

# Program Guide

Residential Camps and Conferences

Department of Housing and Residence Life

Edinburg, Texas: University Center 305 Office: 956-665-3439 | Fax: 665-5055 | Email:

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The Program Guide is intended to provide guidelines for camp & conference organizers, sponsoring departments and participants.

The camp & conference organizer is responsible for informing participants of these guidelines, and in particular the following expectations:

1. Participants must: (i) exercise care in using the building, furniture and equipment, (ii) respect the privacy of other conference participants, and (iii) maintain appropriate behavior in the living, dining and common areas of the building in which their participants are residing.
2. Participants or conference organizations will be billed for any identifiable damage or loss incurred as a result of their actions or the actions of their guests. No refunds are made for late arrivals, early departures. The conference must establish a process for managing behavior and administering sanctions, including removal from the hall or apartments.
3. Any conference with participants younger than 18 is considered a youth conference.
4. The conference chairperson and chaperones are responsible for seeing that conferees observe State and federal laws and University Residence Hall and Apartment policies. Any special insurance (liability or health) is the responsibility of the participant.

## **Policies & Procedures**

The Department of Housing and Residence Life (HRL) strives to make its facilities available for educational use for the UTRGV community. In order to provide a safe comfortable experience, all camp/conferences are required to agree to the following Health & Safety guidelines to be eligible for housing services. Compliance is mandatory, and no exceptions are made. For clarification on any of our policies please contact the Department of Housing and Residence Life.

### **Safety Guidelines**

The University, and by extension, the Department of Housing and Residence Life, does not assume any liability or responsibility for the loss, theft, or damage to any participant's personal property while in our residential facilities. The following are mandatory:

- Doors and windows shall remain locked at all times.
- Report lost keys and broken locks to the Department of Housing and Residence Life immediately.
- Immediately report persons who behave in a suspicious manner to the UTRGV Police Department at 956-882-4 or 911.
- Thefts, assaults, and health emergencies must be reported to the University Police Department as well as the Department of Housing and Residence Life staff.

### **Participant Conduct**

The University of Texas Rio Grande Valley expects its students and guests to exhibit and maintain a high standard of conduct given the educational nature of our institution. Camps & Conferences participants, staff and guests must comply with all rules and regulations as set forth by the Participant Agreement.

Participants should conduct themselves in such a fashion as is fitting of community living and show due consideration and respect to neighbors. Inappropriate and/or disruptive behavior is defined as any behavior, verbal or physical, which disrupts or is detrimental to the environment and/or its occupants. Such behavior may include, but is not limited to, lewd or offensive comments and/or behavior, use of profanity, shouting or loud noise, pranks, damage or destruction of personal or university property, creation and/or contribution to situations which may be harmful or otherwise detrimental to others, and/or aggressive behavior.

Pranks: are considered a serious offense to community living. Individuals/group activities that result in disturbances or distress to others, or that cause damage or destruction to property are prohibited.

Conduct which is disorderly, lewd, indecent, or a disturbance of the peace on University premises or at University-sponsored activities will be addressed by the Department of Housing and Residence Life staff and will be referred to the Camp Director.

The Director of Housing and Residence Life reserves the right to issue interim/indefinite suspension of Housingstatus to Camps/Conferences participants and/or guests.

### **Abandoned Property**

Personal effects and other property of value that has been abandoned and not claimed within 15 days shall be considered abandoned property and may be retained by the University as its property or may be disposed of through sales, donations, or in such a manner as the University in its sole discretion may determine.

### **Alcohol**

No alcohol is permitted for participants/staff/faculty during Camps & Conferences at the Residence Halls,including The Village and Casa Bella apartments.

### **Behavior**

Appropriate behavior and consideration of the rights of others are expected. Excessive noise from parties, stereos, radios, musical instruments or sound amplification equipment; rowdy behavior, water fights, running, or throwing balls or other items inside the residence hall; elevator misuse or damage; throwing items from windows or roofs or hanging items outside windows; or other loud or disruptive behavior is not permitted in the residence hall. Musical instruments may be played only in designated areas. A quiet demeanor is expected at all times in and about the residence halls.

