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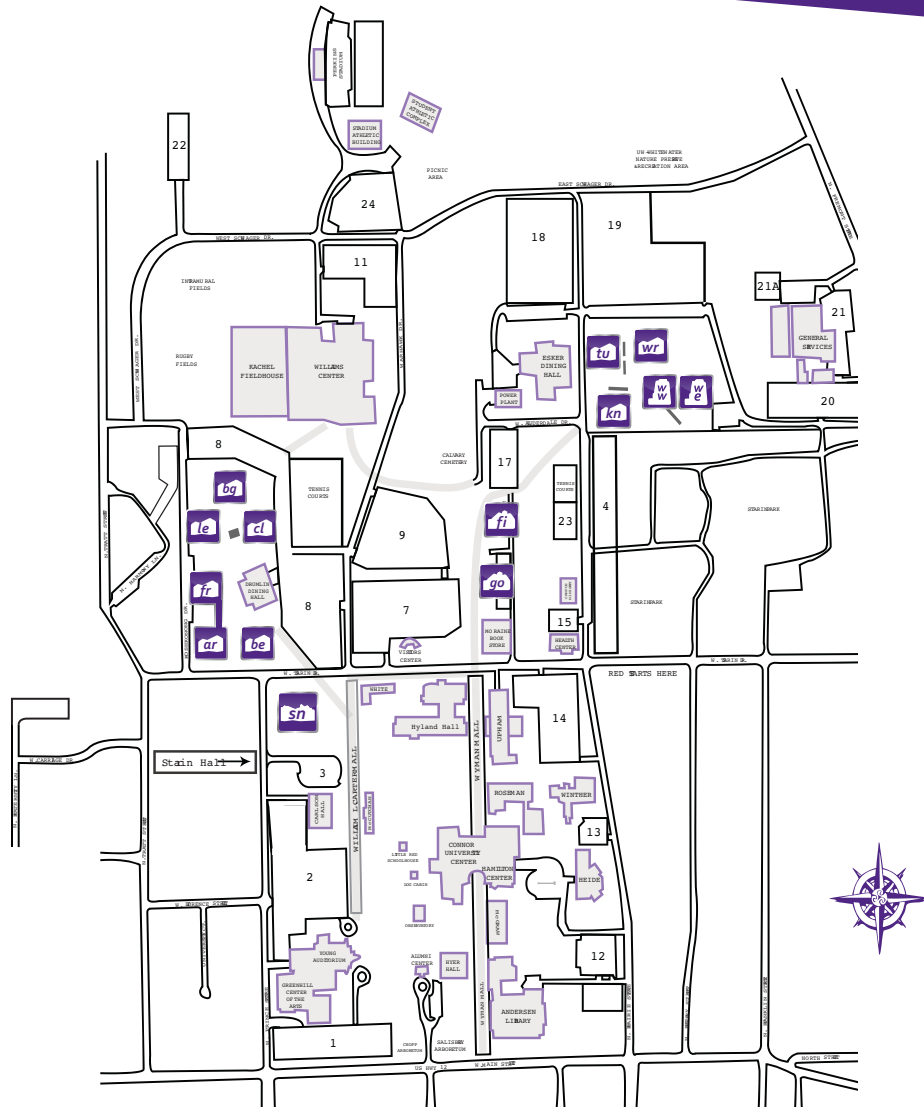
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# SUMMER CAMP

## INFORMATION

# CAMPUS MAP

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# WELCOME

Welcome! The University of Wisconsin – Whitewater's Office of Continuing Education Services is excited to be able to support your efforts to provide a safe, productive, and enjoyable experience for your participants and staff. We are glad that you have chosen our beautiful campus for your stay and hope you find a connection that allows you to achieve your program goals.

We are here to help your program succeed and look forward to working closely with your staff to make this happen. This booklet will serve as the initial step towards answering your questions and communicating the information essential to delivering an effective camp, clinic, or workshop. On the following pages you will find important information regarding policies, procedures, and other issues relative to housing, dining, and facilities specific to our campus. Please take some time to familiarize yourself with this information, even if you have conducted an event on our campus previously as certain items tend to change from year to year. You may also find information that you would like to communicate to your participants prior to their arrival on campus.

We are very proud of the camp experience that we are able to provide at UW- Whitewater, and are happy that you have chosen to work with us. Early planning will help insure the success of your event. This book will be an important part of the planning process and if you find that you have any questions or concerns about any of the information contained within, please do not hesitate to give us a call.

The University of Wisconsin-Whitewater is committed to equal opportunity in its education programs, activities and employment policies for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, martial or parental status, Vietnam veteran status, and pregnancy.

## Continuing Education Services

University of Wisconsin-Whitewater  
2005 Roseman Hall  
800 W. Main Street  
Whitewater, WI 53190

**Telephone** (262) 472-3165

**Toll Free** 800-622-0350

**Facsimile** (262) 472-5241

**Email** cesevents@uww.edu

**Web** [www.edu/ce/camps](http://www.edu/ce/camps)

In an emergency, call 911. In case of a non-life threatening situation, please contact University Police Services at (262) 472-4660.

# IMPORTANT NOTIFICATIONS

## Procedures

The Office of Continuing Education Services will work closely with both University affiliated groups and non-affiliated entities to schedule our state of the art facilities to be used each summer. We will attempt to set dates for the upcoming summer during October and November each year. Once these dates are set we will begin the contracting process to finalize our schedule during the spring.

