

# Event Services Camps & Conferences Procedures Manual

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The following provisions of this manual may be revised, supplemented or amended as necessary at any time by the appropriate University authorities.

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## **EVENT SERVICES**

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### **Mission**

The primary mission of the Schreiner University Office of Event Services is to provide guests with a professional, comfortable, pleasant and efficient meeting experience. We host a variety of events and activities to suit a diverse clientele. From summer camps to private business conferences, Schreiner University is an excellent venue to host an event. Our conference staff will work diligently to provide an exceptional experience. Our office embodies the principles of integrity and diversity in an ethical and professional business environment.

### **Staff**

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### **General Information**

Office Hours:  
8:00 – 5:00 M-F  
Weekends by Appt

Phone Numbers:  
(830) 792-7456 Office  
(830) 792-7452 Fax  
(830) 792-7278 Admin

Location:  
Cailloux Campus Activity Center  
First Floor  
2100 Memorial Boulevard  
Kerrville, TX 78028

### **Website**

<http://www.schreiner.edu/conferences/index.html>

## **INDOOR FACILITIES**

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Schreiner University offers a variety of quality facilities in a number of different locations suitable for meetings, conferences, receptions and other events during the summer. Below is a listing of all available facilities and their seating capacities.

### **CAILLOUX CAMPUS ACTIVITY CENTER**

#### Seating Capacities

Room	Dimensions	Sq Feet	Theatre	Banquet	Dance	Conference (Square)
Aerobics	36 x 47	1,692	75	-	40	30
Ballroom	48 x 134	6,432	500	450	300	-
Ballroom 1&3	41 x 48	1,968	175	120	-	48
Ballroom 2	48 x 52	2,496	300	150	100	64
Lion's Den	52 x 68	3,536	-	56	70	-
Fishbowl	12 x 27	324	-	12	-	12
PDR	16 x 23	368	-	10	-	10
Theatre	18 x 42	756	65	-	-	-
Think Tank	17 x 23	391	-	14	-	14

#### Policies

- The Schreiner University Master Calendar takes precedence over reserving CCAC facilities
- The President's Office takes precedence over reserving the PDR
- The Aerobics Room, Campus Recreation, Lion's Den and Theatre are regarded as province of Student Activities in most circumstances
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- A piano is available in some spaces

### **DIETERT CHAPEL AUDITORIUM**

#### Seating Capacities

Room	Sq Feet	Seating Styles	Capacity
Auditorium	5520	Auditorium with Desktops/Stage	700
Lobby	728	Reception	100
Classroom		Classroom	40

#### Policies

- The Schreiner University Master Calendar takes precedence over reserving facilities
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **EDINGTON GYM**

### Seating Capacities

Room	Dimensions	Sq Feet	Seating Styles	Capacity
Edington Gym	73 x 113	8,249	Basketball – Volleyball Court/Stand	1200

### Policies

- The Schreiner University Athletics Department will have priority over reserving gym
- Only Sodexo Campus Services may provide food and drinks (including concessions) without prior written permission of Sodexo Campus Services
- No street shoes permitted on gym floor
- All tables and chairs for this facility must be requested at the time of the reservation and are delivered by Environment Management

## **ELAINE B GRIFFIN WELCOME CENTER**

### Seating Capacities

Room	Seating Styles	Capacity
Mothers Room	Conference	15
Chapel	Theatre	20

### Policies

- The Schreiner University Master Calendar takes precedence over reserving facilities
- The Mothers Room and Lobby are considered the province of the Admissions Department in most circumstances
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Sound is to be kept to a minimum due to surrounding offices

## **GUS SCHREINER DINING HALL**

### Seating Capacities

Room	Banquet	Dance
Dining Hall	300	140

### Policies

- The Schreiner University Master Calendar takes precedence over reserving Dining Hall
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Seating arrangements are limited

## **HANSZEN FINE ARTS BUILDING**

### Seating Capacities

Room	Seating Styles	Capacity
Theatre	Theatre with stage	100

### Policies

- The Fine Arts Master Calendar takes precedence over reserving Fine Arts facilities
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **KATHLEEN CAILLOUX HALL**

