

2025 Summer Camps & Conference

Price List

Housing

Per Person, Per Night:

North and South Quad

Double: \$21.50

Single: \$28.50

Allen Quad

Double: \$19.50

Single: \$24.50

Suites- Entire: \$135

Lost CBORD: \$25, Lost Key: \$50

Other Info:

- Provides 3 hours of check in and check out front desk coverage.
- \$11 extra per hour upon request for any additional front desk coverage.
- No linens provided.
- 20-person minimum.

Dining

All-You-Care-to-Eat

Breakfast: \$8

Lunch: \$10

Dinner: \$10

Other Info:

- Dining minimums of 35 guests. If the combined total is less than 35, boxed meals will be prepared.
- A tax of 5.5% will be added to all rates unless a tax-exempt number is provided, or a university account used for payment is deemed exempt.

Additional Fees:

Athletics Camp Health Care Fee: \$3.00 /participant/day

Summer Camp Admin Fee: \$3.00/participant (external)

\$1.00/participant (internal) UWSP camp

Academic Facility Use Fee: \$2.00/participant/day

Athletic Facility Fee: \$10.00/participant

Parking Passes: \$6 daily; \$30 weekly

Call or email us at:

(715)-346-2501

mecychos@uwsp.edu



Conference and Event Services
University of Wisconsin-Stevens Point

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Policies

Timeline

30 days prior to camp start date

- Need an estimated head count of attendees
- Need a professional CPR and American Red Cross First Aid certification of an on-site counselor
- **Need check in and check out start and end times**

14 days prior to camp start date

- Completed housing roster
 - Please clearly note all staff and counselors on your roster
 - Provide a list of all counselors and staff with contact information
- Meal guarantee
 - All external camps need to complete the [Allergen and Dietary Restriction Reporting Form](#)
- Parking passes
 - Please include what lot you would prefer

24-Hours After Camp Arrival

- Final roster for all participants
- How many parking passes were handed out (used)
- Return all unassigned wrist bands to our office

Cancellation Policy

A written notice of cancellation is required 30 days in advance of your conference/camp start date. Failure to do so could result in a service charge of \$100 to cover administrative costs above and beyond required housing and dining late cancellation fees.

Health Services

- UWSP Health Services will not be available for non-athletic camps.
- UWSP athletic trainers will provide services at \$3/Camper Per Day for internal UWSP hosted athletic camps. External athletic camps can request this service upon availability.
- Every organization needs to provide a Professional CPR and American Red Cross First Aid
 - This certificate needs to be provided to the Conference and Event Services 30 days prior to the start of camp
 - This counselor will be responsible for distributing medications to any participants and maintaining the medication log
 - Camp medical staff are the only individuals allowed to bring bags or backpacks into DeBot Dining Hall. They **MUST** have the provided medical tag on their bag to be brought in. Medical bag tags must be returned, or the camp will be fined \$10.
 - All camps must follow Medical Log instructions and hold medical logs for three years, to be provided upon the request of the university or county.



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Policies Continued

Insurance Requirements

Standard Limits:

- All non-University groups must have a copy of their insurance policy sent to us 60 days prior to the start of the program.
 - Must include program name, date, and indicate they are a UW-Stevens Point certificate holder.
- Two options to get insurance:
 - Campus Risk Management Insurance coverage
 - Provide your own insurance.
- A Certificate of Insurance
 - It shall be named "Board of Regents of the University of Wisconsin System, its officers, employees, and agents."
Additional insured on your Commercial Liability Policies
- Counselor Background Checks
 - **3rd party camps are responsible for their own background checks of every counselor or staff member. These need to be provided upon request by the university.**
- Workers Compensation (WC) for third party's employees
 - Meet WI Statutory Requirement Limits
- Commercial Comprehensive General Liability (CGL):
 - Commercial General Liability Insurance-minimum limits required:
 - Each Occurrence \$1,000,000
 - General Aggregate \$2,000,000
- Sexual Abuse/Molestation Liability
 - Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Automobile Liability: Combined Single Limit \$1,000,000
- Products-Completed Operations Aggregate \$1,000,000
- Contractual Liability \$1,000,000
- Personal & Advertising Injury \$1,000,000
- Damage to Rented Premises \$100,000
- In addition, the Commercial General Liability Insurance-
- Policy should be written on an occurrence basis, or if claims-made coverage is provided, coverage must be maintained for a minimum of five (5) years after the termination of the program.
- Policy must cover all activities to be performed by the external party, including athletic/physical activities.
- Policy must not contain any exclusion for intentional acts.
- Policy must not contain any exclusion for abuse from sexual, emotional or physical actions and/or misconduct. If such exclusions are included, separate coverage must be purchased and evidenced.

