



**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.

## **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.

## 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:

- a) Coordinate arrangements with Summer Programs Coordinator for use of University facilities in accordance with University scheduling regulations;
- b) There is to be one adult advisor/counselor for every ten camp participants under the age of eighteen years.
- c) Inspect facilities immediately prior to and after each session;
- d) Advise participants and parents of appropriate check-in and check-out procedures including charges for damages and lost keys;
- e) Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, authorized entry into rooms, and minors on campus;
- f) Maintain discipline of participants;
- g) Advise Summer Programs Coordinator (or University contact) of supply and maintenance requirements in residence hall;
- h) Be accessible in emergency situations;
- i) Assist with check-in and check-out of campers;
- j) Check on any damages reported;
- k) Ensure that all camp staff has had background checks at least two weeks prior to camp
- l) Make arrangements and financial commitments with the Summer Program Coordinator for camp requirements.
- m) 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.
- n) Collect and have readily available Medical Release and Consent forms for all participants. Forms should contain emergency contact, phone number and known medical conditions.
- o) Inform the Summer Programs Coordinator in advance of early and/or late arrival.

**\*\*For Residential Camps**

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

# University Facility Usage

## 1. Guidelines for use of Campus Property

- a) 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 and Conference Coordinator.
- b) Use the assigned location for all activities to ensure campers can be found during emergencies or to receive messages.
- c) Monitor campers' behavior at all times and remind them that classes and/or work are in progress on campus during the summer.
- d) Keep noise levels to a minimum and be respectful of the workplace while inside campus facilities to ensure employees are able to complete their tasks without being disturbed.
- e) Honor the requests of the facility/university in terms of food and drink. Many locations have posted notices. When in doubt, do not allow campers to bring drinks or food into the area.
- f) Have campers clean up after themselves prior to leaving the facility each day. Campers should take all personal items with them upon leaving.
- g) Always keep campers away from any special equipment or other hazards that may be located in facilities or outdoors.
- h) 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.

## 2. Guidelines for use of Residence Halls

- a) Residence Hall policies/procedures will be explained and a camper's failure to comply may result in being dismissed from the residence hall.
- b) Campers will only use the room assigned . . . no switching rooms.
- c) Campers should lock their door every time they leave their room. *Jacksonville University is not responsible for loss or damage to any personal property or belongings.*

- d) Campers should contact camp counselors who will in turn contact the residence hall staff for any specific needs or problems with their assigned room.
- e) 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.
- f) 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 1st, **Camp Directors** are expected to contact the Summer Programs Coordinator of Jacksonville University in order 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 appropriate facility manager(s) as soon as possible. **Jacksonville University cannot guarantee space will be available for any number beyond the original estimate.**

**Camp Directors** planning 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.

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

- Camp schedule
- Food Service – times, location, and dates of meals
- Housing – check-in/out procedures
- Transportation and parking procedures
- Required documents and billing
- Any other questions or concerns



## **Appropriate Camp Environment**

In order 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 exceptions 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 staggered lunch times are strongly suggested. The Camp Director will work with the Summer Programs Coordinator to schedule dining times.

Regular service hours are:

Breakfast - 7:00 A.M. – 8:30 A.M.

Lunch - 11:30 A.M. - 1:00 P.M.

Dinner - 5:00 P.M. - 6:30 P.M.

Meal Costs: (Summer 2021)

Breakfast – \$7.50 per

person Lunch– \$8.00 per

person Dinner – \$10.00 per

person

## **Housing**

### Housing Policies

#### **Damages**

Rooms are inspected before individuals move in and after individuals move out of their spaces. Room damage will be assessed for cost of repairs or replacement and charged as follows:

1. To any individual who accepts responsibility or is found to be responsible for the damage.
2. 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 jurisdiction 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 in each 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.

The department 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](mailto:housing@ju.edu).

### **Liability for Losses or Thefts**

The University does not accept responsibility for loss, theft or damage to personal property of individuals. 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 a 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 Resident Advisors or Security Officers
3. Do not re-enter the building until given permission by a university official.

### **Oak Hall Numbers:**

(904) 307-0788 & (904) 305-1220

### **Botts Hall Numbers:**

(904) 477-5150 & (904) 477-8140

# Housing Pricing

## 2022 - Internal Athletic Camps

- Botts Hall – \$15.00 per bed per night
- Oak Hall - \$20.00 per bed per night
- North Hall - \$15.00 per bed per night

## Billing Pricing and Procedures

### 2022- Internal Athletic Camps

- Day camps 7% of camper registration fee
- Residential camps 12% of camper registration fee 2

### External Camps

- \$6.00 per camper per day (subject to change)
- Residential fee (above)
- Field and Space rental fee (see appendix)

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, to include 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.

# 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:** <sup>1</sup> 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 COis issued under this procedure include the following:

- **Additional Insured:** FICURMA MEMBER 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

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<sup>1</sup> 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** 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

On the first visit to the pool you will be asked to wait outside until the Lifeguard can provide the information needed to use the facility. The camp and all its members/participants shall be responsible for knowing and following all Lonnie Wurn pool rules.

