



SUMMER CAMP

PLANNING GUIDE

2015



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The Department of Conference Services at Virginia State University, located on the 2nd floor of the UTS Building, is responsible for the coordination of all summer camps. All inquiries should be directed to the Director of Conference Services:

Yourdonus James
Director of Conference Services
Virginia State University
UTS Building, P.O. Box 9199
1 Hayden Drive
Petersburg, VA 23806
Phone – (804) 524-5775
Fax – (804) 524-5066
E-mail vjames@vsu.edu

Virginia State University accommodates over 10,000 participants in a variety of programs each summer including summer schools. Because of the large number of participants and the priority that must be accorded to Summer School, careful planning and coordination are essential so that each group's stay on campus will be as convenient and pleasant as possible.

Dates and request for space should be reserved as soon as possible. Many groups make reservations at least ten to twelve months in advance. Although Virginia State University cannot provide an exact estimate that far in advance, quotes are available.

Individuals with disabilities who require accommodation to attend summer camp/conferences should notify the group's Camp Director who will then inform the Director of Conference Services of Virginia State University well in advance to the arrival on campus. A written request of the accommodation requirements may be required to ensure the appropriate response.

The following information provided is mutually beneficial and will help to ensure that your Summer Camp runs efficiently. Please read this document in its entirety. Feel free to ask questions and address any concerns.

GENERAL POLICIES FOR SUMMER GROUPS

- 1.) **Memorandum of Agreement** – Each group is asked to sign a *Facilities Use Agreement*. This document serves as the official reservation for dates and space and may be modified by written agreement signed by both the University and the sponsoring group. Because late changes in program plans can create problems, groups should complete detailed planning by May of the upcoming summer.
- 2.) **Reserving Facilities, Equipment, and Services** – All arrangements for facilities, equipment, and services are made through Conference Services. Groups should not contact other Virginia State University Departments or supervisors directly unless directed to do so by Conference Services. Last minute arrangements for services and facilities are seldom possible and should be avoided. Facilities cannot be reserved by groups who have an outstanding unpaid account at Virginia State University.
- 3.) **Deposit** - A non-refundable deposit of 50% for resident groups is required to reserve space. The deposit is due no later than 30 days after the University confirms dates. Groups that cancel, forfeit the deposit. Once a group arrives on campus, the reservation deposit will serve as a deposit for keys, damages, and fines for violations of University rules. If charges and fines exceed the deposit, the group will be held responsible for paying off the balance. Funds remaining from the deposit will be applied to the group's bill. Organizations or individuals who reserve more than one set of dates will submit an initial deposit to cover all programs. If for any reason, one of the scheduled programs cancels, the non-refundable deposit will be retained by Virginia State University
- 4.) **Guarantee and Cancellation Policies** – Virginia State University requires that:
 - a. At least 50% of the total number of participants registered must be housed in University housing (space permitting).
 - b. Groups must guarantee 75% of the total number of reserved beds.
 - c. The minimum stay is two consecutive nights. If a participant stays only one night, the group will be charged for a two-night stay.
 - d. Final bills will reflect actual numbers or minimum guarantees; whichever is greater. Guaranteed spaces will be billed at the full price of housing.
 - e. Facility and Service Changes – Changes to facilities and services occurring after June 1 will be subject to a \$100 change fee.
 - f. Cancellation of a resident camp or conference is required in writing a minimum of 90 days prior to the beginning date of the program as stated on the Virginia State University Facilities and Services Agreement.
- 5.) **Supervision** – Adequate supervision of visiting groups is the total responsibility of the sponsor's group leaders. Youth groups which lack adequate adult supervision account for most of the problems that occur. Programs for youth work best when group leaders provide ample organized activities during evenings and weekends as well as during the day. Since each group is responsible for its participants as well as damages and fines incurred by the participants, leaders are urged to give careful attention to these matters. The University requires at least one adult supervisor (an individual 18 years of age or older whose primary function is that of supervision) for each 20-25 youth and at least one adult supervisor per residence hall floor. Camp participants may not serve as supervisors. Participants in youth programs may have family visitors. Supervisors are to be in the residence halls at all times when participants are there and are to observe and enforce the group curfew which should be no later than 11 p.m. The director of each program should reside in the residence halls

with participants and has ultimate responsibility for seeing that participants are in by 11 p.m. and abide by University rules.

