

2020

# Summer Camp Guide



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

Tom Shaffer  
Event Coordinator III  
Dining & Catering Services  
Phone:  
(509) 359-6857  
Fax:  
(509) 359-4829

*Offering Full Service Camps*  
**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

## 2020 Summer Camp Program Information



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

### Camp Itinerary

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

### Campus Housing

#### Housing Rates & Information

**Double Room:** \$24.00 per person / per night

**Single Room:** \$48.00 per person / per night

**Suite:** \$48.00 per person / per night

*Other residential facilities may be available, with prior approval from Housing and Residential Life, at an additional cost.*

**Room Key Replacement Fee (Lost or Damaged Keys):** \$65.00 per room

**Prox Card Replacement Fee (Lost or Damaged Cards):** \$25.00 per card

**Linen Packets (Upon Request):** \$30.00 Includes blanket, pillow, sheet, and towel

**Damage and Cleaning Fees:** Varies, depending on materials and labor; Cost will be billed to Camp Coordinator

#### Guest Count Guarantee:

The final guest count for your summer camp is due 1 week before your arrival on campus.

Upon arrival, if your guest count is less than 80% of your final count you will be charged \$250 **OR** 1 \$24 room night per guest that is under the 80%, whichever is more.

#### Housing Staff:

Each camp or conference will have a professional housing staff member who will help coordinate the accommodations for your group. A Housing staff member will contact you approximately one (1) month prior to the start of camp to discuss the logistics for your camp. This will include:

1. Providing you with information about the hall and floor(s) to which your group is assigned;
2. Providing you with a roster sheet and floor plan so that you can make room assignments for your participants, staff, and chaperones for youth groups;
3. Ensuring that we have accurate and complete information about your housing needs. This includes check in and check out times, information about early arrivals/late stays and any special requirements such as accommodations for persons with disabilities;
4. Schedule times for a pre-camp walkthrough of the hall and a post-camp inspection.

### Safety and Security:

The safety and security of our guests is of paramount importance to us. For that reason, the following policies and procedures are required of all camps:

1. All participants residing in campus housing will be issued a room key and a prox card for exterior door access.
2. Participants are expected to lock their room doors and carry their assigned key and prox card with them.
3. Exterior doors must remain closed and must not be propped open. Due to the importance of this policy, a fine may be assessed for doors found propped open. (The housing staff, at its discretion, may temporarily prop specific doors during check-in to facilitate check-in.)
4. An accurate roster with full names of participants assigned to each room is required. Participants are to reside in their assigned room, any changes to assignments must be reported to housing staff immediately and, unless special arrangements are made, the number of participants residing in each room may not exceed the number of beds assigned to that room. (Rosters are provided to EWU Police and housing staff for their reference in case of emergency.) Guests may not move furniture.
5. A housing staff member will reside in the hall with your group and be available to assist with maintenance needs, emergency situations and other needs which might arise during your stay. The housing staff member will make rounds in the evening to check for any maintenance or security concerns. You will have the cell phone number to contact the staff person on-call.
6. Camps with participants under the age of 18 and/or high school students even if they are 18, are required to provide chaperones at a ratio of *AT LEAST* 1 chaperone to every 30 participants. This ratio must be maintained in the residence hall and everywhere on campus. For example, if there are 40 youth participants in a residence hall, at least two chaperones are required to be present and supervising the activities of the youth participants. **The Summer Housing Staff are not camp chaperones or supervisors.**
7. Guests must dispose of any 'sharps' (needles, pins, razors, etc.) in the designated and secured bin located in each bathroom. These items must not be placed in any other garbage receptacle. Due to the special handling these items require, sharps items found in other garbage receptacles or left in the rooms, bathrooms, or other locations will result in a special cleaning charge.

### Pre-Camp Meeting and Walkthrough:

The Housing staff member assigned to your group will meet with you prior to the check-in of your group to inspect the rooms and common areas which your group will use, confirm the roster, review emergency procedures and answer any questions you may have.

### Check-in:

Housing check-in will be in the hall to which your group is assigned. Check-in is usually at the hall office or main lounge of the hall depending on the size of the group. The housing staff member working with your group will work with you on the specifics.

In order to provide the most rapid and efficient check-in of your group to the residence hall it is important that you provide a completed housing roster with full name of each participant assigned to each room two days prior to check-in. If you prefer, you can submit a list of your participants including gender and any roommate matching you wish to provide and our staff will assign participants for you. This information must be received at least one week prior to your check-in. Housing staff will issue keys and cards to each participant after verifying the name and room assignment on the roster. Please be aware that incomplete rosters or large numbers of changes made at check-in will cause delays in check-in. Our goal is to complete your check-in as quickly as possible so you and your participants can get settled in and off to your camp activities.

