



BAYLOR[®]
UNIVERSITY

SUMMER PROGRAM POLICY MANUAL 2018

Contents

General.....	3
Guiding Philosophy	3
Special Care.....	3
Eligibility.....	4
Camp Director	4
Request Use of University Facilities	4
Priority for Facility Use.....	4
Fees for Facility Usage	5
Final Arrangements.....	5
Appropriate Camp Environment.....	5
Disciplinary Procedures.....	6
Responsibilities of the Camp Director.....	7
Dining Food Service.....	7
Housing	8
Campus Recreation	8
Invoicing/Billing Procedures	8
Payment	9
Parking	9
Security	9
Reporting Suspected Abuse of a Minor	10
Accident / Medical Insurance	11
Insurance Requirements	11
Weather Safety	13
Questions	15
Appendices.....	16
A. Housing Fee Schedule	16
B. Housing Guidelines and Procedures	17
C. Food Service Guidelines and Forms.....	27
D. Baylor Campus Recreation Facility Reservation and Usage policy	28
E. Important Telephone Numbers	33
F. Summer Program Forms.....	33
1. Summer Program Participant Behavioral Expectations	34
2. Baylor University Summer Program Disciplinary Procedures	36
3. Tenant User Liability Insurance Program (TULIP)	37
4. Guidelines for Driving on Behalf of Baylor University.....	40

General

Baylor University hosts a wide variety of summer programs, clinics, workshops, and conferences each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. For purpose of definition, this policy covers the following types of summer programs:

- a. Those which include minor child participants under the age of eighteen (18) years who are here for some type of instructional program that involves use of key facilities such as the McLane Student Life Center or the Ferrell Center, dining and academic facilities.
- b. Those in which participants remain overnight in on-campus residence halls.

Though it may be useful for other summer programs to abide by some or all of these policy guidelines, the policy was developed with the above groups specifically in mind.

Guiding Philosophy

The intent of Baylor University is to encourage the use of its facilities, on a space available basis, for summer programs. Though such programs should not take precedence over programs designed for enrolled students, there are many important reasons why the summer program is to be encouraged by the University and its employees. Summer programs provide the following benefits for the University:

- Summer programs attract many young people to the University, many of whom will be highly qualified for future admission;
- Impressions gained by young people as a result of a summer camp experience can have a significant impact on choice of college;
- Facilities which might otherwise be relatively idle during summer months can be used in support of programs that are available to the public;
- Income resulting from summer programs provides important support for certain areas of University operations;
- Summer programs provide an excellent opportunity to acquaint a large number of people with Baylor University in a short period of time;
- The reputation of Baylor University is enhanced by effective summer programs.

Special Care

In many cases, summer programs attract youth under the age of 18 to campus. The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a summer program participant, even though the oldest participants are sometimes older than the youngest of Baylor's enrolled students. It is imperative that summer program participants be overseen in a fashion that is appropriate and intended to keep them healthy

and safe while visiting the University. Baylor University and its employees should provide a safe environment for participants in the various programs sponsored by the University.

Eligibility

Any University department is eligible to conduct summer programs intended to promote the mission of Baylor University.

Camp Director

Specific responsibilities of the **Camp Director** are described on page 7 of this policy manual. All arrangements for campus support should be made by the **Camp Director** and all invoices associated with the program should be paid from the account of the **Camp Director**. The **Camp Director** is the individual who is directly responsible for the camp.

Request Use of University Facilities

Every Camp Director must fill out the Campus Access Proposal to request University Facilities for their summer program. **Standard policy is for an incoming summer program to gain access to reserved facilities after 1 pm on the first day of the program and to release access no later than 11 am on the last day of the scheduled program.** In order to be considered during the normal scheduling cycle, the form must be submitted no later than January 26th. Requests received by that date are considered once the master class schedule for the following summer is developed. The approved Summer Schedule is announced by March of each year.

Priority for Facility Use

Priority for facility use at Baylor University will be given to internal activities, particularly academic activities that are intended for Baylor University students. Beyond that, the Baylor Institutional Events leadership and appropriate campus partners are tasked with determining which requests are given priority when there are competing demands for facilities. Every attempt will be made to arrange a mutually satisfying solution among all parties. In the event that is not possible, a decision will be made which is in keeping with the best interests of the University. Any requests for facility use in support of a commuter or day camp should clearly indicate the camp is not residential. During the summer season, priority for facility use will be given to residential camps.

Fees for Facility Usage

Information concerning current fees for lodging and food services is provided in Appendix A and Appendix C, respectively. The fee structure will be updated by January 1st each year in order that those requesting facilities for the next summer will have accurate planning information on which to base their request for facility usage. Until January 1st Baylor University reserves the right to change the applicable fees for the following summer.

Final Arrangements

By April 1st, **Camp Directors** are expected to contact Summer Program coordinators in order to provide updated estimates of attendance and to provide continuing indication that the program is still being planned. Any anticipated need to accommodate more than the number originally estimated should be communicated to the appropriate facility manager(s) as soon as possible. **Baylor University cannot guarantee space will be available for any number beyond the original estimate.**

Camp Directors planning to use campus lodging and/or dining services are required to provide a guarantee count for the number of participants at least 10 working days prior to the start date of the camp. The camp will be invoiced in accordance with current Aramark and CL&L procedures at the billing meeting on the second day of camp.

Appropriate Camp Environment

In order to provide a reasonably safe environment for participants in summer camp activities, each **Camp Director** should ensure that certain precautions are taken. All University and campus rules and regulations are in effect. Other precautions that should be considered are:

Qualified Counselors/Staff

- Background screening must be accomplished, particularly for those who will be directly involved with children Summer Program Forms
- All counselors/staff must complete and pass the Child Protection and Abuse Prevention Training and Exam.
- Care should be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used; Summer Program Forms
- Adequate training should be provided in order that staff members are qualified to direct the activities scheduled.

Parent Awareness

- Parents should be aware of the type of activities in which their student may participate;
- Known risks associated with each activity should be clearly explained to parents and participants;
- Safety instructions should be made available and should be easily understood;

Participant Guidelines

- Current physicals are required for program involving vigorous athletic activities;
- Participants should be in appropriate physical condition for the activity in which they are participating;
- Participants should be placed in the correct skill level for the activity scheduled, and
- Questions designed to ensure a participant's level of ability are appropriate, however questions about disabilities are not.

Participant Safety

- An adequate ratio of staff to participants (1:10) should be maintained **at all times**; particularly when in residence halls;
- Water related activities require certified lifeguards;
- Safety equipment should be inspected prior to and during program for safe conditions;
- Public safety officials should be made aware of the summer program and the daily schedule;
- Acceptable procedures for releasing participants from summer program should be followed (pay particular attention to procedures followed in accepting/releasing commuters).

Safe Environment

- **Grounds should be inspected by program staff prior to and during the activity for safe conditions;**
- Equipment should be kept in safe condition and suitable for intended use; and
- Vehicles used for transportation should be properly inspected.

Disciplinary Procedures

Baylor University is committed to the idea that each summer program participant should have a positive and enjoyable experience at Baylor, and the misbehavior of one participant, or a group of participants, should not be allowed to impact negatively on the experience of others. Most summer programs are short in duration, so prompt action may be required. Parents and participants should be aware of the disciplinary policy. It is recommended parents sign a form such as that found in Appendix F – 1 & 2 to indicate they clearly understand the disciplinary procedures to be followed.

Responsibilities of the Camp Director

The **Camp Director** will:

1. Coordinate arrangements for use of University facilities in accordance with University scheduling regulations;
2. Provide counselors and staff for the summer program (at a ratio no smaller than 1 counselor/staff member to 10 campers);
3. Inspect facilities immediately prior to and after each session;
4. Advise participants and parents of appropriate check-in and check-out procedures including charges for damages and lost keys;
5. Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, authorized entry into rooms, and minors on campus;
6. Maintain discipline of participants;
7. Advise Summer Program Hall Director (or University contact) of supply and maintenance requirements in residence hall;
8. Collect and have readily available Parent/Legal Guardian Release for Minor Participant for all participants;
9. Inform the University in advance of early and late arrivals;
10. Complete insurance forms at the time of treatment;
11. Be accessible in emergency situations;
12. Assist with check-in of campers;
13. Assist with check-out of campers;
14. Check on any damages reported;
15. Coordinate approval of invoices for University services and facilities
16. Must pass the Child Protection & Abuse Prevention Training
17. Ensure that all camp staff has passed the Child Protection & Abuse Prevention Training exam
18. Ensure that all camp staff has had background checks at least two weeks prior to camp

Dining Food Service

Penland Residential Dining Facility is the primary dining location for most summer program meals, but other types of dining service can be made available. The current dining service rates are shown in Appendix C. Baylor Catering is available. For Catering options and rates, please contact Baylor Catering at 254-710-4762.