### **Bicycles and other recreational equipment**

Riding hoverboards or scooters, bicycles, skateboarding and rollerblading are prohibited inside of all residence halls due to risk of injury and damage to facilities. Guests who violate this procedure will be subject to disciplinary action. Bicycle racks are located near each residence hall. Bicycles may not be chained to sign posts, railings, or any other University property other than the bicycle racks provided. Bicycle storage in hallways, lounges, stairwells, or other public spaces is not permitted. Bicycles are not permitted in elevators. Bicycles secured in public areas will be removed by university staff and impounded by the University Police Department. The removal charge is \$50.

### **Consensual Relationships**

Minor participants in camp programs do not have legal capacity to consent, therefore any relationship betweenStaff/Camp Counselors/Camp Directors and minor participants will be considered non-consensual by UTRGV. Staff/Camp Counselors/Camp Directors must avoid such relationships.

### **Campus Carry (Effective August 1, 2016)**

Programs or Camps for Minors: Texas Penal Code Section 46.03(a)(1) prohibits the carrying of handguns on “any grounds or building on which an activity sponsored by a school ... is being conducted.” UTRGV frequently hosts programs or camps offering recreational, athletic, educational, or other similar activities for school age children. If such a program or camp is sponsored by a school, the carrying of handguns is automatically excluded under Section 46.03(a)(1), and nothing further is required from UTRGV to exclude the concealed carry of handguns for activities sponsored by a school. UTRGV may sponsor, facilitate, or coordinateprograms or camps for minors which are not affiliated with a school or educational institution. By analogy and extension, locations where children under the age of 18 participate in a program or camp sponsored, facilitated, or coordinated by UTRGV should be exclusion zones. Concealed carry of handguns shall be prohibited at programs or camps for children under the age of 18 sponsored, facilitated, or coordinated by UTRGV.

### **Courtesy Hours**

It is important to maintain a living and learning environment conducive to sleep and study. In order to facilitatethis, Courtesy Hours have been designated to minimize disturbances to participants due to loud stereos, televisions, other sound-making devices and participants themselves. Camp/Conference participants should show courtesy and maintain appropriate levels of noise at all times throughout the day. Items used for the sole purpose of making noise such air horns, whistles, other items shall not be used within the residential community. Courtesy Hours for all residential facilities, including The Village and Casa Bella apartments, are from 10 p.m. to 10 a.m.

### **Damages and Cleaning**

Any damage to individual's room and/or common areas, i.e., lounges, lobbies, restrooms, kitchens, living rooms, hallways, elevators, stairwells, lighting units, etc., will be charged to the Camp/Conference responsiblefor the damage. Camps/Conference participants are responsible for cleaning up after themselves and

are responsible to ensure that their activities do not result in dirty, untidy, or dangerous public areas. Custodians are not required to clean up any mess that is the result of resident negligence. Participants and Camp/Conferences may be assessed the cost of any extra cleaning.

### **Personal Trash**

*All personal trash is to be taken to the appropriate designated disposal site and not left in undesignated areas. Trash and leftover food should not be left in the rooms, hallways, or bathrooms.*

Camps and Programs may seek restitutions from individuals found responsible

### **Damage of Personal Property or Injuries (University Liability & Resident Responsibility)**

In the event of a theft, the Department of Housing and Residence Life should be contacted immediately. The department will not consider any claims resulting from theft. Camps and Conferences should work with the University Police Department for resolution.

The University along with the Department Housing and Residence Life are not responsible for loss or damage to personal property by theft, fire, or other casualty, whether such losses occur in your room, public areas, or elsewhere in the residence hall. The University and Department of Housing and Residence Life do not assume any liability for personal injury or personal property damage resulting from mechanical failure of the water, gas or electrical system; or for negligence by building occupants. The University and Department of Housing and Residence Life are not responsible for loss or damage to personal property as a result of fumigation or pest control. If you wish to protect yourself from the possibility of such losses or injury, it is your responsibility to secure an insurance policy that will meet your individual needs.