1. A swim test will be conducted for all camps on the first day and then from thereafter on any new patrons that lifeguard deems necessary to test. To pass the test, campers should be able to swim with ease and confidence. ***Swimmers who pass the test receive green wristbands, those who do not receive red wristbands.***

2. All users must shower before entering the pool.

3. Proper swimsuit attire must be worn in pool (i.e. no shoes, long pants, cut-offs, etc.) Large or loose jewelry is prohibited.

4. The following actions are NOT allowed within premises (failure to abide by this standard of conduct will result in immediate dismissal from the facility):

- Diving
- Running, pushing, and horseplay
- Personal flotation devices, unless approved by lifeguard on duty
- Persons with infectious conditions such as colds, open sores or eye infections; no bandages or adhesive tapes are allowed in pool

5. The following articles are NOT allowed within the fenced pool area:

- Glass containers
- Animals/Pets
- Food
- Tobacco Products
- Drugs & Alcohol (also not permitted in surrounding area)

6. Counselors must help the lifeguards in enforcing the rules and maintaining order and safety at the pool.

7. User's must follow the instructions of the lifeguards at all times. Lifeguards have the authority to require patrons to leave for failure to abide by any facility policy.
8. Lifeguards are not certified swim instructors and do not give swim lessons or instructions to anyone.
9. One lap lane is open for JU students and staff members only.
10. A maximum of 90 combined persons (in the pool and on the pool deck) are permitted to use the pool facility at one time.

## **Parking**

Camps coming to the University are required to request a visitors parking permit from the Summer Program Coordinator. These permits are free of charge to visitors. Camps will have designated parking areas and will be arranged prior to arriving to campus. A printable parking permit will be emailed to Camp Directors.

## **Public Safety and Security**

Information in Appendix

## **Important Telephone Numbers**

Emergency -Police/Fire/Ambulance.....	911
Jacksonville University Public Safety office .....	904-256-7585
Jacksonville University Operator .....	904-256-7000
Jacksonville University Athletic Department.....	904-256-7425

## **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 Communication s 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.

## **Appendix**



### Camp/Clinic Request Form

#### Contact Information

Camp Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Jacksonville University (faculty, staff, alumni, student, etc.): \_\_\_\_\_

Preferred Dates:

Overnight {Dates}: \_\_\_\_\_ Count: \_\_\_\_\_

Daytime {Dates}: \_\_\_\_\_ Count: \_\_\_\_\_

If flexible in dates, please list other options: \_\_\_\_\_

Check in time: \_\_\_\_\_ Check out time: \_\_\_\_\_

Location: \_\_\_\_\_

Additional information: \_\_\_\_\_

Corporation or company name/ address: \_\_\_\_\_

**Housing**  **NO housing needed**

Maximum number of beds requested: \_\_\_\_\_  
*(if request is approved, you cannot exceed this number)*

Number of rooms requested: \_\_\_\_\_

Preferred location(s): \_\_\_\_\_

**Meals**  **NO meals needed**

Date of first meal: \_\_\_\_\_ **Select Meal**

Date of last meal: \_\_\_\_\_ **Select Meal**

Number of meals per person: \_\_\_\_\_ Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_

Number of SNACKS: \_\_\_\_\_ Number of BAGGED lunches: \_\_\_\_\_ Number of CATERED meals: \_\_\_\_\_

Additional information regarding meals/catering:

## Facilities

Indicate the type and number of spaces **REQUIRED** for the proposed event. Provide details in the space provided. If you would like access to additional spaces as optional for your participants, please list those in the details.

- |   |  |
|---|--|
| <input type="checkbox"/> Classrooms: _____          | <input type="checkbox"/> Soccer Field              |
| <input type="checkbox"/> Conference Rooms: _____    | <input type="checkbox"/> Milne Field               |
| <input type="checkbox"/> Computer Lab: _____        | <input type="checkbox"/> Sessions Field            |
| <input type="checkbox"/> Auditorium/ theater: _____ | <input type="checkbox"/> Softball Field            |
| <input type="checkbox"/> Large Meeting Space: _____ | <input type="checkbox"/> Swisher Gymnasium         |
| <input type="checkbox"/> Chapel                     | <input type="checkbox"/> Swimming Pool (\$15/hour) |
| <input type="checkbox"/> Other: _____               | <input type="checkbox"/> Security: _____           |
|   | <input type="checkbox"/> Tennis Courts             |
|   | <input type="checkbox"/> Intramural Field(s)       |
|   | <input type="checkbox"/> Parking requests: _____   |

\*Additional costs will occur for staffing facilities after normal operating hours.

