

**The University of Mississippi**  
**Department of Student Housing**  
University, MS 38677  
Phone: (662) 915-7328 Fax: (662) 915-7773

**Summer Camps and Conferences Housing Agreement**

The Department of Student Housing provides housing for Summer Camps and Conferences sponsored by the University and/or other groups and individuals. Our goal is to provide a high quality of customer service to make your stay enjoyable.

Provided that residential facility space is available, the University agrees to furnish the organizing group bedroom spaces in a residential facility. Rooms for study periods, group activities, etc. are not available in the residential facility and are not included in the bedroom space agreement. The University reserves the right to assign multiple groups to each facility.

As part of our conference services we provide check-in and check-out services, trained professional and paraprofessional staff for safety and security, comfortable living, linen packages if available, and various other services.

**Room Assignments**

1. If a Student Housing staff member is making the assignments for your group; we need the names of the participants 14 days prior to the group's arrival.
2. If your group makes the room assignments; a final roster of the assignments is due to a Student Housing at the closing of check-in. Student Housing can provide you an electronic copy of a roster to make room assignments easier.
3. You will provide contact information for the person(s) responsible for the camp and a camp schedule.

**Sponsor Responsibilities**

1. The sponsor is responsible for setting up any dining needs with ARAMARK and the ID Center.
2. For groups with minors, the sponsor agrees to familiarize and abide by **University Policy ACA.EO.100.020**. If the camp is composed of both male and female participants, there should be an appropriate number of both male and female counselors living in Camp & Conference Housing. If the participants are representing teams or squads, each team or squad must be accompanied by a chaperone(s). This chaperone(s) will be required to live on the floor with the participants for the duration of the camp.

**Variance/Guarantee Policy**

Student Housing Camps and Conferences will need your estimated numbers of participants 30 days prior to check-in. We will guarantee space for 10% over your estimated number. If your

camp should fall below 90% of the estimated number you will be billed at 90% for the first night and for the actual number for the remaining nights.

*Example - You estimate 100 people and only 50 people attend. You will be billed for 90 people the first night and 50 people for each additional night.*

### **Cancellation policy**

In order to best serve you we need at minimum 45 days notice of a camp cancellation. If we are given 45 days notice, there will be no penalty. Any cancellation within 45 days of the camp check-in date will be assessed the following penalties:

Camp Size	Penalty
1-50 people	\$50
51 - 100 people	\$100
101 - 200 people	\$200
201 - 300 people	\$300
301 - 400 people	\$400
401 - 500 people	\$500
501 and above	\$600

The penalty amount will be based on the estimated number of participants at the time the space was requested.

### **Applicable Law**

All groups using University space are expected to adhere to all University and Student Housing policies, regulations, guidelines, and all applicable local, state, and federal laws. Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities.

### **Billing**

The camp sponsor will be sent an invoice after the camp ends. Each camp sponsor will be given 7 days to review the invoice and discuss any discrepancies with the Assistant Director for Facilities. If your camp is University affiliated, the sponsoring department is then responsible for submitting the necessary form to the University Accounting Office to complete an interdepartmental transfer. All non-University affiliated groups will need to pay by cash or check after receiving an invoice. All checks need to be made out to the University of Mississippi.