CAMP/CONFERENCE INFORMATION

Name of Camp/Conference:

UT Arlington Hosting Department (if applicable):

Address:

City: State: Zip: Website:

Type of Camp/Conference: □ Day Camp □ Virtual Day Camp

Start Date: End Date:

Anticipated Attendance: Day Camp: Virtual Day Camp:

Age of Participants:

Registration Fee per Participant:

CONTACT INFORMATION

Camp/Conference Director(s):

Daytime Phone: Mobile/Emergency Phone: Email:

Camp/Conference Coordinator(s):

Daytime Phone: Mobile/Emergency Phone: Email:

SUMMER CAMP GUIDE

UT Arlington provides a comprehensive Youth Program Guidebook outlining information and requirements for hosting a summer program on campus. Camp Directors are responsible for the content contained in the Youth Program Guidebook and the Youth Program Policy. Policies and Procedures may change. University Compliance Services will communicate these changes. Camp Directors are responsible for being in compliance. Both Summer Camp Guides are available online at www.uta.edu/compliance.

University of Texas Arlington · University Compliance Services
Box 19270 · 841 W. Mitchell Street · Suite 105 · Arlington, TX 76019
T 817-272-2080
STATEMENT ON INSURANCE

UT Arlington Division/Department Programs
Systemwide Camp Program Insurance is required through the UT System Office of Risk Management. The Camp Program provides Excess Accident and General Liability coverage to participants and staff of enrolled, UT-owned and operated camps held throughout the year. Information and applications for summer is typically available by mid/late April. Insurance information will be emailed to Camp Directors and available online at www.uta.edu/conferences.

External Programs
External Programs (herein after known as Licensee) must provide and maintain, during the term of the program, a policy of comprehensive general liability and property damage insurance issued by a company authorized to conduct business in the state of Texas as additional insureds, providing coverage for bodily injury and death of persons and damage to property that result directly or indirectly from the negligent or intentional act or omission of, or from the use or condition of any property, equipment, machinery, or vehicle used, operated, or controlled by, the Licensee or its officers, employees, agents, or subcontractors while on property owned by the U.T. System or a component institution.

The general liability policy must include Sexual Misconduct/Sexual Abuse coverage or Licensee must provide and maintain a separate Sexual Misconduct/Sexual Abuse policy and name the UT Parties as additional insureds. The limit of liability for each occurrence under the aforementioned policies shall not be less than one million dollars ($1,000,000) for bodily injury, abuse, or death of a person and one million dollars ($1,000,000) for property damage. Licensee and its insurer also agree to provide a complete waiver of subrogation in favor of the U.T. System Parties. Additional insured status and waiver of subrogation shall be evidenced by signed policy endorsements or policy declarations.

This insurance needs to be provided before Licensee makes use of UT Arlington's facilities. Licensee shall deliver to UT Arlington's Guest Services Office a certificate of insurance, policy endorsements, and a copy of said policies establishing the existence of all insurance required to the reasonable satisfaction of UT Arlington.

SIGNATURE REQUIRED

This request does not constitute a Contract or Agreement with UT Arlington. At a later date the Camp Director will receive an official Agreement for any housing, facilities and dining. Failure to comply with the requirements listed on this form and those in the Agreement will result in cancellation of the camp/conference.

Submitted by:

Name of Event or Conference (Licensee) __________________________ Name of Conference (Licensee) Representative (print name) __________________________

Signature __________________________ Date __________________________

Approved by:

Dean/Vice President __________________________ Date __________________________

Director of University Center __________________________ Date __________________________

Executive Director, University Compliance Services __________________________ Date __________________________

Please Submit Form To:
University of Texas Arlington · University Compliance Services
Box 19270 · 841 W. Mitchell Street · Suite 105 · Arlington, TX 76019
T 817-272-2080
Email: compliance@uta.edu

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.