



2026 HPU OVERNIGHT CAMP

Band Leadership Camp

STATEMENT OF MISSION AND PURPOSE

Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

As a Christian University campus, the University encourages and requests respectful, appropriate behavior and communication from its camps at all times that is consistent with our Christian mission.

CAMP CONTRACT, REQUIREMENTS, POLICIES AND PROCEDURES

Thank you for considering Howard Payne University to host your camp during the summer of 2026.

This and all pages that follow are part of the Contract. They are designed to foster clear communication and understanding between representatives of Howard Payne University and the camp's Sponsoring Organization in an effort to minimize misunderstanding and facilitate an enjoyable camp experience for all campers.

A Contract executed between the University and the Organization is mandatory for all camps using University facilities. The Organization must name a Camp Sponsor to act on behalf of the Organization to reserve University facilities, bind the Organization legally and financially, and be their responsible party for ensuring all University requirements, policies and procedures are followed prior to, during, and after the camp.

Definitions of terms used hereafter in all 2026 Overnight Summer Camp documents:

University – Howard Payne University is the camp host, providing facilities and services supporting the Camp.

Contract – The Camp Contract is the legal document describing the services to be provided by the University and the University's requirements for the Sponsoring Organization and its Camp Sponsor, all of whom agree to as a result of signing the Contract.

Organization – The Sponsoring Organization is the legal entity that is legally and financially responsible for sponsoring the Camp and appointing the Sponsor to act on the Organization's behalf.

Sponsor – The Camp Sponsor is the individual appointed by the Organization to deal with the University regarding all aspects of the camp and for ensuring all camp participants abide by the University's policies and procedures.

Camp – The youth camp being sponsored by the Organization and hosted by the University.

Campers – All of the Organization's youth, employees, staff volunteers, helpers, assistants, parents, agents or subcontractors under the Sponsor's direction during the Camp.

Director – The University's Director of University Events who represents the University in dealing with the Sponsor before, during and after the Camp.

Prior to the Camp, the Sponsor must meet with the Director to discuss available facilities, and University policies and procedures. Designation of residence facilities and rooms available for the Camp is the responsibility of the Director. The Director will attempt to accommodate the Sponsor's request for facilities after the University's facility needs are met.

In order for the University to provide the support staff and services at the correct time, the Sponsor must ensure the Camp schedule agreed upon with the Director is followed closely.

The University has appointed the following employees to act on behalf of the University to help ensure a safe and enjoyable experience for our Summer Campers.

Wes Carroll, Director of University Events– Mr. Carroll serves as the administrator responsible for providing oversight for the University's Camp operations. As such, he will be the primary contact person between the University, the Organization and the Sponsor regarding the Camp. Carroll and his staff will assist the Sponsor throughout the Camp. Mr. Carroll can be reached at:

Howard Payne University
1000 Fisk Street
Mabee University Center, Suite 213C
Brownwood, Texas 76801
325-649-8420
wcarroll@hputx.edu

Emily Attaway, Vice President for Financial Affairs, Chief Financial Officer – Mrs. Attaway is the administrator representing the University in working with Mr. Carroll, the Organization and the Sponsor to finalize the Contract and insurance requirements as required in the documents that follow. Mrs. Attaway can be reached at:

Howard Payne University
1000 Fisk Street
Packer Administration Building, Suite 208
Brownwood, Texas 76801
325-649-8059
eattaway@hputx.edu

Camp Insurance Requirements

The University accepts no liability for any Camp participant or the Organization's agents or subcontractors. The Camp's Organization's liability insurance policy must cover both the Camp and the University for Liability Exposures.

No later than April 1, 2026, the Organization's official (official signing this contract) must furnish a "Certificate of Insurance" issued by the Organization's insurance company naming the University as an "Additional Insured" on the Organization's liability insurance policy confirming the required coverage will be in force from the date the first person associated with the Camp arrives at the University, through the time the last person associated with the Camp leaves the University.

Required Limits:

Commercial general liability	\$1,000,000/\$2,000,000 per occurrence bodily injury and property damage	The policies shall endorse Howard Payne University as an additional insured on the policy and shall include a waiver of subrogation in favor of the University
Sexual misconduct coverage	\$1,000,000 per occurrence	
Commercial automobile	\$1,000,000 each accident limit for bodily injury and property damage	Required if a vehicle will be used on the premises or for transporting Campers. Coverage must include all owned, leased, hired and non-owned vehicles
Workers compensation	Statutory limits	

- a. **Participants** - \$190 per participant, including housing and meals. \$100 per week for commuters.

ACCEPTANCE OF CAMP CONTRACT, TERMS AND CONDITIONS

Being duly authorized by the Camp's Organization, the Sponsor hereby agrees to the terms and conditions contained in this Contract. The University requires each Camp participant to abide by all University policies, rules and regulations, including all terms and conditions contained in the Contract.

This contract shall be null and void and the Camp's reservation will be cancelled if this signed Contract is not received by the Director of University Events by April 1, 2026.

The Sponsor agrees to the charges, fees and payment terms described in this Contract.