Housing

Baylor University's department of Campus Living & Learning will make residence hall lodging available to summer programs on a space available basis during the summer months. See Appendix B for current guidelines and procedures to be followed in assigning summer program participants to lodging on campus. See Appendix A for current rates for lodging. **Camp Director and adult counselors are solely responsible for providing supervision and security in the residence halls. Campus Living & Learning does not employ staff for the purpose. The camp must provide adult, live-in supervision for all participants at the ratio of one adult supervisor for every (10) participants.** Each camp has a Conference Assistant assigned that can assist with logistical and maintenance requests. Registered overnight participants will be issued individual room keys. As a security precaution, external doors are kept locked 24 hours (from the outside) except during specific times outlined in the Residence Hall Procedures and Policies (Appendix B).

Campus Recreation

Summer Programs use of Baylor Campus Recreation Facilities must be arranged and confirmed in advance through Baylor Institutional Events.

Summer Programs desiring to use Campus Recreation Facilities, must complete and submit the Campus Recreation Request portion of the Campus Access Proposal. Usage rates are provided for use of facilities in the Summer Rates packet. Final confirmation of your request will be sent via e-mail no later 30 days before the start of your program.

Invoicing/Billing Procedures

10-Day Guarantee

Each summer program is required to provide written notification of the guaranteed number of conferees (participants and staff) at least 10 days prior to the start date of summer program.

Possible Additional Charges

- Lost Keys
- Audio-visual equipment/operator charges
- Catering and special events
- Facilities usage fee
- Restitution for any damages or excessive cleaning needed as a result of the summer program

Payment

Payment for room and board, facilities costs, campus recreation and catering fees for the guaranteed number of conferees is due and payable in full two days into the program at the scheduled billing meeting. All summer program invoices must be paid with a departmental account number.

Parking

All summer program participants are required to abide by University parking regulations while on campus. **Camp Directors** should ensure that participant, coaches, counselors, staff, volunteers, and parents are aware of pertinent parking regulations. www.baylor.edu/parking All should be advised of areas in which they should park their vehicles while on campus. If a program includes participants who are under the age of 18 and will be remaining overnight on campus, care should be taken by the **Camp Director** to ensure that no unauthorized use of vehicles occurs during the time period that the summer program is in session. If keys are collected, they should be secured in a responsible fashion and returned to participants at the end of the camp session. If parking passes are needed for your program please let Joi Terry know at least 30 days before your program, Joi_Terry@baylor.edu.

Security

Security will be the responsibility of the camp staff. In the event of an emergency you will need to contact Baylor Police Department. Each camp director is expected to adhere to any alerts sent out by the Baylor Police Department. During the program day, camp staff will be expected to stay with campers at all times except for specific programmatic activities in which it might not be reasonable or appropriate to remain with them; e.g., shopping at the Mall, certain types of recreational activities, etc. **If such unsupervised activities are planned, care should be taken to make sure each participants parent(s) are made aware of it and agree to have the participant participate.** At night, a sufficient number of camp staff/coaches/sponsors/counselors should remain with youth campers in the residence halls to provide control and security. In order that Baylor University Police are aware of your program, a copy of your Emergency Contact List will be provided by the **Campus Director** no later than 3 hours after Camp Registration ends. The following information must be provided for distribution to Baylor Institutional Events and Baylor University Police Department:

- Name of the summer program / conference
- Contact persons (Camp Director or Sponsor) and phone numbers
- Locator list indicating where participants are staying overnight
- Daily schedule

In order to put the information in the appropriate hands, the **Camp Director** will send via e-mail the Emergency Contact List to Baylor Institutional Events. This information will allow Baylor University Police to better respond to emergency phone calls; to recognize camp participants; to inform patrols of participant's whereabouts; and to be alert for unusual activity in the vicinity of the camps.

Reporting Suspected Abuse of a Minor

1. Individual Response to Abuse.

i. **Reporting to State or Local Authorities.** Baylor University plays host to a number of events and facilities on its campus at which minors are present. Members of Baylor's community who obtain knowledge of suspected child abuse or neglect are legally required to report it immediately to the appropriate authorities. Texas' disclosure laws apply to all individuals, including health care professionals, chaplain staff, and counselors.

Texas' definitions of "abuse" and "neglect" are defined very broadly and include most threats to a child's physical or mental health or welfare. Texas law does not require reporting injuries resulting from an accident or reasonable discipline by a parent or guardian that does not expose the child to a substantial risk of harm. Texas law specifies that anyone who "suspects" child abuse or neglect report it immediately to either (1) a local or state law enforcement agency; or (2) Texas' Department of Family and Protective Services. Licensed professionals employed by the University or staff employed at Baylor's Piper Child Development Center must report the suspected child abuse or neglect within 48 hours.

It is not sufficient to report the incident to another Baylor employee, such as a dean, a supervisor or manager. This policy requires immediate and direct notice to

**Baylor University
Police Department
(254) 710-2222**

Or

**Texas' Department of Family
and Protective Services
(800) 252-5400**

www.txabusehotline.org

Failure to make a report is a crime in Texas, punishable by up to one year in prison and a fine of up to \$4,000. Texas law protects a person acting in good faith who makes a report of child abuse or neglect which does not arise from their own conduct.

ii. **Internal Reporting to Baylor Administration.** In addition to reporting to state authorities, all faculty members, staff members, student employees, unpaid student interns and volunteers are required to report any suspected or known abuse, neglect or exploitation of minors perpetrated by another adult directly to Baylor administrators so that immediate and proper steps may be taken to ensure the safety of victim(s) and others who may be at risk.

Accident / Medical Insurance

Camp Directors should recognize that Baylor University **does not provide accident/medical insurance for camp participants. In the event of illness or injury requiring treatment, hospitalization, or surgery, family medical insurance must be used.** It is required for each program to a plan for emergency medical care. In case of any medical emergency Baylor Police, Baylor Institutional Events and Reggie Miller, the Child Protection Coordinator must be contacted.

Insurance Requirements

Programs that are sponsored by clients/individuals and hosted by Baylor University are not provided insurance coverage by Baylor University. The summer program shall, at its own expense, procure insurance of the kinds and limits listed below. Certificate(s) of insurance issued by the summer program insurance carrier shall be furnished to the Baylor University Risk Management no later than **May 1st of the year in which the camp is scheduled.** The certificate of insurance shall name **Baylor University, its Board of Regents, Faculty, Staff, and Agents as Additional Insured** on the General Liability, Employers' Liability, and Automobile Liability policies. The insurance coverage required is a minimum; the requirement is not intended to limit the responsibility or liability of the summer program. If any subcontractor is used, they or the camp acting on their behalf, are required to carry the same coverage and insurance outlined herein. It shall be the Camp Sponsor/Director's responsibility to ensure compliance of this requirement.

Workers' Compensation and Employers' Liability Insurance

- Workers Compensation insurance shall be written in accordance with statutory coverage required by the State of Texas. Texas employers are subject to Workers Compensation Statutes if they employ five (5) or more employees. Part-time employees and officers of a corporation are considered employees. A self-insurer must provide a certificate issued by the Texas Department of _____ stating the contractor is qualified to pay its worker's compensation claims.
- Employer's Liability Insurance shall be written with minimum limits of:

- Bodily Injury by Accident - \$1,000,000 each accident
- Bodily Injury by Disease - \$1,000,000 each employee

Commercial General Liability Insurance-minimum limits accepted:

- Each Occurrence \$1,000,000
- General Aggregate \$1,000,000
- Products-Completed Operations Aggregate \$1,000,000
- Contractual Liability \$1,000,000
- Personal & Advertising Injury \$1,000,000
- Damage to Rented Premises \$ 100,000

In Addition the:

- Policy must be written on an occurrence basis.
- Policy must cover all activities to be performed by the vendor, including athletic/physical activities.
- Policy must not contain any exclusion for intentional acts performed by the contractor.
- Policy must not contain any exclusion for abuse from sexual, emotional or physical actions. If such exclusions are included, separate coverage must be purchased.
- Insurance should be provided by a carrier with a minimum A.M. Best rating of A-.

Commercial Automobile Liability Insurance

- Commercial Automobile Liability Insurance shall be written to include coverage for bodily injury and property damage arising from ownership, maintenance, or use of any company owned, non-owned, hired, or rented automobile.
 - Minimum limit \$1,000,000
 - Combined Single Limit

Each policy shall be endorsed to provide that the policy not be canceled, non-renewed, changed or allowed to lapse for any reason without thirty (30) days of written notice to Baylor University.

Tenant User Liability Insurance Program (TULIP)

- Baylor University's Tenant User Liability Insurance Program Information can be found in Section I number 5.

Due to the nature of some activities, Baylor University reserves the right to require additional limits of liability coverage.

Weather Safety

Alerts

- All programs must adhere to any weather alert sent out by the Baylor Police Department.

WEATHER GUIDELINES FOR ALL CAMPUS RECREATION OUTDOOR ACTIVITIES AND FACILITIES

Guidelines for Parker Brothers & Campus Recreation Fields:

Heat

No activity is permitted if Temperature + Humidity is over 170 or if Heat Index is over 100 degrees.

Cold

No activity is permitted if Temperature is below 40 degrees and/or the Wind Chill is below 35 degrees.