Camp addendum materials will be sent to each camp director once schedules are set for the upcoming summer. These materials will be used to schedule every facet of your event, so please fill them out completely and accurately. It is imperative that you list any and all requests on these forms so that our office can take the required steps to plan for your event. The addendum materials will address your needs with regard to housing, dining services, catering, facilities, audio-visual needs, check-in and check-out, pool usage, etc.

Below are a few reminders for you as you prepare for another successful camp season:

- All purchases must adhere to the credit card guidelines set forth by UW-Whitewater. All transactions must contain original receipts.
- Please provide CES with complete demographic information for all staff. your salary requests in a clear, accurate, and timely manner to CES prior to May 1st
- Promptly return all correspondence from CES to enable us to communicate effectively with your participants and their families as they contact our office.

Submit

**CES Office hours: Monday-Friday, 7:45 am to 4:15 pm**

## Camp Director Timelines

### September

CES will begin scheduling camps based on corresponding dates from the previous summer. Scheduling priority will serve UWW affiliated camps first, then non-affiliated groups.

### October-February

Production, printing, and mailing of camp postcard.

### November

CES will provide housing and food rates.

### April

Design and style selection for camp clothing due to CES

### April 15

Camp addenda and Information forms due to CES

### May 1

Submission of camp staff demographics and salaries to CES

# REQUIRED INFORMATION

## Affiliated Camp Director Checklist

- ☐ Submit Camp dates to CES
- ☐ Submit postcard information
- ☐ Proof postcard for printing
- ☐ Provide updated mailing list
- ☐ Provide updated letter to go along with any postcards
- ☐ Provide camp clothing orders
- ☐ Provide camp staff information for contract letters
- ☐ Provide all orders/purchases for camp two months before camp
- ☐ Provide three day notice if credit card is needed
- ☐ Provide pre-camp information six weeks prior to camp
- ☐ Submit all wage information no later than one month before camp
- ☐ Provide check-in packet information for staff and campers no later than one month prior to camp
- ☐ Provide staff rooming assignments two weeks prior to camp
- ☐ Immediately return all receipts and the credit card binder after the last day of camp

## Non-Affiliated Camp Director Checklist

- ☐ Submit Camp dates to CES
- ☐ Receive, sign, and return contract
- ☐ Fill out addendum materials completely and accurately and return to CES
- ☐ Provide CES with estimated number of participants and staff two weeks prior to camp
- ☐ Submit housing information/rooming lists to CES one week prior to camp.
- ☐ Arrange for meeting with CES upon your arrival to UWW
- ☐ Return any unused meal cards 48 hours from the time of check in
- ☐ You can expect to receive a complete bill by October 1.st
- ☐

# UNIVERSITY POLICIES

The University of Wisconsin – Whitewater Office of Continuing Education Services maintains licensure under the Department of Health and Family Services Division of Public Health. Although you may have specific rules that you would like to enforce for your group, there are some general guidelines that all summer guests will be expected to abide by. Understand that it is the responsibility of your camp staff to enforce policies and deal with discipline of camp participants and staff if necessary.

## Supervision of Youth Camp Participants

In accordance with a DHSS mandate, groups are responsible for providing one staff member per 10 participants under the age of 18; however, one staff member is needed per four participants under the age of six. Camp staff members need to be available when camp participants are in campus facilities including residence halls, athletic facilities and dining halls to assist in providing appropriate supervision.

Staff members are expected to reside on the same residence hall floor as the participants. Supervision of participants and related disciplinary action is the responsibility of the event sponsor.

## Alcohol Use

Possession or consumption of alcohol by persons under the age of 21 is strictly prohibited on the UW-Whitewater campus. Participants and staff are not permitted to have alcohol in the residence halls during youth camps. A youth camp is defined as any group in which there are camp participants under the age of 18. Possession of alcohol by persons of legal drinking age is not allowed in common/public areas on campus without prior consent thru the Office of Continuing Education. If a group is interested in a waiver of this restriction, contact the Office of Continuing Education Services at least two weeks prior to the event.

## Drugs

Illegal drugs are not permitted anywhere on the UW-Whitewater campus and possession, or use of such substances will result in immediate referral to the University Police.

## Drug Policy

For events sponsored by UW-Whitewater, administration of medications will take place in a manner consistent with State of Wisconsin Department of Health and Social Services Policy with regard to collecting, securing, and dispensing prescription medications.

## Bicycles, Roller blades, Skateboards

According to UW System policy, roller blades, skateboards, and bicycles may not be ridden or used in campus buildings. Bicycles may not be brought into campus buildings.

## Pets

According to UW System Administrative Code, pets are not allowed in university buildings. Exception: Working service animals that are properly identified are allowed in university buildings.

## Smoking

We are pleased to offer a smoke-free environment in all university owned facilities. Smoking is not permitted inside university buildings or within 25 feet of a university building.

## Weather Emergencies

Summers in Wisconsin are unpredictable and changes in temperature can occur in a very short period of time. University staff will make every attempt to notify camp staff if inclement weather is predicted and will direct camp staff in the appropriate emergency procedures. To facilitate the safety of camp participants, please review severe weather procedures with your camps staff.

