Updated October 2027

# SUMMER PROGRAMS POLICIES AND PROCEDURES MANUAL

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# General

Jacksonville University hosts a wide variety of camps and clinics each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities.

For purpose of definition, this policy covers the following types of summer programs:

1. **University-sponsored camp** is one in which:

a) the University provides resources for its operation, regardless of the type of resource, fund source (i.e., E&G, C&G, Auxiliary, or Foundation), or amount of funding provided, and

b) participant fees are deposited into a University account and

c) while University-sponsored camps may be offered on campus only these camps sometimes include off campus outings.

2. **Non-sponsored-Affiliate camp** is:

a) operated by an employee of the University who is acting independently of his/her University affiliation, and

b) in which participant fees are paid directly to the camp director or organizer.

3. **Non-sponsored-Third-party camp** is:

a) affiliated with an organization or individual external to JU, and

b) in which participant fees are paid directly to the camp director or organizer.

# Approvals

The Summer Programs Coordinator is responsible for reviewing all requests to operate a camp and shall coordinate, as appropriate and/or necessary, with other JU departments/units regarding any logistics applicable to the operation of the camp.

All required documents must be submitted to the Summer Programs Coordinator no later than six weeks prior to the start of the camp.

### Key Dates for Summer 2027:

- Request form due for Priority Review: **December 4, 2026**
- Acceptance and next steps shared by: **December 11, 2026**
- Contracts & Agreements distributed by: **March 1, 2027** (dependent upon timely client communication)
- Confirmation OR Cancellation without fees deadline: **April 30, 2027**

# Guiding Philosophy

The intent of Jacksonville University is to create a vibrant campus atmosphere, on a space available basis, for summer programs. Though such programs should not take precedence over programs designed for enrolled students, there are many important reasons why the summer camp program is to be encouraged by the University and its employees. Summer programs provide the following benefits for the University:

- Summer programs attract many young people to the University, many of whom will be highly qualified for future admission;
- Impressions gained by young people as a result of a summer camp experience can have a significant impact on choice of college;
- Summer programs provide an excellent opportunity to acquaint a large number of people with Jacksonville University in a short period of time;
- Outreach efforts (particularly those aimed at youth), and faculty involvement in same, can be promoted, and
- The reputation of Jacksonville University is enhanced by effective summer programs.

# Special Care

In many cases, summer programs attract youth under the age of 18 to campus. The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a summer camp participant, even though the oldest camp participants are sometimes older than the youngest of our enrolled students.

It is imperative that campers be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University. Jacksonville University and its employees should provide a reasonably safe environment for participants in the various programs sponsored by the University and attempt to ensure that clients using University facilities for their activities do the same.

# Eligibility

Any University department is eligible to conduct summer programs intended to promote the mission of Jacksonville University.

# Background Check Requirements

In accordance with Florida Statute 409.175, background checks must be obtained for every employee, volunteer, independent contractor, and every other person who comes in contact with a minor as part of an officially sanctioned program on the Jacksonville University campus.

This regulation includes all sports, summer camps, and any other JU program that includes minors as participants. A minor is any child under 18 years of age.

The background checks must be completed prior to the start of any camp or program. A completed background check must include:

- Criminal background check which includes the Sex Offender Registry
- Level 2 Background check (fingerprinting)
- Completion of the Affidavit of Good Moral Character

All costs associated with completing the background checks will be the responsibility of the camp or program. All background checks must be completed and evaluated PRIOR to any adult beginning to work with minors.

A Background Check Completion Certificate must be signed and submitted to the Summer Camp Coordinator as part of the required documents to hold the camp on the JU campus. This document can be found on our website or by request from the Summer Camp Coordinator.

# Responsibilities of Camp Director

The **Camp Director** is the individual who is directly responsible for the camp. The camp organization will appoint a designee who is authorized to make arrangements with the University Summer Programs Coordinator for camp requirements/logistics.

It is the responsibility of the camp director to:

1. Coordinate arrangements with Summer Programs Coordinator for use of University facilities in

accordance with University scheduling regulations.

2. Ensure the Summer Camp Coordinator has active communication from the primary point of contact while on-site at the University.
3. There is to be one adult advisor/counselor for every ten camp participants under the age of eighteen years.
4. Inspect facilities immediately prior to and after each session. Report any damages, missing keys, or ID cards to Summer Camp Coordinator.
5. Advise participants and parents of appropriate check-in and check-out procedures including charges for damages and lost keys.
6. Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and firearms, authorized entry into rooms, and minors on campus.
7. Maintain discipline of participants.
8. Advise Summer Programs Coordinator (or University contact) of supply and maintenance requirements in residence hall.
9. Be accessible in emergency situations.
10. Ensure that all camp staff have had background checks at least two weeks prior to camp.
11. Make arrangements for the camp and establish a plan to settle financial commitments with the Summer Program Coordinator for all camp requirements no later than 30 days after receipt of final invoice.
12. No camp/conference participant(s) under the age of eighteen years should be allowed unsupervised freedom on campus or in the resident halls/houses at any time.
13. Collect and have readily available Medical Release and Consent forms for all participants. Forms should contain emergency contact, phone number and known medical conditions.
14. Inform the Summer Programs Coordinator in advance of early and/or late arrival.

