Tennessee State University

Office of Events Management

2026 SUMMER CAMPS & PROGRAMS

https://www.tnstate.edu/events/camps.aspx

TENNESSEE STATE UNIVERSITY

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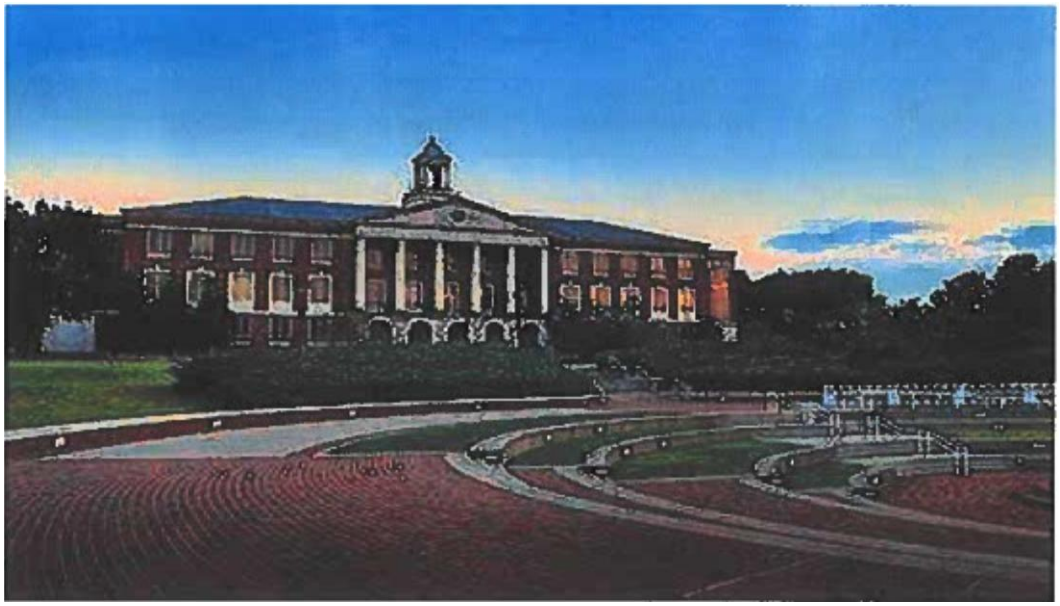
2026 Summer Camp Booklet



Events Management & Conferences Services

The *Office of Events Management* & *Conference Services* (EM&CS) goal is to ensure that every event held on Tennessee State University's campus reflects positively on the university community and meets the highest standards possible.

This office serves as a resource for university faculty, staff, and students to assist with the scheduling of various spaces, meals and lodging as needed. Events Management & Conference Services will ensure that all Affiliates and Non-Affiliates requesting space on campus will follow the procedures and protocol to ensure that our campus community and guests have the best experience possible when attending an event at the university.

The Events Management & Conference Services office is charged with the responsibility of establishing and implementing policies and procedures for managing all aspects of facilities used by Affiliates and Non-Affiliates. In order to support the University's efforts to streamline how campus facilities are used, the Office is structured to serve as a one stop shop and provide guidelines for management and control of the day-to-day operations of university space usage and events and activities held on various university properties.

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Office of Events Management and Conference Services

Our Mission is to provide exceptional event management services to our Affiliates and Non-Affiliates and to build trust, respect, and integrity as we maximize our resources to offer the best experience for our clients' use of the facilities to host (various events) meetings, conferences, social events, summer camps and programs.

Summer Camp Inquires & Space Reservation Process: Please email Mason Werksman (mwerksma@tnstate.edu) for all Summer Camp inquiries and reserving spaces on TSU campus.

