



2023 SUMMER CLIENT PLANNING GUIDE

Thank you for choosing the University of Vermont for your summer housing! Below are details to help you prepare for your stay. If you have any questions, please contact a member of our team. Thank you!

CHECKLIST

The following checklist is a key tool in successful planning for your camp. Tasks in **green highlight** are what you can expect from UVM.

	DATE	TASK
<input type="checkbox"/>	Prior to contract	Notify client of 2023 room rates, meal rates and facility rental fees
<input type="checkbox"/>	Prior to contract	Notify UVM of facility rental needs
<input type="checkbox"/>	As soon as possible	Submit contract
<input type="checkbox"/>	15-30 days after receipt of contract	Returned signed housing contract (and facility rental agreement, if applicable) with Certificate of Insurance and payment for housing deposit
<input type="checkbox"/>	10 days prior to arrival	Submit guaranteed head count for housing, make arrangements for check in/out
<input type="checkbox"/>	10 days prior to arrival	Send pre-conference summary bill
<input type="checkbox"/>	7 days prior to arrival	Submit meal extension requests if applicable
<input type="checkbox"/>	5 business days prior to arrival	Submit final guaranteed meal counts with signed food forms
<input type="checkbox"/>	5 business days prior to arrival	Provide instructions for parking and check in
<input type="checkbox"/>	Prior to arrival	Submit full payment for contracted housing and meal services. Keys will not be issued until 50% of contracted balance is paid
<input type="checkbox"/>	Arrival / during stay	Check guests in. Provide front desk and on call services throughout stay
<input type="checkbox"/>	During stay	All guests as expected to abide by UVM's Summer Housing Contract Terms & Conditions
<input type="checkbox"/>	30 days after departure	Send final invoice (if different from contracted amount)
<input type="checkbox"/>	30 days after receipt of invoice	Submit payment for final invoice

DINING

UVM Dining provides a variety of meal options for summer guests. This summer we will be serving all-you-can-eat breakfast, lunch, and dinner in our unlimited dining halls.

Three-Meals per Day Rate	Per Meal Rates	Dining Hours
\$33.15 per person/per day Applies to groups eating breakfast, lunch, and dinner in the Redstone or Harris/Millis Hall	Breakfast: \$8.40/Lunch: \$11.25 Dinner: \$13.50 - applies to groups eating a single meal in Redstone or Harris/Millis Hall	Breakfast: 7:00 -9:00 AM Lunch: 11:00AM-1:00 PM Dinner: 5:00-7:00 PM
\$38.25 per person/per day Applies to groups eating breakfast, lunch, and dinner in Central Campus Dining Hall	Breakfast: \$10.15/Lunch: \$12.65 Dinner: \$15.45 - applies to groups eating a single meal in Central Campus Dining Hall	Meal times can be extended by 30 minutes upon request with at least 7 days' notice

GUARANTEED MEAL COUNTS **Guaranteed meal counts must be submitted at least five business days prior to the start of the camp.** Your final invoice will be based on the guaranteed meal count or the actual attendance, whichever is greater. No refunds will be made for any unused portion of catering or meal plan.

ADDITIONAL DINING SERVICES UVM

Dining Services is available to provide additional dining options for groups looking for something extra special.

Boxed Lunches:

- Replace your dining hall lunch with an on-the-go option
- No additional cost

Barbeques:

- Additional 20% food cost charge will be applied to standard dining rate

Catered Meals:

- \$30 delivery charge
- \$25 per hour, per attendant for staffing
- \$50 service fee if your event is outside of normal business hours (Monday – Saturday, 7am – 7pm)

Please note: Prices based on standard meals; customized dining packages may be created upon request. UVM Dining Services will accommodate food allergies and dietary restrictions.

GUARANTEED ROOM COUNTS

Guaranteed room counts must be submitted at least 10 business days prior to arrival. Your final invoice will be based on the guaranteed room count or the actual attendance, whichever is greater. No refunds will be made for any unused portion of the housing request.

CHECK IN/OUT

Our standard **check-in is 4:00pm**. Our standard **check-out is 11:00am**. You are subject to these times unless you request another time. It is the client's responsibility to communicate additional requests for check in/out at least 10 days prior to arrival (ex. late night arrivals, multiple check in times).

DESK HOURS

We staff a desk at **University Heights North from 8am-8pm** (hours subject to change). In addition, we provide on-call service 24/7. The contact number will be posted outside the University Heights lobby doors.

PARKING

Parking is not included in the overnight accommodation. Daily parking charges are \$3, weekly \$14 and monthly \$55. Estimate cost per vehicle is \$3 per day Monday – Friday. There is no charge to park on the weekends. Guests are responsible for parking cost on campus. **Contact our summer housing coordinator to discuss the University's new parking app/web-based process.**

FACILITY RENTALS

We have several classrooms, meeting and/or athletic spaces you may want to use while staying on campus. Classroom and meeting room rentals range from \$280.00 to \$1,000.00 per day and our athletic facilities range from \$450.00 to \$2,200.00 per day. Actual costs will depend on the specific spaces, the amount of time used, media needs and setup/breakdown requirements. Facility rental needs should be discussed and arranged prior to contract issuance as rental costs are subject to change.