- 6.) **University Regulations** – Visiting groups are expected to adhere to all University policies, regulations, and guidelines as well as local, state, and federal laws concerning health, safety, and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using Virginia State University facilities. Virginia State University reserves the right to rescind participation if a group member is behaving in a manner that is not conducive to the group's activities.
- 7.) **Assignment to Residence Hall Rooms** – Groups are responsible for assigning residence hall rooms to participants, issuing room keys, and performing all registration functions. Virginia State University will send each group coordinator floor plans of the housing space assigned to the group at least two weeks prior to the group's arrival. **ROOM ASSIGNMENTS SHOULD BE MADE PRIOR TO REGISTRATION TIME.** Before keys are picked up, each group must provide the Department of Conference Services with (1) a housing roster with a list of participants and their assigned room numbers (last name first, alphabetical listing) and (2) a daily schedule for group activities. Leaders and counselors should also be indicated on the housing list. The daily schedules should list the times and locations of all activities so that Virginia State University can respond appropriately in case of emergency. All conference participants staying in the residence halls are to be housed double or triple occupancy unless prior arrangements have been made for single occupancy. Rooms are to be filled floor-by-floor and room-by-room so that all unused rooms are contiguous. Any changes in the housing list or schedule should be reported to the Department of Conference Services by 10 a.m. on the day following registration.
- 8.) **Confirmation of Group Size** – An estimated number of participants is recorded on the *Facilities Use Agreement*. Any time a group alters the number of participants, the group coordinator should notify the Department of Conference Services in writing. ***Two weeks prior to the group's arrival on campus the group coordinator will communicate a final number in writing to the Department of Conference Services.*** Housing space and food will be prepared for that number of people. Dining Services will charge groups for meals by the numbers listed on the Prior Arrival Form until the Confirmation of Group Size Form is received in the Department of Conference Services at which time charges will be adjusted to whichever is greater in number.

BY 10 A.M. OF THE DAY FOLLOWING THE GROUP'S REGISTRATION ON CAMPUS, THE COORDINATOR MUST (1) PROVIDE THE CAMP LEADERS AND CONFERENCES DEPARTMENT WITH A REVISED HOUSING ROSTER FORM LISTING ALL PARTICIPANTS AND STAFF AND THEIR ROOM ASSIGNMENTS, and (2) SIGN AND RETURN THE CONFIRMATION OF GROUP SIZE FORM FOUND IN THE CAMP/CONFERENCE CHECK-IN PACKET.
- 9.) **Charges for Lost or Damaged Keys/Access Cards/Excessive Custodial Needs** – The charge for lost keys is \$75.00 per key. The charge for lost or broken access card is \$25.00 per card. To help avoid discrepancies related to lost keys and access cards, the group leader and the Department of Conference Services will inventory the keys and cards together prior to a group's departure.

When an unusual amount of custodial labor is required because of water fights, shaving cream battles, excessively littered rooms, etc., a significant charge will be deducted from the deposit.

- 10.) **Arrival on Campus** – A representative of each group should establish contact with the Department of Conference Services upon arrival to discuss any last minute details and to pick up a Check-in Packet. Department hours are 8:30 – 4:30 p.m., Monday through Friday. Other times may be arranged by appointment. The Conference Services Department is located in the UTS Building.
- 11.) **Medical Support Staff** – Athletic camps, other programs involving strenuous physical activity, and programs lasting more than one week should consider having a nurse or trainer on the staff since University Health Services will not be available during the summer.
- 12.) **Advertisement** – Brochures, advertisements, and other promotional material for activities not sponsored by Virginia State University should clearly state the name of the sponsoring individual or organization. Promotional literature should be carefully written so Virginia State University sponsorship is not implied. Program coordinators are required to provide three copies of the promotional brochure to the Director of Conference Services when it becomes available. Groups may send additional copies to be displayed on campus.
- 13.) **Insurance** – Directors of all summer groups (adult and youth) must provide Certificate of Insurance 30 days prior to the camp opening certifying that the following coverage has been secured. The Certificate of Insurance should name Virginia State University as an additional insured on the General Liability policy.
 - a. Comprehensive General Liability Insurance \$1,000,000 per occurrence/aggregate: Including Sexual Abuse, Molestation, Limit for Bodily Injury, and Property Damage including Blanket Contractual Liability.

Room keys and access cards will be issued only if the certificate of insurance has been provided to the Department of Conference Services. (The only exception to this policy is VSU sponsored groups whose funds are run through the University budget.)

