



# MONTEVALLO MUSIC CAMP

University of Montevallo  
Montevallo, Alabama

## MONTEVALLO MUSIC CAMP POLICIES

By registering for and attending Montevallo Music Camp, the participant and the participant's parent(s)/guardian(s) agree to read and abide by all University of Montevallo and Montevallo Music Camp (MMC) stipulations outlined below and summarized in the MMC *Policies Agreement* document posted at [www.montevallo.edu/mmc](http://www.montevallo.edu/mmc).

- I. Commuter/Day Camp Participants**
- II. Residential/Overnight Camp Participants**
- III. All Participants**

### Commuter/Day Camp Participants

#### Arrival

- The drop-off location for commuter/day camp participants is the main entrance of the Davis Music Building.
- Drop-off time is between 8:00AM and 8:30AM. Participants will not be under MMC staff supervision before 8:00AM.
- If arriving after 8:00AM, the participant must check-in to the MMC office located on the main floor of the Davis Music Building.
- Commuter/day camp participants may not arrive early to eat breakfast with the residential/overnight camp for any reason.

#### Departure

- The pick-up location for commuter/day camp participants is the main entrance of the Davis Music Building.
- Pick-up time is between 5:00PM and 5:30PM. Participants will not be under MMC staff supervision after 5:30PM.
- Commuter/day camp participants may not eat dinner with the residential/overnight camp for any reason.
- Commuter/day camp participants may not participate in evening activities for any reason.
- Commuter/day camp participants may not stay overnight in the residence halls with anyone, for any reason.

#### Check-In/Check-Out

- If arriving any time after 8:00AM, the participant must check-in to the MMC office located on the main floor of the Davis Music Building.

- If checking-out any time before 5:00PM, the participant AND THEIR PARENT/GUARDIAN must check-out in the MMC office located on the main floor of the Davis Music Building.
- Participants may not check themselves out from MMC.

### Break

- All MMC participants, including commuter/day camp participants, enjoy a post-lunch break in the residence hall. A number of common areas, a game room, and a large outdoor space are available.
- Alternatively, commuter/day camp participants may also remain in the Davis Music Building for individual practice.
- Commuter/day camp participants may enter the residence hall living areas and rooms of residential/overnight participants, but only with permission.

## **Residential/Overnight Camp Participants**

### Residence Halls

- Suitemate and roommate requests will be honored where they do not conflict with the other policies described herein. Requests must be indicated in the registration materials by the registration due date.
- Residence hall suite and rooming assignments are based on the participant's biological sex at birth. Other considerations include the participant's area (band choir, etc.) and age/grade.
- MMC cannot guarantee that male and female students are separated by building or floor. Males and female students will not share the same suite or room.
- Once assigned, floor, suite, roommate, and room number assignments cannot be altered during check-in or during camp.
- It is the responsibility of the MMC participant to ensure that their personal belongings are securely stored in their assigned room and that their door remains locked at all times.
- Do not enter another MMC participant's residence hall room without permission from the assigned occupant.
- At no time will male MMC participants enter the rooms of female MMC participants, nor will female MMC participants enter the rooms of male MMC participants. This includes individuals who may be related to one another or who attend the same school.
- Male MMC participants are prohibited from accessing the designated female residence hall floors at any time, for any reason.
- Male and female MMC participants may interact with one another in common areas or outdoor areas only.
- Windows will remain closed and locked at all times. At no time should MMC participants dispose of trash or extend body parts out of windows.
- MMC participants will remain in their assigned rooms between the evening curfew and morning wake-up times indicated on the daily schedule.
- At curfew, all lights and electronic devices will be turned off. There should be little noise heard from the hallways.
- MMC counselors and/or directors will conduct room checks for MMC participant presence and room cleanliness at curfew and at wake-up call.
- MMC participants are required to unlock and open the residence hall room door at the request of the MMC counselors and/or directors. Failure to do so will result in the room being keyed open.