Additional space needs or requests:

Audiovisual

NO equipment

*\*Additional costs may be associated with these items.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Visitor Internet | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Lectern w/ microphone        |
| <input type="checkbox"/> DVD Player       | <input type="checkbox"/> Sound System  | <input type="checkbox"/> Wireless lapel microphone    |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Lectern       | <input type="checkbox"/> Wireless handheld microphone |
| <input type="checkbox"/> Event Technician | <input type="checkbox"/> TV            | <input type="checkbox"/> Other: _____                 |

Set up needs

NO set up needs

*\*Additional costs may be associated with these items.*

- |                                     |                                  |   |
|-------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Tables     | <input type="checkbox"/> Screen  | <input type="checkbox"/> Lectern w/ microphone        |
| <input type="checkbox"/> Chairs     | <input type="checkbox"/> Lectern | <input type="checkbox"/> Wireless lapel microphone    |
| <input type="checkbox"/> Projection | <input type="checkbox"/> Easels  | <input type="checkbox"/> Wireless handheld microphone |

**This request must be completed and returned as soon as possible.  
Upon approval you will be sent a confirmation notice.**

**Your request may be faxed (904) 256-7424 or email [bcarson@ju.edu](mailto:bcarson@ju.edu)  
If you have any questions, please contact Bambi Brundage at (904) 256-7863**

**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 \_\_\_\_\_



# 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

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: \_\_\_\_\_





***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:** \_\_\_\_\_

*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:

---

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

## JU Camp Roster

<b>CAMP NAME</b>	
<b>DATES OF CAMP</b>	
<b>ORGANIZATION</b>	

<b>Camp Director's NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

#	CAMPER NAME	COMMUTER	RESIDENTIAL	AMOUNT PAID
1				
2				
3				
4				
5				
6				
7				
8				
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# JACKSONVILLE UNIVERSITY



## Emergency Procedures Summary

### **ACTIVE SHOOTER — ARMED INTRUDER**

- **RUN** - Evacuate or flee if possible and safe. Have an escape plan. Consider all exits and windows. Distance yourself from the shooter.
- **HIDE** - If flight is impossible, **SHELTER IN PLACE**— Get out of sight.
- Block entry or lock doors. Put something solid between yourself and the shooter.
- Be prepared to wait; elapsed time is a good sign.
- Wait for instructions from Law Enforcement .
- **FIGHT** - As a last resort **TAKE ACTION**, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the shooter. Act with aggression.

### **FIRE or GENERAL EVACUATION**

- **FIRE** - Activate nearest fire alarm if not already activated & call 911.
- **Evacuate Building. This is MANDATORY for FIRE alarms.** Take your valuables (keys, wallets, purses, etc.) with you.
- **DO NOT** use elevators. **DO NOT** re-enter the building until authorized.
- If it is safe, assist others moving from the area. If unable, notify emergency personnel of the location of any disabled or special needs persons.
- Proceed to your predetermined meeting spot.

### **MEDICAL EMERGENCY**

- **Contact 911.**
- Render first aid if trained.
- Stay with the injured / ill person until help arrives.
- Try to gather as much information about the emergency to pass along to emergency responders.
- Learn the locations of AED's (Automatic External Defibrillators).

### **BOMB THREAT or SUSPICIOUS OBJECT**

- **DO NOT** touch or move any suspicious device.
- **DO NOT** turn switches on or off – leave them as they were.
- Evacuate the area—take your belongings with you.
- **DO NOT** use cell phone or radios in area of device.
- Proceed to your predetermined meeting spot.
- If you have information regarding the incident contact Campus Security.
- **DO NOT** re-enter the area until authorized.

### **SHELTER-IN-PLACE**

- Lock and barricade doors.
- Turn off lights.
- Close blinds, block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover or protection (i.e. concrete walls, desks, filing cabinets).
- If not communicating with authorities turn off cell phones.
- Remain in a safe area until danger has passed or contacted by authorized personnel.

### **POLICE, FIRE and EMS**

Can be reached by dialing:  
**9-1-1**

Campus Security: ext.  
**7585 904-256-7585**

### **SEVERE WEATHER**

- **Monitor local TV, Radio, JU Alert and Internet.**
- **Be prepared to take shelter on the lowest indoor level.**
- **Stay away from windows; move to an INTERIOR HALLWAY.**
- **If outdoors, lie in a ditch or low-lying area or crouch near a strong building.**
- **Wait for an All-Clear before returning to the area.**

### **HELPFUL TIPS**

- **Remain Calm** - Those in your charge are looking to you for guidance & direction. Provide assistance to others, if necessary/possible.
- **Think Ahead** - Regularly run “what if” situations through your head to determine what you may do in any situation before it happens.
- **Be Patient** - Response takes time. When you are waiting for response to a crisis a few minutes may feel like hours.