- 14.) **Special Events** – Special events held in large facilities such as the Rogers Stadium may require additional University staff for safety and security, parking control, and other services. Groups sponsoring such events will be responsible for the costs associated with these special services.
- 15.) **University Alcohol Policy** – The University confirms its policy that consumption of alcoholic beverages by individuals is prohibited in residential and educational facilities and in all other campus locations except for Jones Dining Hall. Service is permitted only for catered or special group events. Contact Yourdonus James, Director of Conference Services at 804-524-5775 for more information.

SERVICES

- 1.) **Registration Location** – Each group is assigned a registration or check-in location. Personnel for the registration process are the responsibility of each group. Up to two folding tables and four chairs will be provided for each group's registration free of charge.
- 2.) **Telephone Messages** – Virginia State University requires that each summer group have at least one phone in a group leader's room. A cell phone may be used. The housing roster submitted to the Department of Conference Services should indicate which group leaders will be accessible by phone.

If a cell phone is used, the Department of Conference Services must be given the number. Emergency messages will be delivered promptly. Groups should designate a staff member to check for messages at least once each morning and afternoon. Emergency messages may be called to Conference Services at 804-524-5775 or to the Dept. of Police and Public Safety at 804-524-5360.

- 3.) **Gate Schedule** – All campus gates, except the main gate, close by 7:00 p.m. each evening. Vehicles desiring to enter the campus after the gates are closed must have a current Virginia State University parking permit for access to the campus or the driver must provide a current driver's license, sign-in, give location and reason for the visit.
- 4.) **Public Safety Orientation** – The Department of Conference Services offers a brief program, which serves as an orientation to safety and to the Virginia State University campus. To make arrangements to have the program presented to your group, contact the Department of Conference Services at 804-524-5775.
- 5.) **Signs** – Conference Services will construct and erect directional signs to the group's registration point and final day activities at a charge of \$8.50 with a two weeks advance notice. Signs left over from the previous summer will be used if possible. In that case, a \$4.00 charge per sign will be made for the maintenance of the display instrument: metal stake signs, A-Frames, etc. Instruct your group to follow regular campus directional signs to their housing/registration point. If requested, additional signs will be placed near the actual registration or housing location for a nominal fee. Groups who wish to have their own signs must meet at least 5 days prior to arrival on campus with the Director of Conference Services to have the signs approved.
- 6.) **Mail** – The post office will receive mail for summer groups which should be addressed in the following format:

Department of Conference Services
XYZ Institute (July XX-XX)
John Smith
Virginia State University
1 Hayden Drive, Box 9199
Petersburg, VA 23806

Mail that does not include the name of the camp or institute may not be delivered. A staff member should be designated to check for mail after 2:00 p.m. daily.

- 7.) **Parking Guidelines and Permits** – Free guest parking permits and parking guidelines are issued to all summer group participants bringing cars on campus. They are enclosed within the Camp check-in packet. Additional permits may be obtained from the Department of Conference Services. Permits should be clearly displayed as directed. Participants attending camps cannot park in Guest Parking areas, or in any other reserved areas. If a camp desires traffic/parking assistance at their check in or check out, please contact the Department of Conference Services at 804-524-5775 at least 10 days in advance for help. There is a charge for this service.
- 8.) **Infirmary and Medical Services** – Athletic camps, other programs involving strenuous activity and programs lasting more than one week are encouraged to have a nurse or trainer on the staff.
- 9.) **Emergency Services** – In the case of a serious emergency, please dial 911.

- 10.) **Vending Machines** – Vending machines are located in various buildings around campus. Problems with vending machines should be reported immediately to the Department of Conference Services. Policies about food and beverages vary from building to building. Watch for posted regulations.
- 11.) **Flower Delivery** – Flowers to be delivered to summer group participants residing in the residence halls should be sent to the Residence Assistant of that hall. Jones Dining Hall cannot accept flower deliveries.
- 12.) **Multimedia Services** – Many classrooms come equipped with basic multimedia equipment. Additional multimedia equipment is available for use by summer groups. Requests for equipment and services must be made by June 1st through the Department of Conference Services. Multimedia Services will attempt to handle emergency requests that are received after the June 1st cut off if possible to do so without disrupting efficiency. Equipment cannot be loaned for more than one week. Users are responsible for the security of the equipment. Equipment must be returned promptly. If equipment is used after Multimedia Services business hours, arrangements for secure storage and pickup must be made through Conference Services. Groups using all Virginia State University facilities and all other multimedia venues should observe fire and other safety regulations.
- 13.) **Facility Services Charges** – Up to two tables and four chairs will be provided for registration purposes free of charge. If a group has additional needs or requires special set-ups during its stay on campus, these services must be booked in advance through Conference Services. There are a limited number of additional tables that will be available for rental and they will only be available for so long as the supplies lasts. After VSU's supply of tables and chairs is exhausted, additional tables and chairs can be rented from outside campus resources by the group. Tables and chairs are not to be used as stages, platforms, springboards, benches, or for other inappropriate usages. If tables and/or chairs are abused, resulting in damages, or if they are missing from their delivery point, a replacement fee will be assessed to the camp/conference.