## Parking

Campers who bring a vehicle to camp are required to purchase a parking permit for \$10 per week (permits are not necessary for Saturdays and Sundays). Permits can be purchased through the CES Office. Campers that bring personal vehicles to camp must park their vehicles in a designated lot and turn their keys over to the camp director for the duration of camp. Camp participants are not permitted to drive or ride in private vehicles except under the supervision of authorized camp staff. Request for exemption must be presented in writing to the Camp Director.

## Tampering/Vandalism/Hazing

Anyone found tampering with fire safety equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc) will be dismissed from campus immediately. Anyone found vandalizing university property, tampering with security systems including door locks, or using lewd or offensive speech or actions may be dismissed from campus. All camp staff and participants are strictly prohibited from engaging in any type of hazing activity. This includes any action that endangers the health or well-being of any individual, is personally degrading, or has an adverse effect on the individual, or which violates federal, state, local, or University policy.

# UNIVERSITY FACILITIES

The University of Wisconsin-Whitewater is a major regional comprehensive university with state of the art facilities that allow us to provide state of the art programs. Our office will be happy to work closely with your group to determine the types of spaces that will allow you to deliver a quality experience for your campers. Depending on the nature of your event, the following is a list of facilities that we are very proud to have you select from (rates vary):

## Williams Center/Kachel Fieldhouse

- 200 Meter Indoor Track with 4 multipurpose courts for basketball, volleyball, and tennis
- Golf hitting cage and putting green
- 4 Racquetball courts
- Main gymnasium – 16 regulation glass backboards, 2 NCAA regulation courts and several shorter courts
- Wrestling gymnasium (Gym 2)
- Gymnastics gymnasium with state of the art equipment (Gym 3)
- Volleyball arena with four NCAA regulation courts (Gym 4)
- Dance studio with state of the art sound system
- Swimming Pool (25 meter) and Diving Well
- Conference room and classrooms of various sizes
- State of the art Athletic Training facilities
- State of the art, 40,000 square foot strength and conditioning center

## Outdoor Athletic Facilities

- 5 NCAA regulation football fields
- Perkins Stadium – the largest DIII football stadium in the country, with seating for nearly 12,000 and a state of the art synthetic turf athletic field
- Several thousand square feet of green space available for a multitude of activities (marching band, soccer, lacrosse, flag and rifle, cheerleading, etc)
- Lawton Picnic Shelter and Tennis Courts (4)
- 12 state of the art, paved tennis courts equipped with wind screens and bleacher seating
- Foster Track - newly renovated track complex complete with 8 lane, 400 meter track

## Student Athletic Complex

- State of the art classroom space with multimedia capability
- Large gathering space ideal for team settings



### University Center

- Hamilton Center – an ideal space for large group events of various seating styles
- Old Main Ballroom – auditorium seating for nearly 450, round table or dining for 120
- Several conference and meeting rooms of various sizes ranging from meetings of 10 to presentations to more than 600
- Warhawk Alley equipped with 10 bowling lanes, 8 Brunswick Gold Crown nine-foot pocket billiards tables, and several video arcade games
- Summers Auditorium – fixed, theatre style seating for 232
- Down Under – for casual dining and social gatherings

### Young Auditorium

- 1300 seat auditorium
- 46 ft wide x 27 ft high proscenium
- 100 ft wide x 40 ft deep stage with additional apron
- Computer/video support on an 18 ft x 24 ft screen
- Kachel Center – 32 ft x 68 ft spring hardwood floor. Ideal for banquets, rehearsals, conferences, and also receptions
- Fern Young Terrace – Ideal for meals, lectures, and receptions; seating capacity for 72

### Greenhill Center for the Arts

- Raymond Light Recital Hall – audience capacity of 350
- Barnett Theatre – audience capacity of 412
- Hicklin Studio - experimental theatre (black box) built in 1971, used as dance studio when theatrical productions are not being produced in the space
- Rehearsal space for choral, instrumental and percussion groups
- Several practice rooms and several state of the art classrooms equipped for full multimedia capability

### Academic Buildings

- Upham Hall – four wired 60 seat classrooms, two lecture halls with seating for 300 ( total) and state of the art laboratory space
- Winther Hall – several classrooms including large lecture halls
- Heide Hall – several small classrooms and two larger lecture halls
- Hyland Hall – several classrooms and large lecture halls



# Warhawk Alley

The UC Warhawk Alley is a great place to take your camp for some relaxation and fun! In an air conditioned space, we are a fully-fledged recreation center complete with a bowling alley.



## ACTIVITIES

24 Activities Available at the Following:

### - BOWLING 🎳

10 bowling lanes, with automatic scoring and shoe rental

### - BILLIARD 🎱

4 new-built Brunswick Gold Crown Billiards tables.

### - PINPONG 🏓

### - VIDEO GAMES 🎮

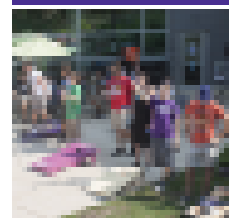
More 2D, 3D, Xbox, Playstation 4 & 5 with a collection of games for each platform

### - AIR HOCKEY & DART 🎯

Games required to play. Picking yours, per game.