**IF YOU SEE SOMETHING - SAY SOMETHING**

**JACKSONVILLE UNIVERSITY FACILITIES  
EXTERNAL CAMP FEES  
(subject to change)**

<b>FACILITY</b>	<b>SEATING</b>	<b>PER DAY CHARGE</b>
<b>Athletic Facilities</b> .....		\$1,500.00
For Picnics: (Valley Intramural Field, Outdoor Basketball Courts and Tennis Courts)		
<b>Baseball Practice Field</b> .....		\$175.00
<b>Brest Field</b> .....	1400 .....	\$300.00/game
.....		\$400.00/night
.....		\$500.00DH
<b>Concession Stands</b> .....		Aramark
<b>Milne Field</b> .....		\$400.00 per day
<b>Swimming Pool with Lifeguard</b> .....		\$25.00 per hour
<b>Softball Field</b> .....		\$300.00 per day
<b>Soccer Field</b> .....		\$300.00 per day
<b>Camps (Facility Use Charge – per person per day)</b> .....		\$6.00
<b>Classrooms</b> .....		\$175.00 per day
<b>Conference Rooms</b> .....	up to 25 .....	\$150.00 per day
<b>Dance Pavilion Upper Level</b> .....		\$375.00 per day
<b>Dance Pavilion Lower Level</b> .....		\$300.00 per day
<b>FBK University Center:</b>		
<b>Dining Room A</b> .....		\$100.00 per day
<b>Dining Room B</b> .....		\$100.00 per day
<b>Main Dining Room</b> .....		\$250.00 per day
<b>Davis College of Business:</b>		
<b>Room 165</b> .....		\$150.00 per day
<b>Room 171</b> .....		\$150.00 per day
<b>Room 174</b> .....		\$150.00 per day
<b>Davis Commons:</b>		
<b>Room A</b> .....		\$150.00 per day
<b>Room B</b> .....		\$150.00 per day
<b>Gooding Auditorium</b> .....	225 .....	\$600.00 per day
<b>Nelms Auditorium 1 or 2</b> .....	50 .....	\$300.00 per day
<b>North Dance Studio</b> .....	60 .....	\$400.00 per day
<b>Studio Theatre</b> .....	99 .....	\$400.00 per day
<b>Reid Auditorium</b> .....	92 .....	\$400.00 per day

**Jacksonville University Facilities Fee Schedule**

**Page 2**

**Wedding Reception Facility Charge** .....Varies

**Sam Marks Chapel** .....\$300.00 per day  
**Wedding**..... **non-JU** .....\$250.00 per day  
**JU**.....\$150.00 per day  
**Rehearsal**..... **non-JU**.....\$150.00 per day  
**JU**.....\$ 80.00 per day