### Seating Capacities

Room	Seating Styles	Capacity
Classrooms	Classroom	Varies

### Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **LOGAN LIBRARY**

### Seating Capacities

Room	Seating Styles	Capacity
160	Conference	8
Grand Foyer	Reception	50
Scarle Phillips	U-Shape, Conference, Reception	36

### Policies

- The Logan Library Master Calendar and Schedule takes precedence over reserving Library facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **MOODY/TRULL SCIENCE BUILDING**

### Seating Capacities

Room	Seating Styles	Capacity
Moody 106	Auditorium	60
Classrooms	Classroom	Varies

### Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **W.E. WEIR BUILDING**

### Seating Capacities

Room	Seating Styles	Capacity
Classrooms	Classroom	Varies

### Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **OUTDOOR FACILITIES**

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### Seating Capacities

Area/Facility	Features
Rex Kelley Pavilion	Sliding walls with synthetic floor
Robbins Lewis Pavilion	Open Air with Asphalt Floor and Stage
CCAC Lawn	Can be striped for marching field
Swimming Pool	4' Depth Lap Pool
Tennis Courts	4 Sets
Track and Soccer Field	
Softball Field	Portable Bleachers
Baseball Field	Portable Bleachers

### Policies

- Rental does not include personnel, furnishings or equipment
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Users cannot hang banners, signage, etc. on building surfaces without prior approval from Event Services
- SU Security will monitor sound levels and inform users when sound levels must be lowered
- Sound may not begin before 9 am and not continue past 10 pm

- Users or their guests may not block any access ways, pathways, handicap ramps, doors, fire lanes or other areas
- Users and their guests must park in designated parking areas
- Outdoor events involving radio stations, bands, DJ's or other sound amplification must be identified at the time of the reservation request with Event Services
- All tables and chairs for outdoor facilities must be requested from Event Services at the time of reservation and are delivered by Environment Management
- Vehicles are not allowed on the grass without prior approval from SU security
- Event Services is to be notified of any major props (blow-ups, tents, portable stages, etc.) at the time of reservation request.
- Electrical/water needs should be requested from Event Services at the time of reservation request
- Special requests for outdoor usage of space not listed above must be approved prior to the event by Event Services

## **GENERAL GUIDELINES**

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Event Services is responsible for coordinating the use of all university facilities. All requests for the use of university facilities must be submitted to Event Services, except department requests for academic classrooms. Event services will review applications for facility usage, and within the context of the University's mission, policies and procedures, reserves the right to grant or deny requests.

All events are subject to the following:

- State and federal laws
- Schreiner University's rules, regulations, and policies, and
- Guidelines of the Event Services Office

The person requesting the facilities and services must ensure that the event and patrons are in compliance with all applicable requirements.

Event Services maintains the right to cancel any event not in compliance with these regulations. Further, Schreiner University reserves the right to revoke the event already in progress if there is a material omission.

### **Alcohol**

The consumption and/or possession of alcoholic beverages on University premises in conjunction with events organized through the Event Services Office is allowed only with prior knowledge and approval of the Director of Event Services. Schreiner University requires security be present at any event serving alcohol. One security officer per 100 guests is the minimum required. Security should be arranged at the time of the reservation request. Additional licenses and fees may be required.

## **Animals**

Animals, other than those trained to assist with the disabled, are not permitted in University facilities.

## **Catering/Food Service**

The University's food service contractor, Sodexo Campus Services, Inc., has exclusive contracts for food sales on campus. Sodexo must approve all prepared food and drink sales on campus. Cafeteria serving hours and menus will be adjusted to suit Renters needs when possible. Banquet services and alternate food service are priced by arrangement with Sodexo. Please contact Sodexo at 830-792-7297 to make any special arrangements.

Cafeteria Hours:	Breakfast	7:00 – 8:00 am
	Lunch	12:00 – 1:00 pm
	Dinner	5:00 – 6:00 pm
	Full Day	

Operation of snack bars, concession stands, or selling of any kind of products on the University property without written permission of the Vice President for Business Affairs or his appointee is prohibited. Any event wishing to sell other items (clothing, equipment, souvenirs, etc.) must obtain written authorization in advance from the University's Business Office (830/792-7362). Schreiner University shall receive a 20% commission or a \$300 fee (whichever is less) on all items sold on campus.