## **For Overnight Camps

1. Prior to check-in, represent the camp organization at a mandatory residence hall inspection.
2. After check-out, attend a mandatory walk through for final inspection of all hall rooms to alleviate discrepancies concerning room conditions.

# University Facility Usage

## Guidelines for use of Campus Property

1. At no time may a group change their assigned location (facility or outside area) without prior approval of the Summer Programs Coordinator who must coordinate all changes with the University Scheduler.
2. Use the assigned location for all activities to ensure campers can be found during emergencies or to receive messages.
3. Always monitor campers' behavior and remind them that classes and/or work are in progress on campus during the summer.
4. Keep noise levels to a minimum and be respectful of the workplace while inside campus facilities to ensure employees can complete their tasks without being disturbed.
5. Honor the requests of the facility/university in terms of food and drink by following all posted notices. When in doubt, do not allow campers to bring drinks or food into the area.
6. Have campers clean up after themselves prior to leaving the facility each day. Campers should take all personal items with them upon leaving.
7. Always keep campers away from any special equipment or other hazards that may be located inside the facilities or outdoors on the grounds.
8. Any damage to university property, facilities, furnishings, or equipment will be charged to the responsible party (staff members/volunteers or campers). If a camper is involved, the parent/guardian will be contacted, and a letter will be sent describing the nature of the charges and the amount due.

## Guidelines for use of Residence Halls

1. Residence Hall policies/procedures will be explained and a camper's failure to comply may result in being dismissed from the residence hall.
2. Campers will only use the rooms assigned to the camp.
3. Campers should lock their doors every time they leave their room. *Jacksonville University is not responsible for loss or damage to any personal property or belongings.*
4. Campers should contact camp counselors who will in turn contact the residence hall staff for any specific needs or problems with their assigned room. The number to reach

ResLife after hours is 904-305-1220. During business hours please contact the desk staff or the Summer Camps Coordinator.

5. Furniture will not be moved from one room to another, and the room must be maintained in the same condition in which it was found.
6. Campers are responsible for their room key/swipe card and will be charged a fee to re-key a lock and for a new key/swipe card.

## Camp Timeline

By April 30th, **Camp Directors** are expected to contact the Summer Programs Coordinator of Jacksonville University to provide **updated estimates of attendance** and to provide continuing indication that the program is still being planned. Any anticipated need to accommodate more than the number originally estimated should be communicated to the Summer Camp Coordinator as soon as possible. **Jacksonville University cannot guarantee space will be available for any number beyond the original estimate.**

**Camp Directors** that are set to use campus lodging and/or dining services are required to provide a guarantee for the number of participants at least two weeks prior to the start date of the camp. The camp will be billed for the guaranteed number of participants or the actual number attending, whichever is greater. The billed amount will be directly communicated by the Summer Camp Coordinator prior to the start of the camp and will be based on all communication provided by the Camp Director.

Four (4) weeks prior to the program start date the following will be discussed by phone or meeting as a minimum:

- Camp schedule
- Food Service
    - Meal Periods & Frequency
- Housing –
    - Staff Arrival
    - Camper Check-in & Check-out
- Required documents and billing
    - Important Documents included at the end of the packet
    - Billing Dates, Estimate, and Invoice expectations

# Appropriate Camp Environment

To provide a reasonably safe environment for participants in summer camp activities**,** each **Camp Director** should ensure that certain precautions are taken. All University and campus rules and regulations are in effect. Other precautions that should be considered are:

### Qualified Counselors/Staff

• Background screening must be accomplished, particularly for those who will be directly involved with minors.
• Care should be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used.
• Adequate training should be provided in order that staff members are qualified to direct the activities scheduled.

### Parent Awareness

• Parents should be aware of the type of activities in which their student may participate
• Known risks associated with each activity should be clearly explained to parents and participants
• Safety instructions should be made available and should be easily understood

# Behavioral Expectations

Jacksonville University is committed to the idea that each camper should have a positive and enjoyable experience at summer camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action may be required.

Adults at all times should be positive role models for minors, and act in a caring, honest, respectful and responsible manner. Adults working in camps/programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

1.) Do not engage any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors.

2.) Do not be alone with a single minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults

from the program, unless the one-on-one interaction is expressly authorized by the program Director, Dean, Department Chair or is being undertaken by a health care provider.

