

**Camp and Conference
Reservation Agreement**

Group Name: _____
Contact Name: _____
Mailing Address: _____

Host Department/Program: _____
Contact E-mail: _____
Contact Phone: _____

Billing Information

Billing Information must be completed by Host Program/Group. Once completed Reservation Agreement must be signed and submitted to the Department of Housing and Residence Life to guarantee requested room/space below.

Billing Contact Name: _____
Billing Address: _____

Contact E-mail: _____
Contact Phone: _____

UTRGV Department Account

Account Name: _____
Account Number: _____

Project Manager Signature: _____

Non-University Account

Account Name: _____
Billing Address: _____
Account Number: _____

Federal ID #: _____
Payment Instructions

Groups not paying from a University account are required to **pay in full** prior to arrival date and based upon the provided headcount in the Housing Reservation Form.

Liability Insurance Coverage is required for all non UTRGV affiliated groups. Groups will be required to provide a Certificate of Liability Insurance naming UTRGV as the certificate holder. Limits will be determined based on the entirety of facilities used on our campus.

Fees & Charges Estimate*

Room Charges							
# of Apt/Suite	Building	Nights	Check-In Date	Check-out Date	Rate	Quantity	Cost
Sub Total							
Notes:							

Misc. Charges			
	Rate	Quantity	Cost
Linens	\$15		
Shower Curtains	\$6		
Parking Permit	\$1/Day or \$5/week Each vehicle requires a parking permit		
Sub Total			
Total Room Charges and Misc. Charges			
Notes:			

*Participants under 18 years of age are considered Youth and as minors need Adult supervision.

*Final Billing will be sent to Billing Contact 48 hours after Conference Departure. Fees & Charges are subject to change based on Actual Nights Stayed and additional Lost Keys and/or Cleaning/Damages charges posted to Conference after departure.

Office Use Only

Sergio Martinez, M.B.A.
Director of Housing and Residence Life

Camp Name: _____
 Approved

Terms of Agreement

- Camp/Conference participants or guests must comply with directions from all university agents such as HRL Staff, Camp Counselors and Residents Assistants. Verbal and physical abuse focused toward the staff members by participants or guests will not be tolerated and could result in Housing privileges being revoked.
- The University reserves the right to administratively remove a resident or guest from University housing who poses a danger to the health, safety, or welfare of any student, employee, or guest.
- All participants, and parents if they are minors, must sign and agree to Participant Agreement.
- Unless otherwise agreed to, check in starts at 3 P.M. and check out is at 11:00 a.m.
- Host Department/Program will provide a guarantee billing headcount (participants and staff) ten (10) business days prior to arrival on campus in writing to the Department of Housing and Residence Life.
- All keys must be returned within two hours of the last day of checkout. If Host Department/Program does not return keys within two hours they will be billed the nightly apartment/suite rate per unreturned key per day. Lost keys will be billed for replacement cost.
- Programs are responsible for any damages caused to the facility by their participants/staff.
- The Student Desk Assistant Coverage for the main entrance at Unity Hall is from 5pm-12am daily through June and July. Programs wishing to have main entrance day coverage will have to provide it at their own cost.
- Grant programs that are unable to fund unused but requested spaces are subject to charges of cost recovery for preparation of rooms.
- Group is required to prepare adequate staffing/supervision to stay on campus with the group at a ratio:
 - 1 staff per every 12 participants for attendees under the age of 18
 - 1 staff for every 16 participants for attendees over the age of 18
- The organization or attendees must furnish pillows, linens, towels, toiletries and other personal items.
- The organization must provide Housing and Residence Life a copy of your schedule, contact phone numbers, and a list of all participants for emergency purposes upon arrival to campus.
- Liability Insurance Coverage is required for all non UTRGV affiliated groups. Groups will be required to provide a Certificate of Liability Insurance naming UTRGV as the certificate holder. Limits will be determined based on the entirety of facilities used on our campus.
- The University of Texas Rio Grande Valley (UTRGV) accepts no responsibility for sickness or accident of any guests. Liability and Medical Insurance is the responsibility of each organization renting UTRGV facilities.
- UTRGV is not responsible for the personal belongings of any guests. All guests are responsible for securing the safety of their personal effects.
- The Group shall indemnify, defend, save and hold harmless UTRGV from any liability, loss, expenses, including costs of defense and reasonable attorneys' fees, damages or claims resulting from: a) the violation of any laws, ordinances, rules or regulations of any government, or government agency, or the violation of private rights, including by way of illustration, infringement of any copyright, trade or service mark, right of privacy or any other constitutional, statutory or common law right of any person, corporation, company or other entity; b) the defamation, slander or libel of any person, corporation, company of other entity; c) any and all damage or destruction caused to any building, parking areas, other facilities, structures or the grounds of the campus, or d) the injury of any person or destruction of property belonging to any other persons; caused by, related to or arising out of the use, possession and occupancy of the premises by the Group, its employees, agents, guests and invitees, including members of the general public attracted by the activities of the Group, and regardless of whether such liability, loss expense, damage or claim arises out of or is the result of misfeasance, malfeasance, negligence, gross negligence or intentional torts of Group, its employees, agent, guests and invites, including members of the general public attracted by the activities of the Group, excepting liability, loss, expense, damages or claims arising solely out of acts of gross negligence and intentional torts of UTRGV, its officers and employees.

Final Billing will be sent to Billing Contact 48 hours after Conference Departure.
Fees & Charges are subject to change based on Actual Nights Stayed and additional Lost Keys and/or Cleaning/Damages charges posted to Conference after departure.

_____ Title _____ Date _____
Contact Name

Office Use Only

Sergio Martinez, M.B.A.
Director of Housing and Residence Life

Camp Name:
 Approved