### **Door, Room & Apartment Decorations**

All decorations should be of a temporary nature so as not to permanently deface or damage the room's finish.

- Doors/windows can only have 25% of its surface areas decorated.
- No nails, tacks, or screws may be used in rooms.
- All room decorations must be placed on the walls at least 18" from the ceiling.
- Students are prohibited from removing or altering portions of any University furnishing assigned to a room, such as bed frames, mattresses, desks, shelves, bulletin boards, mini-blinds, etc. (Moving Fees may be assessed to restore room to original condition)
- Banners, flags, and aluminum foil are not permitted on any window(s). Window coverings are provided for each room and they are the only window coverings to be visible from the exterior of the building.
- Obscene material, including but not limited to pornographic literature, drawings, print, or photographic materials, X-rated movies, and displays of profanity or other offensive language, as well as references to drugs or drug paraphernalia may not be displayed.
- Candles, potpourri burners, and incense are fire hazards and are prohibited. The lighting and burning of flame-producing mixtures is also prohibited.
- Halogen lamps and string lights are not allowed.
- Appliances with exposed heating elements, electrical cords without surge protection are prohibited.
- Water furniture is not permitted.

### **Door Propping & Open Windows**

Doors should never be propped. This includes room doors, locked doors to hallways, bathroom doors and exterior doors. Window screens may not be removed. Throwing things out of windows or using windows for an entry or exit from a room is not permitted.

### **Drugs and Paraphernalia**

The Department of Housing and Residence Life has a zero-tolerance policy towards illicit drugs. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Students are also prohibited from possessing paraphernalia such as bong, hookah pipes, deseeding trays, roach clips, one-hitters, pipes, papers, etc. Anyone found in violation of this policy will be removed from UTRGV Housing and will be subject to University disciplinary action and possible arrest, imprisonment, or fine according to state and federal laws. The illegal use, possession, and/or sale of a drug, narcotic, or paraphernalia on the campus of The University of Texas-Rio Grande Valley is prohibited and prosecutable by law.

### **False Alarm & Fire extinguisher Misuse**

Participants are prohibited from activating a false fire alarm. Camp/Conference participants will be subject to a \$500 pass-through fee for activating a false fire alarm.

### **Fire Safety**

Camp/Conference participants are required to practice safe exit procedures during fire emergencies. Camp/Conference participants must clear the building within three minutes and assemble in a location 150 feet from the building upwind of the building. For Heritage/Troxel Hall Camp/Conference participants, this is under the covered sidewalk. For Unity Hall Camp/Conference participants, this is The Village apartment's parking lot or the Police Department parking lot behind the building. For The Village Camp/Conference participants, this is the intramural fields or the Unity Hall parking lot. For Casa Bella Camp/Conference participants, this is the Volleyball/Basketball Courts.

### **Firearms & Prohibited Weapons**

The illegal possession of a firearm, illegal knife or prohibited weapon on the grounds of an educational institution is a third-degree felony in Texas. The following weapons are prohibited: firearms, explosive weapons, machine guns, short-barreled firearms, firearm silencer, switchblade knives, knuckles, armor-piercing ammunition, chemical dispensing devices (an item considered other than OC), zip gun, club or night stick, and illegal knives.

\*\*\*The possession of commercially available and legal pepper spray must be used for defensive purposes only and must contain no more than 10% of Oleoresin Capsicum.

### **Flammable Materials & Explosives**

Camp and Conference participants are prohibited from possession or use of candles, fireworks, gasoline, explosives, or any other flammable or hazardous materials.

### **Furniture**

No University property, including room and lounge furnishings, may be moved from its original space within the building. Furniture is not allowed in any walkway/hallway.

### **Guests and Visitors**

All Camps/Conferences visitors must be pre-approved by Camp Coordinators and must check in at the Information Desk at the time of visit. Visits must be coordinated by Camp Coordinators in advance. Visits must take place in lobby and/or common areas. Guests are not allowed in sleeping rooms. No overnight visitors are allowed.

