

# Agenda



## 2013 Summer Conference Season Overview

UNIVERSITY HOUSING  
DIVISION OF STUDENT AFFAIRS  
UNIVERSITY OF GEORGIA  
Wednesday, January 30, 2013  
10:00am

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### Topics to Discuss:

#### 1.) Summer Conference Website

- a. <http://housing.uga.edu/conferences-visiting-scholars/summer-conferences>

#### 2.) Official Summer Conference Season Dates

- a. Wednesday, May 22 – Tuesday, July 30, 2013

#### 3.) Housing Rates

- a. *Community Style*: Double Room - \$23.50 per person; Single Room - \$36.25 per person
- b. *Suite Style*: Double Room - \$25.50 per person; Single Room - \$41.00 per person
  - i. A linen package is available for an additional \$10.25 per person, per night. A linen package includes a pillow, pillowcase, blanket, two flat sheets, two bath towels, a hand towel and a face towel.

#### 4.) Insurance Requirements

- a. All camps, conferences and events sponsored by individuals or organizations not funded by the University of Georgia or the State of Georgia will be required to present a Certificate of Liability Insurance designating the following as CERTIFICATE HOLDERS: "The State of Georgia", "The Board of Regents of the University System of Georgia", and "The University of Georgia". A minimum of \$1,000,000 per individual and \$3,000,000 per incident for Property Damage and Personal Injury is required. The Certificate of Liability Insurance must be received by University Housing in order to finalize reservations and to meet with our staff to plan a camp or conference stay in the residence halls.

#### 5.) Residence Hall Availability

- a. *Conference Residence Halls for 2013* – Boggs Hall, Brumby Hall, Building 1516, Church Hall, Creswell Hall, Hill Hall, Lipscomb Hall, Mary Lyndon Hall, Mell Hall, Morris Hall, Myers Hall, Russell Hall and Soule Hall.
- b. *Halls NOT available for summer 2013* - Building 1512, McWhorter Hall, Oglethorpe House, Payne Hall, Reed Hall, Rooker Hall, Rutherford Hall and Vandiver Hall.

#### 6.) Summer Conference Housing Application

- a. <http://housing.uga.edu/conferences-visiting-scholars/summer-conferences>
- b. Get your applications in early!! Conference residence hall preference is given on the basis of the receipt of the application!!
- c. Residence hall assignments will be released to camp/conference sponsor via e-mail on Wednesday, Feb. 13<sup>th</sup>.
- d. Camp/conference contract agreements will all be mailed via USPS at the end of March or early April.

#### 7.) Camp Store Requests

- a. Organizations wishing to have a camp store in the residence hall will be required to submit in writing a letter requesting space for a camp store. This letter will need to be submitted with the camp/conference's signed and dated contract, along with the certificate of liability insurance.
- b. Camp stores are only allowed to sell camp specific merchandise. Camp stores are not allowed to sell items that are available to the public at other locations (UGA Bookstore and other retailers) including food and drink items.
  - i. Please contact Mike Ward from vending services for additional information - [dmward2@uga.edu](mailto:dmward2@uga.edu)
- c. University Housing will be charging a \$40 flat rate fee, per camp session, for any organization to set up a camp store. This fee covers the duration of each camp session, and will be used to recuperate costs on space occupied that would otherwise be rented. In addition, organizations are required to submit in writing a letter requesting space for a camp store. This letter should be submitted with the camp's signed and dated contract, along with a certificate of liability insurance.

#### 8.) Common Room Reservations

- a. If camp/conference sponsors wish to use a common room (i.e., TV lounge, study lounge, kitchen, etc.) for exclusive use, a \$40 per day charge will be billed to the organization's invoice.
  - b. For inclusive use of common room areas, there is no charge since all groups can use that space.
  - c. There is no charge for a camp/conference using a common room for camp/conference check-in or check-out.
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