Rain*

No activity is permitted if a steady rain is falling. *

No activity is permitted if there are standing puddles on the surface of the fields or if water “sponges” up around your feet when you walk on the field. *

Fields will be evaluated for safety if ground is muddy and soil clumps or clings to shoes.*

Tornado

The Parker Brothers Fields will be closed for the duration of a Tornado Watch. If it is announced while games or practices are in progress, the staff will sound the air horn and ask patrons to get off of the fields. The Field Manager and staff will promptly close down the fields and ask everyone to be alert and prepared to move to a safe location in the event a Tornado Warning is issued. The Field Manager should listen to the NOAA weather radio for updates and be in contact with SLC front desk. TORNADO WARNING: The fields should already be closed before we get to this point.

Thunderstorm and Lightning

Intramural Staff or Game Manager will clear the fields of all activity upon confirmation of lightning within a range of 8 miles. All participants will be encouraged to seek shelter. Activity may not resume until 30 minutes have elapsed since the last lightning strike within this range. Managers will utilize a hand held lightning detector or the Telnet system for lightning detection and monitoring.

***The call will be made no later than 2:00pm the day of scheduled activities.**

Guidelines for Marina and Water Based Activities:

(Includes Water Ski, Wake Board, Sailing, and Crew.)

High Wind

When the wind is consistently at/over 30mph, no watercraft is allowed on the water at the Marina. When the wind is consistently at/over 20mph Sailboats are not allowed to set sail.

Cold Water

When the water temperature is below 60F there will be no on water activity for the day, unless the air temperature is greater than 60F. Combined air and water temperatures must be at least 120°F to conduct water activities at the Baylor Marina or at the location of water based event.

Precipitation

If the ambient air temperature is 50F and it is raining all on water activities will be suspended until the rain stops. In the event of freezing rain, sleet, or snow the Marina will close all indoor and outdoor operations.

Cold Weather Closure

In the event that the air temperature is going to be below 50F and the combined water and air temperature is less than 120F the manager will suspend all water activities. The beach and bike shop may remain open down to 45F.

Hot Weather Closures

In the event that the Heat Index (combined air temperature and humidity) is greater than 105F the marina manager will suspend water and beach activities. Staff and participants are encouraged to go inside in the shade. The manager may choose to do a postponed opening. If the Heat Index will be higher than 105F for the entire shift the marina will close for the day.

Heat Index

90–105 °F

Warning

Extreme caution: heat cramps and heat exhaustion are possible. Continuing activity could result in heat stroke.

105–130 °F

Danger: heat cramps and heat exhaustion are likely; heat stroke is probable with continued activity.

Over 130 °F

Extreme danger: heat stroke is imminent.

Tornado

The Marina will be closed for the duration of a Tornado Watch. If it is announced while already open, the staff will sound the air horn and ask patrons to get off of the water. The Manager and staff will promptly close down the Marina and ask everyone to be alert and prepared to move to a safe location in the event a Tornado Warning is issued. Manager should listen to the NOAA weather radio for updates and be in contact with SLC front desk. TORNADO WARNING: The Marina should already be closed before we get to this point.

Thunderstorm and Lightning

Marina Staff will monitor NOAA weather radio, weatherbug.com and weather.com for updates. At the first sign of Lightning or Thunder or if lightning is reported on NOAA weather radio or weatherbug.com within 30 miles of the Marina, staff will direct patrons to paddle back to shore. The patrons can go inside the Marina building and attempt to wait 30 minutes for the last sound of thunder and until lightning is greater than 30 miles and moving away from Marina or go home. If the lightning cannot be seen but

thunder is present, treat it the same; do not resume water or beach activity for 30 minutes. The manager at their discretion may close the facility early if it appears that lightning will be in the area for the entire shift or remainder of the shift.

Weather conditions/readings per the US Weather Service.

**On-sight evaluation will be weighted more heavily than online evaluation for the conditions mentioned in this Guideline document. Calls may be made jointly with on-sight staff and Campus Recreation personnel.

Emergency Situations

In any emergency situation your first action must be to call Baylor Police, 254-710-2222.

Questions

Any questions concerning policies covered in this manual should be addressed to Baylor Institutional Events at amanda_schroeder@baylor.edu

Appendices

- A. Housing Fee Schedule
- B. Housing Guidelines and Procedures
- C. Summer Program Food Service Guidelines and Forms
- D. Campus Recreation Facility Reservation and Usage Policies
- E. Important Telephone Numbers and Web Addresses
- F. Summer Program Forms
 - 1) Summer Participant Behavioral Expectations
 - 2) Summer Camp Disciplinary Procedures
 - 3) Tenant User Liability Insurance Program (TULIP)
 - 4) Driving on Behalf of Baylor

A. Housing Fee Schedule

Per Person nightly rates for lodging in a University residence hall are located below in Exhibit A.

Note: The rates are based on double occupancy (two persons to a room). There will be no additional charge if single occupancy results from a forced deviation (e.g., there is an odd number of campers, adults are spaced in order to provide supervision, participants are assigned to a designated single room, etc.).

The fee for a **lost room key** is **\$25**, the fee for a **lost master key** is **\$100**.

Exhibit A

Housing Description	Name of Facility	Internal Rate	External Rate	Notes
Community/Suite bath style housing	Alexander, Allen, Dawson, Memorial	\$20 per person per night	\$25 per person per night	Rate based on double occupancy
Apartment Style	Brooks Flats, North Village	\$20 per person per night	\$25 per person per night	Rate based on double occupancy
Community/Suite bath style housing	Collins, Kokernot, Martin	\$20 per person per night	\$25 per person per night	Rate based on double occupancy
Community/Suite bath style housing	Alexander, Allen, Dawson, Memorial, Collins, Kokernot, Martin	\$32.50 per night per person	\$37.50 per person per night	Single occupancy rate
Apartment Style	Brooks Flats, North Village	\$32.50 per night per person	\$37.50 per person per night	Single occupancy rate

B. Housing Guidelines and Procedures

General

Baylor University's residence halls are designed to provide reasonable security for participants; the door to each room locks when closed and each resident is provided with a key to their assigned room. In most cases, accommodations are "suite type"; i.e., two 2-person rooms share a common bath. There are also a limited number of single room accommodations and rooms specifically for wheelchair accessibility.

The information herein is intended to be guidelines for those planning and conducting summer program which use Baylor University residence halls for lodging. Experience has shown that summer programs bring a great variety of guests to campus residence halls. A policy which seems entirely reasonable for use with campus students (or high school-aged participants) might be arbitrary and ridiculous for a program that includes married couples or families with young children. These guidelines, therefore, are not intended to be strict requirements.

Room Assignment Guidelines

- It is expected that two people will be assigned to each double room.
- Exceptions may be made when circumstances require individuals providing supervision to be assigned to separate floors of the residence hall, etc.
- Except in cases involving family members or staff assigned to provide supervision and/or control of participants, it is considered best to assign male and female participants to different residence halls.
- If male and female participants are assigned to the same residence hall, control is usually facilitated by assigning male and female participants to different floors--if this is not reasonable, attempt to confine exceptions to the 1st floor of the residence hall.
- Use single rooms to deal with unusual lodging situations...do NOT make assignment of unrelated males and females in such fashion that they would be expected to share a common bath.

Assignment Procedures

At least 10 working days before the start of camp, the **Camp Director** will be provided with lodging information for the camp. It will include the names and locations of the residence halls assigned, a diagram of each residence hall (for use in making room assignments), and information pertaining to the administrative expectations of Campus Living & Learning.

It is expected that the **Camp Director** will ensure rooms are assigned in a way that is consistent with the guidelines stated above. **The principal concern is that assignments be made in a manner that is designed to promote the well-being of all concerned.**



2015
RESIDENCE HALL PROCEDURES AND POLICIES
FOR SUMMER CONFERENCES & CAMPS

Once Institutional Events has extended an invitation to a group to hold an overnight summer conference/camp on the Baylor campus, all housing arrangements must be confirmed in detail with:

Curtis Odle
Assistant Director for Facilities and Operations
Campus Living & Learning
(254) 710-1167 or e-mail: Curtis_Odle@Baylor.edu

Camp Directors should contact Mr. Odle and schedule a pre-conference housing meeting at least three (3) weeks in advance of the conference opening date (4-5 weeks in advance is highly preferable) in order to solidify housing needs. Camp Directors should thoroughly review the below policies prior to the pre-conference housing meeting. All housing details and expectations as discussed in this meeting will be communicated to the conference assistants assigned to the through Mr. Odle.

Term definition: Conference and camp are used interchangeable and are equal. Camper describes an overnight participant of the conference or camp.

PRE-CONFERENCE MEETING

At the pre-conference meeting, camp director will receive:

- housing space assignments (rooms are to be assigned by camp director to individual conference participants prior to check-in)
- building layouts
- floor plans.

Camp director should be prepared to provide

- conference check-in and check-out times
- details of any early arrival or late departure needs
- contact information for each primary contact (see In-Hall Contacts below).