### **Hazing**

Hazing is strictly prohibited! Hazing is "any intentional knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed at a student, that endangers the mental or physical health or safety of the student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are or include students at an educational institution" (Texas Education Code, Sections 51.936 through 4.50).

### **Hurricane Preparedness Plan - Hurricane Season: June 1st - November 30th**

In the event of a hurricane or other disaster, UTRGV has developed a plan for the evacuation of on-campus residents. Camp Coordinators will be provided updates by the Housing and Residence Life staff.

### **Identification**

All persons, including Camp/Conference participants, Camp Counselors, and Tutors, must identify themselves when asked to do so by Housing and Residence Life staff or other University officials.

### **Illness or Injury**

If a participant is ill or sustains an injury, they must contact the Camp Director and University Police to file an injury report if necessary.

### **Incident & Reporting Procedures**

All Camp Director, Camp Coordinator, Camp Counselor must take responsibility in managing student behavior, crisis management and emergency support of Camp/Conference participants. All Camp staff are responsible in reporting emergencies/incidents to the Department of Housing and Residence Life. All Camp staff are responsible in submitting an incident report via Vaquero's Report It.

### **Keys**

Under no circumstances should participants loan out or give their keys to others. Camps & Conferences will be held responsible for any and all losses and/or actions resulting from misuse of their keys. Camps/Conference participants and/or staff CANNOT have University keys duplicated or locks altered. Lost keys must be reported to Residence Life immediately. Replacement fee of \$50.00 will be charged to the Camp/Conference for every lost key. Once a lock or key change request has been initiated and approved, it cannot be rescinded. Camp/Conferences, when checking-out, must turn issued keys to the Department of Housing and Residence Life or be assessed a penalty.

### **Laundry/Vending Machines**

Laundry facilities and vending machines are provided for the convenience of participants. If any of the equipment is out of order, please report the problem to our department.

### **Lock Block Key**

A Lock Block Key may be provided to some Camps/Conferences to be able to conduct room lockouts. The lock block box is located at the front desk of the facility which gives you access to the master key. After each lockout, the master key is to be returned to the box and cannot be taken out of the facility. The fee for losing a lock block key is \$1,000.

### **Loitering**

Loitering is not permitted. Failure to comply with a request to leave will result in the staff calling the UTRGV Police Department.

### **Maintenance**

Maintenance issues are to be reported to the Department of Housing and Residence Life as soon as they are noticed. *Emergency Maintenance* is defined as situations where damage to person or property is imminent such as: building power failure, key/lock related problem, major break in water line, or unresolvable plumbing issues. Every effort should be made to determine if the maintenance issue needs to be addressed immediately.

Edinburg Campus: 956-537-4198

Brownsville Campus: 956-551-3859

### **Meals**

Camps and Programs residing in Halls without kitchen facilities are encouraged to make dining arrangements through Chartwells Dining Services. Group meals should not be served within the residence halls without prior approval from the Department of Housing and Residence Life.

### **Minors**

Participants under 18 years of age are considered Youth and as minors, need adult supervision at all times.

### **Missing Students**

All Camps and Conference staff and participants are required to report to the Housing and Residence Life staff and University Police if they have not seen a camp participant and consider them missing.

All Camp Directors and Coordinators are required to maintain up-to-date emergency contact information for every participant. In the event of a report, the Camp Director will notify Housing and Residence Life staff and University Police immediately. The Camp Director is also responsible for contacting the participant's Emergency Contact and maintain communication throughout the process.



### **Network Connection Misuse**

— Applicable to UTRGV enrolled students and University staff with internet access. The following are violations of the rules and guidelines governing the use of network connections and will result in University disciplinary action as well as criminal charges:

- The use of any network port for monetary gain, to run or promote a business, or to otherwise profit
- Modifying or tampering with network services, wiring, or ports.
- The use of peer-to-peer or other file-sharing programs to download copy- righted music, TV programs, movies, other video, or software is in violation of software copyright laws and is considered stealing.
- Participation in other copyright infringement through the network. Copyrighted materials including, but not
- Limited to, computer software, audio and video recordings, photographs, and written material.
- Extending the network beyond the single network outlet by using a router, bridge, hub, remote access server, tunneling NETBIOS, or proxy, and/or engaging in file sharing activities
- Attempting to access restricted data or breach any security measures in place on any computer system.
- Sending harassing messages through email, social networking sites, instant messaging services, or other messaging services, on or off campus.
- Use of network to engage in any other criminal activity.