## NEW!

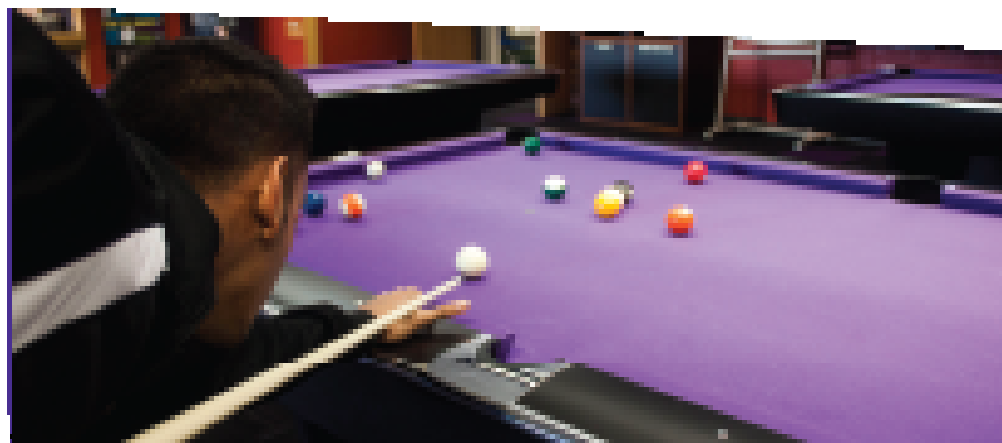
## 30 CAMPERS OR MORE?



### Challenges and Activities:

- Bowling Movie-Karl's 1st 10 Tournament
- Bowling of Pledge-Campers (a little challenge)
- Game Day Trivia
- Ladder-Golf
- Giant Jenga

\* Date, timing & based on number of campers indicated for reservation.



## GROUP RESERVATIONS

Contact Continuing Education Services with questions or to book a reservation at 262-473.3166.

[www.eda/uc/things-to-do/warhawk-alley](http://www.eda/uc/things-to-do/warhawk-alley) • 262.473.3164

# HOUSING INFORMATION

## PRIOR TO ARRIVAL

### Hall Assignment

Continuing Education will notify the camp director of the hall assignment and the availability of rooms for a camp. Please be aware that maintenance and conflicts with other camps and conferences may necessitate relocating camps. If this were to occur, the Office of Continuing Education Services (CES) will notify the camp director as soon as possible. CES will also provide each camp director a floor plan and blank roster sheets. Both electronic and hard copy of both the floor plan and roster are available. It is important that you utilize these documents when making room assignments because several rooms may be unavailable for various reasons. Unavailable rooms will be clearly marked on both the floor plan and roster.

### Rosters

Non UWW-affiliated camps MUST send assignment rosters to CES a minimum of 5 days prior to arrival on campus. Please note that the camp staff who is the primary housing contact and is staying in the residence halls should occupy the primary staff room that is indicated on the floor plans and rosters (typically located on 1st floor).

### Housing Information Addendum

This document provides crucial information to CES and University Housing in preparation of a camp. Much of the information requested is used by the university to ensure that your stay is as hassle-free as possible. For this reason it is important that complete and accurate information is provided. Please note that University Housing will not attempt to contact you prior to the arrival of the group unless clarification is needed or you requested a pre-arrival phone consultation (see addendum). Last minute changes to some of the items contained in the addendum may not be possible or may incur additional costs. This document is available in electronic version or hard copy.

## WHEN YOU ARRIVE

### Staff Arrival

It's important for you to let us know when you and your staff plan to arrive. For security purposes, our buildings are kept locked until a group arrives, so we'll need to plan for your arrival. Typically, Camp Directors and staff arrive prior to camp participants to get set up and meet with the hall staff.

University Housing staff will meet with you at the time indicated on your camp addendum, before your participants arrive so that you can meet one another, iron out last minute details, prepare for check-in, discuss your preliminary roster, and discuss the best time and method for on-going communication.

### Participant Check-in

University Housing will provide the camp staff with all necessary materials for participant check-in (key, roster, etc.) and camp staff will be responsible for check-in. Camp staff should return a roster at the end of check-in, which will indicate which participants and staff arrived and checked in. Continuing Education Services will handle check-in for University affiliated camps.

Any late check-ins may be directed to the Summer Housing Desk located on 1st floor of Goodhue Hall. University Housing staff will provide check-in services in Goodhue for all late arrivals during scheduled desk hours. Please notify camp participants that they should make every attempt to contact either the camp staff or the Summer Housing Desk in Goodhue if they anticipate being late or canceling. The camp staff will need to provide the Summer Housing Desk with any camp related check-in materials and the room key.

The following rate structure will apply to all camps for University Housing staff for check in.

Number of Participants	Number of Staff required	Recommended <b>maximum</b> hours for check-in	Total Cost
1-40	1	1	\$9.00
41-150	2	2	\$36.00
151-300	3	3	\$54.00
301-500	4	3	\$108.00

University Housing may have additional staff at a check in to assist but the camp will only be charged the rates indicated above. If additional check in hours beyond the maximum recommended is requested for a camp an hourly rate will apply for each staff member required. For camps over 500 participants a \$9.00 an hour per staff member charge will be applied to the camp bill.