**Swisher Auditorium**..... 419 .....\$850.00 +  
*Technical Associate @ \$35 per hour*

**Swisher Gym**..... 1100 .....\$1,000.00 +  
*Staff Member on site \$30.00 per hour*

**Terry Concert Hall**..... 402 .....\$800.00 +  
*Technical Associate @ \$35 per hour*

**Usen Auditoriums**..... 75 .....\$75.00

**Ross Theatre**..... 100 .....\$75.00

**Housekeeping Charges for Sponsored Groups:**

**Classroom** .....\$30.00

**Small Auditorium**.....\$75.00

**Large Auditorium** .....\$100.00

**Performance Hall** .....\$100.00

**Linens** .....N/A

**Residence Hall Rooms** .....\$18.00/day  
*(based on double occupancy)*

**Oak Hall Rooms** .....\$22.00/day

**Equipment Charges** (per day charges)

**LCD Projector** .....\$125.00

**Screen** .....\$20.00

**Portable PA system** .....\$75.00

**Tables (8')** .....\$10.00 each

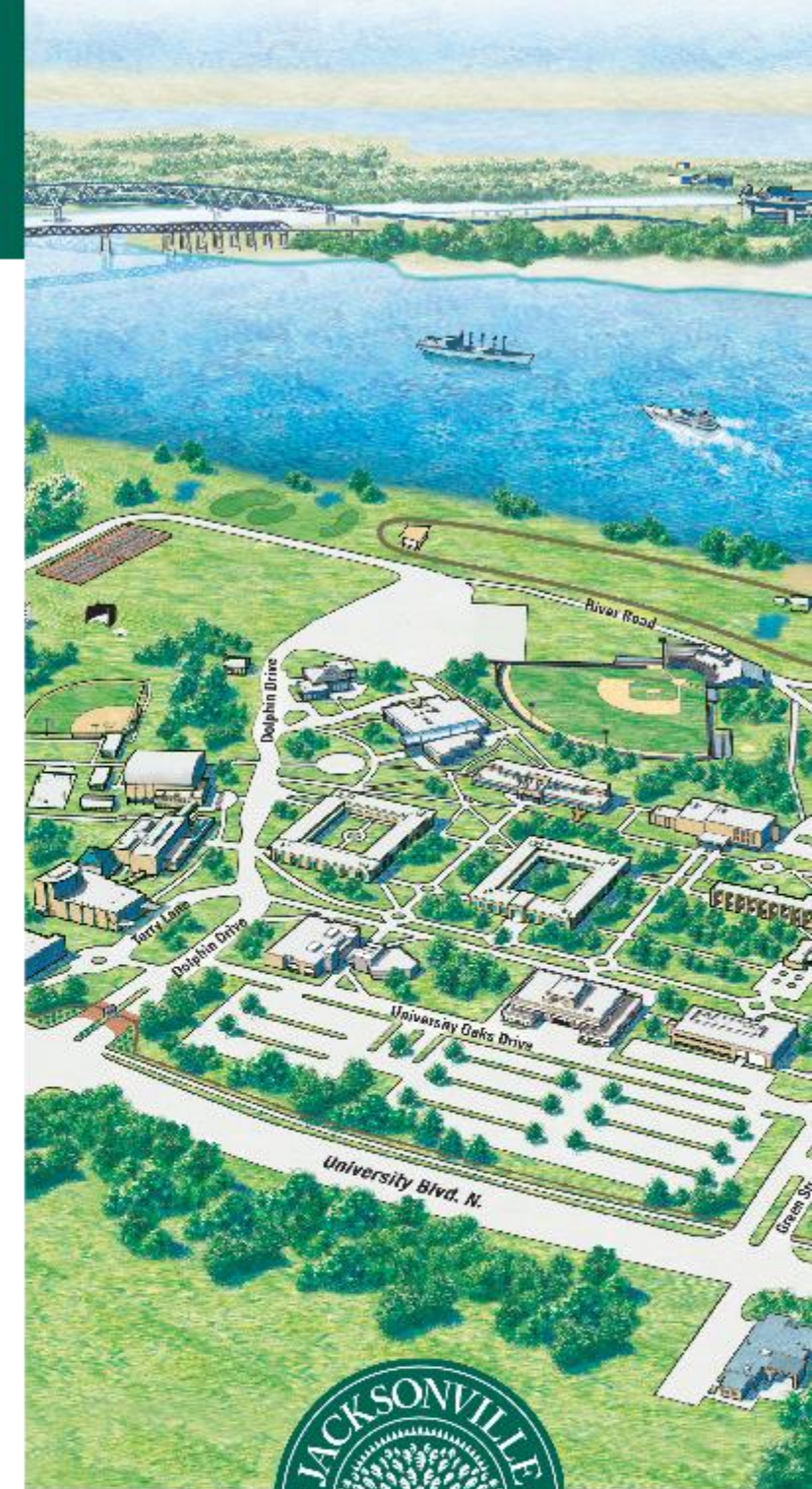
**Ice** .....\$6.00 bag





# DEPARTMENT OF CAMPUS SECURITY

2800 University Boulevard North,  
Jacksonville, FL 32211-3394 | 904.256.7585  
www.ju.edu

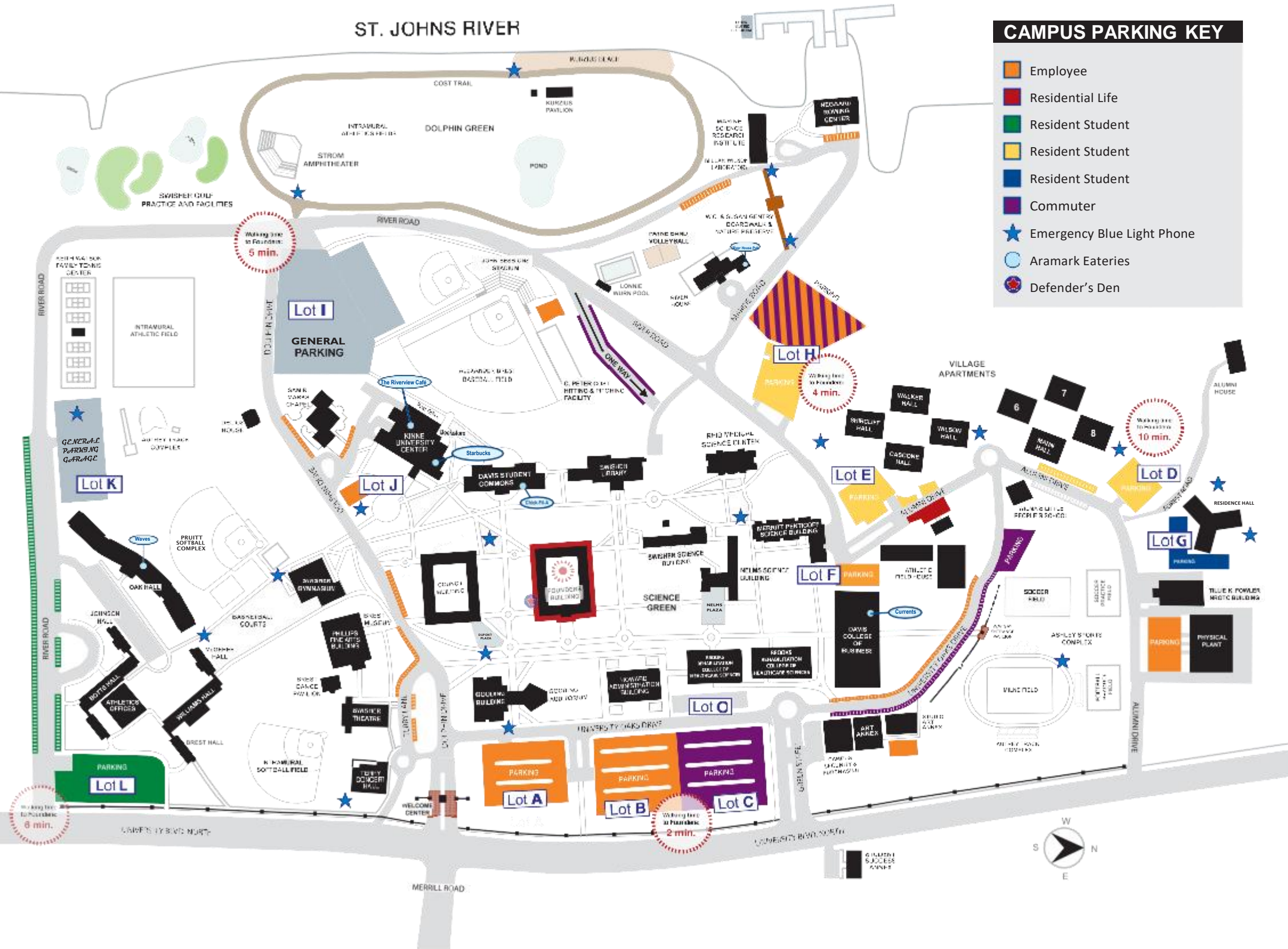


## PARKING & TRAFFIC REGULATIONS Academic Year: 2017-2018

### ST. JOHNS RIVER

### CAMPUS PARKING KEY

- Employee
- Residential Life
- Resident Student
- Resident Student
- Resident Student
- Commuter
- Emergency Blue Light Phone
- Aramark Eateries
- Defender's Den







# PARKING RULES & REGULATIONS: Jacksonville University traffic and parking regulations apply to all students, faculty, staff and visitors. The Department of Campus Security is responsible for the enforcement of traffic and parking rules and regulations at the University.

## GENERAL INFORMATION

Operating and parking a motor vehicle on the JU campus is a privilege extended by the University. Violation of the rules and regulations can result in suspension or revocation of the privilege to drive and park on University grounds. Parking includes parking, standing, or stopping. Jacksonville University assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All students and employees of the University holding a valid operator's permit issued by the Division of Licensing in their state, are permitted to operate and park properly registered motor vehicles on campus. All persons who operate a motor vehicle on campus are expected to comply with all traffic and parking regulations. A person who registers a vehicle is responsible for ensuring that the vehicle is operated in compliance with all traffic and parking regulations. For example, the registered owner of a vehicle will be held responsible for any parking citations received by someone who is operating the vehicle or allowed to utilize his or her issued permit. **These regulations apply all year long, 24 hours per day, including academic breaks and in all weather conditions.** Permits/decals remain the property of Jacksonville University and are not transferable between vehicles or persons.