3.) Do not meet with minors outside of established times for program activities. Any exceptions require parental authorization and must include more than one adult from the program.

4.) Do not invite any individual minors to your home. Any exception will require authorization by the Program Director and written authorization by a parent/guardian.

5.) Do not engage or allow minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors or health care providers.

6.) Do not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program and the university.

7.) Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health related (treatment of an injury) purpose. Any resistance from the minor should be respected.

8.) Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the Program Director and the minor's parent/guardian.

9.) Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible from a minor's welfare.

# Dining Services

ARAMARK is the exclusive food provider for Jacksonville University. All summer camps and conferences using campus facilities including residence halls will also utilize the dining facilities during their stay. To avoid congestion and long lines at peak periods the Summer Camp Coordinator will provide staggered mealtimes. The Camp Director will work with the Summer Programs Coordinator to schedule dining times around camp activities within reason.

| Hours of Operations & Cost Per Meal Period | | | |
|---|---|---|---|
| Monday- Friday | | | |
| | **Breakfast** | 8:00AM-10:00AM | $10.00 |
| | **Lunch** | 11:00AM-2:00PM | $13.00 |
| | **Dinner** | 5:00PM-7:00PM | $13.00 |
| Weekends | | | |
| | **Brunch** | 9:00AM-2:00PM | $13.00 |
| | **Dinner** | 5:00PM-7:00PM | $13.00 |

Starting Fall 2025, the Dolphin Culinary Group unveiled a freshly renovated Riverview Dining Hall. The dining hall has brand-new floors, murals, and a fresh dining station set up for everyone to enjoy. We ask that all guests assist us in taking care of this new facility by accepting mutual responsibility for cleanliness, appropriate attire, and behavior.

During your mealtimes, please keep all campers and staff together during the check-in process so the Aramark team can properly document attendance for billing. We ask that no cleats or spikes are worn in the dining hall, and that all camps clean up after themselves before departing their meal period. If large messes occur, notify the Aramark dining team at the front of the dining hall for assistance!

# Residential Life

## Housing Policies

### Damages:

Rooms are inspected before and after the camp session for overnight occupancy. Room damage will be assessed for cost of repairs or replacement and charged as follows:
To any individual who accepts responsibility or is found to be responsible for the damage.
To occupants of a room where the damage was done and direct responsibility cannot be determined.

Residential Life Professional Staff members will conduct the official closing checks and have final authority to assess charges for room damages. If damage is deemed to be intentional in nature, disciplinary action will also be taken.

### Laundry Facilities:

Laundry facilities are located on the first floor in each Residence Hall. It usually takes 30 minutes to wash and 60 minutes to dry an average load of clothes. Laundry machine service in the residence halls are "open use" and do not require payment per use.

Residential Life recommends that you stay in the laundry room during the entire wash and dry cycle of your laundry.

Repair problems on washers and dryers should be reported to the Office of Residential Life at (904) 256-7538 or housing@ju.edu.

### Liability for Losses or Thefts:

The University does not accept responsibility for loss, theft or damage to individual property. The University assumes no responsibility for items lost or stolen from student rooms, student automobiles, storage areas, laundry rooms, all other common areas, etc. The University strongly recommends that all individuals carry renter's insurance coverage for all items or property, as well as take reasonable steps to prevent losses or thefts, including but not limited to the following:

1. Keep your room locked at all times, and never leave your keys in your room. The best guard against property loss from your room is a locked door.
2. Individuals are advised against keeping large sums of money or other valuables in their rooms.
3. Record the serial numbers of all of your personal property and mark it with your name.
4. Do not leave property unattended in lounges, laundry rooms, study spaces, etc.
5. Report any property loss immediately to the Campus Security Office.

### Weather Emergencies:

When severe weather may affect Jacksonville University, the President, or designee, will

activate the University's Emergency Preparedness Task Force to take any precautionary measures needed.

## Courtesy Hours:

Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residence halls. This means that any reasonable request from one resident to another to be quieter must be heeded. Consideration for others is a primary component of community living and individuals agree to uphold this expectation when they become residents.

Individuals must comply with any student or staff member's request to observe courtesy hours. **Please note: Speakers may not be placed on windowsills/balconies and pointed outside the room.** This behavior is considered to be in direct violation of courtesy hours and will be addressed by Residential Life and Campus Security staff

## Dangerous and Disruptive Activities:

The following activities are deemed dangerous/disruptive, and are prohibited in residential facilities:

1. Accessing rooftops or ledges
2. Climbing from windows
3. Scaling or rappelling from balconies or exterior walls
4. Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area, or room.
5. Playing sports in individual rooms, hallways, or lobbies
6. Skateboarding, Rollerblading, using scooters, biking, etc.

Damages to facilities resulting from these activities will result in charges to either the individual or the community.

