BSF–090 CAMPS POLICY

PURPOSE

The University hosts a wide variety of camps (“Camps”) throughout the year, including summer and inter-session camps on its Coral Gables campus. The purpose of this policy is to formalize a process through which information pertaining to the Camps is collected and stored centrally.

DEFINITIONS

Camp Director: The person(s) responsible for coordinating all Camp activity. The individual(s) may be a University employee or an individual external to the University.

Facility Coordinator: A University employee in charge of a University facility with authority to permit the use of the facility.

POLICY

All Camps, including those that are organized by University departments, as well as those that are external to the University, must complete a Camps Facility Use Agreement and a Camp Registration Form for all instances involving the use of a University facility, and any additional forms as may be required by the Facility Coordinator. Completed forms must be sent by the Facility Coordinator to the Financial Operations Office for University approval.

Camps which do not complete the required forms will not be permitted to utilize any University facility.

PROCEDURE

All persons wishing to organize a camp on the University of Miami Coral Gables campus must complete a Camp Registration Form and include any additional documents that explain or clarify details related to the Camp.
Should the Camp involve the use of a University facility, the Camp Director will reserve the facility through the appropriate Facility Coordinator and complete a Camps Facility Use Agreement. Once completed, the Camps Facility Use Agreement and Camp Registration Form, along with appropriate insurance documentation, shall be sent to the University's Financial Operations Office by the Facility Coordinator for University approval.

Background checks on all camp employees, volunteers or affiliates working at the University of Miami are required. This requirement is a material term of the Camp Facilities Use Agreement. The background screening must include a Level 2 background screening as defined by the State of Florida, which includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). Failure to comply with this requirement will result in the immediate termination of the Camp Facilities Use Agreement.

The Division of Continuing & International Education will serve as the central repository for information pertaining to any Camp on the Coral Gables campus.