14.) **Conferences Services Rates –**

Location	Max Seating Capacity	Non-University and Student Organization Rates	University Sponsored Rates
Auditoriums			
Anderson Turner – VA Hall	950	\$1200.00	\$600.00
Harris Hall (Colson)	400	\$600.00/Full \$350/Half	
L. Douglas Wilder	295	\$250.00	\$250.00
Engineering Auditorium	125	\$350.00	
Banquet Rooms			
Jones Dining Hall	300	\$300.00/Full \$100/ Per Section	
Gateway Building	500	\$900.00/Full \$300/ Per Section	
Cafeteria	1,000	Up to \$23 per day for 3 meals/day (Weekends \$9.00 Brunch, \$9.50 Dinner)	
Classrooms			

Small	35	\$50.00	
Medium	50	\$75.00	
Large	100	\$100.00	
Lecture Halls			
Harris Hall	200	\$200.00	
Hunter McDaniel	70	\$100.00	
Department/Business Meetings			
Computer Labs (Harris Hall/Library/Singleton Hall)	40 computers per lab	\$35.00 per hour per Computer	
Singleton Hall (Executive Meeting)	30	\$50.00	
Residence Halls			
Moore/Gateway II/ Quads	Varies (Private bathrooms/ 2 per room)	\$55.00/room per day	
Residence	Single	\$40.00/room per day	
	Double	\$40.00/room per day	
	Triple	\$60.00/room per day	
	Quad	\$75.00/room per day	
Special Events (Outside)			
Rogers Stadium	10,000	\$2500.00	
Front Lawn of VA Hall	1,500	\$1000.00	
Track and Field		\$500.00	
Baseball Field		\$300.00	
Basketball Courts		\$150.00	
Tennis Courts		\$150.00	
Practice Field		\$250.00	
Foster Hall Back Lawn		\$350.00	
Special Events (Inside)			
Daniels Gym	3,000	\$950.00 per day	
Swimming Pool	150	\$650 per day	
Dance Studio	100	\$150.00 per day	
Housekeeping		\$25.00 per hour	
Security		\$25.00 per hour	
Police Officer		\$35.00 per hour	
Media Tech.		\$35.00 per hour	
Bus Transportation	(2) 40 passenger luxury buses	Based on availability – hourly rates	
Lifeguards	1 guard per 25 people	\$25.00 per hour	
Conference Service Staff		\$25.00 per hour	
Cover Gym Floor		\$550.00	
Stage Set-Up		\$1200.00	

Tables		\$10.00 per table	
Chairs		\$2.00 per chair	
Walkie-talkies		\$12.00 per day	
Flip Charts		\$18.00 per chart	
Post It Flip Charts		\$23.00 per chart	
Copy Charges		\$.10 per copy	
LCD Projector		\$100.00	
Laptop		\$50.00	
LCD with laptop		\$150.00	
Large Projector Screen		\$50.00	
Small Projector Screen		\$25.00	

Other Facilities Services Charges:

- a. Charge for a lost key and re-keying a lock will be \$75.00 per lock.
- b. The cost for setting up tents is \$15.45 per hour.
- c. Charges for extra tables and chairs set up in addition to registration set ups will be:

10 Tables or less \$50	With Sufficient Chairs \$75.00
25 Tables or less \$75	With Sufficient Chairs \$100.00
50 Tables or less \$100	With Sufficient Chairs \$125.00
25 Chairs or less \$50	100 Chairs or less \$100
50 Chairs or less \$75	200 Chairs or less \$125

- d. Trashcan delivery and trash pick-up to the band fields is \$15.45 per hour.

