

Housing Conference Services

Department of Housing and Residence Life
University of Central Florida

Group Requirements

The following items are required from group's residing overnight on the UCF campus.

'Licensee'-Group

1. **On-Site Supervisor.** The Licensee must provide the UCF Conference Housing Center with the name of its conference on-site supervisor no less than forty-eight (48) hours prior to Licensee's arrival date. Licensee agrees that the on-site supervisor will be accessible by cell phone 24 hours a day, and will reside in a UCF on-campus assigned residence hall at all times in which Licensee's participants are present. Licensee will provide supervision of all camp participants/camp counselors/chaperones/volunteers/group counselors/leaders all times while on the UCF campus.
2. **UCF Rules and Regulations.** Participants are expected to abide by all local, state and federal laws. Furthermore, Licensee ensures that the ***Conference Housing Regulations*** will be covered with participants at the initial group camper meeting (within 24 hours of arrival on campus) and further agrees to ensure that camp participants/camp counselors/chaperones/volunteers/group counselors/leaders comply with all of the rules and regulations including, but not limited to, the *Community Living Guide* at: <http://www.housing.ucf.edu/pdf/communitylivingguide.pdf>
3. Prior to check-in, Licensee must obtain from each minor (under the age of 18) participant's parent or guardian a **signed participation agreement and release, emergency medical consent and health document**. For non-minor participants, camp counselors, chaperones/volunteers/group counselors/leaders or anyone residing overnight with group, the Licensee must obtain a signed participation agreement and release, emergency medical consent and health document signed by the non-minor participant. Licensee's on-site supervisor shall maintain possession of such documents at all time during the conference. All decisions regarding medical treatment for any of the Licensee's participants are the sole responsibility of the Licensee and the Licensee's live-in advisors/counselors/supervisors.
4. Licensee must **provide at least one (1) adult**(over the age of 18) **'live-in' advisor/counselor/supervisor for every eight(8) minor** (under the age of 18) conference participants. Licensee must appropriately train advisors/counselors/supervisors. Licensee will ensure that advisors/counselors/supervisors will monitor the camper participant's activity and will be present in the halls at all times that the conference participants are.
5. Licensee understands that all minor participants must be at least 10 years of age to reside overnight.
6. Licensee guarantees that all camp counselors, chaperones, volunteers, group counselors, and leaders, working with minor participants, have undergone/and not have any disqualifying offenses, a **Level II(two) background check with the state of Florida Department of Children and Families**. Licensee is responsible for obtaining these background checks.
7. Licensee expressly agrees to instruct its camp counselor(s), chaperones, volunteers, group counselors and leaders or other individual(s) in charge of its camp participants to report to the University of Central Florida Police any instance of child abuse, abandonment, or neglect witnessed or learned about that occurred on University of Central Florida property or during an event or function sponsored by the University of Central Florida.
8. Licensee understands that minor participants cannot share a bedroom or bathroom, with adult camp counselors, chaperones, volunteers, group counselors, and leaders. Group leaders need to make room assignments accordingly.
9. If Licensee is a State agency or public body, Licensee shall guarantee the UCF Conference Housing Center that Licensee's activities hereunder are **covered by the tort liability insurance policy issued by the State of Florida**, and shall submit a Certificate of Insurance evidencing such coverage to the UCF Housing Conference Services Office no later than ten (10) days prior to the conference.
10. Except as set forth above, Licensee shall obtain a **general liability insurance policy**, from a company licensed to provide such coverage by the State of Florida, covering the conference with limits of not less than \$1,000,000 each occurrence and aggregate for bodily injury and property damage. UCF and its Board of Trustees, shall be named as an additional insured on the policy. Not later than ten (10) days prior to the conference, Licensee shall provide to the UCF Housing Conference Services Office a certificate of insurance and additional insured endorsement evidencing such coverage.



UNIVERSITY OF CENTRAL FLORIDA
DEPARTMENT OF HOUSING AND RESIDENCE LIFE