CAMP IN-HALL CONTACTS

Each camp must identify a primary “in-hall” contact person for each residence hall occupied by the camp. In-hall contacts are vital to the success of the overall conference experience. The in-hall contact should be the first person(s) to check in for a camp and the last person(s) to check out. **No participants will be allowed to check in until the in-hall contact person(s) is checked in.**

In-hall contact persons are expected to:

- provide an electronic list of participant names and room assignments prior to checking into the residence hall
- be present in the hall whenever any participants are there
- take clear responsibility for the entire group (e.g., conduct)
- maintain close communication with the Conference Assistant during the group’s stay
- assist summer participants who have been locked out of their rooms (see Master Key policies below)
- assist the Conference Assistant in inventorying damages to the building after the last resident has checked out

BAYLOR RESIDENCE HALL STAFF

Campus Living & Learning will provide a Conference Assistant assigned to facilitate your group’s stay in that hall. The Conference Assistant’s responsibilities for your group are:

- to coordinate check-in and check-out
- to coordinate maintenance requests
- to assist with emergencies
- to tabulate group counts for housing billing purposes
- to complete a pre and post-conference group evaluation and facility inspection
- the Conference Assistant **does not** provide specific assistance to individual campers without camp staff being present. A CA will assist a camper to make a phone call to the in-hall contact. The CA **will not** let a camper into his/her room. The CA is available to assist the camp staff (i.e. maintenance requests, replace lost key cards, etc.) but camper needs are the responsibility of the camp staff (i.e. lock outs, camper behavior, etc.).

SAFETY & SECURITY EDUCATION OFFICERS

CL&L Safety & Security Education Officers are highly visible full-time, staff members who work closely with after-hours personnel to maintain the safety and security of our residential communities. SSEOs work nightly from 11:00 p.m. until 7:00 a.m. The SSEO’s responsibilities for your group are:

- to monitor the area in and around the residence halls for potential threats to group safety
- to assist with emergencies

It is not the responsibility of the SSEOs to allow group members into locked buildings. Due to staff schedules, different Safety & Security Education Officers may be on duty during various times of your stay.

RESIDENCE HALL SECURITY

For the safety of all conference guests, all residence halls will be locked 24 hours per day. Entry for conference groups is available via individual card swipe. All campers will be expected to carry their meal cards and/or exterior door access cards at all times. During conference check-in and check-out, residence hall lobbies will be unlocked to allow for better conference traffic flow. During Baylor New Student Orientation, the lobby door will be unlocked from 10am-3pm to allow orientation participants to view the residence hall model rooms. During these times, a model room host will be present in the lobby to control access into the building and monitor model room traffic. A sign-in/sign-out log will be used at the front desk.

SUMMER CONFERENCE GUIDELINES

CHECK-IN

- Ten (10) days prior to check-in, the camp director must provide a tentative, electronic list of campers and assignments to Curtis Odle. Even if the camp registration has not closed, Curtis Odle must be notified of the projected numbers of campers and block of rooms needed.
- Check-in dates and times are arranged during the pre-conference housing meeting. **Check-in is limited to a maximum of three (3) hours. It is very important that participants abide by these dates and times since the front desks have limited coverage.** Conference Assistant Staff may not be available outside of these hours to immediately check persons into their rooms. Residence halls will not be staffed 24 hours a day.
- The in-hall contact will provide an electronic list of participant names prior to checking into the residence hall. **No one will be allowed to check in until this list is provided.** This list is the official record of the group's stay at Baylor University, is used to tabulate housing billings, is the record of room key issuance to participants, and would be a point of reference in the event of an emergency.
- **Conference counselors/staff who plan to arrive in advance of (or stay later than) their group must include this on their contract with Institutional Events.**
- If there is a need for a change in times or if there is an individual problem, the Camp Director should contact Curtis Odle to see if other options may be available.

BILLING

- Billing will occur on the second day of the camp.

CHECK-OUT

- Early check-out times should be arranged in advance with Curtis Odle so that Conference Assistants can be available to assist.
- **IMPORTANT NOTE:** Individuals who leave early but fail to check out will be charged for the full time the group stayed in the hall, in addition to fees outlined below.
- No participant may remain in a room after the designated group check-out time. At the end of the designated check-out time, campers will no longer have access to the building through individual card swipe.
- **Individual persons checking out after 5:00 PM may be billed for that night's stay, unless exceptions are agreed to by Curtis Odle during check-in.**

CHILDREN IN THE RESIDENCE HALLS

- All persons who are eight (8) years old or older will be included in the housing billing sent to the sponsoring group, even if a child is only accompanying a parent who is the actual conference participant.
- Child care and/or nursery facilities are not available in the residence halls. If such services are needed, the group sponsors should consult with Institutional Events.

COMPUTER USAGE

- Access to the residence hall front desk printer from personal computers is not available. Printing stations are available at the Jesse H. Jones Library.
- **Due to computer configuration and the possibility of network degradation, additional personal computers cannot be used to connect to the internet network jacks that may be present in residence hall rooms or common areas. The Camp Director is responsible for informing all camper of this policy.** Any user/group found in violation of this policy may be subject to a fine of at least \$500 and immediate revocation of computer access privileges.

CONDUCT

- **IMPORTANT NOTE:** Youth groups (high school age and younger) must have one adult counselor for every 10 youth participants. Camp counselors/staff must sleep in the building if they are included in the 10:1 ratio. Camp counselors/staff helping with day-time activities only should not be included in the 10:1 ratio.
- A list of counselors' names and room numbers should be given to the Conference Assistant at check-in. Information must also be indicated on the camp roster.
- **Remember, in-hall contacts and/or camp counselors/staff are to be in the residence hall any time that any participants are in the hall.**
- Camp staff is responsible for the behavior of campers.
- Camp staff is responsible for monitoring entry to the building.
- When campers are in the building, a member of the Camp staff must be stationed in the lobby up until lights-out. Camp staff is responsible for camper behavior in lobby and all entry into building.
- **Camp staff, especially the in-hall contact, must be in the residence halls and available to the campers at any time that any campers are in the halls.**

Rules of conduct as outlined in the *Baylor Student Handbook* also apply to summer group participants. The *Student Handbook* is on line at http://www.baylor.edu/student_policies/ for camp staff to use as a resource in talking to campers about the kind of behavior expected of them at Baylor University. Additionally, expectations and guidelines outlined in *Campus Living & Learning's Guide to Community Living*, located at <http://www.baylor.edu/cll>, apply to summer groups.

Any misuse of the residence halls may be cause for a group to be restricted from future participation in Baylor University's Summer Program.

DAMAGES & EXCESS TRASH

- While the camp will be the primary user of the building while the camp is in session, the hall must always remain available for viewing for Baylor purposes, i.e. campus visits/tours, Orientation. For that reason, the lobby and building must remain presentable and free of trash and damage at all times. Camp staff is responsible for camper behavior at all times and return the lobby to its original condition each night.
- Residential conferences will **NOT** engage in activities that would result in participants returning to the residence halls wet, muddy, or covered in substances that could be tracked into the building or leave excess residue in shower rooms.
- Camp leadership is highly encouraged to conduct a building walk-through prior to the start of a conference. This walk-through will be arranged during the pre-conference meeting with Curtis Odle. A pre-conference walk-through is strongly encouraged, so that camp leadership may be confident in the condition of the building prior to their group's arrival. Camp leadership who waive the pre-conference walk-through may waive their right to dispute charges.
- After a group has departed, the conference assistant and in-hall contact for the group will check each room and make a list of damages and other charges. These charges will be made to the sponsoring group. A detailed damage list "by room" will be provided upon written request to Curtis Odle. Camp leadership who waive the post-conference walk-through may waive their right to dispute charges.
- We suggest that you make campers aware that the camp will be held responsible for damages and excessive trash. Please note that additional charges may be assessed for, among other things:
 - Mattresses moved from one room to another
 - Furniture that is moved from one room to another
 - Rooms, bathrooms, public areas, that require more than routine cleaning
 - False fire alarms
 - Damage to network, telephone, or cable TV jacks
 - Damage to fire protection equipment
 - Misuse of elevators

- Baylor University is not responsible for personal items that may be lost, stolen, or left on campus.

NEW STUDENT ORIENTATION and CAMPUS VISITS

- Baylor University hosts new student orientation for several weeks each June. During orientation, the residence halls maintain a model room for viewing by incoming students and their families.
- For model room viewing purposes, be advised that opposite genders may be present in residence halls from 10 a.m. – 3 p.m. on orientation days. The front desk will be staffed on these days to monitor model room traffic.
- Campus Visits may conduct residence hall tours throughout the summer. Be advised that opposite genders may be present in residence halls during these escorted tours.

ROOM KEYS

For all residence halls:

- These halls are on the Persona card-lock access system. Conference groups with meal cards will have those cards programmed to also act as room keys in the halls during check-in.
- At check-in, each participant must check his/her own key out at the front desk of the residence hall. Camp staff cannot pick up or return blocks of keys unless approved and arranged in advance with Curtis Odle.
- Additional meal cards will be provided to the sponsoring group in the event that a participant loses his/her issued card. Any replacement cards issued to participants will need to be programmed for room access by the Conference Assistant, and the in-hall contact must be present to confirm the identity and room assignment of the participant before replacement cards will be programmed.