INSURANCE & LIABILITY REQUIREMENTS

The Client, at its own cost and expense, agrees to have in effect a policy, or policies, of commercial or broad form comprehensive general liability (CGL) insurance with:

1. Limits of not less than \$1,000,000.00 combined single limit per occurrence
2. \$2,000,000.00 annual aggregate, including contractual liability
3. Policy must include worker's compensation insurance in accordance with Vermont statutes and employers' liability.
4. If the event involves any work with minors, CGL coverage shall also include liability arising out of Sexual Abuse and Molestation in an amount not less than \$1,000,000 per occurrence. Please make sure this is listed on your certificate of insurance.

It is Client's responsibility to obtain proof of commercial general liability insurance from its participating vendors or exhibitors with limits equal to those enumerated above.

If the Client uses any vehicles for activities associated with this Agreement, at its own cost and expense, it must have in effect auto liability limits of not less than \$1,000,000.00 combined single limit per occurrence to include coverage for owned, hired and non-owned autos and supply UVM with evidence of such in the form of a certificate of insurance.

UVM must be listed as the certificate holder. This should appear on the certificate as:

**University of Vermont
97 Spear Street
Burlington, VT 05405**

The University of Vermont must be named as an additional insured in the policy.

If a group has multiple events on UVM campus throughout the policy period, the client may submit a general Certificate of Insurance covering "All events held on UVM premises during the policy period". Instead of submitting an event (or location) specific certificate of insurance. The Client also agrees to supply UVM with a certificate of insurance as evidence of all required insurance coverage.

CONDUCT, SUPERVISION, TRAINING & SECURITY

The Client agrees to abide by all UVM rules and regulations, and all federal, state, and local laws that are applicable to this Agreement and the Client's activities. The Client, its agents, and its employees shall not do or cause any act which will injure or harm any person or persons, or which may in any way mar, deface, over-stress, or damage UVM property. The Client agrees to notify UVM in advance of any activity that may be deemed hazardous.

The Client shall provide adequate supervision for the Group at UVM, in accordance with all UVM policies and guidelines. Adult supervisors are required when members of the Group are under eighteen years of age. At least one supervisor is required per group of fifteen underage Group members. Additionally, Client will assure that the following staff to minor ratios will be in force: 5 years and younger 1 staff for each 5 overnight campers and 1 staff for each 6-

day campers; 6-8 years 1:6 for overnight, and 1:8 for day; 9-14 years 1:8 for overnight and 1:10 for day; 15-18 years 1:10 for overnight and 1:12 for day.

Client shall also assure ahead of time that they have conducted training for all individuals involved in the program prior to the commencement of the program. Training shall, at a minimum, include:

- a review of UVM's "*Protecting Minors on Campus*" policy; link: [UVM's Protecting Minors Policy](#)
- appropriate behavioral expectations of individuals who will be working with minors, including but not limited to physical contact with minors, age-appropriate safety rules related to the activities of the program, rules regarding supervision of minors including supervision in restrooms and changing areas;
- behavioral signs that a minor may be a victim of abuse or neglect;
- reporting requirements for suspicion that a minor may be a victim of abuse or neglect;
- consequences for failing to follow the requirements for appropriate interaction with minors and for reporting suspected abuse or neglect;
- emergency response planning;
- and any other training required by the nature of the program.

Client attests in the signing of this agreement that all supervisors and staff members of minors have been adequately screened through reference checks and criminal background checks and that all individuals involved in the program have received training. Where the client is employing or engaging UVM personnel for this program, the Client must also conduct criminal background checks for the UVM personnel involved, unless the UVM personnel have had an approved and relevant criminal background check in relation to UVM duties within the preceding 3 years.

Individuals whose actions are illegal or violate this Agreement, or whose conduct is disruptive or dangerous, will be subject to immediate removal from the UVM campus by the Client or by law enforcement officials.

The University of Vermont reserves the right to approve operating procedures and attendance limits for all Client-sponsored or supervised functions or activities. The University of Vermont also reserves the right to require the Client to supplement, at Client's expense, security, or safety measures appropriate to the activity, which is the subject of this Agreement.

For the safety and success of the event, any event occurring during the academic year serving alcohol in public locations will require Green Mountain Security for the duration of the event, as well as one hour prior and one hour after the event.

Firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials are not allowed on university property. Any firearms, found on campus will be confiscated. Group members bringing firearms on campus will be required to leave the University.

Animals are strictly prohibited in university facilities with the exception of seeing-eye dogs and hearing-ear dogs. Client must make prior arrangement for any atypical, domesticated animals being brought on campus. Non-domesticated animals are not permitted on campus.

For the safety and success of social functions, including but not limited to high school proms and wedding, the following staffing will be required: Green Mountain Security guards at the prevailing rate (actual number dependent on final Group size). For high school proms, ten to twelve school chaperones (actual number dependent on Group size) and one officer from UVM Police will also be required. It is recommended schools also bring their own truancy officer. Green Mountain Security, chaperones (if applicable) and police (if applicable) will be required for the duration of the event, as well as one hour prior and one hour after the event.