

COLUMBUS STATE UNIVERSITY

**CAMP / CONFERENCE**

**RESOURCE GUIDE**

## Table of Contents

General .....	3
Campus Spaces / Facilities .....	3
Minors on Campus .....	4
Residence Life Housing .....	5
Insurance .....	5
Dining Services .....	5
Billing and Payments.....	6
Appendix .....	7

## General

This resource guide is designed to serve as a resource for groups interested in hosting camps and conferences at Columbus State University. It provides instructions, policies, expectations, and best practices for navigating the reservation process across key areas, including space reservations, housing accommodations, dining services, programs involving minors on campus, and other key areas. Our goal is to ensure consistency, compliance with university and system-wide policies, and a smooth planning experience for event organizers. This guide should be used as a point of reference, with campus offices available to provide additional guidance and support as needed.

If you have any general questions, please contact [campsandconferences@columbusstate.edu](mailto:campsandconferences@columbusstate.edu).

## Campus Spaces / Facilities

To host your camp or conference at CSU, all space requests must be submitted and approved prior to your event. Requests are managed through either Cougar Scheduler or the Kuali Academic Space Request Form, depending on the type of space and camp:

### **Affiliated Camps**

**Academic Affiliated camps** For academic (affiliated) CSU-hosted camps, use the [Academic Space Request Form](#).

**Non-Academic Affiliated:** For non-academic (affiliated) CSU-hosted camps, go to the [Cougar Scheduler](#) webpage and select the **“Faculty and Staff Event Request”** option.

Once you have received confirmation that your space has been approved, you will need to submit an eQuest for your event needs. If you have any questions, please contact University Operations at 706-507-8203.

### **Non-Affiliated Camps**

For all Non-affiliated (third party) camps, go to the [Cougar Scheduler](#) webpage and select the **“All Other Event Request”** option.

Once submitted, a staff member from University Operations will be in contact with you to let you know if your space has been approved or denied. Once you receive confirmation that your space has been approved, a facility lease will be sent out. Any additional paperwork required will be due prior to the event.

If you have any questions, please contact University Operations at 706-507-8203.

## Minors on Campus

Columbus State University is committed to protecting the safety and well-being of minors participating in university-hosted or affiliated camps and conferences. Any program involving minors must comply with CSU's [Protection of Minors Policy](#) and applicable University System of Georgia (USG) requirements. All those wanting to host a camp / conference at CSU, should review the [Programs Serving Minors on Campus](#) webpage.

The following requirements apply to all affiliated and non-affiliated groups hosting minors on CSU's campus:

- **Registration:** All camps or conferences serving minors must register through the [CSU Programs Serving Minors Registry](#) **at least 60 days prior to the start of the event.**
- **Background Checks:** All staff, volunteers, and individuals with direct contact or supervisory responsibilities for minors must successfully pass a background check prior to participation. For non-affiliated groups, proof of background checks must be submitted to the Office of Legal Affairs.
- **Training:** All individuals working with minors must complete required training on child abuse awareness, reporting obligations, and appropriate interaction with minors. Training will be coordinated through CSU's Office of Risk Management.
- **Staff-to-Minor Ratios:** Programs must adhere to the Board of Regents-required staff-to-minor ratios:
  - Ages <6: 6:1
  - Ages 6–8: 8:1
  - Ages 9–14: 10:1
  - Ages 15–17: 12:1
- **Mixed-age groups:** use 10:1 ratio
- **Parental Consent & Forms:** A signed waiver of liability, medical release, and media release form must be completed for each minor prior to participation.
- **Transportation:** When transportation is provided, it must be coordinated through CSU's authorized vehicles and drivers.
- **Mandatory Reporting:** All camp staff and volunteers are considered mandated reporters and are legally required to report any suspected abuse or neglect under Georgia law (O.C.G.A. § 19-7-5).

Failure to comply with the above requirements may result in the cancellation of the camp or conference and potential denial of future event requests.

If you have any questions, please contact Legal Affairs at [LegalAffairs@ColumbusState.edu](mailto:LegalAffairs@ColumbusState.edu).

## Residence Life Housing

By submitting and receiving pre-approval to host your camp or conference at CSU, the Department of Residence Life will be notified of your requested dates. Please note that housing accommodations are only available during the traditional summer months and may not begin until two weeks after spring graduation or extend beyond two weeks prior to fall move-in. For specific dates, please refer to the [University Academic Calendars](#).

Due to limited housing availability, and to ensure spaces are properly prepared for both camps/conferences and CSU students, all housing requests will be reviewed **after the January 15 reservation request deadline**. Final housing confirmations will be communicated to the designated camp contact no later than the first full week of February.

If you have any questions, please contact the Department of Residence Life at [Housing@ColumbusState.edu](mailto:Housing@ColumbusState.edu).

## Insurance

### **Affiliated**

All affiliated camps are automatically covered under Columbus State University's insurance policy.

### **Non-Affiliated**

All non-affiliated camps will need to submit their Certificate of Insurance (COI) to University Operations. The COI is obtainable from our facility vendor TULIP (<https://tulip.ajg.com/>) or you can obtain it from any insurance agency of your choosing.

You can also add a one-day rider to an existing policy to cover the event, as long as there is at least \$1,000,000.00 in general liability coverage and this phrase is included as additional insureds: "The Board of Regents of the University System of Georgia by and on behalf of Columbus State University" and "Foundation Properties, Inc.".

If you have any questions, please contact University Operations at 706-507-8203.

## Dining Services

The Cougar Cafe on the Main Campus and the Rankin Den on the RiverPark Campus are the primary dining locations at Columbus State University. If you would like to coordinate dining, please contact Aramark at [dining@columbusstate.edu](mailto:dining@columbusstate.edu).

## **Billing and Payments**

After the conclusion of the camp or conference, an invoice will be sent to the campus sponsor and the main point of contact / event coordinator. The invoice will include all charges associated with the camp or conference.

Payment for charges will be due 30 days of the invoice date. Directions on payment will be provided with the invoice.

Please be aware that Columbus State University is a cashless university.

## Appendix

- A. Housing Agreement: [Acknowledgment of Responsibilities \(CSU-Affiliated\)](#)
- B. Housing Agreement: [Acknowledgment of Responsibilities \(Non-Affiliated\)](#)
- C. CSU's "[Protection of Minors on Campus](#)" policy
- D. [CSU Camp / Conference Reservation Request Form](#)
- E. [Camp / Conference Request Process](#)