MASTER KEYS

For all residence halls:

- Only the in-hall contact will be authorized to check-out a master key. (An exception may be made for extremely large groups.) The person issued the master key must be 21 years or older.
- Each person who receives a master key will sign a release form stating the responsibilities of having a master key and the liabilities for its loss.
- A master key is to remain with the person to whom it is issued at all times. No one else should use it or have access to it. If a resident locks himself/herself out of his/her room, the in-hall contact must not loan the master key to unlock the room. The in-hall contact must go to the room and unlock it personally.
- **If the master key is lost, the group will be assessed a minimum charge of \$100.00. Depending on the circumstances, there may be a necessity to re-program the locks on an entire building. If Baylor University determines that replacement is necessary, the group would also be responsible for all related costs.**
- **In the event of loss of the master key, the in-hall contact must notify the Conference Assistant immediately in order to ensure the safety of guests and their belongings.**

ROOM OCCUPANCY

- One (1) bed will be provided for each participant/leader in either a single, double, or triple bed room.
- If space allows, camps may request to have one room per participant. If this request is approved by Curtis Odle, the camp will be charged the double-as-a-single rate per person per night for those participants occupying these “single rooms.”
- Exceptions to this policy may include, but are not limited to, an odd number of participants or adult leaders with a youth conference. All exceptions should be discussed with Curtis Odle during the pre-conference housing meeting to ensure accurate billing.

SALE OF MERCHANDISE & ADVERTISING

- There are to be no sales of food or drink items on campus other than by Baylor Dining Services or from vending machines that are already placed in the buildings.
- If approved at the pre-conference housing meeting and by Baylor’s Institutional Events organizations may have a camp store in the residence hall for the purpose of merchandising items that are specific for that organization and camp (e.g., cheerleader clothing and equipment for cheerleading camps).
- A camp banner may be displayed during the check-in time if they are installed properly by contacting Institutional Events. Banners must be removed when check-in is complete or the group will be subject to a \$150 per day fine.
- No banner may be affixed to the exterior of any residence hall or any Campus Living & Learning structure.

SMOKING

- Smoking is not permitted in any residential facility, or within 20 feet of any doorway.
- Long distance calls may be made by credit card only. Groups leaders are cautioned to make certain that long distance calls disconnect at the end of the call (pick up the receiver and make certain a new dial tone can be heard). The university does not assume responsibility for long distance charges, even as the result of a phone instrument failing to disconnect a call.

CHARGES FOR CLEANING AND DAMAGES

These charges reflect the costs of repairs, replacement, and fines. The list below is partial. ***These figures are only approximate; some circumstances may require other charges.*** All charges will be billed to the sponsoring group if responsibility for damage cannot be conclusively determined prior to check-out. For more specific information, the Camp Director should contact Curtis Odle.

CLEANING CHARGES

Rooms, bathrooms, public areas, or kitchens left extremely dirty	\$ 10 –
125	
Failure to remove excess trash when vacating a room lobby or any trashcan	\$ 10 –
125	
Removal of graffiti (can be higher if item has to be replaced or refinished)	\$ 10 –
100	
Removal of glitter, stickers, paint, or double-stick tape	\$ 10 – 50

REPAIR CHARGES

Damaged Network / Telephone wall jack	\$ 30
Patch (nail or tack) holes in the wall (per square foot)	\$ 10
Repaint room	\$ 200
Damaging emergency signs, exit signs, or other university equipment	Actual replacem ent cost

FINES

Improper check-in or check-out	\$ 10 per
guest	
Lost room key (hard keys only)	\$ 25
Lost master key	\$ 100
minimum	
False fire alarms	\$ 500
Personal computer connected to the network	\$ 500
minimum	
Furniture, mattresses, or furnishings that are moved from one room to another	\$ 25 min.
Dismantling University furnishings, doors, or door closures	\$ 25 min.

**IMPORTANT UNIVERSITY POLICIES
RELATIVE TO SUMMER CONFERENCES**

ALCOHOL AND ILLEGAL DRUGS

- Alcohol and/or illegal drugs may not be used or possessed in the residence halls or on any University property. Participants and/or leaders will be required to leave if they are found in possession or under the influence of drugs or alcohol.

FIRE ALARMS & FIRE SAFETY

Your group will need to be aware of the following general information in case a fire alarm sounds in the residence hall:

➤ **When an alarm sounds you should:**

1. Check immediate area for any obvious indications of a fire or other cause for the alarm.
 2. Do not panic.
 3. If you are in your room at the time of the alarm, knock on the doors of the rooms to your right and left as you leave to exit the building.
 4. Begin an immediate and orderly evacuation through the closest stairwell and building exit doors. Exit the building and wait for instructions or permission to reenter the building. **Please go to the evacuation assembly point.**
 5. Do not use an elevator.
 6. Take your room keys.
 7. Call Baylor PD at 254.710.2222 to indicate that there is an emergency.
 8. Call you assigned Conference Assistant to notify him/her that there is an emergency.
- Baylor Police will signal that the building is safe and ready for reentry
- Any individual who fails to evacuate a building after a fire alarm has sounded may be subject to appropriate administrative and/or disciplinary action and may be charged a fine of \$100.00.
- **Any individual who misuses or tampers with fire protection equipment (smoke detectors, pull stations, fire alarms, fire extinguishers or automatic door closers) may be subject to University administrative and/or disciplinary action and may be charged a University fine up to \$500.00, plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility and damage to other property. In addition, tampering with fire protection equipment is a felony offense under State law and may be prosecuted as such.**

FURNISHINGS

- All existing hall furniture and furnishings should be treated with care and respect. A Conference Assistant should approve any desires to move or rearrange those items.
- The camp will be billed for any missing or damaged furniture/furnishings as well as for labor expense if university staff has to move misplaced items back to original locations.

C. Food Service Guidelines and Forms

Groups needing Dining Service for summer camps must contact fill out the Campus Access Proposal listing their requested dining times.

The **initial estimate** for a camp will be the number submitted to the scheduling committee when requesting approval to use Baylor University facilities. A **revised estimate** is required at least 10 working days prior to camp. In the event a **final guarantee** (see below) is not provided, this number will become the guarantee.

Ala Cart pricing of meals is available. Summer Programs that typically request this meal option are Day Camps that either are not lodging on campus or not providing lodging at all.

	Internal Dining Rates	External Dining Rates
Breakfast	\$6.10	\$6.50
Lunch	\$8.09	\$8.76
Dinner	\$10.13	\$10.97
Daily Rate (B,L,D)	\$24.30	\$26.31

Every attempt will be made to accommodate groups by coordinating meal times to meet their schedule or needs. In the event there are conflicts, Baylor Dining Services will work with groups to coordinate amended meal times. Adhering to scheduled meal times will be the responsibility of each Camp Director. If a group arrives at other than their scheduled time, they may be required to wait for other groups. The unscheduled group will NOT be allowed to pre-empt another group from a previously arranged meal time.

- In addition to the regular entrees, lunch and dinner will include a salad bar and dessert bar. All meals include vegetarian options.
- Guests are asked not to move the furniture in the dining room.
- Guests must take all dishes to the dish return line upon completion of their meal. Food, beverages, and/or dishes are not permitted to be carried out of the dining room.
- Appropriate apparel is required within the dining room. Shoes are required. Clothing must be worn over sports bras and swimsuits. No balls or bags are permitted in the dining room. Personal drink bottles are prohibited.

- Common courtesy and respect is expected of all participants. Those failing to meet minimum standards of behavior will be asked to leave. Chaperones are required to be in the dining room whenever participants are present.
- In the event of a fire alarm, severe weather, or other emergency, the Dining Services staff will direct guests to the proper locations. It is the responsibility of all guests to immediately comply with all requests in a supportive manner.
- The group must follow all University policies, regulations, guidelines, and all local, state, and federal laws concerning healthy, safety, and public order.

D. Baylor Campus Recreation Facility Reservation and Usage policy

Facility Reservation Statement

Summer groups will be charged based on documented reservation times. Reservation times can be modified at no charge prior to the start of the camp or conference. However, these changes must be submitted in writing to and approved by the Department of Campus Recreation. Once the summer program begins, groups will be charged based on documented reservation times. Exceeding scheduled usage times will result in additional charges.

Additional facilities may be requested during your visit; however additional fees will apply should the facility be available. If the facility requested requires a change in staffing, a minimum of three business days is required for consideration of the request.

Campus Recreation reserves the right to deny any facility request based on Baylor student usage, availability of appropriate staffing and programming needs.

General Facility Usage Policies

1. Participation is at your own risk.
2. Use of the weight room and fitness areas by campers is strictly prohibited.
3. No smoking, chewing tobacco or alcohol is allowed at any Campus Recreation facility.
4. No food, gum, or beverages (other than water) are allowed in the activity areas.
5. Appropriate attire for each activity area is required.
6. Baylor is not responsible for lost or stolen articles.
7. Entrance and exit of the facilities must be through the designated entrance and exit only.
8. The Department of Campus Recreation reserves the right to take whatever action necessary to preserve the safety and integrity of the facilities and programs and the safety of other patrons.
9. All campers and counselors are expected to conduct themselves in a manner that does not distract from or disrupt the recreational pursuits of others. Should a Baylor staff member determine that a camper or counselor's conduct is distracting or disruptive; the staff member may impose the

immediate removal of that person from the recreation facility. Access privileges may be removed without refund and administrative fees may also be charged.