The Sponsor understands and agrees there are always risks involved in hosting Camps. The University assumes no responsibility for any injuries, damages, claims or losses suffered by or caused by any Campers. The Camp's Organization is fully responsible for any and all injuries, damages, losses or claims that may arise during the Camp's dates and for maintaining all required insurance coverage to protect both the Organization AND the University from the time the first participant arrives on University property and until the last participant leaves University property. The Organization holds the University and its agents, volunteers, staff and trustees harmless from liability from all injuries, damages, losses or claims that may arise because of the Organization conducting its Camp at the University. By signing this Contract, the Sponsor acknowledges he/she has read and understands it and assumes personal responsibility for ensuring all Campers abide by the provisions of this Contract.

AGREED AND ACCEPTED BY:



Sponsor

12/4/25

Date

FOR THE UNIVERSITY:

Wes Carroll, Director of University Events

Date

Emily Attaway, Vice President for Finance Affairs,
Chief Financial Officer

Date

SPONSORING ORGANIZATION INFORMATION

Camp name HPU Band Leadership Camp

Street address 1000 Fisk Ave.

City Brownwood State TX Zip 76801

Phone/cell phone 325-649-8504 E-mail jkraemer@hputx.edu

Requested arrival date & time for campers 6/8/26 - 9am

Requested departure date & time (Departure must be by 12:00 p.m.) 6/12/26 - Noon

Total number of days on campus 5 Total number of nights on campus 4

Anticipated number of campers 400+ Participant age range 12-18

How many adult staff (age 21 or over) will be provided by the organization? approx. 40

Camp needs: ☒ Technical support ☒ Equipment ☒ Food ☐ Other _____

Registration date(s) Feb. 1st - June 1st Time(s) online

Sponsor's Name Jon Kraemer Cell # 806-773-5895

Have you sponsored a camp at the university previously? If yes, when? yes, same camp

How many years has your camp been in existence? 52 years @ HPU! ☺

FACILITIES REQUESTED

***University employees are required to operate the University's A/V equipment in these facilities. No exceptions will be made to this requirement.**

- ☒ **Mims (925 capacity)**
- ☒ **Faith & Life Leadership Center – Jackson Room**
- ☒ **Grace Chapel (200 capacity)**
- ☒ **Theater**
- ☒ **Davidson Music Complex**
- ☒ **Wellness Center**
- ☒ **Mabee Center**
- ☐ **Welcome Center**
- ☐ **Outdoor Recreation Center**
- ☐ **Doakie Day**
- ☒ **Mieth Pavilion**
- ☒ **Sand Volleyball Courts**
- ☒ **Old Main Part**
- ☒ **Intramural Field**

ON-CAMPUS HOUSING REQUESTED

PLEASE NOTE: 1st floor of all residence halls are reserved for camp staff over the age of 21. Males are not permitted on the 2nd, 3rd and 4th floors of Veda. Females are not permitted on the 2nd, 3rd and 4th floors of Jennings.

- Veda (Women's Dorm; Beds-282; Rooms-147)
- Jennings (Men's Dorm; Beds-180; Rooms-88)
- Taylor (Men's Dorm; Beds -139; Rooms-72)

*dorm availability may be subject to change due to potential renovations

Will any of your residents require handicap accessible housing? If so, please explain:

yes, usually accomodated on 1st floor of Veda

Camp arrival date 6/8/26 Participant check-in time 9am

ADVANCED TEAM STAFF

Number of advanced team staff? ~40 Early arrival date and time 6/7/26 - 4pm

FOOD SERVICES REQUESTED

Because of food safety liability, the University's Sodexo Food Service must provide all food service for Camps held at the University. No other outside catering services may provide food on campus without the prior written approval of the Director. Food or drinks may not be brought into the Beadel Dining Area or Fambroughs as per the Howard Payne University contract with Sodexo Food Services under any circumstance.

The Sponsor must give a guaranteed meal count upon arrival that includes all Campers. This will be verified by Sodexo Food Services on first day and will be used for invoice purposes.

Please specify when meals are needed for specific days of the week:

Day of the Week	Breakfast	Lunch	Dinner
Monday	<u> </u>	<u>11:30 - 1:00pm</u>	<u>5:30 - 7:00pm</u>
Tuesday	<u>7:00 - 8:00am</u>	<u>11:30 - 1:00pm</u>	<u>5:30 - 7:00pm</u>
Wednesday	<u>7:00 - 8:00am</u>	<u>11:30 - 1:00pm</u>	<u>5:30 - 7:00pm</u>
Thursday	<u>7:00 - 8:00am</u>	<u>11:30 - 1:00pm</u>	<u>5:30 - 7:00pm</u>
Friday	<u>7:00 - 8:00am</u>	<u>11:30 - 1:00pm</u>	<u> </u>
Saturday	<u> </u>	<u> </u>	<u> </u>
Sunday	<u> </u>	<u> </u>	<u> </u>

Will the University's Sodexo Food Service cater any special events or services for your Camp, in addition to breakfast, lunch and dinner? If so, describe those events or services: no, other

than annual staff steak dinner on Thurs. June 11th.
We provide steaks, sodexo takes care of the sides. It happens at
the same time as normal dinner 7 and we eat outside of Fambroughs.