### All-Camp Meeting

A camp meeting is required of all camps on the first day of camp in which specific emergency procedures and some process information is shared with all camp participants and staff. In the past University Housing Staff facilitated this information. Camp Directors will now have the option to present this information OR have University Housing staff do the presentation. Camp Directors will be asked on the addendum as to their preference. If a Camp Director chooses to present the information, University Housing staff will provide the Camp Director a detailed summary of the items required to be presented.

### Room Problems or Deficiencies

Rooms will have been checked by University Housing staff prior to your arrival, however if a participant notices a problem with a room at check-in, it should be reported to residence hall staff within 4 hours of the check-in time. Otherwise, the group may be held financially liable for the damaged condition of the room.

### Room Lock-Outs

Camp Directors will be provided with "lock out" tickets at the beginning of camp. If a camp participant is locked out of their assigned room or has lost their assigned key, the participant should be advised to contact a camps staff member for one of these tickets. Camps staff will need to fill out the ticket and give it to the camper before a Summer Assistant can let the camper in their room. Since Summer Assistants will not know the names and faces of all camp participants, it is the responsibility of camp staff to verify that the participant requesting the "lock out" ticket for a particular room is the assigned resident of that room. The camper should follow the directions on the back of the ticket to contact camp staff in order to gain access to their room.

### Outside Door Security

All outside doors on the residence halls have electronic access capability. **Outside doors will be unlocked at 6:30 am each morning of a camp and will electronically be locked at 10:30 pm each night.** If a camp requires an adjustment to these times, please indicate on the addendum **DURING YOUR STAY**

### Summer Housing Desk

The summer housing desk is centrally located on 1st floor of Goodhue Hall. Serving as an information relay point and providing hospitality services, the desk will be open extended hours, 7 days a week. Additionally when the desk is closed, the phone is answered by staff on duty. **HOURS: 7:00 AM - Midnight**

**Goodhue Desk Phone # : (262) 472-4200**



## Staff on Duty

The campus will have several Summer Assistants (SAs) on duty each night. The names of these SAs will be posted in the residence hall main lobby and you may contact them by phoning the Summer Housing Desk number (262) 472-4200. Typically, **SAs are on duty from 7pm – 7am**. One of the responsibilities of the SA on duty is to make rounds throughout the buildings. For safety reasons, SAs are required to complete their rounds of the residence halls in pairs, regardless of what type of camp is going on. Therefore, it is possible that there will be an SA pair of two females, two males or one female and one male completing these rounds. If you would like the SAs to announce themselves to the floors when entering the floor, please let your Complex Director or Senior Summer Assistant know during your pre-camp meeting. In addition, SAs are housed in the residence halls and have signs posted on their doors to indicate their availability. Each evening, one Complex Director is on duty and may be reached by contacting the duty SA through the Summer Housing Desk number. During daytime hours, you may contact your Complex Director in their office or call the Summer Housing Desk. With this arrangement, you should be able to talk with a Residence Life staff member at any hour of the day or night if needed.

## Meetings with Staff

In order to provide the best possible service to you and your participants, our staff asks that a brief check-in meeting and a departure meeting is established. The check-in meeting should be held prior to or early in your camp's check-in. At the check-in meeting our staff will offer you contact information as to how you can contact staff during your stay. Also, if any situations arise where you are in need of assistance feel free to ask the SA that is living in your building, or call the 1st floor Goodhue Desk (262) 472-4200. The departure meeting will be held the day before you leave, it will cover check-out procedures, and any final questions you may have.

## Noise Makers in the Residence Halls

Residence halls are home to year-round professional staff and their families, as well as to summer students. Therefore, the use of noise-makers such as whistles, bull horns, cow bells, etc. are prohibited in the residence halls. Alternate ways to wake up campers include having campers bring alarm clocks, or designating a floor captain to make sure everyone is awake and ready for the day.

## Linen

Linen packs are available to rent for a charge of \$11.00 per pack. Each pack contains two sheets, and several towels and washcloths. Additional towels will not be available. For camps who require these, linen packs will be distributed to participants at check in. If you would like to have linen packs placed in the rooms or to have the beds made, this may be possible for an additional charge. Since this service is available to only a limited number of groups, you will need to discuss this option with Continuing Education Services. A limited supply of blankets are also available with linen rentals.

## Pillows

**Camp participants and staff are encouraged to bring their own pillow.** The university has a very limited supply of pillows available for those that may have forgotten to bring their own pillow. These would be available on a first-come first served basis for an additional 50 cents per pillow rental charge to the camp.

## Room Cleaning and Trash Removal

As stated earlier, participants are expected to clean their rooms and remove trash and recyclables prior to departure. If you prefer to pay an additional rate to have this service performed, indicate such to the Continuing Education Services. Beds must remain as they are found, and are NOT to be bunked.

## Mail

Mail that is received for camp participants will be given to the camp staff to be distributed or will be left at the camper's designated room by University Housing staff. Mail received for a camp participant after the participant leaves campus will be forwarded to Continuing Education Services.

## Facilities

### • Sleeping Rooms

All rooms on campus are double rooms, which means that two people may occupy the room. Each double room is furnished with two beds, two desks, two chairs, two dressers, and two closets. Due to fire codes, additional beds cannot be added to rooms. Pillows are not part of the room set up unless specifically requested prior to the camp (see addendum).