### Individual Room Furniture:

Individuals are responsible for the condition of their rooms and all furniture assigned to it. University provided room furnishings must remain in the individual rooms. Charges will be assessed if furniture is found to be missing. Upon checking out of the room, all furniture must be reassembled as it was originally found.

### Common Area Furniture:

Furnishings in the common areas of the residential facilities are provided for the use of all individuals and may not be taken into individual rooms. Protection of public areas and equipment is the shared responsibility of all individuals.

### Fire Alarm Procedures:

When a fire alarm sounds, act as if there is a real fire. Assuming the alarm is a mistake, or a fire drill is extremely dangerous. To ensure your safety take the following steps:

1. Proceed immediately to the nearest designated exit (do not use elevators)
2. Upon exiting the building, follow further instructions given by Residential Life or Campus

Safety & Security staff.

3. Do not re-enter the building until given permission by a university official.

## Important Phone Numbers

| | | |
|---|---|---|
| Residential Life Main Office | 904-256-7538 | Office Hours: 9am-4pm M-F |
| Summer Operations On-Duty | 904-305-1220 | 24/hr Assistance |
| Campus Safety and Security | 904-256-7585 | 24/hr Assistance |

# Billing Procedures

The camp organization will receive a bill for all facilities and requirements used as well as services rendered at the conclusion of the camp/conference. Additional charges may follow for any damages, including lost keys or other costs associated with the camp/conference. **Payment must be remitted no later than thirty (30) days after the conclusion of the camp/conference.** All checks should be **payable to "Jacksonville University"** and a copy of the applicable invoice should be enclosed with payment.

| Base Bed & Camper Pricing Summer 2026 | | | |
|---|---|---|---|
| Overnight Camps | | | |
| | Internal | $30 | Per bed per night (**including** staff) |
| | | $8 | Per person /day (**excluding** staff) |
| | | | |
| | External | $40 | Per bed per night (**including** staff) |
| | | $12 | Per person /day (**excluding** staff) |
| | | | |
| Day Only Camps | | | |
| | Internal | $8 | Per person /day (**excluding** staff) |
| | | | |
| | External | $12 | Per person /day (**excluding** staff) |
| Pricing subject to change based on total number of participants | | | |

**JACKSONVILLE UNIVERSITY**

**EXTERNAL CAMP FEES**

**(subject to change & additional space fees detailed upon request)**

**Soccer/Practice Fields**.....**Price available on request**
**River House Pool** .....$115/hour
**Classrooms**.....**varies**
**Conference Rooms & Auditoriums**.....$150 /day
**The Moran Center** .....**varies**
**Swisher Gym** .....**Price available on request**
**Negaard Rowing Dock**.....$50.00/day
**Early Check-in** ..... $50
**Lost Key**.....$75/key
**Lost ID Card**.....$12/ID

# Insurance Requirements

**Insurance Requirements and Recommendations**

The following minimum insurance requirements shall apply to all vendors performing, selling, or distributing products or services, contractors performing work, and guest groups using facilities at any FICURMA MEMBER location:

- **Comprehensive General Liability:** Including Bodily Injury and Property Damage Liability, Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than $1,000,000 each occurrence and $3,000,000 general aggregate. The COI should also indicate whether the General Liability policy is written on a claims-made or occurrence basis. If alcoholic beverages are to be served, coverage should include Liquor Liability.
- **Workers Compensation and Employers Liability Insurance:** [1] For any entity with employees, workers compensation as required by Florida law (or the law of the state in which the campus is located) and Employers Liability insurance in an amount not less than $750,000 bodily injury each accident, $750,000 disease policy limit, and $750,000 disease each employee or the statutory minimum requirement, whichever is less.
- **Automobile Liability:** For vendors, contractors, and guest groups who will drive on FICURMA MEMBER's premises, Auto Liability in an amount not less than $1,000,000 each occurrence for bodily injury and property damage, including owned, hired, and non- owned vehicle coverage.
- **Sexual Abuse, Sexual Molestation, Physical or Mental Abuse coverage:** Required for any programs or activities involving individuals under the age of 18. Minimum limit of $1,000,000 per wrongful act and $1,000,000 Aggregate. This coverage can be provided either by endorsement to the Commercial General Liability Policy or under a separate policy and *must be specifically referenced* on the Certificate of Insurance noted below. Coverage for such claims must not be subject to any exclusion, restriction, or sub-limit.
- **Umbrella/Excess Liability:** The above limits may be reached by means of an umbrella or excess liability policy.
- **Other:** If a product, service, or activity is considered to present an unusual or exceptional risk, the Risk Management Office may require additional insurance above the FICURMA MEMBER' s standard requirements. Examples include but are not limited to large construction projects, environmental-related risks, and transportation companies.