## REGISTRATION REGULATIONS

- ▶ Temporary permits may be issued for up to 14 days in the event of issues with obtaining a registration, purchase of new vehicle or temporary guest. If extenuating circumstances exist please consult with a campus security supervisor.
- ▶ All vehicles parked on campus by students and employees must be registered with the Campus Security Office and must display a current parking permit. Employees and students are allowed one permit/decals. Shared vehicles are allowed one permit/decals only.
- ▶ All persons registering a vehicle must bring their JU I.D. and vehicle registration to the Campus Security Office located at the Green Street entrance during the hours of 7 a.m. – 6 p.m., daily (extended hours at the beginning of each semester).
- ▶ **Permits/decals or hangtags are not transferable. All student permit/decals must be affixed to the exterior of the vehicle driver's side lower corner of the front windshield. Employee hangtag/permits must be hung from the vehicle's rear view mirror where they are in plain view.** Failure to display the permit properly will result in a parking citation. The permit is issued to an individual and therefore any violations attributed to the permit become the individual's responsibility. Please keep this in mind when you loan your vehicle to someone else.
- ▶ Registration forms are available on-line and may be completed and printed prior to coming to Campus Security. To access the on-line form go to the Campus Security webpage.
- ▶ If your permit/decals or hangtag is lost or taken, a new decal must be obtained from the Campus Security Office as soon as possible. If a new decal is not obtained, you will be held responsible for any citations associated with that permit/decals.
- ▶ A change in a student's residency, enrollment status, vehicles, or vehicle's state registration requires students to obtain a new parking permit or remove a parking permit based on their new status.
- ▶ **All parking permits will expire on August 31, 2018.**
- ▶ A damaged or defective permit/decals or hangtag will be replaced at no charge if returned to the Campus Security Office.