- by the MMC directors and/or campus police.
- Rooms that are deemed to be unsanitary by MMC counselors and/or directors will be cleaned by those MMC participants assigned to the room during their residence hall free time or during evening activities.
  - There will be no running, wrestling, athletic activities, pranking, etc., in the residence halls.
  - MMC participants and their parent/guardian(s) agree to reimburse the University of Montevallo for any damage to the room, fixtures, or furnishings.

### Residence Hall Room Key

- Each MMC participant will be provided with a residence hall room key and lanyard upon check-in.
- The key should remain attached to the lanyard provided by MMC and placed around the MMC participant's neck during camp activities.
- Lost keys will result in a \$75.00 assessment.

## **All Participants**

### Group Assignments

- In order to move all 250 MMC camps participants between activities in an orderly and efficient manner and to ensure the safety and well-being of all, each MMC participant will be assigned to a group of 15-20 participants based on age, residence hall room location, and performance area (band, choir, guitar, music technology, piano, strings). Regardless of group assignment, MMC participants will have ample opportunities to interact with participants assigned to other groups on a regular basis.
- Each group will be assigned one to two MMC counselors responsible for overseeing the day-to-day activities, schedules, and responsibilities of MMC participants.
- As only MMC counselors hold keys and swipe cards necessary to access the residence halls, dining hall, and academic buildings, MMC participants are to remain with their assigned group and counselors when traveling between all activities.
- MMC participants may not "join" other groups for all or part of an activity or during activity transitions.

### Nametag

- Each MMC participant will be provided with an MMC nametag and lanyard upon check-in. MMC participants must wear nametags at all times.
- The MMC nametag identifies the wearer as a MMC participant and allows only those individuals to enter MMC events and facilities.
- It is the responsibility of the MMC participant to notify the assigned MMC counselor if their nametag is misplaced.

### Dining Hall

- MMC participants must enter the dining hall in a single file line with their assigned group and counselor(s) in order to have their meal paid for.
- MMC participants will remain in the dining hall with their assigned group and counselor(s) until the entire group has finished eating and is prepared to depart.

- Although meals are “all-you-can-eat,” please take only what you can eat.
- A variety of dining options are available at each meal and the MMC participant is responsible for making wise dietary choices. Please eat sensibly and refrain from consuming/over consuming foods that may make you ill.

### Academic & Administrative Facilities

- As this is active college campus, please refrain from disruptive behavior in and around academic building, administrative offices, and residence halls.
- MMC participants should refrain from entering buildings, offices, or teaching spaces other than those reserved for MMC activities.

### Dress Code

- MMC participants must be fully dressed, including footwear, when exiting the residence hall rooms, and must remain fully dressed during all activities.
- Clothing should be appropriate for a K-12 school-related function. This includes clothing length, body coverage, themes, etc.
- Clothing containing inappropriate graphics, foul language, or adult themes is prohibited.
- The MMC directors will determine if clothing could be considered inappropriate or offensive. Participants will be asked to remove such clothing, change into appropriate clothing, and/or be provided with alternate clothing by MMC directors. Clothing that does not meet dress code will be held for the duration of camp and returned to parents upon check-out. Repeated violations of the dress code will result in a warning, followed by parent contact, and perhaps dismissal from MMC.

### Cell Phones

- Participants are permitted to bring cell phones in order to remain in contact with friends and family.
- Cell phones will remain on “silent” during classes/rehearsals and after curfew.
- MMC directors and counselors are not responsible for loss or damage caused to cell phones.

### Prohibited Materials

- As MMC participants range in age from 11-18, it is expected that all MMC participants behave as if they were on their K-12 school campus. Simply put, if a behavior is prohibited on a typical K-12 school campus, it is not allowed at MMC.
- Weapons of any kind, including firearms, knives of any type and blade length, throwing stars, nun chucks, batons, etc., or toys resembling such items are prohibited. As this campus is a “gun free zone,” it may be necessary to involve campus police should weapons be discovered.
- Closed or open flames of any kind, including cigarette lighters, incense, and candles, are prohibited.
- The MMC directors will determine whether personal items could be considered inappropriate or dangerous. Dangerous or inappropriate personal items will be confiscated by MMC directors or campus police, if necessary, held for the duration of camp, and returned to parents/guardians upon check-out as appropriate.