OFFICE OF EVENTS MANAGEMENT & CONFERENCE SERVICES

TENNESSEE STATE UNIVERSITY

1ST FLOOR, HANKAL HALL

Phone: (615) 963-5721

https://www.tnstate.edu/events/camps.aspx

Director: Felina Freeman
Email:ffreema1@tnstate.edu
Office: (615) 963-1570

Assistant Director: Mason Werksman
Email: mwerksma@tnstate.edu
Office: (615) 963-5721

Assistant Director: Phillip Bailey
Email: pbailey1@tnstate.edu
Office: (615) 963-2120

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Summer Housing Rates

Office of Residence Life

How to Request Summer Camp Housing:

- Gather information on camp dates, estimated number of participants and counselors, and predicted gender breakdown of participants and counselors.
- Please email Ms. Janeiar Noel (jnoel4@tnstate.edu) and copy Mason Werksman (mwerksma@tnstate.edu) with the following information below:

Example Email Template:
Person of Contact & Email: John Doe I jdoe@tnstate.edu
Camp Details: * MUSIC CAMP*
Date: December 15, 2024
Students: 50
Chaperones: 5
Staff Members/Counselors: 10
Attendees Total: 65 Total
Age of students: 19 yrs-23 yrs old (high school-college)
Gender Breakdown between male and female students: 20 Female Students | 30 Male Students

Note: *Ms. Noel will get with the coordinator of the Summer Camps information on where your housing will be on campus. All documentation needs to be reviewed by the coordinator of the Summer Camp as soon as possible and returned to Ms. Noel and copy Mr. Werksman on the email.*

OFFICE OF RESIDENCE LIFE
TENNESSEE STATE UNIVERSITY
NEW RESIDENCE HALL, OFFICE 1316

Coordinator: Janeiar Noel
Email: jnoel4@tnstate.edu
Office: (615) 963-6882

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Housing camp dates must fall between June 1 and July 15, 2026

Summer Camp Ages	Summer Camp Dates	Summer Camp Facility	Non-Affiliate Rate	TSU Affiliated Rate
Under 18 Camps	June 1 – July 15	Rudolph Residence Center	$40 per person	$32 per person
Over 18 Camps	Start and End Dates Falls June 1 – June 30	New Housing Facility	$65 per person	$55 per person
Over 18 Camps	End Date Falls July 1 or Later	Hale Hall	$40 per person	$32 per person

OFFICE OF RESIDENCE LIFE
TENNESSEE STATE UNIVERSITY
NEW RESIDENCE HALL, OFFICE 1316

Coordinator: Janeiar Noel
Email: jnoel4@tnstate.edu
Office: (615) 963-6882

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Office of Parking Services

Students, employees and visitors MUST obtain and display a parking permit in their vehicle when parking on campus.

Displaying Your Hangtag or Decal

Students Permits (Decals)

Student decals MUST be permanently affixed to the inside front windshield in the lower left corner {driver's side), 6 to 12 inches from the dashboard to be valid. The decal must be visible and cannot be obstructed. Failure to permanently affix the decal to the windshield will result in the vehicle being cited for failure to display parking permit.

Employee Permits (Hangtags)

Employee hangtags must be properly displayed and clearly visible from the front rear view mirror of the vehicle.

Disability Placards

The University requires all students, faculty or staff who have a state-issued disability permit to obtain a Tennessee State University-issued disability parking permit (as noted further above). Both permits must be properly displayed when parking on campus.

Parking Rate Information:

1-Day, Free

2+ Days, $15.00

Permits are valid only during the Camp/Program

OFFICE OF PARKING SERVICES
TENNESSEE STATE UNIVERSITY
1ST FLOOR, HANKAL HALL
Director: Christopher Miller
Email: parking@tnstate.edu
Office: (615) 963-1482

Human Resources | Background Checks

Office of Human Resources

Human Resources | Background Checks Information Needed:

1. Internal Clients
   a. Human Resources requires an updated background check on any TSU employee that will be working with underage campers. An Excel spreadsheet must be created with all the following information about each adult staff/counselor/coach/chaperone members per Summer Camp:
      - Names (First & Last)
      - Email Addresses
      - Phone Numbers

This information must be emailed **one month before your event date** to Elaine Driver (edriver2@tnstate.edu) and copy Mason Werksman (mwerksma@tnstate.edu) to ensure all background checks are submitted and retrieved back to TSU HR department in an timely manner.

2. External Clients

All external clients are responsible for conducting their own background checks. External clients must have a third party do their background checks for all staff, counselors, chaperones, and coaches.