Event Staff fees for parking & traffic flow assistance

- a. \$15 per staff member for the first three hours (minimum is 3 hours)
- b. \$17 per staff member for each additional hour

Groups that require event staff assistance for traffic control, parking, or other services will be charged accordingly.

HOUSING

- 1.) **Space Allocation** – Groups will be limited to the number of housing spaces listed on the Facilities and Services Agreement form unless the Director of Conference Services has allocated additional space. The number of allocated beds will be based on the following factors: (a) space available, (b) number of bed spaces requested by the group, (c) history of space actually used by the group. **The obligation to house any overflow of participants above the requested housing allocation will be the responsibility of the group's coordinator.** All residence hall prices are quoted as double or triple occupancy. Room assignments are to be made floor-by-floor and room-by-room so that unused rooms are contiguous.

Groups which anticipate lower numbers than those listed on the agreement form should notify the Director of Conference Services **one week prior to camp** so those spaces can be given to a group with larger than anticipated enrollments. Groups which anticipate higher numbers than those listed on the agreement form should request additional space as soon as the need is evident. In such cases, the Director of Conference Services will make every effort possible to assign additional space; however, in some cases additional allocations will not be possible.

- 2.) **Accommodations** – Most rooms in the residence halls are double occupancy and furnishings per occupant include: twin bed, desk, chair, mirror, dresser, and adequate closet space for hanging clothes. Televisions, radios, wake-up calls are not provided. There is a microwave unit in each dorm. They are for the use of the camp/conference participants. Upon checkout, they must be left clean. Failure to remove food items from these units, any misuse of, or damage to, these units will result in a monetary assessment to cover the cost of additional cleaning or, in the case of damage, replacement of the unit.
- 3.) **Handicap Facilities** – Handicap facilities are available upon request, however, they are limited. Groups with participants that have special needs should notify the Department of Conference Services of these needs as soon as possible.
- 4.) **Check-In/Check-Out** – Participants may not check-in prior to the designated time. If staff members are to arrive early or stay late, special arrangements must be made at least 10 days in advance with the Department of Conference Services.

Residence Hall Policies – Check in is 12:00 Noon and Checkout is 10:00 AM daily (Monday-Sunday). All housing keys must be returned to the Department of Conference Services no later than two hours after a group has checked out. Groups leaving on Saturday and Sunday should vacate their rooms by 10:00 am (unless otherwise designated on the Facilities & Services Agreement). Luggage may be stored in designated areas until later in the day.

*** ANY INDIVIDUALS REMAINING IN THE RESIDENCE HALLS AFTER THEIR SCHEDULED DEPARTURE TIME WILL BE COUNTED AS STAYING AN EXTRA DAY AND THE APPROPRIATE CHARGE WILL BE MADE TO THE CONFERENCE GROUP.**

Groups departing on Sunday should make special arrangements with the Director of Conference Services. Conference Services will not be responsible for the return of any items left behind. If a request is received to mail found items, the camp coordinator will be responsible for all arrangements and costs. A list of room numbers with the names of camp participants who are arriving early or staying late must be provided to the Department of Conference Services at least 7 days in advance for appropriate charges and arrangements.

5.) **Keys** – The group's supervisor is responsible for obtaining room keys and access cards for distribution to the participants. Before a group may receive keys, the group coordinator must provide (1) a housing roster, (2) an activity schedules (see Page 2, "Assignment of Residence Hall Rooms"), (3) a certificate of insurance, and (4) the key/damage deposit. All participants should be issued keys and urged to keep their rooms locked at all times. Keys for rooms that will not be used during a group's stay must be returned to the Department of Conference Services by 10:00 a.m. on the day following registration. Otherwise, the group will be charged for these rooms. Failure to return any of the keys upon the group's departure will result in a \$75.00 fee per key, \$25 fee per access card. Since lost keys must immediately be replaced for the next group, refunds cannot be issued for keys that are returned late. **A group's keys are considered late when it is not returned by the**

designated time set by the Department of Conference Services. Group coordinators are encouraged to participate in the inventory of keys to avoid discrepancies related to lost keys.

