via text. It is also a resource for many campus resources. The following link can be used to download it from the Apple App Store or Google Play Store.

<https://www.etamu.edu/university-police-department/lion-safe/>

If a tornado is spotted in Commerce or the vicinity, the University Police Department's Communications Center will send an emergency notification alert and activate the tornado sirens. These sirens are strategically placed across the City of Commerce and will sound for up to three minutes once activated. Please seek shelter once these sirens are activated or the alert is received.

The campus also deploys an early lightning detection system through Perry Weather. These sirens will sound once for fifteen seconds without a break to alert that lightning has been detected within ten miles of campus. You should seek shelter in the nearest building preferably. DO NOT seek shelter under trees, metal roofs, near large water sources, etc.

Once the storm has cleared the area, the sirens will sound in three five-second bursts to alert an all-clear. Perry Weather also tracks several meteorological statistics for the campus, all of which can be viewed in the following link. The green check and clear notates that there is no lightning within ten miles of campus.

<https://widget.perryweather.com/?id=69918bde-23ef-40c7-afaf-a5f5efe34eb6>

All Programs for Minors participants should be informed that a campus 911 number is available to them should an emergency take place. Please be informed of the non-emergency University Police Department phone number, (903) 886-5868. UPD is located on East Texas A&M Campus in Henderson Hall.

The University Police Department is responsible for law enforcement on the campus of East Texas A&M. The Department is structured with several different divisions, including, patrol, criminal investigations, dispatch, administration, & security. The department is manned 24 hours a day, 7 days a week and are capable of dispatching police, fire, and medical services.

The University Police Department maintains a close working relationship with all local law enforcement agencies in order to be aware of all potential threats to East Texas A&M or its students, faculty, and staff. The department also monitors other law enforcement agencies in order to better detect criminal activities that occur at off-campus locations owned by officially recognized organizations of the university. All criminal activity that occurs on campus should be reported directly to the University Police Department at 903-886-5868, or in person.

Students under eighteen (18) years of age must be accompanied when crossing from residence halls to campus by an adult at all times. If police supervision or crossing assistance is desired please contact the Coordinator two (2) weeks prior to the start of your program.

Please secure all equipment and personal items. The university is not responsible for damages, theft or loss of, including but not limited to, equipment or personal items.

#### **TRANSPORTATION**

Transportation of program participants is the individual responsibility of each program. If transportation assistance is needed, please contact the Coordinator. The Coordinator will then contact the Emergency Management and Safety Department to coordinate transportation request and schedules

#### **ACADEMIC BUILDINGS MEETING ROOMS**

The Coordinator will be available to assist the Director in reserving meeting spaces in academic buildings and auditoriums following policy guidelines for each building. For assistance, the Director should specify dates, hours, and group size on the Programs for Minors Reservation form.

When using academic buildings, participants should avoid gathering in hallways and common areas. Please hold all activities in the room assigned. Please remember that university classes are in session and keep noise to a minimum.

#### **UNIVERSITY FEE**

All Directors are responsible for any and all expenses related to their program. All Programs for Minors are required to pay a \$1.00 University Administrative Fee per participant in addition to all expenses related to contracted services.

#### **PARKING**

If your vehicle is parked on campus, it must be registered with the East Texas A&M University Police Department prior to parking. This can be done by visiting the UPD parking website, creating an account (if you have not already done so) and registering your vehicle.

Register at <https://ctitt-tamuc.cticloudhost.com/TickeTrak.WebPortal/> .

From there, you will select create an account or login if you have already created an account. Once logged in you will select "request new" under permit. You can select the permit you would like to purchase yearly, monthly, or daily. All parking rules and regulations may be found at [etamu.edu/parking/](http://etamu.edu/parking/). If a group of parking

spaces is needed, the Director can request from the University Police Department for an area to be marked off for the program.

### **MEDICATION REQUIREMENTS**

All Programs for Minors must obtain authorization to administer any medication to a child from the child's parent or guardian in a written, signed, and dated format using a completed Medical Information form. All medications must be maintained in a secure manner by the Director unless the participants are authorized to maintain the medications such as an inhaler or EpiPen. All medical information must be safeguarded against unauthorized access and disclosure.

A record of when medication is dispensed must be maintained by the Director at all times.

### **UNIVERSITY HOLIDAYS**

East Texas A&M University observes the Texas A&M System holiday schedule. If a Program for Minors desires to be on campus on a designated holiday, they will be responsible for any expenses needed to provide services. An estimate of expenses is available upon request.

**Source of Authority:** University Rule *24.01.06.R1 Programs for Minors*

**Cross Reference:** System Regulation *24.01.06 Programs for Minors*

**Contact for Revision:** Programs for Minors Office, <https://www.etamu.edu/camps>

**Forms:** Programs for Minors Reservation Form, A&M System Camp/Retreat Insurance Application, Medical Release Form, Notification of Injury (All forms are available in Programs for Minors Office)

## HANDBOOK ACKNOWLEDGEMENT

The Programs for Minors Handbook contains important information about the East Texas A&M University Programs for Minors, and I understand that I should consult the Programs for Minors Coordinator regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Programs for Minors Coordinator any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I have received a copy of the Programs for Minors Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Programs for Minors Coordinator. I understand that this form will be retained in my Programs for Minors file.

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Programs for Minors Representative Signature

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Date

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Programs for Minors Representative Printed Name

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Programs for Minors Coordinator Signature

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Date Received