## TRAFFIC REGULATIONS

- ▶ Traffic rules and regulations and directive signs governing the operation and parking of motor vehicles are in effect at all times unless specifically limited by the Campus Security Office.
- ▶ Motorists must yield the right of way to pedestrians and bicyclists.
- ▶ All vehicles must comply with the posted speed limits on campus. The speed limit is 15 mph for all roadways. The speed limit in all parking lots is 10 mph or less depending on traffic conditions.
- ▶ Driving on sidewalks, paths, on grass, or off-road is prohibited. Parking on roadways, fire lanes, service driveways, sidewalks, paths, grass, off-road, or along any curb is prohibited.

- ▶ Tearing down, altering, defacing, or removing any sign or traffic control device including traffic cones is prohibited. Acts as described may subject the offender to administrative sanctions or criminal prosecution.

## PARKING REGULATIONS

- ▶ Parking on the Jacksonville University campus is only permitted in marked parking spaces in authorized parking lots. All parking lots are marked with color coded signs designating which permit(s) may park in the lot. Parking designations are enforced from 7 a.m. – 5 p.m., Mon – Fri. Parking designations are: **Employee (E); Resident Student (R); Commuter (C); Orthodontics Students (C); Visitor (V); Patient (O); and Residential Life (RL)**
- ▶ The absence of NO PARKING signs does not imply that parking is allowed. Before parking in an area that is questionable, call the Campus Security Office at 904-256-7585. Parking in designated parking lots is restricted to the marked spaces only. Vehicles parked outside of marked spaces, in handicap spaces, Purple Heart spaces and/or along curbs (painted and unpainted) are subject to being issued a citation and/or towed.
- ▶ Parked vehicles must not obstruct access ramps, loading zones or traffic, or obstruct access by any emergency vehicle such as fire department, emergency medical services, or police. Parked vehicles cannot interfere with normal University operations or create a hazard. Vehicles parked in such a manner are subject to being issued a citation and towed. **The City of Jacksonville Parking Enforcement Division may also enforce parking regulations on campus such as; handicapped parking, fire lane, and expired license plate violations.**
- ▶ If your vehicle is disabled, contact the Campus Security Office at 904-256-7585 for assistance. Abandoned vehicles will be cited and towed away at the owner's expense.
- ▶ All person(s) must comply with the posted parking time limits where designated. The 15 minute parking spaces are enforced 24/7.
- ▶ Repairs to vehicles parked on campus such as oil changes, or other mechanical work are not permitted.
- ▶ The University parking map, located on the reverse of this page, as well as signs throughout the campus indicate where students with current permits/decals are permitted to park. Signs may be damaged, destroyed, or temporarily moved, so the provided map should be regarded as the governing document as it relates to parking lot designation.
- ▶ **Students are not permitted to park in any parking space marked Reserved, Employee or Visitor during the hours of 7 a.m. – 5 p.m., Mon. – Fri. year round. Students are not permitted to park in RL Reserved spaces 24/7 year round.**
- ▶ **Special parking permission cannot be given by faculty, coaches, or staff members.**
- ▶ **Student workers must park in their designated areas - not in Employee parking.**
- ▶ Resident students with current parking decals are authorized to park in the designated parking areas of the residence halls, parking garage or apartments as indicated on their permit and the map on the reverse of this page. (Example: Green R on south campus, Yellow R in apartment lots, and Blue R in North Hall lots)
- ▶ Employees are permitted to park in designated areas around campus.
- ▶ Wilma's Little People's School: Reserved parking. No parking between 7 a.m. – 5 p.m., Mon. – Fri. year round.
- ▶ **Holiday Parking:** Any request to park on campus during holiday breaks or during the summer must be made in advance in writing and must be approved by the Director of Campus Security.
- ▶ For temporary disabilities, contact the Disability Coordinator in the Student Life office.

## MOTORCYCLES & BICYCLES

- ▶ All motorcycles operated and parked on the JU campus must be registered and display a valid JU parking decal. Decal placement on motorcycles can offer special challenges. As a general guideline, the decal can be placed on the windshield or on one of the front forks. If one of these solutions does not work for your particular model, contact a security supervisor for further guidance.

- ▶ All traffic regulations apply to motorcycles and bicycles.

- ▶ Bicycles may only be parked in bicycle racks. Bicycles shall not be chained to railings, handicap access ramps, trees, light or sign posts, or entrances to buildings. The Campus Security Office will impound bicycles left in these locations. The owner of the bicycle may be subject to fines for improper parking. Bicycles are not permitted in the University buildings.

- ▶ All bicycles will be registered with the Campus Security Office. Registration for bicycles is free of charge and involves the collection of the bicycle's identification information. A JU bicycle decal will be issued and affixed to front forks on the bicycle.