In addition to the above, the FICURMA MEMBER also requires that COI is issued under this procedure include the following:

- **Additional Insured:** FICURMAMEMBER is to be named as "Additional, Named Insured" under the Comprehensive General Liability, Automobile Liability and any Umbrella/Excess Liability policies. Such insurance coverages are considered as primary

[1] Any entity or group with no employees wishing to waive the requirement to maintain workers compensation insurance must obtain prior written approval from Risk Management Office.

over any and all other insurance or self - insurance coverages, and any other available insurance, or self - insurance, coverages available to FICURMA MEMBER are considered as secondary to the coverages provided under the COL

- **Waiver of Subrogation Clause:** To be included in favor of FICURMA MEMBER.
- **Notice of Cancellation Clause:** The COI must indicate that it is the responsibility of the insurance carrier to provide the FICURMA MEMBER with 30 days' notice prior to cancellation or expiration of the insured's policy.

**Financial Rating:** All insurance companies shown on the COI must have an A.M. Best's financial rating of A- VIII or higher. Exceptions to this rating must be approved by Risk Management.

When requested, individuals with campus events must also provide a declaration sheet and a copy of the insurance policies for which the COI has been obtained.

Because the use of a FICURMA MEMBER's facilities is at the other party's own risk and contracts on facilities use have provisions that indemnify and hold the FICURMA MEMBER harmless, the FICURMA MEMBER generally will not require other forms of coverage beyond what is stated above. The types of coverage below are suggested for groups using FICURMA MEMBER facilities but are not required as a condition of use.

- Directors & Officers/Employment Practices Liability Insurance
- Accident and Health/Medical Expenses
- Crime Insurance
- Property Insurance
- Professional Liability (Errors & Omissions) Insurance

**C. Alternative Insurance Options**

If the other party does not have insurance for the event, you may suggest that they check with their homeowner's agent to obtain the coverage. Another option is to refer them to the Tenant-User Liability Insurance Policy (TULIP) which provides the required liability insurance for users of a FICURMA Member's owned facilities. The premium is determined by **1)** the risk level, 2) the duration of the event, and 3) the number of people in attendance. TULIP may **only** to be used to insure **on-campus** events and may not provide adequate coverage for sexual abuse and molestation coverage for events involving minors.

***NOTE:*** *Information regarding the TULIP insurance program and other potential sources of insurance listed above is provided for* ***informational purposes only*** *and is not intended as a recommended insurance program. Please consult a licensed insurance broker or consultant to structure an insurance program which contemplates the exposures presented by your activities, current legal requirements and your risk tolerance.*

Jacksonville University requires liability insurance from third parties wishing to use University facilities for meetings, conferences, seminars, weddings, camps or other special events. This requirement can be satisfied by providing a certificate of liability insurance from your insurance company/agent.

# Pool Policies

## River House Pool Capacity

The capacity of the pool complex should not exceed the numbers below.

- Pool Deck: 367 occupants
- Pool: 100 occupants
- Covered patio: 63 occupants.

## Hours of Operation

Our pool is open for your enjoyment during the following hours:

- Monday: CLOSED
- Tuesday – Friday: 10:00 AM – 6:00PM
- Saturday – Sunday: 10:00 AM – 4:00 PM

## River House Pool General Rules

1. Pool Access: The River House Pool will have two main access points to enter. Students, faculty, and staff must swipe their JU ID card to enter the facility.
2. Food and Drink: Food and drinks are allowed on the pool deck. Several areas with tables and chairs are available for dining. Additionally, the River Houses' dining deck and outdoor terraces are available for use. Food and drinks are not permitted in the pool.
3. Swimming Attire: Appropriate swim-wear must be worn at all times. No clothing or non-swim-wear items are allowed.
4. Shower Before Swimming: All swimmers must shower before entering the pool to remove dirt, oils, and lotions.
5. No Diving: Avoid diving in shallow areas to prevent injury.
6. No Running: Running or horseplay around the pool is prohibited to prevent slips and falls.
7. No Tobacco/Alcoholic Beverages: Tobacco products and alcoholic beverages are prohibited.
8. No Pets: Pets are not allowed except Service Animals specifically trained to aid a person with a disability. Emotional Support Animals are NOT permitted inside the pool area.
9. Swim at Own Risk: There is no lifeguard on duty. Swim at your own risk.

*Staff and Campers will be asked to leave if the policies at the pool are not being followed. Billing will still be enforced even if time at the pool is lost for non-compliance.*

# Health & Safety Guidelines

1. Pool Hours: Pool hours should be clearly posted and enforced. Pools may close for maintenance or health-related reasons.
2. No Running/No Rough Play: Roughhousing, diving, or jumping inappropriately is prohibited to maintain safety.
3. Alcohol & Drugs: Swimming under the influence of alcohol or drugs is prohibited. Those visibly intoxicated will be asked to leave.
4. First Aid/AED: A first-aid kit and AED will be available if needed in the pool office.
5. Emergency Procedures: In case of an emergency, evacuate the pool area immediately and follow all posted emergency procedures. If you need to, please call Campus Safety and Security: 904-256-7585.
6. Weather: All weather-related procedures, including lightning safety protocols, will be strictly enforced.
7. Infectious Diseases: Swimmers with open wounds, skin infections, diarrhea or contagious conditions should not enter the pool.