## **Cleaning Responsibilities**

All organizations are required to return the reserved space to its original condition before departing. All decorative materials should be removed.

## **Damage and Loss**

- All individuals using University facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair, and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of University facilities, and/or equipment will result in proper legal action that may include replacement costs.
- Property of Schreiner University (i.e. furniture, paintings, displays, flags, etc.) may not be moved or removed from the facility without approval.

## **Decorations**

Confer with the Event Services staff regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.

- Users may not use glitter, confetti or water filled items without prior approval of the Event Services Office.
- Decorations that might pose a fire hazard will not be used.
- Extension cords will not be used to provide power unless approved by the University.

- All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded.

**The client will be billed for any damage to surfaces and/or any excessive cleaning requirements (See Special Service Fees).**

### **Drugs**

The use or possession of any illegal drug is strictly prohibited.

### **Equipment Usage**

Equipment (audio-visual, tables, chairs, easels, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.

### **Evacuation Procedures**

In the case of an evacuation, individuals are to comply with the building and/or security staff at all times. Facility users will be notified of an emergency or threat to safety by an alarm, the building staff or Schreiner University Security. If necessary, the facility will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until they are instructed to return by the building staff or security. Use the stairs, not the elevators, in evacuation situations.

### **Event Security**

The University requires security for events with large groups, late night events, events serving alcohol, and/or those posing a security concern. Security will be arranged through the Event Services Office. A minimum of one officer per 100 guests is required. A fee of \$25 per hour per officer will be charged to the client.

### **Event Storage**

- Schreiner University does not offer storage facilities for equipment or decorations.
- Users who need to have materials and equipment delivered prior to an event must check with the Event Services staff to ensure their reserved space will be available at the time of the materials' arrival.
- The University assumes no responsibility for damage to or loss of equipment or materials left in the building or on display.

### **Fire Alarms/Drills**

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities.

### **Gambling**

Gambling, in any form, is not permitted in University facilities. Special permission may be granted for casino type events.

## **Hallways and Stairwells**

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as a trash receptacle. Easels, display boards, or other items are not to be stored in hallways and stairwells.

## **Insurance Requirements**

Users must certify that it has in effect an insurance policy or policies, copies of which are will be placed with The University and provided along with a signed contract, insuring itself and all of its members, guests, employees, campers, agents, officers and directors against any and all claims, including any sexual harassment claims, arising out of the operation of its business while using the facilities of The University, and the liability limits for such policy or policies will not be less than \$500,000 per person, per occurrence, nor less than \$500,000 property damage coverage, nor less than \$1,000,000 aggregate coverage. The University shall be named as an additional insured and the insurance carrier must give The University thirty (30) days advance notice of any changes in the policy or policies.

## **Internet Service**

Wireless internet service is available for a per user fee. Users must have a wireless capable computer and fill out a requisition prior to or upon arrival on campus. The fee is \$10.00 per user and must be paid in advance. A valid MAC address is required.

## **Medical Emergency**

SU Security is to be contacted immediately at (830) 739-1111 in the event an accident or emergency arises.

## **Safety/Security**

- For safety, security and convenience, SU Security and/or the Building Managers conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.
- SU Security or the Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.
- All persons using Schreiner University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave.
- All groups should become familiar with emergency exits and safety policies when planning an event.
- Security will be required for certain events on campus (see Special Service Fees).

## **Schedule and Supervision**

- User must provide adequate supervision of all non-university personnel and/or campers (1 Counselor or Adult Chaperone per 10 non-adults).
- User must provide a schedule of events and/or programs, and curfews, which must be established and enforced.

- User must provide supervision to ensure that all rules and regulations of the University are followed (*See Appendix F - Schreiner University Code of Conduct*).
- User shall not permit children under age of 7 years to reside on campus without a parent or legal guardian.

### **Sexual Harassment**

Schreiner University will not tolerate conduct which sexually harasses any member of the University community on University premises or at any other location where there may be assigned or University-sanctioned activities. Your organization is expected to ensure compliance with this policy, and the University will take appropriate action if you fail to do so.