## BOOTING OR TOWING OF VEHICLES

Vehicles are subject to booting or towing at the owner's expense for the following reasons:

- ▶ Unauthorized parking in reserved, prohibited, or handicapped spaces
- ▶ Obstructing vehicular or pedestrian traffic
- ▶ Parking as to interfere with University operations or creating a hazard to people or equipment
- ▶ Parking in a fire lane or blocking a fire hydrant
- ▶ Parking in a maintenance zone, loading dock area or blocking a gas delivery access road
- ▶ Parking on campus after driving or parking privileges have been suspended or revoked
- ▶ Disabled or abandoned vehicles will be towed if left unattended or unmoved for two weeks and immediately if the vehicle does not display a registration plate and/or a parking permit.
- ▶ Unpaid traffic fines
- ▶ Displaying an altered, stolen or counterfeit parking permit
- ▶ Failure or refusal to register a motor vehicle with the University

## SPECIAL EVENTS/MAINTENANCE

The Campus Security Office has the authority to close streets, parking lots and individual spaces to facilitate University special events or to perform necessary maintenance.

## VISITOR'S PARKING

Visitors coming to the University are required to request a one-day visitor parking permit from the Campus Security Department located at the Green Street entrance to the University. These permits are free of charge to visitors. Employees and students are not permitted to use a visitor parking permit.

## TEMPORARY PERMITS

Temporary permits are issued to employees and students who are temporarily using a vehicle that is not registered or normally used for transportation to the University. These permits are issued for a maximum of two weeks and may not be used to avoid properly registering a vehicle or to park in a parking lot where it would not be allowed.

## VIOLATION PAYMENT PROCEDURE

- ▶ Fines may be paid during normal business hours at the cashier's window in the Howard Administration Building. You must have the citation(s) with you to pay.
- ▶ Fine amounts will automatically be placed on student accounts or be deducted from an employee's pay if payment is not received at the cashier's window.
- ▶ In case of an unattended vehicle, the registered owner of the vehicle (or permit) will be responsible for the fine. If no permit is present, the registered owner of the vehicle will be responsible.
- ▶ Unpaid fines may result in a hold on accounts prohibiting registration.

Download the JU Mobile Safety App for a digital copy and more information from Campus Security



## ORTHODONTICS PATIENT PARKING

- ▶ The parking lot located at the Brooks Rehabilitation College of Healthcare Sciences Building (Lot O) is reserved for Orthodontics patients/visitors only.
- ▶ **Employee and Student Parking is prohibited.**

## APPEAL PROCESS

The Appeals Committee is comprised of a rotating membership of student, staff and faculty volunteers who take their personal time to review appeals. This committee meets independently apart from the Campus Security Department. The decisions of the Appeals Committee are final. Decisions of the Appeals Committee are not an endorsement of the particular driving or parking behavior of an individual who is cited for violation of the parking rules and regulations but is a decision based on the totality of circumstances and the specific conditions presented by the campus security officer and the appellant. Only those with valid JU parking permits may go through the appeals process. The appeal must be filed within 15 calendar days of the date the citation was written. Appeals submitted after this deadline will not be considered. The grounds for filing the appeal must be that you were not in violation of the parking rules, not that you do not agree with the rules or fine amount.

- ▶ Appeals must be submitted on the appropriate form available in the Campus Security Office located at the Green Street entrance (first right turn). The citation must be attached to the appeal. Appeals will not be considered if you do not have the citation. Verbal appeals will not be considered.
- ▶ When submitting your appeal, make sure that your correct mailing address or JU post office box number is included and legible.
- ▶ The Appeals Committee will review the appeal and a written copy of the decision will be sent to the address listed on the appeal.
- ▶ If the appeal is dismissed, the citation charge will be removed from the account. If the appeal is upheld, the original or any reduced fine must be paid.

## FINES AND VIOLATIONS

Below is the list of fines and violations. These are also listed on parking citations.

- Parking in fire lane ..... \$50 + Towed Vehicle
- Speeding/Reckless Driving ..... \$50
- Handicap/Disabled violation ..... \$250 + Towed Vehicle
- Vehicle not registered ..... \$25
- Expired or improper display of decal ..... \$15
- Failure to stop at the traffic booth as directed ..... \$50
- Parking in prohibited zones ..... \$25 + Towed Vehicle
- Parking on a roadway ..... \$50 + Towed Vehicle
- Driving wrong way in traffic circle ..... \$50
- Restricted Area ..... \$25
- Parking outside of marked space/taking up more than one space ..... \$25
- Displaying counterfeit decal ..... \$50 + Towed Vehicle
- Booted Vehicle ..... \$50
- Exceeded Time Limit ..... \$25 + Towed Vehicle
- Other Violations of the Rules & Regulations ..... \$25





# 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 present 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 law 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 request a provider account in the Clearinghouse please visit the following link: <https://apps.ahca.myflorida.com/SingleSignOnPortal/Login.aspx>
- Fingerprints must be obtained 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](http://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.