SUMMER CAMPS & EXTENDED PROGRAMS RESERVATION PROCESS

The following steps should be completed to request facility space and services associated with summer camps and select extended programs. This includes camps and extended programs hosted by internal units such as McNeese sports, departments, and official campus organizations.

Please do not attempt to contact any areas such as Campus Housing, Dining, or the Rec Complex outside of these procedures.

Step 1: Complete the Summer Camps Information Form: https://www.mcneese.edu/universityservices/form/campinfo. Questions regarding the form should be directed to the Office of Student Services at 337.475.5609 or studentservices@mcneese.edu.

Step 2: Thoroughly review supplemental information attached to the online Summer Camps Information Form. This includes the Summer Camps Manual.

Step 3: An Office of Student Services designee will follow-up with the camp coordinator to confirm details associated with the information form submission.

Step 4: The Office of Student Services will communicate with departments designated to provide services and/or facility usage to confirm availability and price quotes.

Step 5: If applicable, an initial price quote will be generated reflecting all facilities to be reserved and services to be utilized. The camp coordinator will be asked to review and sign the quote to confirm its accuracy.

After step 5 is completed, affiliated and quasi-affiliated camps may be allowed to communicate with departments providing services and submit facility use requests.

Step 6: No later than 2-4 weeks prior to the camp, the camp coordinator will be sent the Summer Camps Terms of Use Agreement to review, sign, and return to the Office of Student Services. Proof of insurance is also due with the Terms of Use agreement. Until this step is reached and completed, the camp is not authorized.

Step 7: Within 14 days of the camp’s start date, the Office of Student Services and camp coordinator will reconfirm all details associated with the camp including, but not limited to documented requirements specified on the Terms of Use Agreement, facility reservations, expected attendance, and initial price quotes.

Other Information

- Invoices will be for usage and services will be issued by applicable offices the last day of a camp.
- Full payment is due immediately upon invoicing and should match the invoice.
- A receipt will be issued following payment.
- Copies of payment activity will remain on record with the Office of Student Services for annual reporting.

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