### **Parking**

Misuse of a parking pass (loaning it to a non-resident, selling it, transferring it to another person, etc.) is prohibited and parking permits may be revoked by Housing Director. Parking for participants is available in spaces marked with “resident” in parking lots. Contact the Housing and Residence Life to receive a parking permit.

### **Bicycles**

*All bicycles parked on campus must display a UTRGV bicycle parking permit. All bicycles must be parked, locked and stored in the designated Bicycle racks areas ONLY.*

### **Pets**

Pets are not allowed with the exception of service animals, service animals in training, emotional support animals and fish in aquariums (up to 5 gal.). Any other animals found in the residence hall will be removed at the expense of the participant, who will be subject to disciplinary action, up to and including removal from the residence hall. Service animals, service animals in training and emotional support animals must be approved prior to arrival. The participant should contact Department of Housing and Residence Life to initiate the approval process at least three (3) weeks before their scheduled arrival. To initiate the approval process, complete and submit the Visitor Request to have a Service Animal or Emotional Support Animal Form. Emotional support animal requests will not be processed for participants staying less than one (1) week.

### **Power Outage**

In the event of an Outage, remain calm and ask students to stay in their rooms. Rounds of the facility must be conducted by staff members every 15-30 minutes (use flashlights). Updates will be provided to Camp Coordinators.

### **Room Search and Seizure**

The University understands the desire for privacy and will do all it can to protect this privacy. It is, however, occasionally necessary for the University to exercise its contractual right to room entry. Established procedures are designed to ensure reasonable, restrained use of the right of entry. If our staff has evidence that there is a policy violation occurring in a room/suite we may choose to enter in order to investigate further for the benefit of the health and safety of all residents. Reasons rooms may be entered include but are not limited to:

- When a known emergency exists.
- When there is evidence that a possible emergency or violation of University regulations exists.
- For non-routine or routine maintenance.
- For fire, welfare and safety checks

A member of Housing and Residence Life will first knock and announce who is to be entering. When Camp/Conference participants are present, they must open the door after staff members have identified themselves. The room will usually be searched by a Housing Coordinator and/or UTRGV Resident Assistant. Only items which are specifically prohibited, or which pose immediate danger to the health and safety of the participant(s) will be removed from the room without prior consultation with the owner. All door(s) will be locked after each entry.

### **Sports in the Halls – including Athletic Activities**

Sports and Athletics Activities (including stunting) should only occur in designed recreational areas and facilities, not inside the Residence Halls.

### **Smoking (& Tobacco Products)**

Smoking: all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks and electronic cigarettes, in all residential facilities (including The Village and Casa Bella) is prohibited and includes lobbies, courtyards, offices, rooms, bathrooms, hallways, stairwells, and balconies. Additionally, a 20-foot smokeless perimeter must be maintained from any building entrance. Smokeless tobacco products are required to maintain proper health standards and disposal procedures at all times.

### **Suspicious Person**

- Do not physically confront the person or block an exit.
- Do not let anyone into a locked building/office.
- **Call UTRGV PD at (956) 882-4911 provide as much information about the person.**

### **Storage**

No storage is available for luggage or guest possessions.

### **Unauthorized Entry**

Certain areas around or within residential facilities are off limits to participants. Restricted areas include mechanical rooms, custodial closets, roofs, and locked areas. Other prohibited entry points include balconies and ledges as well as exiting/entering through emergency exits during non-emergencies. All ADA entrances into the residence halls are for approved resident use only.

### **Use of University Resources & Vandalism**

Use of University resources for profit, crime, harassment, illegal or unethical activity is prohibited. Students who vandalize property by damage or defacement must pay for the repairs and will be subject to further disciplinary action.