### Controlled & Illegal Substances

- Possession or use of cigarettes and any other form of tobacco are prohibited and will result in dismissal from MMC.
- Possession or use of alcohol in any form is prohibited at MMC and will result in contact with

campus police.

- Possession of or the use of drugs, including marijuana and prescription drugs that are not prescribed to the user, are prohibited at MMC and will result in dismissal from MMC and contact with campus police.
- Prescribed medication for allergies or special medical problems should be listed on the medical form. It is the participant's responsibility to administer the prescribed dosage at the frequency directed by the prescriber.
- MMC participants should not share prescription or non-prescription medications with other MMC participants.
- Possession or use of alcohol, tobacco, prescription or non-prescription drugs not in the name of the camp participant, and/or the sharing of prescription or non-prescription drugs by the prescription holder with other camp participants will result in dismissal from MMC and contact with campus police.

#### Interactions with Others

- For the safety of all involved, MMC participants are prohibited from socializing with University of Montevallo students or those participating in other camps or campus activities.
- At no time will MMC participants travel between activities or be left alone in the residence halls, dining hall, or academic facilities without the supervision of an MMC director or counselor. All MMC activities are intended to be group activities.
- MMC participants will refrain from physical contact with other MMC participants, including personal and public displays of affection, wrestling, horseplay, fighting, etc.
- There will be no running, wrestling, horseplay, athletic activities, pranking, etc., in the residence halls, dining hall, or academic facilities.
- Inappropriate behavior will result in a warning, followed by parent/guardian contact, and perhaps dismissal from MMC and/or contact with campus police as appropriate.

#### Visitors

- Parents, guardians, and immediate family members of MMC participants are welcome to visit, however, all visitors must announce themselves in advance by contacting the MMC directors by phone or email well in advance of arrival to facilitate interactions.
- For the safety of all our MMC participants, unannounced visitors, regardless of their relationship to MMC camp participants, will not be allowed to enter residence halls or academic facilities in which MMC camp activities are being held.

#### Participant Personal Vehicles

- MMC participants shall remain on campus for the duration of the camp.
- Under no circumstances should residential/overnight camp participants or commuter/day camp participants depart campus during scheduled camp activities without the permission of parents/guardians and advanced knowledge of MMC directors.

#### Illness/Injury

- It is the responsibility of the MMC participant to notify their assigned MMC counselor when they become ill.
- For those with a minor illness or injury requiring minor first aid, aid will be provided by MMC staff. This might include applying bandages and offering over-the-counter medications unless

otherwise indicated by the participant's parent/guardian(s) in the "Medical" section of the online registration form.

- MMC staff will attempt to contact one or both parents/guardians, as able and as time permits, before any emergency medical actions are taken.
- Staff members of the University of Montevallo and MMC will provide or seek treatment for the camp participant in the event of a medical emergency and the participant's parent/guardian(s) guarantee payment of any and all medical charges incurred.
- Prescribed medication for allergies or special medical problems should be listed on the medical form. It is the participant's responsibility to administer the prescribed dosage.
- MMC participants should not share prescription or non-prescription medications with other MMC participants.
- The University of Montevallo and MMC does not offer health care services of any kind, including access to on-campus nor off-campus nurses or doctors, to MMC participants.
- For the health and safety of all MMC participants, those individuals who are contagious may be quarantined or be sent home at the discretion of the MMC Directors and the University of Montevallo. As housing, food, and materials are purchased in advance, no refund of camp tuition will be provided, in whole or in part.
- By registering for and attending MMC, participants and the participant's parent/guardian(s) acknowledge that there are some health and safety risks involved in attending a residential or commuter camp on an active university campus.
- Participants and the participant's parent/guardian(s) discharge the University of Montevallo, the Montevallo Music Camp, and all university faculty, staff, counselors, students, guest faculty/staff, and other camp participants from liability should any injury, damage, or loss be sustained to the camp participant or their belongings.