### **Smoking**

The use of all tobacco products is prohibited in University facilities, including all offices, leased spaces, doorways, meeting rooms, restrooms, and dining areas. Smoking is also prohibited within 20 feet of all University buildings.

## **RESIDENCE HALLS & APARTMENTS**

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Residence halls and apartments are available for rental during the months of June, July and August each year. All rooms are equipped with desks, extra long twin beds, dressers, chairs and closets. All rooms are furnished as doubles, even if used as a single. Guests must provide their own sheets, pillows, pillowcases, towels, blankets, lamps, and toiletries. All residence halls are air-conditioned. Laundry facilities on campus are available. (Please see Appendix F for pricing).

### **Delaney Residence Hall**

- Delaney is a traditional residence hall with 42 rooms.
- All rooms (14' x 12') are designed to be doubles, and guests share central baths on each floor.

### **Flato and L. A. Schreiner Residence Halls**

- Flato and L.A. have suite-style rooms (11'5" x 14') with exterior access on two levels.
- Flato has 32 rooms
- L. A. Schreiner has 24 rooms
- Each suite shares a front door and bathroom.
- The bedrooms lead off from a front foyer (9'4" x 7'8").

### **Trull Residence Hall**

- Trull is a two-story hall with 45 rooms.
- All rooms (10'4" x 19') are suite-style.
- Two double occupancy rooms share a bathroom.

### **Faulkner Residence Hall**

- Faulkner is a three-story hall with 84 rooms.

- All rooms are suite-style
- Two double occupancy rooms share a bathroom.
- There are three central living areas

**Pecan Grove Apartments**

- There are 87 2-bedroom units that have a semi-private arrangement (private bedroom and bathroom, share kitchen and common living areas).
- Pecan Grove has 4 4-bedroom units with a communal arrangement (private bedroom, share 2 bathrooms, kitchen and common living areas).
- Pecan Grove also has 8 efficiency units (single apartments).

**The Oaks Apartments**

- The Oaks consists of 27 4-bedroom units. Each unit has 2 bathrooms and shares a kitchen and common living area.
- Three buildings make up The Oaks, two 2-story buildings and one 3-story building.
- A community center including a kitchen, living area and meeting room is another amenity of The Oaks apartments.

**FURNISHING AND AUDIO VISUAL RENTAL FEES**

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**Furnishing Fees for Events Outside Cailloux Campus Activity Center**

Rental	Price
Chair	\$ .50
8' Table	\$8.00

**Audio Visual Equipment Fees**

Rental	Price per day
Conference Phone	\$20.00
Dry Erase Board	\$10.00
Flip Chart	\$10.00
Floor Lectern	\$20.00
LCD Projector	\$50.00
Laptop Computer	\$25.00
Microphone (Corded)	\$15.00
Microphone (Cordless)	\$30.00
Overhead Projector	\$20.00
Portable Screen 8'	\$20.00
Portable Screen 5'	\$10.00
Slide Projector	\$30.00
Staging (6x8 section)	\$10.00
TV	\$10.00
TV/VCR	\$35.00

## **SPECIAL SERVICE FEES**

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All groups are subject to special service fees requiring extended hours, extra personnel, security or no show/late fees.

Fee Type	Price
Late Closing Fee/Hour	\$35.00
Early Opening Fee/Hour	\$35.00
No Show Fee – Rentals	100% of Fee
Cleanup Fee (Minimum)	\$25.00
Security Fee/Officer/Hour	\$25.00
Custodial Fee/Hour	\$15.00
Setup Fee/Hour	\$15.00
Lost Key Replacement	\$75.00 per key

Schreiner University and/or Sodexo Campus Services will determine the number of personnel needed for the event. It is understood that Schreiner University and/or Sodexo Campus Services personnel are not responsible for service any time period other than the time period specified by the contract.

### **Custodial Costs**

Events requiring custodial service during the event will be charged per hour per person. Personnel will be present ½ hour before and ½ hour following the event. The number of personnel required on site will be determined by Environment Management. There is a minimum of two (2) hours per person.