Emergency Procedures

Any accident, theft, injury, or damage to property must be reported to the UWSP Police and Security Services

715-346-3456

Further information on emergency procedures and policies at UWSP can be found in the [Emergency Medical Procedures](#) and [Emergency Procedures](#) documents.

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Policies Continued

Housing

- If final rosters not provided by 3 business days after the start of camp, there will be the following charge added to the camp bill:
 - \$200 for less than 100-person group
 - \$400 for more than 100-person group
- Residence halls are only accessible by the main lobby doors, all other doors will be locked.
- **Lost keys** will be charged **\$50** at the time of check-out and immediately added to the group's bill. For safety, please report all missing keys within 24 hours. Lost **C-BORD access cards** will be charged **\$25** at the time of check-out and immediately added to the group's bill.
- If someone leaves early, the housing bill will be adjusted if they check out properly. All early check-outs need to be reported to Conference and Event Services including the following information:
 - Name of participant, room number, and check out date.
 - Additionally, a Student Housing Assistant must be contacted to turn in the key.
- Anyone who is not checked out by the check-out deadline will be billed \$25 each hour.
- A no-show fee for a participant that do not show up will have a charge of \$10 to the organization.
- A 1:10 staff to camper ratio must be maintained on the housing roster.

Dining

- A food expense approval form must be completed before arrival for UWSP sponsored internal camps.
- Meal Periods are based on camper counts. Your camp will be assigned a specific mealtime within our meal period hours for each meal attended. For your planning purposes, last year's meal periods were:
 - Breakfast: 7:00 am – 9:00 am
 - Lunch: 11:00 am – 1:00 pm
 - Dinner: 5:00 pm – 7:00 pm
- University Dining reserves the right to alter meal period times based on projected guaranteed numbers.
- If the meal period total for all camps is above 35 campers, the all-you-care-to-eat dining hall will be available.
 - The number of food stations opened in the all-you-care-to-eat dining hall will also be determined by the total number of campers across all camps.
 - When numbers are below 35 campers, boxed meals will be made available for that meal period.
- Camps must communicate their camp's meal count guarantees 14 days before the start of group meals. At that point, meal count guarantees will be considered final, and the camp will be billed at this level as their minimum, or at their actual meal counts used, whichever is greater. If camps have underestimated the meal count numbers by 20 or more individuals, University Dining reserves the right to issue a service charge of an additional 10% to all meals over the guaranteed meal count.
- Full meal cancellation needs to be done 30 days prior to the meal period.
- Allergen and dietary restrictions for campers must be reported 14 days prior to the start of camp.
 - UWSP-sponsored camps report allergen and dietary restriction information through the CampDocs registration portal.
 - External campers will need to fill out the [Allergen and Dietary Restriction Reporting Form](#) at least fourteen 14 days in advance of the camp to ensure that University Dining can meet the campers' dietary needs.
- Campers will be issued a wristband when they check in to their camp. All campers must wear these during all meal periods to be allowed into the dining hall. Lost wristbands will be charged a \$5.00 replacement fee to the camp.

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Policies Continued

Safety

- Staff members are not permitted to share rooms with campers/minors unless they are their own child.
- The Camp Director will provide one (1) staff member per ten (10) youth 24/7.
- Ensuring everyone is informed about emergency procedures for severe weather, fire and lost participants.
- A list of all counselors with contact information will need to be emailed to our office two weeks prior to arrival.
- All camp counselors need to meet with Conference and Event Services prior to the arrival of participants.
- All counselors need to show the campers the evacuation routes of each building they are in.
- Counselors should make sure no doors are propped open at any time.
- No alcohol is to be on the premises with minors.
- The Camp Director will inform Campus Police if there is an unwanted person on the premise.
- The Camp Director will need to provide a certified lifeguard for pool use.
- No one on one contact with a minor or staff except for tutoring settings or parent-child relationships.
- Respect minors' privacy when changing and taking showers.

Parking

- Parking passes can be purchased through Conference and Event Services.
- An estimated number of parking passes needed is required 14 days prior to the start of your camp.
- Total counts of parking passes used will be reported to Conference and Event Services 24 hours after your camp's arrival on campus.
- All vehicles staying on campus are required to have a parking pass unless your group has an open lot that has been designated for the camp. Rates for opening a lot will be provided on a case-by-case basis.
- Parking passes are non-refundable.

Facility Use Damages

It is your responsibility to monitor all events and activities put on by your association.

Your group is responsible for the following prior to your departure from campus:

- Any large spills must be reported immediately to a camp advisor
- All trash must be removed from the room and placed in the blue bin in the lobby
- Windows must be shut and the blinds open
- The air conditioning unit must be on and running
- All personal items must be removed from the dormitory room and the restrooms
- Each room door must be propped open with a chair upon checkout

Any damages or excessive cleaning after your event will be charged to your organization.

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