- 6.) **Residence Halls Security** – Access cards will be issued to the group coordinator at the same time as the room keys. A \$25 fee will be assessed for each lost or damaged access card. Front, side, and exterior doors are to remain locked at all times for the safety of those inside. Residents will be issued keys to their rooms. Participants should not prop doors open that have been locked. Those camps routinely found responsible for propped doors will be fined \$50, or the individuals responsible for propping the doors will be fined \$50. Room doors should be locked at all times for the security of the occupant's property.
- 7.) **Linens** – Groups are encouraged to bring their own linens, pillows, and blankets. Virginia State University does not provide any linen.
- 8.) **Regulations** – Housing regulations for residence halls and other University housing prohibits:
 - a. Possession of any alcoholic beverages.
 - b. Bicycles, animals, or skateboards in any part of the residence halls.
 - c. Any form of cooking appliance.
 - d. Remodeling or renovating of the rooms or furniture; tampering with the electrical or mechanical fixtures in the rooms; placement of antennas for radio, stereos, etc., out of the window, and removal or addition or rearrangement of furniture.
 - e. Tampering with, or removal of, window screens from any part of the buildings (a \$50 fee per screen will be assessed for each screen replaced by the maintenance staff).
 - f. Removal of lounge and common area furniture to individual rooms.
 - g. The use and unlocking of doors that supposed to be locked at specific periods of time.
 - h. The use of confetti or glitter.
 - i. The use of adhesive products that will damage painted surfaces (i.e., tape, glue, etc.).
 - j. Leaving hall decorations intact after checkout. Groups are responsible for the removal and disposal of all decorations.
 - k. The wearing of shoes with cleats in any of the dormitories.
 - l. Smoking in hallways, common areas and individual rooms. (Smoking is permitted ONLY in designated areas outside of the buildings.)
 - m. Use of grills on porches, balconies, patios or within 50 feet of residence hall.
 - n. Fireworks, string lights, candles or open flames.
- 9.) **Maintenance** – All requests for maintenance and repair requests should be directed to the attention of the Department of Conference Services at (804) 524-6763.

- 10.) **Designated Areas** – Group Leaders and counselors are responsible for seeing that participants do not infringe upon areas utilized by other groups. Youth group counselors are also responsible for seeing that boys and girls remain in their designated areas. Participants from one summer group are not to enter residence areas occupied by other groups.
- 11.) **RV Equipment** – Trailers, campers, and RV's may not be occupied while parked on the campus.
- 12.) **Desk Lamps/Wastebaskets** – Residence hall rooms are not equipped with desk lamps or wastebaskets in rooms. Wastebaskets should be emptied into the dumpster located near the outside of each residence hall. Guests are asked to empty their trash into the dumpsters provided in the parking lots.
- 13.) **Common Areas** – Public areas such as lounges, recreation areas, laundry rooms, etc., are shared by residents of several halls and are not to be used for meetings, parties, etc., unless scheduled in advance. Proper attire must always be worn in these public areas.

DINING SERVICES

- 1.) **Dining Hall Identification** – All meals for summer groups are served cafeteria style in Jones Dining Hall unless arrangements for special meals have been made. A very broad assortment of food choices and food lines are usually open. **Group leaders must accompany their group to the Dining Hall.**
- 2.) **Guest Payment** – Guests may pay the guest rate upon entrance.
- 3.) **Adult Supervision** – All youth groups are required to have adult supervision for all meals. Adults must sit with youth groups. Adult supervisors must accompany youth group into Dining services. All youth must be out of Dining Hall before adult supervisors can leave.
- 4.) **Meal Charges** – Resident groups are expected to eat all meals in Jones Dining Hall. Exceptions occur when a program activity takes the group off campus, or a Virginia State University catered or special meal plan is arranged. From the time of arrival to the time of departure, each participant of a group is charged for three meals per day, unless otherwise specified in the contract. If a group or part of a group must miss a meal due to a program activity held off-camps, the program director must provide written notice to the Department of Conference Services at least three working days prior to the affected meal. Meal location changes within Virginia State University may not be made after your group arrives on campus. Changes made after your group arrives may result in additional charges for previously scheduled meals. Meal rates will vary, refer to your contract.
- 5.) **Special Requests** – Requests for catering services (banquets, coffee breaks, etc.) should be scheduled with the Department of Conference Services as soon as facilities are reserved. Catering services will assist you with reserving available dining halls. Please keep in mind that at times, banquet facilities may only be booked in advance.
- 6.) **Food Service** – Virginia State University Conference Services is responsible for providing all food service on campus. **Food service activity** (e.g. concession stands, catered meals, snack shops, etc.) **is not permitted and is subject to fines** unless approved by Conference Services. Groups providing free refreshments or beverages to program participants must receive prior approval from Conference Services.