OFFICE OF HUMAN RESOUCES
TENNESSEE STATE UNIVERSITY
1ST FLOOR, GENERAL SERVICES BUILDING
Associate Director: Elaine Driver
Email: edriver@tnstate.edu
Office: 615-963-5293

Office of Technology Services

Office of Technology Services Security Policy

Users are expected to operate TSU information technology (IT) assets and data for approved, work-related purposes. The following uses of TSU assets and data are not approved and can result in punishment up to criminal charges and termination of employment:

- Browsing websites with inappropriate content (pornography or illegal activity such as drugs or gambling)
- Performing network or software scans without the approval of the Office of Technology Services
- Downloading software or tools that are not approved by OTS
- Modifying system, computer, or application settings without prior approval from the owners or OTS
- Attempting to access systems for which authorization has not been given, whether they are TSU owned or owned by an external party
- Downloading and/ or using key loggers, password crackers, sniffers, or any other tool to compromise or crack passwords without explicit approval from OTS
- Using University technology for inappropriate or abusive communication
- Setting up servers, applications, or networks without explicit approval from OTS
- Using University IT assets, data, or systems for personal profit or commercial purposes
- Uploading TSU data to external, unapproved applications, websites (e.g., Dropbox, Google Drive, etc.), or using personal email accounts to conduct business
- Taking action to deny services for TSU users (i.e. denial of service attacks)

OFFICE OF TECHNOLOGY SERVICES
TENNESSEE STATE UNIVERSITY
1st FLOOR, MCCORD HALL
Assistant CIO: Dr. Pankaj Mishra
Email: pmishra2@tnstate.edu
Office: (615) 963-7566

XEROX

Office of Auxiliary Services

Full-Service Copy Shop on Campus

The Copy Center is a full-service copy/print shop conveniently located in the Floyd-Payne Campus Center. Our experienced staff and state-of-the-art equipment allows us to provide our customers with high quality services. We provide services to our students, faculty, staff, organizations and guests. Our mission is to provide great customer service and to meet the copy and printing needs of the University.

Our experienced staff can help you create:
- Reports
- Booklets
- Brochures
- Certificates
- Color and Black & White Posters
- Banners
- Circulars
- Fliers
- Forms
- Labels
- Newsletters
- Announcements
- Pads
- Manuals

Services provided by the Copy Center include:
- Color and Black & White Copies
- Single and Double-sided Copying
- Assortment of Colored and Textured Papers
    - Including: Cover Stock, Tab Stock, Punched Paper, etc.

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We also offer binding and finishing options that include:

- Cutting
- Laminating
- Folding
- Padding
- Stapling
- Tape Binding (Thermal Binding)
- Collating
- Comb Binding
- Coil Binding

Basic Printing Prices:

Black and White Copies	
- 8.5x11	$0.10
- 11x17	$0.25
Color Copies	
- 8.5x11	$1.00
- 11x17	$2.00
- 12x18	$2.00
Stapling	$0.03
Folding	$0.05
Binding	
BGC comb	$1.00
Staddle Stich Booklet Style	$0.50
Oversize Printing	
- 18x24	$10.00
- 24x36	$35.00

OFFICE OF XEROX
TENNESSEE STATE UNIVERSITY
1st FLOOR, FLOYD-PAYNE STUDENT CENTER
Email: xerox@tnstate.edu
Office: (615) 963-5290

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Post Office

Office of Auxiliary Services

Services Provided

The Tennessee State University Post Office is an official United States Post Office location and provides the following services:

- Services Provided
- Certificate of Mailing
- Delivery Confirmation
- First-class Mail
- Global Express Mail
- Ground Package Service
- International Priority Airmail
- International Surface Airmail
- Mailboxes
- Money Orders
- Overnight/Express Mail
- Priority Mail
- Registered Mail
- Shipping Supplies
- Stamps
- Standard Mail

Mail Distribution

Mail is placed in mailboxes daily. Delivery notices are placed in mailboxes when mail is too large to fit; along with express, certified, insured, registration, and packages with mail confirmation are to be picked up at the service window. Two forms of ID are required at the time of pick-up.