Most camps choose to do the camp check-in alongside the housing check-in but some camps may choose to do the camp check-in at another location. However, the housing check-in will be at the hall of residence.

Please remind your participants to bring necessary items i.e. sleeping bag, pillow with pillowcase, towels & toiletries.

***Linen packets are available upon request at a cost of \$30. They include a blanket, pillow, sheet, and a towel***

## Residence Hall Supervision:

The camp coordinator is responsible for all camp participants, residential and commuter. Adult supervision is required at all times in residential housing; chaperones must be over 18 years of age and part of the identified camp management personnel. All staff members must stay in the same building as the camp participants. Adequate supervision is defined as a minimum of one (1) supervisor/chaperone for every 30 campers. At least one supervisor/chaperone must reside on each occupied wing of each floor in Anderson, Dryden, Morrison and Streeter Halls and on each occupied floor in Brewster, Dressler, and Pearce Halls.

Participants under the age of 12 may not stay in residential housing, unless pre-approved by EWU.

## Housing Expectations:

- The possession or use of alcohol or drugs is not allowed on campus, **regardless of age.**
- Smoking is not permitted in the residence hall. This includes tobacco, marijuana, electronic devices or similar products. Tobacco use is prohibited in any form.
- Campers should stay off of unoccupied floors of the buildings and floors occupied by other groups.
- All room and lounge furniture must remain in its designated location. Camps will be charged for missing furniture.
- Propping of exterior doors is prohibited. (\$50 fine for propped door per occurrence.)
- All occupants must exit the building if a fire alarm sounds.
- No sitting in open windows.
- No one is permitted on any building roof at any time.
- Nothing should be thrown or dropped from windows, balconies or fire escapes.
- Excessive noise is prohibited.
- Excessive shouting, loud talking or whistling from windows is disruptive to the campus and surrounding community and is not permitted.
- No horse play, including water fights, is allowed in the halls.
- Misuse of elevators, including pressing the emergency buttons and/or overloading the elevator, is prohibited. (Costs of elevator service required due to misuse will be billed as damage.)
- Camp participants with car keys will be asked to turn in key during the camp to the camp coordinator.
- Summer camp participants should, at NO TIME, be left alone in the residence halls without adequate adult supervision. (At least 1 chaperone for every 30 youth participants present.)
- All camp and conference participants are expected to show respect and common courtesy to staff, other participants and the campus community, and to use facilities appropriately.

Information regarding safety & security procedures will be provided during the pre-camp walk through.

The camp coordinator is responsible for disseminating information to the camp participants.



## 2020 Summer Camp

### Dining Services

#### Dining Services Rates & Information

Breakfast	Lunch	Dinner	Daily Total
\$9.05	\$11.45	\$13.25	\$34.25

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

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

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

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

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

### On-Campus Dining Guidelines

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

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

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

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

Any summer camps with residential campers (including either camps with 100% residential campers, or a mix of residential and commuter campers) will be issued a camp identification card and lanyard *when they check into the residence hall and are issued keys*. Each camp identification card has been programmed with the camper's specific camp dates. This card will allow the camper access to dining services and the recreation facilities if applicable.

For summer camps with 100% commuter students, *the camp coordinator must prearrange a meeting with Tom Shaffer to pick up the assigned meal cards* for non-resident participants at least 1 day prior the housing check-in. If checking in on the weekend cards must be picked up by noon on Friday.

## Dining Hall Supervision

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

## Dining Expectations

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

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



## Facility & Recreation Information

### Facility Fee (if applicable)

- \$5.00 per participant per day fee will be assessed based on reservation dates

### Recreation Fee (optional)

- \$5.00 per participant per day for recreation which includes both recreation centers listed below:

#### Recreation Reservation Process:

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

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

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

### **University Recreation Center (URC)**

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

Fitness Center

Running Track

Locker rooms

Gymnasium

EPIC Climbing Wall (*this activity will also require each participant to have a liability waiver, sign by their parent or guardian in hand at the time of the activity*) <https://sites.ewu.edu/recreationfacilities/climbing-wall/documents-and-faq/>

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

Racquetball Courts

Gymnasiums & Multipurpose Spaces

Swimming Pool (additional lifeguard fees apply)





# Eastern Washington University

## 2020 Summer Camp Medical Release and Consent for Treatment

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

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

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

*(Please print)*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Please read, sign & return*