10. While using Campus Recreation facilities, camps must maintain a ratio of no more than 10 campers to 1 counselor/adult sponsor. Counselors must stay with the campers at all times. Without proper adult accompaniment, campers will not be allowed to use the facilities.

11. Failure to abide by the policies outlined herein may result in the immediate loss of facility privileges.

12. Without exception, additional fees will be assessed for any misuse or damage to facility areas or equipment. This includes but is not limited to housekeeping fees and facility services costs.

SLC Café and Lounge Areas –

1. These areas are not available for reservation or use by camp groups. They are to remain open and available for Baylor constituents.

2. Summer Programs may not use these areas for meals or meetings. There are outside areas available for group meals & meetings should be limited to the approved reservation areas.

Conference and Classroom Room Use

1. Room use is *only* available by prior reservation through the Baylor Institutional Events Department. Groups must come and go only at their scheduled times.

2. Room set-up and clean-up is the responsibility of camp staff. Upon departure, room must be returned to its original configuration and all camp items must be removed.

3. Food and drinks are not permitted in the rooms without authorization from Baylor Institutional Events in agreement with the Department of Campus Recreation.

4. Many groups use the building at the same time. If a scheduled activity is going to involve music, singing, or other activity that may disturb other groups, this should be noted at the time of scheduling.

5. Audio-visual equipment requests must be made through the Baylor Institutional Events Department prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.

Fields: Intramural Complex, SLC Field, South Russell Lawn, Edgefield

1. Field use is *only* available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.

2. All equipment requests must be made through Department of Campus Recreation prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.

3. Schedule for the use of lights at the Intramural Sport Complex **MUST** be communicated through the Department of Campus Recreation *prior* to camp arrival on the Baylor campus.

4. Lining of fields *may* be available, however additional fees will be charged. All requests **MUST** be submitted at least two weeks prior to camp arrival to campus and include a detailed drawing and description.

5. No activity that may damage the fields is permitted. All questionable activities must be approved, in writing, by the Department of Campus Recreation.

6. Digging or driving stakes in the ground is prohibited without Baylor authorization and on-site supervision.

7. No vehicles are permitted on any of the fields.

8. Group is responsible for field clean-up and putting all trash in proper containers.

9. Water games are ONLY permitted on SOUTH RUSSELL LAWN.
10. Cleats are NOT permitted on EDGEFIELD or the SLC Field.
11. SLC Fields, Edgefield and/or Intramural fields *may not* be available for use depending on field maintenance schedules.

Gymnasiums: Marrs McLean, Russell and Student Life Center

1. Gym use is *only* available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.
2. All equipment requests must be made through the Department of Campus Recreation prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.
3. Non-marking court shoes are required on all court surfaces.
4. Batons, baseballs and other potentially damaging equipment are prohibited.
5. Tables and chairs may NOT be set-up on any hardwood floor.
6. Dunking is allowed on the SLC basketball courts ONLY. However, excessive hanging on the rim damages equipment and is NOT permitted on any goals.
7. Group is responsible for gym clean-up and putting all trash in proper containers before they leave the facility.
8. Use of the weight equipment and tumbling strip in Russell Gym is strictly prohibited.
9. Use of volleyball equipment in either Russell or Marrs McLean Gym must be approved by the HHPR Department and/or Baylor Volleyball.
10. Availability of Russell and Marrs McLean Gyms is dependent on HHPR class schedules; classes will not be displaced for camp use.
11. Use of the Student Life Center gym is limited primarily to athletic camps only and more than 3 courts may be reserved for camp use at any time.

Locker Rooms

1. The Locker Rooms may be used for the restrooms and showers only.
2. Locker usage is not permitted.
3. Locker Rooms must be staffed by camp personnel anytime that campers are in the facility.

Lost and Found

1. Campus Recreation is not responsible for lost or stolen articles.
2. Campus Recreation staff members are not allowed to hold valuables or bags for participants.
3. Found items should be turned in at the Student Life Center front desk.
4. Inquiries regarding items lost on that day should be made at the specific location. On the following day inquiries should be made at the front desk of the McLane Student Life Center.
5. Any items found which appear to be of significant monetary value will be locked up immediately. Those items can be claimed at the front desk of the McLane Student Life Center.
6. Lost and Found items will be held no longer than two weeks.

Equipment

1. All equipment requests must be made through the Department of Campus Recreation prior to camp arrival on the Baylor campus.
2. A variety of recreational sports equipment is available, but quantities are limited. Instructional camps and groups needing a large quantity of sports equipment should make other arrangements prior to arrival on campus.
3. When on campus, camps will work through the Department of Campus Recreation to secure their equipment.

4. Camps are responsible for the care and return of all borrowed equipment and will be charged for any missing or damaged items.

SLC Pool

1. Pool use is *only* available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.
2. Summer camps will NOT have exclusive use of the pool and should understand that other camp groups as well as Baylor students, faculty, staff and their families may be in the pool as well.
3. All campers should be accompanied and closely supervised by camp counselors at a ratio of no more than 10 campers to 1 adult. Without adult accompaniment, campers will not be allowed to swim. Group will still be charged for the reservation.
4. No more than 150 campers may swim at any one time and reservations are limited to a maximum of 2 hours.
5. All users must shower before entering the pool.
6. Diving is NOT permitted.
7. Running, pushing, and all forms of horseplay are prohibited.
8. People with open wounds or infectious diseases are not permitted in the pool.
9. Gum and adhesive bandages are NOT allowed in the pool area.
10. Standing on, sitting on or jumping from the islands is prohibited.
11. Food or drink is NOT permitted in or near the pool or spa.
12. Electronic items are not allowed within 10 feet of the pool.
13. Lifeguards will be in place for the safety of the participant and have final authority when enforcing the rules of the pool area. Camp Counselors are asked to respect the position of the lifeguards and defer to their knowledge and discretion in these situations.
14. Pool closes 30 minutes before the posted facility closing time.
15. For the safety of the participants, the pool will close during severe weather.
16. Use of the pool by camp groups is dependent on the availability of lifeguard staff.

Student Life Center Pool Slide Rules

1. Minimum height requirement for slide is 44 inches.
2. Only 1 person may slide at a time.
3. Riders must wait for the lifeguard's start signal before beginning the ride.
4. Rider must go down feet first, either sitting or lying on their back. Sliding down head first is NOT permitted.
5. Do not run, dive, stand, kneel, rotate or stop while on the slide.
6. Lingering in the slide receiving pool is NOT permitted.
7. Arms and hands must stay inside the slide at all times.
8. No balls, toys or other objects are permitted on the slide.
9. Failure to comply with these rules may result in the loss of this privilege.
10. Use of the slide by camp groups is dependent on the availability of lifeguard staff; a minimum of three lifeguards must be on duty.

Student Life Center Spa

1. Maximum numbers of users is 13.
2. All users must shower before entering.
3. Please enter and exit slowly and cautiously.

4. Children must be supervised at all times. Children under the age of **12** are NOT permitted in the spa.
5. People with heart disease, abnormal blood pressure, epilepsy, or emotional disorders should not use the hot tub, as it may place them in physical danger.
6. People with open wounds or infectious diseases are not permitted in the spa.
7. Electronic items are not allowed within 10 feet of the pool.
8. For the safety of the participants, the spa will close during severe weather.

Sand Volleyball and Outdoor Basketball Courts

1. Courts use is *only* available by prior reservation through the Department of Campus Recreation. They require a separate reservation and do not automatically accompany a pool reservation.
2. Equipment for use on these courts can be checked out at the SLC Front Desk and must be returned at the end of the reservation time. Camps will be charged for any missing or damaged equipment.
3. Climbing on the fences and walls is prohibited. Always report a ball over wall to lifeguards or another Campus Recreation staff member.
4. Volleyballs hit on the roof are considered lost.
5. Sand is to be washed off outside prior to re-entering the main facility.

Rock Climbing

1. Prior reservations to climb must be made through the Department of Campus Recreation.
2. Summer Programs will NOT have exclusive use of the rock and should understand that other camp groups as well as Baylor students, faculty, staff and their families may climbing as well.
3. Group capacity is limited to 15 climbers/hour.
4. Climbers must be belayed by an approved Campus Recreation staff member. Solo climbing is not permitted and all climbers must be protected by a top rope belay.
5. Climbers are required to use the ropes and belay anchors and harnesses provided by Campus Recreation.
6. Non-marking shoes must be worn on the climbing surface and by the belayer. Bare feet, boots, or sandals are not permitted.
7. Harnesses must be double-backed at the waist and at the leg loop when worn by the climber and belayer.
8. Always check, double check, and triple check the climbers' knot, harness, and the belay system before each climb.
9. Proper climbing/belaying commands should always be used.
10. The use of chalk is limited to bison balls or other confined chalk. Loose or colored chalk is NOT permitted.
11. No loose jewelry may be worn by the climber or belayer.
12. No food or drink is permitted near the Rock.
13. Only instruction provided by the Rock climbing staff is permitted.
14. The adjustment or rearrangement of holds is not permitted. The holds are changed periodically by the Rock climbing staff.
15. Climb with caution and at your own risk.