## Equipment Check Out

Students, faculty, staff, and guests can check out pool equipment at the Pool Office. A JU ID or Driver's License is required to borrow equipment.

## Summer Camp Supervision

We ask that all camps have at least 2-adults for every 15-minors

Lifeguards are required for all summer camps. The lifeguard information and credentials must be submitted to the Summer Camp Coordinator prior to pool usage.

## Parking On Campus

Camps coming to the University are required to park within the natural parking zones, and visitor permits are not required unless directed by the Summer Camps Coordinator. Camp vehicles found to be parked in Employee, ResLife, or non-parking zones will be ticketed. If you are unsure of where to park, please visit the JU Parking website for more information!

## JU Logo or Trademark (Marketing)

The JU logo and trademark are protected by copyright and cannot be used in conjunction with camp advertising by Non-sponsored camps without permission from the University. Requests to use the JU logo or trademark by non-sponsored camps shall be submitted to the JU Office of Marketing and Communications and such approval, if granted, shall be noted on the camp application. Also, in order to protect the liability interests of the University, use of the JU logo or trademark by non-sponsored camps must also include a disclaimer that JU does not sponsor the respective camp.

## Required documents:

The next few pages are the supplemental documentation needed for your group along with some helpful guides to ensure you have everything you need to plan your stay.

Please note, the Summer Camp Coordinator cannot move forward to finalize booking without all required documentation such as:

- Signed Facility Use Agreement
- Certificate of Insurance (COI)
- Certificate of Compliance with Background Check Requirement

**JACKSONVILLE UNIVERSITY**
**CERTIFICATION OF COMPLIANCE WITH BACKGROUND REQUIREMENT**
**FLORIDA STATUTE 409.175**

This is to certify that all employees, volunteers and independent contractors have completed the required background screening to work with the camp/program listed below. This compliance with Florida Statute 409.175 includes the following:

a. Level 2 Background Checks (fingerprinting)
b. Criminal background check to include Sex Offender Registry
c. Completion of the Affidavit of Good Moral Character

I understand it is my responsibility as the administrator of this camp/program to make sure that all individuals have completed all the requirements prior to working.

Name of Camp/Program: _____

Dates of Program: _____

Location of Camp: _____

Number of Employees/Volunteers/Independent Contractor: _____

Signature of Camp/Program Director: _____ Date _____

Updated October 2026

# CHILD CARE
# ATTESTATION OF GOOD MORAL CHARACTER

State of Florida County of _____

I,_____who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with_____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

| | Relating to: |
|---|---|
| Section 393.135 | sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct |
| Section 394.4593 | sexual misconduct with certain mental health patients and reporting of such sexual misconduct |
| Section 415.111 | adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse |
| Section 741.28 | criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction |
| Section 777.04 | attempts, solicitation, and conspiracy |
| Section 782.04 | murder |
| Section 782.07 | manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child |
| Section 782.071 | vehicular homicide |
| Section 782.09 | killing an unborn quick child by injury to the mother |
| Chapter 784 | assault, battery, and culpable negligence, if the offense was a felony |
| Section 784.011 | assault, if the victim of offense was a minor |
| Section 784.03 | battery, if the victim of offense was a minor |
| Section 787.01 | kidnapping |
| Section 787.02 | false imprisonment |
| Section 787.025 | luring or enticing a child |
| Section 787.04(2) | taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding |
| Section 787.04(3) | carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person |
| Section 790.115(1) | exhibiting firearms or weapons within 1,000 feet of a school |
| Section 790.115(2) (b) | possessing an electric weapon or device, destructive device, or other weapon on school property |
| Section 794.011 | sexual battery |
| Former Section 794.041 | prohibited acts of persons in familial or custodial authority |
| Section 794.05 | unlawful sexual activity with certain minors |
| Chapter 796 | prostitution |
| Section 798.02 | lewd and lascivious behavior |
| Chapter 800 | lewdness and indecent exposure |
| Section 806.01 | arson |
| Section 810.02 | burglary |
| Section 810.14 | voyeurism, if the offense is a felony |
| Section 810.145 | video voyeurism, if the offense is a felony |
| Chapter 812 | theft and/or robbery and related crimes, if a felony offense |
| Section 817.563 | fraudulent sale of controlled substances, if the offense was a felony |
| Section 825.102 | abuse, aggravated abuse, or neglect of an elderly person or disabled adult |
| Section 825.1025 | lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult |
| Section 825.103 | exploitation of disabled adults or elderly persons, if the offense was a felony |
| Section 826.04 | incest |
| Section 827.03 | child abuse, aggravated child abuse, or neglect of a child |
| Section 827.04 | contributing to the delinquency or dependency of a child |
| Former Section 827.05 | negligent treatment of children |
| Section 827.071 | sexual performance by a child |
| Section 843.01 | resisting arrest with violence |
| Section 843.025 | depriving a law enforcement, correctional, or correctional probation officer means of protection or communication |
| Section 843.12 | aiding in an escape |
| Section 843.13 | aiding in the escape of juvenile inmates in correctional institution |
| Chapter 847 | obscene literature |
| Section 874.05(1) | encouraging or recruiting another to join a criminal gang |