- 7.) **Serving Times** - Contact Conference Services for dining hours. Requests for extended meal times must be made before the group arrives on campus and is subject to approval of Conference Services and may be subject to additional charges. Groups that have 50 or fewer participants will be served meals as long as other groups are being served on campus. Otherwise, special arrangements will be needed for meals through Conference Services. If no summer groups are scheduled on campus during a particular mealtime, the food service may not operate.
- 8.) **Food Removal** – Food may not be brought into or removed from Jones Dining Hall by summer group participants
- 9.) **Prohibited Items** – Shoes with cleats, skateboards, bicycles, and radios, backpacks, duffle bags, drink containers, and band instruments are not permitted in Jones Dining Hall.
- 10.) **Parking** – NO PARKING is allowed in the area behind Jones Dining Hall.

SUGGESTIONS FOR GROUP LEADERS

- 1.) **Information Sheets for Participants** – Send information to participants about the type of clothing and the personal items they should bring. Be sure to include a statement about linens, pillows, and reading lamps for those who will need to study in their rooms. Make sure participants receive directions to the registration location. Participants and /or parents should be notified in advance, the time and location for departure or pick-up.
- 2.) **Arrival of Staff** – Arrive well in advance of your scheduled registration period. Some participants usually arrive early.
- 3.) **Signs** – At registration, direct each participant to his place of housing. Post signs in the residence halls which will help direct participants to their rooms
- 4.) **Individual Camp Guidelines** – Distribute written guidelines at the time of registration, especially in the case of youth groups. Topics covered may include curfews, rules about not entering areas designated for other groups, meal hours, procedures in the case of illness, injury, and fire and camp safety rules.
- 5.) **Check-In with Department of Conference Services** – Upon arrival on campus, the group coordinator must check-in with the Department of Conference Services and keep in touch about last minute changes.
- 6.) **Staff Instruction of Safety Rules** – Meet with your counselors/staff prior to the arrival of participants to make sure they have all the information they need to perform their duties.
- 7.) **Additional Needs** – Directors of athletic camps should arrange for jugs of drinking water on the playing field. Some camps require each student to bring a container of water daily; others provide large containers of ice water for their groups. Large athletic camps and marching bands should consider renting portable restroom facilities to be placed near the playing fields utilized.

UNIVERSITY REGULATIONS

Each summer group and its participants must abide by the following University regulations.

- a. The possession or use of alcoholic beverages on or in University property is limited.
- b. The unlawful possession and/or unlawful use of drugs not prescribed by a physician.
- c. Tampering with fire alarms, extinguishers, or other fire safety equipment.
- d. Disorderly conduct that unnecessarily infringes upon the rights, privacy, and health or safety of others or is dangerous to property.
- e. Firearms, weapons, ammunition, fireworks, open flames, explosives or highly flammable materials on or in University property.
- f. Propping open exterior resident hall doors.
- g. Smoking in any buildings, including residences.
- h. Abuse of animals on the Furman campus.

VIOLATIONS OF THESE REGULATIONS MAY RESULT IN FINES

Summer group participants and staff are expected to abide by Virginia State University's traffic regulations. In an effort to preserve the beauty of the campus, Virginia State University does not mark all "no parking" zones. Parking spaces are clearly designated.

1. Some areas are restricted for use by specific employee groups. These areas are marked by signs or curb marking. Time zones are designed to assist persons with short visits, loading, or unloading. Please observe the time limit restrictions.
2. Visits are subject to towing when they are parked in handicap spaces without handicap permits, parked in fire lanes, blocking dumpsters, blocking traffic, and for unpaid traffic and parking tickets.

DIRECTIONS TO VIRGINIA STATE UNIVERSITY

Virginia State University is approximately 125 miles south of Washington, DC and 20 miles south of Richmond, VA via I-95. It is approximately 30 miles from the Richmond International Airport.

Arriving by I-95 South from Richmond, Washington, DC. etc.

Follow 1-95 South to Petersburg. Take exit (Temple Avenue). Turn left at Temple Avenue and continue to second traffic light (Boulevard). Turn left at Boulevard and continue to fourth traffic light (Dupuy Road). Turn right at Dupuy Road which changes to River Road. The campus will be on your left. Enter at Matthew-Jefferson Drive. Proceed around Matthew-Jefferson Drive onto University Avenue. Turn right onto Hayden Street. Virginia Hall is located to your left opposite of Jones Dining Hall.