E. Important Telephone Numbers

Emergency - Police/Fire/Ambulance	(254) 710-2222
Baylor University Police.....	(254) 710-2222
Baylor University Operator (Monday – Friday 8:00 am – 5:00 pm).....	(254) 710-1011
Baylor Institutional Events.....	(254) 710-4105
Campus Living & Learning.....	(254)710-3642
Baylor Catering.....	(254)710-4762
Baylor Parking and Transportation Services.....	(254)710-7275
Baylor Department of Campus Recreation.....	(254)710-7542
Baylor Copy Services.....	(254) 710-1914
Baylor Mail Services.....	(254)710-1310

F. Summer Program Forms

This section of the Baylor University Summer Program Policy Manual provides forms that are appropriate for use by those conducting Baylor University Summer Program.

- 1) Summer Program Participant Behavioral Expectations
- 2) Baylor University Summer Program Disciplinary Procedures
- 3) Tenant User Liability Insurance Program (TULIP)
- 4) Diving on Behalf of Baylor

1. Summer Program Participant Behavioral Expectations:

1. Participants are not allowed to drive or ride in personal vehicles during the dates of the program unless they receive specific permission to do so from the Camp Director. While we understand that some participants will drive to the campus, our policy is that they must turn their car keys in to the Camp Director for the duration of the workshop. **Any vehicles parked on campus must have a University Parking Permit or a visitor parking pass.** Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. **It will be the responsibility of the participant to secure a permit, properly place the permit in the vehicle, park the vehicle in an authorized space, and turn the keys in to the Camp Director for safekeeping during the program. Neither Baylor University, nor the program staff, will be responsible for damage to your vehicle or for any parking tickets, fines, or towing charges that result from violations.**
2. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, prior written permission from the parent or guardian, and approval of Camp Director must grant specific permission.
3. Campus regulations prohibit the use of alcohol and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks.
4. Coed visitation in Baylor University residence halls is permitted in the first floor lobby area only. The only people permitted in your room are counseling staff, members of your immediate family, your roommate, and other guests of the same gender.
5. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a program can gain real value from the program.
6. Participants will abide by nightly curfews and “Lights Out” announcements from the Camp Director or Program Counselors. Participants must be in their OWN room at lights out and remain there until morning. Any use of cell phones or other electronic devices is prohibited after “Lights Out”.
7. **Due to computer configuration and the possibility of network degradation, additional personal computers cannot be used to connect to the internet network jacks that may be present in residence hall rooms or common areas.**
8. Participants must abide by rules and guidelines set by the instructors for each academic facility in use.

9. In accordance with state law, smoking is prohibited by anyone under the age of 19. Smoking is not permitted in any buildings on the Baylor University Campus.
10. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Campers may not interfere with any security system or tamper with locks in rooms and other areas.
11. All furniture must remain unchanged and kept in place.
12. Vandalism and pranks will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
13. Participants should keep their rooms locked at all times even if leaving the room for only a few minutes. Neither Baylor University, nor the camp staff, will be responsible for lost or stolen items. Each participant should take room key when leaving room. Those who lose a key must pay for a replacement. Leave excess money and valuables at home. Valuables, including jewelry, iPods, cell phones, radios, cd players, etc., may be brought to camp, but only at participant's own risk.
14. Baylor Bookstore is a campus and community bookstore. Summer Program participants are encouraged to purchase your Baylor merchandise while visiting the store. However use of computers, tablets or other electronic devices on display products are not for checking e-mail, Facebook, playing games, etc... No outside food or drinks are allowed in the store.

MEDICAL: In cases where medical attention is necessary, parents will be contacted for approval when possible. We require completion of Parent/Legal Guardian Release for Minor Participants signed by the parent or guardian in order that we may react responsibly in an emergency situation.

Please sign below to signify full understanding of the rules discussed above:

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

2. Baylor University Summer Program Disciplinary Procedures

Baylor University is committed to the idea that each participant should have an enjoyable experience while on campus, and the misbehavior of one participant, or a group of participant's should not be allowed to impact negatively on the experience of others. Most summer programs are short in duration, so prompt action is required when problems occur. Parents and campers should be aware of the disciplinary policy.

First Offense: Participants failing to adhere to summer program rules, or exhibiting behavior clearly intended to annoy or endanger others, will be privately and formally warned by a Camp Sponsor/Director and informed that subsequent misbehavior will result in formal counseling by the Camp Director.

Second Offense: Subsequent misconduct will result in counseling by the Camp Director and a warning that further misconduct will result in removal from campus. At this point, the Camp Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the student up from campus if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in counseling by the Campus Sponsor of the camp and expulsion from camp.

[NOTE: EVERY EFFORT IS MADE BY BU TO SEE THAT EACH PARTICIPANT IS SUCCESSFUL. ANY STEPS OUTLINED ABOVE MAY BE SKIPPED OR REPEATED AT THE DISCRETION OF CAMP STAFF. PARTICIPANTS DISMISSED FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID.]

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a camp, but is not so egregious as to warrant immediate dismissal. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or university regulations. A serious disciplinary problem is defined as one in which the summer program staff determines that a participant is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, others, or camp staff member's safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

Parent and Participant Pledge: *I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from camp without any refund of fees paid to attend. We pledge to abide by all camp rules and to exercise good behavior and proper respect for others.*

PARTICIPANT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

Camp: _____ Dates: _____

3. Tenant User Liability Insurance Program (TULIP)

All non-Baylor organizations or groups either requesting use of Baylor University facilities or property for Events or contracting with or providing services to a University-sponsored organization are required to carry liability insurance and evidence such insurance by providing a certificate of insurance to the Risk Management Department.

Events include, but are not limited to, art show, concerts, exhibits, dances, festivals, recreational events, sporting events, meetings, camps, athletic events, conventions, and other events that may pose a liability risk to Baylor University. All events or “Special Events” are not organized in the same way, nor do they carry the same liability exposure. This fact can lead to confusion about who should provide insurance and for what. Contact the Risk Management Department with any questions you might have.

Many large organizations or groups who request use of University facilities or property carry their own insurance. However, if the non-Baylor organization or group does not have their own liability insurance, or do not carry limits at levels required by Baylor University, the Department of Risk Management makes available for purchase a third party user’s liability program offered through the University Risk Management & Insurance Association (URMIA) known as Tenant User Liability Insurance Program or “TULIP”.

Baylor University’s TULIP protects both Baylor University and groups or organizations using Baylor University facilities or property against liability claims made by third parties. Events are classified as Class One, Low Hazard; Class Two, Medium Hazard; Class Three, Moderate Hazard; or Class Four, High Hazard based on the insurer’s experience related to incurred losses. Cost of coverage is based on the nature of each event, the anticipated number of participants, and the number of days the event will take place. All costs of coverage are paid by the group or organization.

Unless otherwise indicated as optional, coverage and limits listed below are minimum coverage and limits required by Baylor University and are subject to change based on the discretion of the Associate Vice President of Risk Management. This program does not offer coverage for Worker’s Compensation, Employers’ Liability or Automobile Liability.

The TULIP policy offers the following availability and limits:

General Liability Coverage Availability & Limits

General Aggregate	None
Products & Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage	\$50,000 any one fire
Medical Payments	Excluded
Abuse or Molestation	\$50,000 each occurrence & \$100,000 aggregate With a \$250 occurrence deductible

Excess Liability Coverage Availability & Limits

Optional excess liability coverage can be obtained and, in some circumstances, may be required by Baylor University. Once a TULIP policy is purchased, the tenant user can increase limits of the primary policy in increments of \$1,000,000 up to \$5,000,000. The cost in increase limits of coverage is based on a percentage of the cost of the primary policy ranging from 30% to 65%

Coverage for certified acts of terrorism is available as defined by the Terrorism Risk Insurance Act of 2002 (TRIA) based on 3% of the gross premium in addition to standard rates.

The Camps Program (Program) works similarly to Tenant Users' Liability Insurance Program. Coverage provided by the Program protects the camp and institution against claims by program participant or others who may be injured or lose property as a result of camp operations. Institutions or organizations wishing to use Baylor University facilities for camps or sport clinics can obtain coverage under the Program if they do not regularly maintain coverage.

Unless otherwise indicated as optional, coverage and limits listed below are minimum coverage and limits required by Baylor University and are subject to change based on the discretion of the Associate Vice President of Risk Management. This program does not offer coverage for Workers' Compensation, Employers' Liability or Automobile Liability.

The cost of coverage under the Camps Program is based on the risk of the activity, days of activity, the number of participants, and if there are any special activities.

General Liability Coverage Availability and Limits

General Aggregate Limit	\$2,000,000
Products and Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Fire Damage	\$100,000 any one fire
Medical Payments Excluded Abuse or Molestation	\$50,000 each occurrence & \$100,000 aggregate With a \$250 occurrence deductible

Excess Accident Medical Coverage

Required Limit for Class I Programs	\$ 25,000
Required Limit for Class II Programs	\$100,000
Deductible	\$ 100
Accidental Death/Dismemberment	\$ 5,000
Benefit Period	52 weeks
Limit per tooth per accident	\$ 1,500
Overnight Camp Sickness Benefit	\$ 1,000

Optional Coverage

Additional limits are available in increments of \$1,000,000 up to \$5,000,000 at a rate of \$1,000 per \$1,000,000 in limits. In some cases, higher limits of coverage may be required by Baylor University. Additional insured's can be added at a cost of \$25.00 per insured to be added.