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| Chapter 893 | drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor |
| Section 916.1075 | sexual misconduct with certain forensic clients and reporting of such sexual conduct |
| Section 944.35(3) | inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm |
| Section 944.40 | escape |
| Section 944.46 | harboring, concealing, or aiding an escaped prisoner |
| Section 944.47 | introduction of contraband into a correctional facility |
| Section 985.701 | sexual misconduct in juvenile justice programs |
| Section 985.711 | contraband introduced into detention facilities |

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at_____in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses.** I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE :_____Date:_____

## Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE:_____Date: _____

Updated October 2026

# *Summer Programs*
## ***Liability Release and Medical Form***

**CHILDS NAME:**

Date of Birth: Age: Male: Female:

Health Insurance Company:

Policy/Group #: phone:

Hospital or physician: phone:

In case of emergency contact:

Name: relationship:

Phone: alternate phone:

In the event of an emergency, during which you cannot be reached, do you authorize the staff of Athletic Camp to seek treatment considered necessary for this student? Name of camp:

Yes: No: Initials:

List any restrictions, allergies, and/or health problems of which the staff should be aware. Include any prescription or non-prescription medication the student will be administered or allowed to take during the hours of camp:

I,_____the undersigned parent/guardian, do hereby hold Jacksonville University, harmless and release from all liability, claims or causes of action for injury suffered by the above-mentioned student while in attendance of this camp.

**Parent/Guardian (signature):** **Date:**

**Parent/Guardian (print):** **Phone:**

**RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT**
**(ADULT ON BEHALF OF MINOR)**
**(JACKSONVILLE UNIVERSITY)**

**NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF THE (JACKSONVILLE UNIVERSITY, JACKSONVILLE, FLORIDA) USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM, YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM THE (JACKSONVILLE UNIVERSITY, JACKSONVILLE, FLORIDA) IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND THE (JACKSONVILLE UNIVERSITY, JACKSONVILLE, FLORIDA) HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.**

I, _____ for myself, my heirs and personal representatives, hereby assume all liabilities, risks, injuries and hazards to my child/children,

_____, incidental to, or as a result of, participation in _____ (*list activities in which minor is to participate*), including transportation TO AND FROM the said activity. I freely acknowledge the fact that this/these program(s) may have, and/or do involve, physical contact or other conditions or factual circumstances where physical or other injuries, including but not limited to concussion, may occur, and that transportation to and from said event could involve the potential for an automobile, or other, accident. As legal guardian and/or natural parent of the above referenced child/children, I do hereby waive, release and agree to indemnify and hold harmless the (Jacksonville University, Jacksonville, Florida), their officers, agents, employees, the organizers, sponsors, activity supervisors, co-sponsoring organizations and participants for any claim, demand, liability, costs, suits, charges or compensation for loss or injury of any kind arising out of a loss or an injury, including losses or injuries arising from the negligence of the (Jacksonville University, Jacksonville, Florida), their agents or employees and sponsors or activity supervisors, arising from my child/children's participation in the said activity. I, as legal guardian and/or natural parent of the above referenced child/children, assume all risk of injury, liability, and loss arising from my child/children's participation or presence at said activity. I acknowledge that (Jacksonville University, Jacksonville, Florida), will not assume any costs relating to any injury while my child/children are involved in this activity, or from transportation to or from this activity.

This Waiver, Release and Hold Harmless/Indemnification Agreement is in consideration of (Jacksonville University, Jacksonville, Florida) permitting my child/children's participation in the activity or program at issue and in further consideration of the (Jacksonville University, Jacksonville, Florida) not requiring self-funded liability insurance coverage on my part as a condition precedent to my child/children's participation in the activity. I, as legal guardian and/or natural parent of the aforesaid child/children, freely and voluntarily assume all risk of loss or injury arising from my child/children's participation in the activity whether due to my negligence, my child/children's negligence, or the negligence or intentional acts of others. I acknowledge that, absent this Release and indemnification, the (Jacksonville University, Jacksonville, Florida), or other sponsors of the activity would not have offered me, or my child/children, the access to the activity because of unacceptable exposure to civil liability claims and/or lawsuits, or the expense of providing a program that is risk-free. By signing this waiver, I agree to indemnify any and all employees of the (Jacksonville University, Jacksonville, Florida) for any and all damages which

result from any and all acts or omissions, including negligence, in whole or in part, on the part of any County employee.

