August 15, 2011

MEMORANDUM TO:  President, Provost, Executive Vice President, Vice Presidents, Deans, Directors, Department Heads

FROM:  Dr. Royrickers Cook
Assistant Vice President for University Outreach and Chair, Summer Coordinating & Scheduling Committee

SUBJECT:  Summer 2012 Scheduling

Many Auburn University (AU) facilities experience heavy use during the summer months. In an effort to coordinate the use of housing, dining, and special activity spaces such as the Student Center, the Student Activities Center, and the Auburn Arena, the Summer Coordinating and Scheduling Committee assists with scheduling the many requests for use of facilities. The Committee is charged to plan for and cooperatively schedule summer programs to achieve maximum benefit to Auburn University.

Please advise members of your faculty and staff that all requests for use of facilities for Summer 2012 should be made by September 30, 2011. Requests should be made in writing to the Committee via Ashley Collier in the Office of Professional and Continuing Education, using the attached forms. The Committee will approve the schedule for Summer 2012 by November 15, 2011, and the approved schedule will be posted to the summer camp website (www.auburn.edu/summercamps). Following approval, requests for schedule additions will be considered on a space available basis.

Policy guidance for summer camps is contained in the AU Summer Camp Policy Manual (www.auburn.edu/outreach/camppolicy.pdf). It is important for all involved with summer camps to fully understand the implications of these policies. Please pay particular attention to the requirement that all camps conducted on the campus must have a Campus Sponsor and requests for facility reservations must be accompanied by a $500 non-refundable deposit (see page 5 of the Summer Camp Policy Manual). Camp requests submitted without the deposit will not be considered or reviewed by the Summer Coordinating and Scheduling Committee. Copies of the Certificate of Sponsorship and the Request for Facility Use (both of which must be submitted for every set of camp dates requested) are attached.
Request for Facility Use - Summer 2012

Please reserve campus facilities for use by the ___________________________ program during the period ________________, 2012. We expect to have _________ participants in our program. I understand facilities reserved will be available from 1:00 pm on first day of camp until 11:00 am on the last day. The facilities needed are indicated below.

<table>
<thead>
<tr>
<th>Facility</th>
<th># Required</th>
<th>Date(s)</th>
<th>Time Needed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Residence Hall Spaces</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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<tr>
<td>b. Terrell Dining Hall</td>
<td>_____ meals/day</td>
<td>1st Meal: B___ L___ D___</td>
<td>Last Meal: B___ L___ D___</td>
<td></td>
</tr>
<tr>
<td>c. Student Center Food Court</td>
<td>_____ meals/day</td>
<td>1st Meal: B___ L___ D___</td>
<td>Last Meal: B___ L___ D___</td>
<td></td>
</tr>
<tr>
<td>d. Burton Hall Registration Area</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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<tr>
<td>e. Auburn Arena*</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
</tr>
<tr>
<td>f. Student Act – Arena</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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<tr>
<td>g. Student Act – Overhang</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
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<tr>
<td>h. Student Act Pavilion</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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<tr>
<td>i. Swimming Pools</td>
<td>__________</td>
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<td>__________</td>
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<tr>
<td>j. Arboretum</td>
<td>__________</td>
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<td>k. Graves Amphitheater</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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<tr>
<td>l. Langdon Hall</td>
<td>__________</td>
<td>_______</td>
<td>__________</td>
<td>_______</td>
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</tbody>
</table>

* = Final approval must come from Athletics

To reserve any of the following facilities, contact the appropriate facility manager and reserve directly: Student Center Meeting Rooms, Student Center Ballroom, Football Practice Field, Intramural Field, Plainsman Park, Soccer Field, Track, Tennis Courts, and Jordan-Hare Stadium.

I understand I will be provided information concerning this request after November 15th. If my request is confirmed, I will provide regular feedback to the Summer Coordinating & Scheduling Committee in accordance with instructions to be included in my confirmation notice. The Campus Sponsor for this program is ___________________________, as indicated by the attached, signed Certificate of Sponsorship for this camp.

Signed: __________________________________________
Name: ___________________________________________
Title: ___________________________________________
Phone: __________________________________________
Email: __________________________________________
Billing Address: __________________________________
(or AU Acct #) __________________________________

Submission Information
- **DEADLINE:** September 30, 2011
- Submit a separate form for each camp
- Send completed forms to: Summer Coordinating & Scheduling Committee
  Attn: Ashley Collier
  301 O.D. Smith Hall
  Auburn, AL 36849
  aac0007@auburn.edu
  (334) 844-3101 - fax
Certificate of Sponsorship

I, the undersigned, am acting as representative of a University department/agency or registered group of student, staff, or faculty members that is willing to assume the responsibility of serving as Campus Sponsor for the camp activity described below. I understand that, as Campus Sponsor, my organization is guaranteeing funds will be made available to cover all costs associated with the camp program. A non-refundable deposit in the amount of $500/camp (payable to Auburn University) is enclosed for the purpose of reserving the Auburn University facilities specified on the attached Facilities Request Form for this camp. I understand the deposit will be refunded in full if Auburn University is unable to reserve the facilities as requested. If the camp is scheduled and the camp is held, the deposit will be applied against camp costs. If the camp is scheduled and later canceled, the deposit will be forfeited.

I have read the current “Auburn University Policy Pertaining to Summer Camps” as posted on a link to the Summer Camp web page (www.auburn.edu/summercamps) and understand that, as Campus Sponsor, I will have the following responsibilities:

1. To serve as liaison with all University agencies supporting the camp;
2. To coordinate arrangements for use of University facilities in accordance with University scheduling regulations;
3. To have put into force, if appropriate, a contract with the client group conducting the camp;
4. To acquaint the Camp Director with University policy, emergency procedures, and facilities layout;
5. To assist, as required, with check-in of campers;
6. To provide a Locator List and a Camp Schedule to appropriate Housing personnel and the campus switchboard for use in making emergency notifications.
7. To be accessible in emergency situations;
8. To maintain necessary reports and documentation;
9. To assist, as required, with check-out of campers;
10. To check on any damages reported;
11. To coordinate approval of invoices for University services and facilities.

Camp Sponsored: ___________________________ Desired Camp Dates: ________________

Camp Director: ___________________________ Phone/Email: _______________________

Sponsoring Organization: __________________________________________________________

Name of Representative: __________________________________________________________

Campus Phone #: ___________________________ Email: ____________________________

Signature: _______________________________________________________________________

[Note: Submit a signed certificate for each camp to be sponsored]