### **Security Fee**

The University requires security for events with large groups, late night events, events serving alcohol, and/or those posing a security concern. Security will be arranged through the Event Services Office. A minimum of one officer per 100 guests is required. A fee of \$25 per hour per officer will be charged to the client.

## **RESERVATION PROCEDURES**

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The reservation staff will assign rooms according to the most appropriate use of the facility. The demands on the facility as well as the nature and size of the event will be considered in determining space assignments.

1. Applicants must call Event Services at (830) 792-7456 or visit the Event Services office in the Cailloux Campus Activity Center.
2. For all conferences, camps, or large events, requests must be submitted at least ninety (90) days in advance.
3. Event Services will review the request for available space and conformity to University policy and will approve or deny the request.
4. Upon approval of the request, applicants must sign the appropriate contracts and return along with any required deposits.

5. Arrangements for food or refreshments must be made through the Event Services office or directly with Sodexo Campus Services. Sodexo can be contacted at (830) 896-2347.
6. Applicants must adhere to the cancellation policy within the contract.
7. The organization will be held financially responsible for any damages that occur during the event.
8. Failure to comply with Event Services and/or University policies may result in the cancellation of further reservations.

## **RESERVATION POLICIES**

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### **Confirmations**

- Space assignments are confirmed on first come first served basis. The reservation staff attempts to honor customer preferences, but reserves the right to make judgments regarding the most appropriate space for an event.
- Event contracts are only sent to the identified contact person
- No event is considered definite until a signed contract and deposit is received by Event Services.
- No events should be announced until Event Services has provided an event contract.

### **Denials**

The reservation staff reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university's mission, policies or regulations (state or federal laws).

### **Transferring Reservations**

Reservations are non-transferable. The Event Services staff will reassign any reservation space that is cancelled.

## **CANCELLATION POLICIES**

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### **Residential Camps and Conferences Cancellations**

Cancellation of scheduled dates will be subject to the following assessment as liquidated damages due to the difficulty in reselling reserved space:

- |                                  |  |
|----------------------------------|--|
| 91 to 180 days prior to arrival: | 50% of anticipated payment   |
| 0 to 90 days prior to arrival:   | Full payment on total number of guest rooms for the duration of the dates agreed upon and any meeting room rentals |

## **BILLING PROCESS**

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Customers are charged for use of facilities, equipment, and services according the fee schedules in the manual and will be handled as outlined below.

### **Deposit & Payments**

A deposit equal to 20% of the anticipated fee is due six months prior to the camp or conference. The balance is due upon receipt of final invoice. For any charges incurred during the event, an invoice will be created after the event and payment is due within 30 days.

Payments may be made with check, money order or certain credit cards. Checks should be made payable to Schreiner University. Payments can be mailed or delivered to the following address:

Schreiner University  
CMB 6219  
2100 Memorial Blvd  
Kerrville, TX 78028

All outstanding invoices after 90 days will result in a reservation hold preventing your organization from making new reservations.

## **APPENDIX A**

### **AUDIO VISUAL EQUIPMENT POLICIES**

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Schreiner University provides a wide variety of state of the art audio visual equipment for meeting and events held on campus. This equipment is available at no charge for university users. Affiliated and non-affiliated users are subject to equipment charges (See Audio Visual Fees).

Equipment for CCAC facilities must be ordered through Event Services. Technology Support will be supplied by Event Services for functions within the CCAC. For all other AV requests, technology support will be supplied by the Office of Instructional Technology.

Please reserve audio visual equipment at least one week in advance. Event Services and/or Instructional Technology are not responsible for inadequate set-ups resulting from last minute additions of equipment.

#### **Telephone Lines**

Telephone lines are only active in specific facilities. If an active telephone line is needed for your meeting or event, please check with Event Services for available locations.

#### **Audio Visual and Other Equipment**

- The use of amplification/audiovisual in any facility from an outside source requires advance approval from the Event Services staff.
- The use of audiovisual equipment cannot interfere with any event, public area, office, library, classroom or other University function.
- Requests for reduction in volume by SU Security or the Event Services staff must be complied with immediately.
- The reserving organization is responsible for the equipment during the entire time of the reservation.
- All equipment, including tables and chairs, is for use in the designated facility and may not be removed from the site.