### • Telephones

Individual rooms no longer have telephone access.  
We no longer provide telephones to camps.

### • Lounges

A small lounge is available on most floors and larger lounges are available in each building. If you wish to use these rooms for meetings or other specific purposes, notify your Complex Director. The Christine Berry Memorial Lounge in the Wells Complex must be reserved in advance through Continuing Education Services.

### • Laundry and Vending

Each residence hall has a laundry room with coin operated washers and dryers. In addition, each hall has a variety of soda and snack machines. If your campers or camp staff would like to use these facilities, please encourage them to bring quarters.

## Air Conditioner Requests

Each low-rise hall is equipped with one air conditioned resident room for use for the camp director (or designee). This typically is a room closest to the lobby of the residence hall and is complimentary. Any additional resident rooms required to be air conditioned (based on availability) for camp use will be billed at \$15.00 per week (no prorated rate for stays less than a week). In addition there will be a \$15.00 installation fee (if a camp uses a room in consecutive weeks only one \$15.00 installation fee will be charged). The installation fee will be waived if the room used is already equipped with a permanent a/c unit in the window. Select floor lounges will be air-conditioned at no cost to the camps.

If a camp requests Air Conditioner and there are already air conditioner units available in rooms in the building the camp must first use the available A/C rooms and pay the \$15.00 weekly use fee. If a camp requests to NOT use the permanent A/C units and additional temporary units are required, an \$85.00 per unit charge would be access for any temp A/C units. This is in addition to the \$15 weekly use charge.

Understand that some of the more recently renovated buildings (Arey/Fricker/Fischer/Wellers) do not permit for a temporary unit to be installed due to the construction of the window.

**Air Conditioner requests MUST be submitted NO later than 3 weeks prior to the start of a camp.**

There is no guarantee that all A/C request will be honored due to availability.

## END OF YOUR STAY

### Check-Out Time

Because of the limited turn around time between groups, it is important that your group vacate the building at the agreed upon time as indicated on the addendum. If you do not check out by the agreed upon time, your group will be charged for overtime room preparation. Your check-out time should be indicated on your addendum and will be confirmed at a meeting prior to your check-out day.

Camp Directors will be able to indicate on the addendum if the camp wishes to utilize the NO COST option of Express Check Out. This process allows for the camp participants and staff to utilize the Key Return envelopes (which will be on the back of the room doors) and to drop the key in the envelope in a designated location in the lobby (this will be either the drop box at the front desk area or can be leaving the envelopes with a camp staff member to collect all of the keys and return the keys as a group. As indicated there is no charge for the Express Check Out option.

If a camp choses to OPT OUT of Express Check Out and want University Housing staff to collect individual keys, then the same rate structure as was used for Check In will apply.

### Participant Check-Out Process

In most situations, participants may simply pack up their belongings, return the room to its original condition, return the room key and leave! For most camps, there is not a sign out process for the participants.

Key Return envelopes will be provided in each room and will be located on the back of the door. Regardless if a camp uses Express Check out or a standard check out process, it will be most helpful if the participants would return the keys in the envelope provided. The lanyard provided can be kept by the participants and staff and should be removed from the key when the key is placed in the envelope.

### Room Cleaning

Our low nightly cost is based on the premise that rooms will be cleaned by participants. Unless you have contracted to pay for room cleaning or trash removal, all rooms must be left in move in condition as follows:

- Trash and recyclables removed from the building and taken to the proper receptacles. (trash and recycling dumpsters are located outside of the residence halls.)
- Please talk to your SA or Complex Director if you are unsure of where they are located.
- Beds should NOT be bunked
- Rented sheets, pillowcases, and towels folded neatly and left on the end of the bed • Borrowed bedspreads left neatly on the end of the bed
- Furniture arranged as it was on arrival, beds returned to original position
- Rooms cleaned with floors vacuumed

If these conditions are not met, charges will be assessed as noted on the charge list.

### Room Inventory

After your group has vacated the building, a member of the residence hall staff will inventory each room. At this time, any damages or deficiencies that necessitate cleaning or repair will be noted and added to your bill. You are welcomed and encouraged to be a part of this inventory process, but you are not obligated to do so. During your meetings with the residence hall staff, you can arrange a time to walk through the facilities and rectify any minimal conditions, such as removing trash and claiming items left behind. Camps that have taken advantage of this opportunity in the past have incurred fewer miscellaneous charges. Please inform University Housing staff at your check-in meeting if you will participate in this option. If you choose not to take part in the inventory process, you waive your rights to dispute any charges.

### Keys

All keys must be returned at check out time. You will be assessed a charge for keys not returned on the day of check out as well as a smaller replacement charge for keys that are broken during your stay. You will not receive

a credit for keys that are found and returned later. Please understand that due to the volume of camps and quick turnarounds, missing keys are replaced shortly after the departure of a camp. Therefore, we would have incurred the costs to replace the key before the time a key can be mailed back to us.

- Lost Key - \$20 for complete lock and key replacement
- Broken Key - \$5 for single key replacement

### Staff Departure

Except for those assisting with the inventory process, staff members will vacate the building at the same time as participants. If you have back-to-back camps where staff members will be occupying the same rooms, they may be able to leave their belongings in the room if no other groups will be using the building. If you have staff or campers staying in the same room in between camps, you must notify your Complex Director or Senior Summer Assistant in order to avoid items left in the room being removed. If you have back-to-back camps and staff members will be changing rooms, they may leave their belongings in the camp storage room. Staff members utilizing such an option will need to turn in their keys and check out, and will not have access to the building or their belongings in between camps. If keys are not returned between camps, the camp will be charged for the interim stay.