Special Requirement/Considerations

All Camps' participants are required to sign a waiver or a release that includes the camp and Baylor University. Waivers or releases must be obtained from parents or legal guardians of minor participants before they are allowed to participate in any camp activity or reside in any overnight quarters owned or controlled by Baylor University. If the Camp fails to obtain such waiver or release, the Camp will be liable for the first \$2,500 of each occurrence.

All Camps with minor participants are required to have and implement a written Sexual Abuse & Molestation (SAM) Prevention Program. The SAM Prevention Program must be fully implemented prior to the Camp's use of Baylor University-owned or controlled property.

Accessing Coverage under Baylor University's TULIP & Camps Program

1. The individual, group, or organization must contact Departmental of Institutional Events or other appropriate Baylor official with management responsibility of desired facility to gain approval for use of Baylor property. Once approval is granted, the Assistant Director of Logistics for Institutional Events or other staff member will provide the individual, group, or organization with a Baylor-specific pass code for their event. For additional information on conference and event planning, contact Baylor Institutional Events at (254)710-4105 or access their website, www.baylor.edu/events.
2. The individual, group, or organization's representative must go to <http://urmia.bene-marc.com>, register if they are a first-time user, log in using **Institution code 30281798**, complete the appropriate application form and pay by credit card for coverage. First time users may want to consider viewing the tutorial available on the site by clicking on the word "Tutorial" located in the upper right corner of the screen. Once the transaction is complete, the user will receive an email copy of their application and coverage binder. A copy will be sent to the Risk Management Department confirming the transaction.
3. The Risk Management Department will review the certificate of insurance and the application to verify that correct information was provided regarding the proposed event or activity based on the information provided to Baylor University about the event or activity. The Associate Director of Conference & Event Management or Risk Management will, as appropriate, notify the user if final approval is granted or if information contained in the certificate of insurance or the application appears incorrect to Baylor University. If a discrepancy exists, the user will be required to reapply for coverage.
4. Low risk events (listed in drop-down menu) are automatically underwritten; the user should be able to complete their transaction in one web session if payment is completed by credit card. If the insurance premium is not paid by credit card, the application will be held by the insurer until payment is received. If the group or organization is not paying by credit card, it must allow for additional time for payment and processing of its application for insurance.
5. High risk events (not listed in drop-down menu) are underwritten on an individual basis and require a written application. The user group or organization should allow at least 10 days from the date the completed application is received by the insurer for a quote to be provided.

Refund of Premium Policy

Cancellations of events due to inclement weather must be reported to the insurer within 24 hours after the scheduled beginning of the event. Cancellations for any reason other than inclement weather must be given to Bene-Marc, Inc. in writing one full business day (24 hours) before the date of the event to be eligible for a refund of the insurance policy premium.

Contact Information

Marie Wiginton
Urmia Tenant User Program
Tel: (800)247-1734 ext 308

Summer Program Coordinator
Baylor University
One Bear Place, Box 97101
Waco, TX 76798
Tel: (254)710-4105

Risk Management
Baylor University
One Bear Place, Box 97371
Waco, TX 76798
Tel: (254)710-4586

4. Guidelines for Driving on Behalf of Baylor University

PURPOSE:

"University-owned" vehicles are resources of the University and should strictly be used for lawful and safe university business purposes which would reflect positively on the University.

SCOPE:

Operation of all vehicles owned or leased by Baylor University and operated by faculty, staff or students of the University.

RESPONSIBILITY:

It is the responsibility of the individual departments with vehicles to ensure that their drivers receive training to ensure these guidelines are followed. The Department of Risk Management will act as an advisory and support organization. The Director of Insurance and Contract Services will manage the application of these guidelines.

Do not drive on behalf of the University until the Department of Risk Management has designated you as an *Approved Driver* utilizing the procedures outlined below.

A. Who May Be Considered as an *Approved Driver*

Approved Drivers must be in one of the following categories before they are permitted to drive the University's vehicles.

1. Students

- a. A recognized student, including Club Sport teams administered through Student Activities - Student Life, that has obtained approval for travel in furtherance of educational or group objectives
- b. A Recognized Athletic Team that has obtained approval for travel in furtherance of educational or team objectives
- c. A student or group of students traveling in furtherance of educational objectives as established by a Professional of Record or designee

Exception: In the case of student activities or organizations that are typically overseen by University Faculty and Staff other than Faculty Members (such as student athletic trainers), approval for the travel shall be obtained from the administrative staff person responsible for the activity. **Approval for this exception must be obtained from the Office of Risk Management.**

2. University Faculty/Staff

Full time Staff or Faculty members as defined by University policies

3. Contract Services Employees

Full time employees of a contractor currently under contract to perform services on behalf of the University may be a permissive driver of University vehicles but must meet all qualifications of an *Approved Driver* as defined in this guideline.

B. An "*Approved Driver*" must:

1. Be at least twenty-one years old.

Exception: A **driver** who is at least eighteen years old and meets all other requirements of this section may operate a University vehicle in the course of their assigned duties on their home campus and in McLennan County but shall not carry more than (the driver plus) two passengers at any time.

2. Have an acceptable past driving record (over the last 3 years).

a. All drivers must initially meet and continue to meet the driver performance standards as determined by Baylor University, including maintenance of a satisfactory driving record during the affiliation with BU either as a Faculty/Staff, student or contractor. A satisfactory driving record means no more than 5 unsafe driving points or 2 at fault collisions during a two year period.

b. Have had no violations for driving under the influence of alcohol or drugs in the past 3 years.

c. Have had no speeding tickets which indicated a rate of speed greater than 25 mph over the speed limit in the past 3 years.

d. Have no serious violations that would constitute reckless driving in the past 3 years.

3. Possess a valid operator's license of the type required by the vehicle used and this license must be issued by one of the states, Commonwealths, territories, or possessions of the United States; other international licenses are not acceptable.

4. Comply with all applicable license restrictions.

5. Consent to Motor Vehicle Record checks.

6. Be insurable under Baylor's insurance policy.

Any Approved Driver may have this designation removed by failure to meet any of the requirements in this policy. Upon removal from *Approved Driver's* list, this person will no longer be allowed to drive on behalf of Baylor University. Their employment may be subject to termination if their job duties involve driving for Baylor University.

Eligible Family Member Driver Responsibilities:

Currently, the only family member that Baylor University deems eligible to drive the university vehicle is the Faculty or Staff member's spouse. Eligibility of each spouse will be contingent upon a satisfactory review of such individual's driving record. No other family member or other person shall be authorized to drive a university vehicle. Only the current Baylor Faculty or Staff member can transport students. Any infraction of this rule may result in a loss of university vehicle privileges to the Faculty/Staff or punishment up to and including termination.

The eligible spouse shall adhere to and comply with the conditions contained in this policy with respect to any university vehicle that such spouse is entitled to drive.

C. Procedure to become an *Approved Driver*

1. Assignment of a University owned vehicle or driving on behalf of the University is a privilege and not a right of employment or by being a student of the University. The privilege of driving may be revoked or withheld at the discretion of the Director of Risk Management.
2. To be placed on the list of *Approved Drivers* you must:
 - a. Complete the [Authorization and Release to Obtain Information](#) form. A three year driving history is required. All license numbers and states in which you have held that license for the last 36 months must be provided.
 - b. Submit a copy of the valid, unrestricted driver's license (except for corrective eyewear) required by the state where each applicant driver claims residency.
 - (1) The Department of Risk Management shall perform a motor vehicle record check. This record check may be performed every two years and will require the submittal of a new Authorization.
 - (2) The driving record will be evaluated to assure it meets the requirements as stated in Paragraph B.2. of this policy. Notification of driver approval will be sent to the driver and the Department Chair via email from Risk Management and their name will be added to the Approved Drivers List posted on the Risk Management website.

Use of Personal Vehicles

1. For Faculty/Staff Members and Student Workers

The use of personal vehicles while driving on behalf of Baylor University is acceptable. Infrequent (defined as 2-4 times a month) use of your personal vehicle on Baylor business will not require you to submit an application to become an *Approved Driver*. The same responsibilities described in this policy apply while driving personal vehicles on behalf of Baylor University.

2. For Students

Baylor University students and student groups are encouraged to use University-owned/chartered/leased vehicles for University-related activities. Any individual who drives his or her personal vehicle to an activity assumes all responsibility for the safety of himself/herself as well as any passengers. The University bears no liability for student use of personal vehicles.

Note: Frequent use of personal vehicles for business is discouraged since no reimbursement will be made for accident-related repairs, whether these costs result from your own acts or acts of others. Also, it is the personal obligation of the owner of such vehicle, when used for business travel and for the protection of the traveler and any passengers, to carry auto liability insurance.

Bus and Vehicle Rentals

Charter Bus Services

All summer programs must contact with the approved charter bus services, these suppliers have been approved through the office of Risk Management. The following link will list all approved charter bus services. <http://www.baylor.edu/procurement/purchasing/index.php?id=45061>.

Vehicle Rental

<http://www.baylor.edu/content/services/document.php?id=47343>