I have read and understood this document and sign it freely and knowingly, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which I, or my child/children, might otherwise be entitled if my child/children are hurt or suffer loss during his/her/their participation in that activity.

**YOU MUST CAREFULLY READ THIS DOCUMENT BEFORE SIGNING IT. YOU ARE WAIVING OR RELEASING VALUABLE LEGAL RIGHTS. YOU ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY IF YOU DO NOT FULLY UNDERSTAND THIS DOCUMENT.**

SIGNED THIS _____DAY OF _____, 20___.

_____ _____

Parent or Guardian Parent or Guardian

# *Summer Programs*
# ***Photo & Video Release Form***

Permission to Use Photograph & Video

**CHILDS NAME:** _____

Location: Jacksonville University

I grant to Jacksonville University, its representatives and employees the right to take photographs or videos of me and my property. I authorize Jacksonville University, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Jacksonville University may use such photographs or videos of me with or without my name and for any lawful purpose related to the University, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

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| Signature: |
| Printed name: |
| Organization Name (if applicable): |
| Address: |
| Date: |
| Signature, parent or guardian:<br>(if under age 18) |

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
MYFLFAMILIES.COM

# Summer Camp & Background Screening Information

- **Summer day camps** and **Summer 24-hour camps** are defined in s. 409.175, F.S. **Summer day camps** are recreational, educational and other enrichment programs operated during summer vacations for children who are 5 years of age on or before September 1 and older. **Summer 24-hour camps** are recreational, educational and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.
- All summer camp personnel must be screened, which includes; owners, operators, employees and volunteers that provide care for children. Volunteers who assist on an occasional basis for less than 10 hours per month do not need to be screened, as long as a person who meets the screening requirement is always pre- sent and has the volunteer in his/her sight. All employees and volunteers under the age of 18 must be screened.
- All summer camp personnel must be screened no more than 60 days before they begin employment and must be rescreened annually, unless they continually work in a profession caring for vulnerable populations and are not unemployed for more than a 90 day period, and the Level 2 screening was completed within the last 5 years.
- International counselors must complete a Level 2 background screening upon arrival in Florida. Although it isn't required by law, a background check from their home country should be requested. Most organizations that assist with identifying international counselors do provide a background check.
- The requirements for Level 2 Background Screening are found in Chapter 435, F.S., and are as follows:
    - **Level 2 Background Screening** requires fingerprinting for statewide criminal history checks through FDLE and national criminal history checks through the FBI and may include local low enforcement checks.
    - **Disqualifications** are found in s. 435.04, F.S., and include; anyone who is arrested for and awaiting final disposition of a prohibited offense, regardless of adjudication; anyone who has entered a plea of nolo contendere or guilty to a prohibited offense; and any juvenile adjudicated delinquent in which the record of committing a prohibited offense has not been sealed or expunged.
- The Care Provider Background Screening Clearinghouse, created due to changes in law during the 2012 legislative session, is a single data source for background screening results of persons required to be screened for employment. The Clearinghouse allows the results of criminal history checks to be shared among specified state agencies. Screening for summer camp personnel must be processed via the Clearinghouse. To establish a provider account in the Clearinghouse the program must already have an ORI/OCA number. To re- quest a provider account in the Clearinghouse please visit the following link: https:// apps.ahca.myflorida.com/SingleSignOnPortal/Login.aspx
- Fingerprints must be obtaining using LiveScan technology. A listing of LiveScan vendors is available via the Clearinghouse and also on our website: www.dcf.state.fl.us/programs/backgroundscreening/maplist.asp
- The results from the background screening and the *Affidavit of Good Moral Character* should be maintained in each personnel file. A copy of the Affidavit of Good Moral Character may be obtained from the following link: http://ccrain.fl-dcf.org/documents/6/78.pdf#page=1
- The Department has the authority to ensure compliance with background screening. Currently, summer camps are only monitored when a complaint is received relating to noncompliance with background screening. Summer Camps are not licensed by the Department and no additional training of employees is required.

# JU Camp Roster

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|---|---|
| **CAMP NAME** | |
| **DATES OF CAMP** | |
| **ORGANIZATION** | |

| Camp Director's NAME | PHONE NUMBER | EMAIL ADDRESS |
|---|---|---|
| | | |
| | | |

| # | CAMPER NAME | COMMUTER | RESIDENTIAL | AMOUNT PAID |
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