### Camp Evaluation

We welcome any comments you have about your experience! Please take the opportunity to let University Housing Staff know how things are going through out your stay.

# RATES/DAMAGE CHARGES

## Housing

Single Room	\$21.00 per person/per night
Double Room	\$13.00 per person/per night
Starin Suite	\$27.00 per person/per night plus \$15.00 per suite used
Linen Rental	\$11.00 per pack
Computer Lab	\$20 per day

## Replacement Costs

Sheets	\$9.50
Towels	\$3.00
Wash Cloth	\$1.50
Pillow	\$12.00
Garbage Cans	\$15.00 each
Bedspread	\$20.00
Outside Door Access Card	\$25.00
Room or Loaner Room Key	\$20.00 to replace lock and all keys
Access/Master Key	\$25.00 to replace single key Actual cost of replacing all lock and associated keys.

## Repair and Cleaning Costs

Reinstall window screen	\$20.00
Scratches to furniture	\$5.00
Carpet cleaning	up to 100.00*
Room Cleaning	\$40.00*
Re-arrange furniture	\$5.00/room
Empty Trash	\$5.00 (\$5/room - \$20 maximum/floor)

## Miscellaneous Cost

Additional Check in Assistance	\$7.50/person/hour
Late check out	Hourly rate as needed
Additional supervision	Hourly rate as needed
Computer Lab usage	\$15.00 per day (low rise) \$25.00 per day (Wells)

*\*Repair and cleaning costs are approximate*

# HOUSING FACILITIES

## Bathrooms

Each floor has 2 separate bathroom/shower facilities; therefore, you are able to have participants of both genders on a floor with each gender having a designated bathroom/shower on the same floor.

NOTE: The number of beds per floor is approximate.



### Arey Hall

TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	38 beds	
2nd floor	58 beds	
3rd floor	56 beds	
4th floor	58 beds	Total 210

*\*Arey hall has an elevator*



### Benson Hall

TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	40 beds	
2nd floor	62 beds	
3rd floor	60 beds	
4th floor	62 beds	Total 224



### Bigelow Hall

TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	38 beds	
2nd floor	62 beds	
3rd floor	60 beds	
4th floor	58 beds	Total 218



### Clem Hall

TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	38 beds	
2nd floor	62 beds	
3rd floor	60 beds	
4th floor	62 beds	Total 222



Fischer Hall		
TYPE	4 Story Low-rise	
LOCATION	Central Campus	
1st floor	32 beds	
2nd floor	46 beds	
3rd floor	50 beds	
4th floor	52 beds	
Total		180

*\*Fischer Hall has an elevator*



Fricker Hall		
TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	44 beds	
2nd floor	60 beds	
3rd floor	52 beds	
4th floor	56 beds	
Total		212

*\*Fricker Hall has an Elevator*



Knilans Hall		
TYPE	4 Story Low-rise	
LOCATION	East Campus	
1st floor	32 beds	
2nd floor	56 beds	
3rd floor	62 beds	
4th floor	66 beds	
Total		216

*\*Knilans Hall has an elevator*



Lee Hall		
TYPE	4 Story Low-rise	
LOCATION	East Campus	
1st floor	24 beds	
2nd floor	54 beds	
3rd floor	58 beds	
4th floor	62 beds	
Total		198

*\*Lee Hall has an elevator*



Starin Hall		
TYPE	5 Story Suite Style	<i>*See rate scale page 15</i>
LOCATION	West Campus	
1st floor	Summer School	
2nd floor	Summer School	
3rd floor	40 beds	
4th floor	92 beds	
5th floor	92 beds	
Total		224

*\*Starin Hall Has an elevator*



Tutt Hall		
TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	38 beds	
2nd floor	62 beds	
3rd floor	60 beds	
4th floor	64 beds	
Total		224

*\*Tutt Hall has an elevator*



Wellers Hall		
TYPE	4 Story Low-rise	
LOCATION	West Campus	
1st floor	34 beds	
2nd floor	58 beds	
3rd floor	66 beds	
4th floor	66 beds	
Total		224

*\*Wellers Hall has an elevator*



### Wells East

TYPE	10 Story High rise
LOCATION	West Campus
2nd floor	57 beds
3rd floor	61 beds
4th floor	59 beds
5th floor	59 beds
6th floor	61 beds
7th floor	61 beds
8th floor	61 beds
9th floor	59 beds
10th floor	61 beds

Total 539

*\*There are 2 elevators in Wells West*



### Wells West

TYPE	10 Story High rise
LOCATION	West Campus
2nd floor	63 beds
3rd floor	63 beds
4th floor	67 beds
5th floor	69 beds
6th floor	69 beds
7th floor	69 beds
8th floor	69 beds
9th floor	67 beds
10th floor	69 beds

Total 605

*\*There are 2 elevators in Wells West*

# DINING SERVICES

## Meal Bands

Each camper is assigned a meal band. This band is only to be used by the camper it was issued to. A meal band that is lost or stolen has a replacement cost of \$1.00 charged to the camper. No campers will be allowed into the dining hall without a meal band.

