



OPSU POLICIES AND PROCEDURES

TITLE: Camp Policy

APPROVED BY: Jessica Lofland, Director Student Services

DATE: 4-8-2008

All entities interested in hosting a camp or retreat on the Oklahoma Panhandle State university campus must officially request permission to use the OPSU facilities by submitting a Facility Request and Events coordination checklist form to the OPSU Camp Committee. This will assure no other activities are scheduled for the facilities requested on that date and the requestor will be coordinating with all involved departments. Priority will be given to OPSU campus organizations.

After approval is granted, a Facility Use Permit will be issued. At this time, camp information and requirements for Residential Living, Noble Center, Oscar Williams Fieldhouse, Student Union Ballroom, Hughes-Strong Auditorium, classrooms, and Sodexo (meal service) scheduling will be provided. All requestors must schedule a meeting with the OPSU Summer Camp Committee to review and approve all requests.

All summer camps must be scheduled within the months of June and July and not be scheduled over the 4th of July holiday. Camps are scheduled on a first-come, first serve basis.

Mandatory Fees (for all camps)

HS Auditorium - \$125/day

Student Union Ballroom - \$75/day

OW Field House - \$150/day

Classrooms - \$50/day

Noble Center - See Amber Hollis-Fesmire for Pricing

Insurance Fee - \$2.75 per person, per camp

All activities/organizations must show proof of insurance or pay the insurance fee.

Housing is separate from the above pricing.

Meal pricing is set by Sodexo and charged separately.

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