



Request for Summer Camp/Program Space

June 20-August 1, 2010 (8/8-returning camps only)

1. Contact Information

Sponsoring Organization/Group _____

Contact Name _____ Phone _____

Address _____ Cell _____

City _____ Fax _____

State _____ Zip Code _____ Email _____

Non Profit Organization: Yes ___ No ___ Have you held an event at Ramapo previously? Yes ___ No ___

Program Director (if known) _____ Phone _____

2. Event Information

Program Title _____

Description of Program _____

Arrival/Departure Dates (s) _____

Day Program ___ Residential Program ___ Daily hours of Program _____

Are participants paying a registration fee for the program? Yes ___ No ___

3. Camp Category (check all that apply)

Academic ___ Educational ___ Recreational ___ Religious ___ Sport ___ Other _____

4. Participants/Staff

participants _____ # staff/counselors _____ Age of Counselors _____

Age range of participants _____ Gender of participants: M ___ F ___ Co-Ed ___

How many of your staff/counselors will stay in residence with the participants? _____

If counselor details are not known at this time, what is your intended ratio of students/counselor? _____

Special needs anticipated (accommodations, etc.) _____

5. Meals (if applicable)

1st meal on the 1st day Breakfast ___ Lunch ___ Dinner ___

Last meal on the last day Breakfast ___ Lunch ___ Dinner ___

Do you anticipate any special dietary needs? Yes ___ No ___

Please explain:

*The dining rooms are only available for meals served by Ramapo Dining Services. Alternate arrangements must be made in advance for any meal provided by an external caterer.

6. Housing Information (if applicable)

Participants _____ Type of housing preferred: single ___ double ___ triple ___

Counselors/staff _____ Type of housing preferred: single ___ double ___ triple ___

Please note that an infirmary, mandated by NJ Youth Safety Standards, will be added to your billable number of rooms reserved if your participants are less than 18 years of age.

7. Will you need space to run store/concessions? Yes _____ No _____

Describe types of items/foods for sale.

8. Spaces Needed

Describe type/size of spaces needed and capacities needed for each (fields, assembly/meeting rooms, pool, climbing wall, outdoor recreational spaces, lounges, etc.). Use specific names of spaces preferred if known.

<u>Space</u> (fields, lounges, /meeting rooms, pool, classrooms, outdoor spaces, etc.)	<u>Capacity Needed</u>

9. Describe Evening Activities (if applicable)

10. Sample Schedule

Please attach a sample schedule if available.

*Disclaimer: Please note that although preferences will be taken into consideration, dates and meeting/housing spaces cannot be guaranteed.
All programs with minors staying in the residence halls are required to pay a NJ Fire Registration licensing fee (amount varies depending on the # of participants).*

Form Submitted by _____ Date _____

*E-mail form to dspina@ramapo.edu or fax to Deborah Spina, (201) 684-7097.
Additional summer information is available at www.ramapo.edu/conferences*

NEW CAMPS/PROGRAMS ONLY
June 20-August 1, 2010

How many years has your camp/program been in operation? _____

Please provide references from past locations.

<i>Name of location</i>	<i>Contact person</i>	<i>City/State</i>	<i>Phone</i>	<i>Email</i>

Can your organization provide the required insurance certificate? ***Yes*** _____ ***No*** _____
**See specific requirements on next page.*

INSURANCE REQUIREMENTS

INSURANCE AND INDEMNITY:

1. The Contracting party shall secure and maintain in force for the term of the contract, insurance coverage provided herein. All insurance coverage is subject to the approval of the College and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A- (VII) or better. The contracting party shall provide the College with current Certificates of Insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the College. All insurance required herein shall contain a waiver of subrogation in favor of the College.

All insurance required herein, except Workers' Compensation, shall name Ramapo College, the State of New Jersey and the New Jersey Educational Facilities Authority, as additional insureds.

2. Commercial General Liability insurance written on an occurrence form including independent contractor liability, products/completed operations liability, contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this contract. Coverage for bodily injury and property damage claims arising out of the professional acts of the contractor and subcontractors shall also be included should the events or activities require the attendance of a practitioner of the medical arts. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the College. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate. A "per location endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this contract.

3. Comprehensive Automobile Liability covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.

4. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of the contracting party and any subcontractor who will be engaged in the performance of this contract. The certificate must so indicate that no proprietor, partner, executive officer or member is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if employer's liability insurance is included under umbrella insurance and the umbrella limit exceeds the above employer's liability limit requirements.

5. The contracting party shall require all subcontractors, agents and franchisee to comply with all of the insurance requirements described above. The contracting party shall be responsible for obtaining certificates of insurance for all coverage and renewals thereof for each subcontractor, agent and franchisee prior to their beginning work at College. The contracting party shall provide copies of all subcontractor, agents and franchisee certificates of insurance to the College upon request.

6. Indemnification and Hold Harmless

The contracting party shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the College, the State of New Jersey and the New Jersey Educational Facilities Authority, including their trustees, officers, employees, volunteers and agent from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including reasonable attorney's fees) in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever, which shall arise from or result directly or indirectly from the use of the premises under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

7. Safety and Security

The contracting party is responsible for providing for the safety and security for all spectators, participants and employees at all times while using the College's facilities. It is the contracting party's sole obligation to inspect the facilities prior to each use. To identify any unsafe conditions and take appropriate action to repair, warn and give notice. If the unsafe condition is the College's responsibility, the contracting party must give notice to the College but continue to take action to warn and/or safeguard all spectators, participants and employees of the unsafe condition until the College makes the necessary repairs.