University Events &
Conferences

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In addition to the University Bookstore, located in the Brown Administration Complex, vending machines around campus provide snacks for purchase.

REQUIRED Staff Training

All camp staff members, assistants, and any other employees participating in the camp are **required** to take the Sexual Abuse and Child Molestation Training (SACMAT), administered by and through Houston Baptist University. This test will be coordinated by the University Events and Conferences Office at the university, and **every** staff member must have completed **and** received their training certificate before arriving on campus to begin their camp. This process must be completed **no later** than 2 weeks, or 10 business days, prior to the camp beginning.

Insurance requirements

It is the responsibility of the sponsoring group to provide HBU with a general liability insurance certificate with no less than one million dollars ($1,000,000) in coverage prior to their arrival on campus. The certificate must be in the possession of University Events & Conferences before any set-up or event begins. HBU is not to be held liable for any personal insurance for attendees. This is strictly the responsibility of the sponsoring group or individual.

Emergencies / Medical assistance

HBU police are on campus 24 hours a day, 7 days a week. They provide regular security and constantly patrol the campus. In the event of an emergency, call 281.649.3911. For a non-emergency, contact 281.649.3314. Groups agree to complete a written report for any accident which occurs on campus relating to their event. Personal and organizational property should be safeguarded at all times. HBU is not responsible for the loss or damage of any personal or organizational property.

No medical attention will be administered by any HBU faculty, staff, or student.

Regularly, the University receives calls looking for an attendee. Please submit an event schedule upon your arrival in order to better find your location for contact in the event of an emergency. If housing is required, please provide a list to the Office of University Events & Conferences of each attendee and their assigned room by **9:00 a.m.** on the calendar day following each group's arrival on campus.

Billing process

Billing for all services will be handled through the Office of University Events & Conferences. A billing address and e-mail / fax number should be supplied at the time of the original request. A $500 deposit is due at

than a mile from campus. The mailroom is located inside the Brown Administration Complex. The mailroom can also send a fax for a charge.

Housing

HBU summer housing holds no more than 550 guests during one event. University Events & Conferences staff will determine which residence College best fits your camp/conference needs and assign accordingly. The group coordinator will give HBU a final count 30 days prior to arrival on the **Prior Arrival Form**. Any number given after that date will not be guaranteed housing if it exceeds initially agreed upon rooms, or additional flex rooms. Please plan your camper registration closure in relation to that date. If the number of attendees changes at any time, you must contact the Office of University Events and Conferences with the new count. Concurrent camps may result in two or more groups occupying the same Residence College.

The group coordinator should plan to arrive prior to the attendees in order to set-up check-in and secure keys for distribution to the sponsor in each suite. Keys must be returned at check-out, a replacement fee will be assessed for each key that is not returned. If a key is lost a $20 replacement fee for card keys in the Hodo Residence College and $60 replacement fee for all resident colleges for hard keys. Charges cover the cost to change the lock and make a new key.

Door access codes are given for entering the lobby and courtyard area. Door access codes are confidential and should not be shared with anyone. A

$100 fine will be charged to any guest sharing the door code. For your safety, please refer all questions about codes to a staff person.

Groups may not check into dorms at any time before 2 p.m. the day of the event. Doors will remained locked until that time. All groups must check out no later than 9:00 a.m. on departure date. If space is available, a room may be reserved for luggage. Unattended property will be left as your own risk. For Sundays, groups checking in may not check in prior to 5 p.m. and groups checking out may not do so until after 2 p.m. If the group fails to comply with these times an extra charge will be billed to the account.

HBU will provide a Conference Host for each camp/conference. These students will be available to you during designated times as well as by phone in an emergency. They will have box hours in either the Residence College lobby or the Baugh Student Center, which will be posted in the Residence College lobbies. Quiet hours are in effect from 10pm – 10am. Please respect the requests of fellow guests or staff to lower noise levels. Residence College lobbies are available to groups, with supervision from adult sponsors, starting at 8am until 8pm.

All individual and groups are expected to comply with HBU residential policies, including, but not limited to, the following:

- **Guests:** No guests of the opposite gender are allowed in the room or suite area of any residential area at any time.
- **Quiet hours:** Quiet hours are in effect from 10 p.m. – 10 a.m. Please respect the requests of fellow gu6 (.4Th(es)-5Td( )TTw 2.2 (y)2-5Tnimit490 Td(of)Tj0.84 0 Td(rTj0.002 Tc -0.002 TTTw 2.2 (y)2-5Tni)-