Meal bands are treated as a guaranteed count that we can expect to serve per meal. If a camp has 100 meal bands issued, we will expect to see 100 campers per meal. To accommodate for any extra campers when issuing meal bands, we automatically include an addition of 10% over the number of campers expected. It is very important that if you have any meal bands that have not been assigned that they be returned to Continuing Education within 48 hours of your check in or you will be charged the number of meal band originally given.

## Hospitality Option

Hospitality Meals are treated differently than meal bands in that there is not a guarantee involved. We will charge based on the number of meals used. Due to the nature of hospitality meals the charge per meal is increased over that of the meals charged for meal bands.

## Meal Exemptions

If your group is planning on missing a meal at the dining hall, this information should be submitted to Continuing Education in the Camp Addendum. If the meal to be missed is not included in the Camp Addendum, the information must be presented to UW-W Dining Services 48 hours prior to the meal. If your group misses a meal and the information was not shared with Continuing Education or UW-W Dining Services the camp will be responsible for charges for that meal.

## Special Dietary Needs

If a camper has a food allergy, please be sure to notify the campus dietitian. We will work with that camper to ensure that they receive well balanced meals for the duration of their stay. If you know of any campers that have special dietary needs, please urge them to contact Esker Dining Hall at 262-472-2631 prior to their arrival.





# Dining Halls

## Opening/Closing

The scheduled opening times for the dining halls can fluctuate based on meal times set up with Continuing Education. The tentative opening schedule is 7:00 AM for breakfast, 11:30 AM for lunch, and 4:30 PM for dinner.

There is not a set time that dining halls will close after each meal period. For each meal we plan on serving a set number of campers. If we are close to reaching that total and no one has shown up for 15 minutes we do reserve the right to close the dining hall early to prepare for the next meal.

## Meal Times

Each camp is allotted roughly one hour in the dining hall. If your stated start time for lunch is 11:30 AM we will expect to see your group at 11:30 AM. Coming in at 12:00 PM, for example, could cause camps whose meals start after yours to wait to be served. In order to reduce the wait time to be served it is very important that all campers stay as close to the meal time established with on camp addendums with Continuing Education.

At the dining halls we also plan our production based on the expected customer flow. If we are expecting 100 people at a set time we will prepare food for that 100. If additional campers arrive ahead of, or behind schedule there may be a wait. If a change is required to a set meal time please consult the dining hall manager.

## Service Lines/Trays

Depending on the number of campers being served Esker Dining Hall will run between 1 and 3 lines of service, all of which will serve the same items.

There will be a limited amount of trays available. Trays are available upon request and based on needs of the campers.

## Shirts and Shoes

As with any other business, proper attire is required. (shoes and shirts). Any campers that do not obey this policy will not be allowed into the dining hall.

## Carry-Ins

Due to sanitation concerns, no campers will be allowed to carry any items into the dining hall. This includes any and all beverage containers along with any outside food products that have not been approved by dining hall manager.

## Carry-Outs

No carry-outs are allowed. The dining halls are an "All You Care to Eat" facility. With that in mind, all



of our campers are invited to eat as much as they like, however they must do so within the dining hall.

## Bags/Purses

Purses containing personal belongings can be admitted into the dining hall. All bags that cannot be classified as a purse must be left in the cubbies provided. UW-W Dining Services is not responsible for any lost or stolen items.

## Respecting the Facility

All dirty dishes must be returned to the tray return carousel. Please do not to leave any dirty trays, plates, glasses or silverware behind on the tables. Please encourage your campers to throw away only their paper napkins. Everything else should be placed on the tray return carousel.

If there is a food or beverage spill, please notify a member of the dining hall staff so that we may attend to it. Any spills that go unreported or unnoticed may create an unsafe area which could lead to an accidental slip or fall, and possible injury. Please instruct all campers to be courteous with their dining area. Aside from attending to their own tableware we would also appreciate it if campers would clean up after themselves when done with their meal. It is common for campers to break the bottoms of the salt or pepper shakers. This may seem harmless however it is an unnecessary inconvenience for the staff at the dining halls and will not be tolerated. Please be quiet and respectful of the other groups using the facility.

## Respecting the Staff

UW-W Dining Services is committed to serving each and every camper. Remind your campers to be respectful with the people that work hard to take care of them. Any campers who refuse to respect the staff at Esker Dining Hall may have the privilege of using the facility revoked.

## Respecting the Staff

Catering services are available for pizza parties or other evening events to round out your camp experience.

A complete menu is available at [www.uwwhitewater.catertrax.com](http://www.uwwhitewater.catertrax.com). If your group is interested in securing catering services for any of your meals, please contact Continuing Education Services

## Contact Information:

Campus Dietitian:

Phone: 262-472-1357

Email: [uww-dietitian@aviands.com](mailto:uww-dietitian@aviands.com)

Catering:

Phone: 262-472-5093

Email: [uww-catering@aviands.com](mailto:uww-catering@aviands.com)

Dining Hall Manager:

Phone: 262-472-4743

Email: [uww-eskerservice@aviands.com](mailto:uww-eskerservice@aviands.com)



## CONTINUING EDUCATION SERVICES

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2005 ROSEMAN HALL  
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