Arriving by I-64 from Norfolk (East) or Charlottesville (West)

Take exit for I-95; follow I-95 South to Petersburg. Take exit (Temple Avenue). Turn left at Temple Avenue and continue to second traffic light (Boulevard). Turn left at Boulevard and continue to fourth traffic light (Dupuy Road). Turn right at Dupuy Road which changes to River Road. The campus will be on your left. Enter at Matthew Jefferson Drive.

Arriving by U. S. 460 from Suffolk (East) or Roanoke (West)

Take 1-95 North to Petersburg exit (Washington Street). Turn left on Washington Street and continue to Sycamore Street. Turn right at Sycamore Street and continue to end of street (Old Street). Turn left at Old Street (changes to Grove Avenue) and continue on Grove Avenue to Fleet Street. Turn right at Fleet Street and cross Appomattox River Bridge. Turn right at University Avenue (steep hill) to campus.

Arriving by I-85 North or I-95 North from North Carolina

Follow I-85 North to I-95 North. Take Petersburg exit (Washington Street). Turn left on Washington Street and continue to Sycamore Street. Turn right at Sycamore Street and continue to end of street (Old Street). Turn left at Old Street (changes to Grove Avenue) and continue on Grove Avenue to Fleet Street. Turn right at Fleet Street and cross Appomattox River Bridge. Turn right at University Avenue (steep hill) to campus.

Directions to Southside Regional Medical Center

Head south on University Ave toward Chesterfield Ave/VA-36. Turn left at VA-36. Take VA-36 to 3rd traffic light. Turn left on to Wythe Street. Take Wythe to the merge onto 1-95 S toward Rocky Mount NC/Norfolk. Take the Wagner Road West exit, Exit 48B. Merge onto Wagner Rd. Turn left onto Medical Park Blvd. The phone number is (804) 765-5000.

Directions to John Randolph Hospital

Head south on University Ave toward Chesterfield Ave/VA-36. Turn left at VA-36. Turn left at E Bank Street. Turn left at VA-36 E. Continue on VA-156/Winston Churchill Drive. Turn left at E Randolph Rd/VA-10. Phone number (804) 541-1600.

CAMPUS MAP



CHECK LIST FOR DIRECTORS OF SUMMER PROGRAMS

1.) During Planning

- A. Pay the non-refundable deposit fee
- B. Sign Memorandum of Agreement and Facilities and Services Agreement (to be returned to the Department of Conference Services.)
- C. Confirm all changes from original plans in writing with the Department of Conference Services.
- D. Incorporate pertinent information about Virginia State University in mailings to participants.
Items to communicate should include:
 1. How to address mail
 2. University Regulations
 3. How families can make phone contact in cases of emergency.
 4. What linens and supplies participants are expected to provide.
- E. Arrange for an adequate number of adult leaders for youth groups.

2.) During the Month Preceding Your Arrival at Virginia State University

- A. Notify the Department of Conference Services of the number of anticipated participants (10 days in advance), Identify camp contact person and what campus residence room they will occupy.
- B. Assign participants to residence hall rooms and prepare a housing list/chart.
- C. Provide Virginia State University with a statement of insurance coverage at least 30 days prior to arrival.

3.) Upon Arrival

- A. Check in with the Department of Conference Services to pick up a packet containing parking permits for participants who will be keeping cars on campus, keys, and other valuable information. Turn in housing roster and a daily schedule.
- B. Prior to registration, meet with your staff to review University regulations.
- C. Register participants and direct them to their rooms. Do not send participants to their rooms before the stated check-in time.
- D. By 10 a.m. of the morning following registration, provide the Department of Conference Services with a list of all participants and their room numbers as well as the signed "Confirmation of Group Size" form and return all unused keys/access cards.

4.) During Your Stay

- A. Check for phone messages at the RA's Department of your Residence Hall. Check also for flower delivery.
- B. Pick up mail daily after 2 p.m. in the Post Department.

5.) Upon Departure

- A. Collect all keys and return them to the Department of Conference Services.
- B. Notify the Department of Conference Services of any observed damages.
- C. Residential groups must contact Conference Services at (804) 524-5775, about making the down payment before you leave campus. Conference Services is open from 8:30 – 4:30, Monday through Friday.
- D. Return all borrowed equipment.
- E. Make sure all participants have removed their personal belongings from the residence hall rooms and that these rooms are vacated by the designated checkout time.
- F. Check the RA's Department of your residence hall for undelivered messages.
- G. Check with Conference Services for undelivered mail.

NOTES