Summer Program Agreement

Use of Facilities

Sponsor agrees to abide by all Wichita State University (hereinafter “University”) and Housing and Residence Life policies indicated below and in the Summer Conference Information Packet which is incorporated herein and made a part of this agreement by this reference.

- All on-campus solicitations or sales for any product or services must be approved by the Housing and Residence Life office.
- Housing and Residence Life and/or the food service company under contract to the University shall be the exclusive providers of food and concessions within University residence halls. Exceptions to this policy must be approved in advance by Housing and Residence Life.
- The consumption of alcohol, liquor, cereal malt beverages on the University campus is prohibited in and around Housing and Residence Life property.
- Housing and Residence Life reserves the right to enter rooms contracted by the Sponsor for any purpose connected to maintenance, housekeeping, health, safety and security, and management of the facilities or for any other purpose reasonably connected to the interest of the University.
- No refunds will be given for no shows, for meals not eaten, or for participants who arrive late or depart early.
- Sponsor will be liable for any damage to or loss of University property and facilities resulting in the negligent or intentional acts of person/s associated with this program. Sponsor will be billed $25 for each room key/card that is damaged or not returned to the main desk during established office hours and/or check-out times. For Brennan Hall only, outside door keys not returned, Sponsor will be billed the cost of reordering exterior doors and replacing exterior door keys (estimated cost $575.00). Charges for other items which are lost or damaged will be based on replacement costs and labor charges.

Responsibility

Sponsor understands, acknowledges, and pledges to inform program participants that the University, as a state educational institution of Kansas cannot and does not assume or accept responsibility for any injuries or damages to property sustained by Sponsor or program participants. Any claims for damage or loss are subject to the Kansas Tort Claims Act, K.S.A. 75-6101, et seq., as amended.

Responsibility for supervision of program participants and activities rests solely with the Sponsor. Neither University, its employees, administrators, or representatives will not be liable for accidents or injuries resulting from inadequate or negligent supervision. The Sponsor is responsible for the health information and emergency medical information of program participants. This includes obtaining, managing, and releasing of the information to the appropriate staff members.

Indemnification and Insurance

Sponsor agrees to indemnify and hold harmless the University, its agents, officers, and employees, from all claims, demands, and causes of action of every kind, nature, or description, which may arise out of the use of the University’s facilities by sponsor.

Deposits and Cancellation Policies

Provided room is available, Housing and Residence Life will hold a number of spaces for your group with no financial obligation. If another group requests accommodation at times we are holding spaces without a deposit for your group, you will be notified and given the opportunity to place a deposit on any or all of the spaces you have reserved.

This program may be canceled three weeks prior to arrival date without penalty. Payment of all direct expenses incurred by the University in preparation of hosting the event, including food costs and administrative fees, will be required if the program is canceled after this date. Additional cancellation policies apply to catered events.

It is the Sponsor’s responsibility to provide Housing and Residence Life with a finalized list of participants ten (10) days prior to the scheduled arrival. This list becomes the guaranteed number for the camp/conference. The final bill will be based on the actual number of participants or the guaranteed number, whichever is greater. If you do not report a finalized list ten (10) days prior to your event, we will cancel your group’s accommodations.

Rates

Room and board rates provided in this agreement specifies standard prices only. Rates do not include:

- Guaranteed use of or charges for use of meeting areas
- Room set-up, A/V equipment, transportation, campus facilities, administrative telephone service
- Guaranteed exclusive use of building, public areas, or cafeterias
- Snack break refreshments, special preparation meals, or banquets
- Charges for damage or loss
Payment
Housing and Residence Life will not knowingly accept reservations or collect money from individual participants on behalf of conference groups. To do so would mean a substantial increase in rates. These tasks are the Sponsor’s responsibility.

Housing and Residence Life will invoice the Sponsor for all services provided on its behalf; payment is due within thirty (30) days of the date of the invoice. Failure to pay within 30 days from the date of the invoice will result in late charges assessed in accordance with the Kansas Prompt Payment Act.

Sponsor Responsibilities
Sponsor agrees to submit Summer Program Reservation Form online. The numbers provided on this form will be used to book the spaces in conjunction with other camp/conference groups.

Sponsor agrees to insure that all publicity for the program accurately represents Housing and Residence Life.

Sponsor is responsible for supervision of participants from arrival through departure. Sponsor will provide an adult chaperone for every 20 youth to live in the residence hall and to supervise the behavior of participants. Sponsor will provide an adult supervisor for each floor of adult participants. Chaperones residing in the facilities will be charged the same rate for services as program participants. Sponsor must insure that participants adhere to all residence hall and University policies and fully cooperate with Housing and Residence Life staff members.

Sponsor agrees to insure that all aspects of the program are arranged and carried out in a professional manner.

Sponsor further agrees that it does not discriminate on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran, disability, or genetic information; regarding operations of its program and/or the selection of participants.

Notice of Nondiscrimination
Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran, disability, or genetic information. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316)978-6791.