All participants, students, staff, faculty and guest must comply with at UTRGV Handbook of Operating Procedures (<http://www.utrgv.edu/hop/handbook/index.htm>), The University of Texas System Policies and Board of Regents Rules (<http://www.utsystem.edu/board-of-regents/rules>).














### **UTRGV Students**

UTRGV students (either current enrolled or incoming) are expected and required to abide by all Institutional Rules. Students reported for or alleged to have violations of Institutional Rules, including, but not limited to, the enclosed policies on alcohol, drugs, harassment and sexual assault, will be referred to the Dean of Students for possible disciplinary action.

**Orientation:** Camps & Conferences lasting longer than 5 days may be required to meet with the Department of Housing and Residence Life staff and attend an orientation.



**Residential Camps and Conferences**

REQUIRED FORMS	Adult Camp		Youth Camps	
	AFFILIATED	UNAFFILIATED	AFFILIATED	UNAFFILIATED
Department Reservation Agreement				
Facility Use Agreement				
Program Guide				
Participation Agreement Adult (Indemnification)				
Participation Agreement Youth Camps (Indemnification)				
Guest Housing Lease (for each unaffiliated adult participant)				

<b>Camp Name:</b>	
<b>Camp Staff Member Signature:</b>	
<b>Camp Staff Member Print:</b>	
<b>Residence Life Staff Member Signature:</b>	
<b>Date:</b>	

## “What To Bring” Checklist

We are excited to have your group stay with us! Upon arrival, your Camp Coordinator will issue you a room key to access your assigned room. In the event that you lose your key, please let your Camp Coordinator know immediately.

Your room will be supplied with a one roll of toilet paper, shower curtain and a trash bag upon arrival (a waste basket is not provided). All trash must be removed at check-out time and disposed of in designated areas.

Please review the list below and bring the following suggested items for your stay:

<u><i>Suggested Items to Bring to UTRGV:</i></u>	<u><i>Do NOT Bring the Following Items:</i></u>
<input type="checkbox"/> <b>Mattress Cover/Sheets/Pillows</b> <ul style="list-style-type: none"> <li>• <i>Bed Size –Twin XL size Edinburg</i></li> <li>• <i>Bed Size – Full size Brownsville</i></li> </ul> <input type="checkbox"/> <b>Clothing</b> <ul style="list-style-type: none"> <li>• Pants/t-shirts, undergarments, suitable pajamas, bathing suit, comfortable shoes</li> </ul> <input type="checkbox"/> <b>Laundry Bag, Detergent</b> <input type="checkbox"/> <b>Bathroom Supplies/Cleaning Products/Trash Bags</b> <input type="checkbox"/> <b>Shower, Face, Personal and Beach Towels</b> <input type="checkbox"/> <b>Toiletries /Personal Hygiene items</b> <ul style="list-style-type: none"> <li>• Toothbrush/Toothpaste, hairbrush, deodorant, soap, sunblock, loofa</li> </ul> <input type="checkbox"/> <b>Coat Hangers</b> <input type="checkbox"/> <b>Snacks / Bottled Water</b> <input type="checkbox"/> <b>Chargers for Electronics</b>	<input type="checkbox"/> <b>Weapons (including toy replicas)</b> <input type="checkbox"/> <b>Toasters/Toaster Ovens/Microwaves</b> <input type="checkbox"/> <b>Posters (no wall decorations)</b> <input type="checkbox"/> <b>Halogen Lights/Lamps</b> <input type="checkbox"/> <b>Candles/Candle warmers</b> <input type="checkbox"/> <b>Extension cords/Mutli-plug</b> <input type="checkbox"/> <b>Fireworks</b> <input type="checkbox"/> <b>Blenders</b> <input type="checkbox"/> <b>Items that pose a Fire Hazard</b>

**Remember:** You are the most important factor in your camp and conference experience. If you do not have all these items, please do not feel obligated to buy them.

Should you have any questions concerning your stay, please contact your Camp/Conference Coordinator. We look forward to having you on-campus and hope you enjoy your stay!