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

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

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

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



# Eastern Washington University

## 2020 Summer Camps

### Accommodating Campers with Special Dietary Needs

Eastern Washington University Dining Services is committed to meeting the needs of campers who have special dietary needs or restrictions. In most instances, and with advance notice, EWU Dining Services can generally accommodate food allergies, intolerances and vegetarian diets. However, for the safety of your campers, it is important to note that EWU Dining Services is unable to fully accommodate all types of special and therapeutic diets. *Please understand that information disclosed on a Medical Waiver (i.e. food allergies) is NOT sufficient for meal accommodations. Campers **MUST** complete the online [Special Diet Accommodation Request Form](#) at least **4 weeks** prior to camp start date.*

### How to Request an Accommodation

**STEP 1 - CAMP COORDINATOR:** Provide your campers with special diets the information on this page and the associated links.

The camp coordinator assumes responsibility for:

- 1) The accuracy and completeness of the information provided to your campers, and
- 2) For accommodation requests being submitted at least 4 weeks prior to the camp start date.

**STEP 2 - CAMPERS:** Complete and submit the [Online Request Form](#)

- 1) EWU Dining Services is unable to accept requests submitted through other means.
- 2) The quick [online form](#) is usually received within minutes of submission.
- 3) Requests must be submitted at least **4 weeks** prior to camp start date.

**STEP 3 - CAMPERS:** Identify themselves at meal service.

Since cafeteria meal service is buffet style, most special diet accommodations are individualized.

- 1) Upon arrival to the Cafeteria, camper must find a Supervisor and identify themselves.
- 2) When the camper self-identifies, the cafeteria Supervisor will either
  - a. Provide a special plated meal, or
  - b. Give the camper further instruction.

#### Food Allergy/Intolerance Disclaimer:

*EWU Dining Services makes effort to identify ingredients that may cause allergic reactions for those individuals with food allergies and other food ingredient related reactions. However, there is always a risk of contamination and the possibility that the manufacturer of the commercial foods we use could change the formulation at any time and without notice. Additionally, the foods we prepare without gluten ingredients are not certified Gluten Free. Consumers concerned about food ingredients should be aware of these risks.*

Special Diet Accommodation Request Form can be found at:

<https://sites.ewu.edu/dining/ewu-camp-special-diet-accommodation-request-form/>

## 2020 Summer Camp

# Eastern Washington University Camp Confirmation & Rental Agreement (Sign & Return)

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

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

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

The following are the deadline dates and definitions that have been established to complete our planning prior to the start of camp. The Camp Coordinator must make contact with Tom Shaffer (no voice mail messages) by the deadline dates identified below at 509-359-6857, cell phone number 509-979-8430.

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

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

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

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

### **Medical Release Waiver:**

Medical Release Waivers are required; an example of EWU's release is enclosed. Please read and include this information regarding the Medical Release Waiver in the camp brochures. An adult must accompany injured camper to the Cheney Medical Center with the required waiver and insurance card copies. **Please note that information disclosed on a Medical Waiver (i.e. food allergies) is NOT provided to Dining Services' kitchens and is NOT sufficient for meal accommodations.**

### **Special Accommodations: 4 weeks in advance of camp**

**Special Dietary Needs:** Campers needing Special Dietary Accommodations must submit the online [Special Diet Accommodation Request Form](#) at least 4 weeks in advance of camp start date and identify themselves at meal service. Links to the online form can be found on EWU Event Planning page, the 2016 Summer Camp page and here <http://sites.ewu.edu/dining/ewu-camp-special-diet-accommodation-request-form/>.

Anyone needing additional special accommodations or has questions regarding Special Diet Requests should contact Tom Shaffer, at 509-359-6857 or [tshaffer2@ewu.edu](mailto:tshaffer2@ewu.edu).

### **Recreation**

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

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

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

### **Damages:**

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

## ***Camp Confirmation & Rental Agreement - continued***

### **Facility Rental**

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

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

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

### **Cancellation of Camp Agreement**

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

### **Parking Facilities**

Staff and/or participants who will be bringing cars to campus for your camp please contact Event Planning for further instruction. In order to best accommodate your group we will need an estimate of the number of cars and buses.

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

### **University Liability Statement**

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

### **Closing Report / Final Billing:**

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

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

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

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

Please return the original signed agreement to:

EWU Summer Camps & Programs  
Tom Shaffer, Event Coordinator III  
120 Tawanka Hall  
Cheney, WA 99004  
(509) 359-6857 Office Phone  
(509) 979-8430 Cell Phone  
(509) 359-4829 Fax  
[tshaffer2@ewu.edu](mailto:tshaffer2@ewu.edu)