## **APPENDIX B**

### **PARKING & TRANSPORTATION**

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All students and employees who park a motor vehicle on campus must have a parking permit at all times. These permits can be obtained at the Campus Security office located downstairs in the Tom Murray building.

Visitors can park in designated visitor parking spots across campus. At this time, no special visitor permit is required upon entering the campus. Parking lots are monitored between the hours of 7:30AM and 4:30PM Monday through Friday with the exception of Residence Halls, which are monitored 24 hours a day 7 days a week.

Please call Campus Security if you have any special parking issues at least two weeks prior to the event. Campus Security can be reached at (830) 739-1111.

**Golf Cars:** Golf cars are allowed only with written permission of the Event Services office. Cars are allowed in limited numbers and must remain on roadways only. No cars are allowed to be driven on the grass.

**Handicapped Parking:** The Handicap spaces are for individuals who have handicapped license plates and/or hanging tags. Violators will be ticketed.

**Loading/Unloading:** There are specific loading zones behind the Dietert Chapel and the Cailloux Campus Activity Center. Arrangements for access to the loading zone behind Dietert Chapel must be arranged through the Event Services Office. Guests are asked to unload and move their vehicles to the adjacent parking area. The loading zone behind the CCAC may be used for loading/unloading only. All vehicles must be moved to an acceptable parking area during the event.

For more information on parking, please visit <http://www.schreiner.edu/security/>.

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## APPENDIX C

### ROPES COURSE PRICE BREAKDOWN

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## Schreiner University Low-Ropes Course

### Fees

The price covers the facilitation of one 3 hour low element challenge course.

	Schreiner Students	School groups	Presbyterian church groups	Other
Price per person	FREE	\$5	\$5	\$10
Minimum Price for the group*	FREE	\$100	\$100	\$100

\*Minimum price for the group is based on bringing at least 10 people to the course. A group can have as few as 8 people but still must pay the minimum course amount.

### Group Size

	Minimum	Maximum	With special arrangement
Group Size	8	50	50+

## APPENDIX D CAMPS/CONFERENCE RATES FOR SUMMER

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### Camp/Conference Rates: Summer 2009

#### Rooms:

##### Residence Halls

200+	\$21.00 per person per night
100 – 199	\$23.50 per person per night
Less than 100	\$25.50 per person per night
Single occupancy; add \$10 per person per night	

##### Pecan Grove Apartments

\$60.00 per apartment per night (accommodates two people)  
Availability is limited and first preference is given to adult groups.

##### The Oaks Apartments

\$120.00 per apartment per night (accommodates four people)  
Availability is limited and first preference is given to adult groups

- Above rates do not include linens (pillows, sheets, blankets, etc.) or personal items (shampoo, soap, etc.)
- Groups must provide proof of liability insurance of no less than \$500,000 per person, per occurrence, nor less than \$500,000 property damage coverage, nor less than \$1,000,000 aggregate coverage and name Schreiner University as an additional insured.
- Groups must maintain a ratio of 1 adult to 10 children under 18 years of age at all times.
- No children under the age of 7 may reside on campus without a parent or guardian present in the same room.
- Rates do not include audio visual equipment rental or special setup requests.
- Swimming pool is available and life guards are provided. Swim times must be scheduled in order to provide adequate number of lifeguards for safe water activities.
- Golf cars allowed only with prior written University approval.

#### Meals:

Breakfast	\$4.84 per person
Lunch	\$7.00 per person
Dinner	\$9.36 per person
Full Day	\$21.20 per person

**Above prices are only valid if all camps meals are eaten on campus in the Gus Schreiner Dining Hall.** The University's food service contractor, Sodexo Campus Services, Inc., has exclusive contracts for food sales on campus. Individual meals may be arranged at banquet pricing through Sodexo Campus Services. Sodexo must approve all prepared food and drink sales on campus. Cafeteria serving hours and menus will be adjusted to suit Renters needs when possible. Banquet services and alternate food service are priced by arrangement with Sodexo. Please contact Sodexo at 830-792-7297 to make any special arrangements.

## **APPENDIX E CAMPUS POOL RULES AND REGULATIONS**

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### **Schreiner University Pool Rules**

#### **Overview**

Usage of the Schreiner University pool is limited to current Schreiner University students, faculty and staff and scheduled summer camps. For clarification, the pool area is defined as all the area encompassed by the fence and the pool is the body of water.

#### **Rules**

- No one is allowed in the pool area without a Schreiner University Lifeguard on duty.
- Everyone must bring their current Schreiner University or proper pool pass to enter the pool area.
- No one under the age of 12 is allowed in the pool area without an adult 18 years or older supervising.
- No glass containers allowed in the pool area.
- No food or beverage allowed in the pool.
- No alcoholic beverages allowed in the pool area at any time.
- No running in the pool area.
- No diving in the pool from any location.
- No smoking or tobacco use within the pool area or within 20 feet of the gated area.
- No horseplay including:
  - Standing/sitting on shoulders
  - Dunking
  - Water fights
  - Pushing
  - Shoving
  - Sliding down the hand rails, etc.
- No foul or vulgar language.
- No pets allowed in the pool area.
- Patrons must be wearing appropriate attire to enter the pool. No cut offs, clothes, etc.
- No jumbo floats or water guns allowed in the pool.

#### **Children Supervision**

Lifeguards are not babysitters; they are situated for the safety of all patrons in the facility. It is the responsibility of the adult supervising to assure that children are attended while in the pool. If the child is not a strong swimmer or can not swim, then an adult needs to be within 3 arms length of the child at all times.

#### **Ejections**

If an individual does not comply with the instructions of the lifeguard staff, that individual will be asked to leave the premises. The individuals return to the facility may be pending on approval from the Director of Campus Recreation.

If an individual is asked to leave the pool area and they are supervising children, then the children must also leave the area. Adults are responsible for their children's actions at all times. The lifeguards are not expected to continually discipline the children on the pool rules.

## **APPENDIX F**

### **SCHREINER UNIVERSITY CODE OF CONDUCT**

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All camp groups are expected to abide by the rules and regulations of the University while residing on campus, including the items in the Code of Conduct below. The Housing and Security staff is responsible for enforcing University rules, and cooperation is expected from all persons using University facilities.

Every camp group at Schreiner University, by signing the Event Contract, has agreed to abide by and uphold the policies of this institution. The University believes that all persons should assume responsibility for their conduct on and off campus. The administration, faculty, staff, campers, and students are charged with the responsibility of maintaining order on campus.

#### **An individual or entire group may be removed from campus for a violation of the following:**

1. Knowingly furnishing false information to the University with the intention of deceiving.
2. Disorderly, indecent, or improper conduct on campus or at University sponsored events.
3. Acts of hazing, or placing someone under threat of physical harm, or physically abusing any person on campus.
4. Possession of firearms ammunition, explosives, fireworks or weapons of any kind on campus.
5. Initiating a false fire alarm, or tampering with the fire alarm system or equipment.
6. Being under the influence of, possessing, selling, using, or being in the presence of alcoholic beverages on campus without prior permission of the Director of Event Services.
7. Being under the influence of, illegally possessing, selling, using or being in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on campus.
8. Damage to, theft, sale, misuse of, or disregard for University owned property or the personal property of others.
9. Misuse of campus telephones by fraudulent, annoying, or obscene phone calls, or charging collect calls to the University.
10. Gambling on campus.
11. Failing to respond to an official order of a University official or disciplinary body.
12. Being present in an unauthorized area, or aiding and abetting unauthorized occupancy or entry.
13. Disruption of the normal flow of traffic, vehicular or pedestrian, or the disruption of University sponsored functions.
14. Fraudulent use or abuse of any coin-operated machine on campus.
15. Showing or distributing material, or using language, of a lewd, profane, or pornographic nature on campus or at campus-sponsored events.
16. Smoking in residence halls, classrooms, laboratories, the library, cafeteria, lounges, or other designated non-smoking areas.
17. Entering the room of another student without authorization.
18. Unauthorized use and/or possession of a University key.
19. Unauthorized solicitation.
20. Disregard for University regulations (housing, dining hall, etc.)
21. Violation of any state and/or federal laws.