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Helpful Hints:

1. Use your correct box number on all correspondence.
2. Make sure to close and spin the knob on your mailbox when you remove your mail.
3. Do not share your mailbox combination with anyone; friends, roommates, etc.
4. Two pieces of ID are required when picking up Express, Priority, certified, insured, and regular packages.
5. Always use the same name you registered with on all of your correspondence.
6. Do not use nicknames, middle names, or initials.
7. Advise your friends and family to never send cash in the mail.
8. Learn your box combination immediately; then put it in a safe place, for you will be charged a two-dollar fee for a re-issue card.
9. Check your mailbox daily.
10. Also, remember, large packages sent via US Postal Service take from 5-8 days, depending on point of origin.
11. All mail express is delivered within 24 hours.
12. All priority mail is ordinarily delivered in 3 to 4 days, there is NO GUARANTEE.
13. When a piece of mail is too large to place in your mailbox a notice will be placed in your box; bring the notice to the customer service window along with two pieces of ID.
14. An EXAMPLE of how your mail should be addressed to you is on the back of your combination card. Please refer to it often.
15. TSU Postal Services is proud to assist you in all your mailing needs.

POST OFFICE I FREQUENTY ASKED QUESTIONS

1. I **sent my child a package/letter and they have not received it yet. What happened to it?**

Answer: It is important that you address your mail to your child as she/she is registered at the University. Do not use nicknames. Make sure that the box number and zip code are correct and Proper postage is applied. It takes first-class and priority mail 2-3 days for delivery, depending on size and distance.

2. What is my child's box number?

Answer: We cannot release this information over the telephone because of the student's confidentiality. Please call your child to obtain his/her PO Box number.

3. What is the best way to send my child mail in case of an emergency?

Answer: You may send Express Mail by the United States Postal Services, which guarantees delivery within 24 hours, FedEx Express and UPS next day air are also options. This mail requires 2 forms of identification and a signature for pick-up.

4. Cell Phones?

Answer: When ordering a cellular device for your son/daughter ask the phone company to send it to his/her name and PO Box number or include your full name and your child's full name if different from your last name. Cellular devices sent in other names cannot be properly identified because of different last names. NO CELLPHONES ARE PERMITTED TO BE USED AT THE CUSTOMER SERVICE WINDOWS!

Note: *It* is *advised to NEVER send* cash *in the mail.*

The Tennessee State University Post Office sells and cashes USPS Money Orders from 8:30AM to 2:00PM on Monday- Friday. Two forms of ID are required in order to cash a money order. Inform your son/daughter to never share their mailbox combination with anyone. Upon separation from the university (graduation, transfer, etc), it is very important for the student to fill out a change of address card. If you do not fill out a change of address card, your mail will be returned to the sender.

OFFICE OF POSTAL SERVICES
TENNESSEE STATE UNIVERSITY
1st FLOOR, FLOYD-PAYNE STUDENT CENTER
Director: Gregory Clapp
Email: gclapp@tnstate.edu
Office: (615) 963-6679

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Mobile Food Truck Policy

Tennessee State University (hereinafter referred to as "University") and its food service vendor reserves the right of final approval of all outside caterers and any other food vendors.

The University has the first right of refusal for all off campus catering services on the University's campus or at a facility the University is granted control through lease, rental and gratuitous. The food service vendor is the provider of all food and beverage services for the University and is the recommended caterer for all catering functions or affairs. "First right of refusal" signifies that TSU food service vendor cannot match the price, menu, time requirements, etc., of the selected vendor.

Below are the policies for Mobile Food Trucks (hereinafter referred to as "Vendor"):

1. **Mobile Food Truck Request Form:** Vendor must submit request form to the Office of Events Management no later than fourteen (14 days) prior to the event.

2. **Permits, Licenses, and Health Score:** Vendor must provide proof of all necessary certifications, licenses and permits, as well as copies of the most recent public health scores required by the State of Tennessee. Must be submitted to the University fourteen (14) days prior to the event date.

3. **Insurance:** Vendor must provide proof of Public/Commercial General Liability Insurance in the amount of $1,000,000. Must be submitted to the University fourteen (14 days) prior to the event date. Insurance should also include an additional endorsement that names the University as an additional insured party. Vehicle must be insured.

4. **General Rental Fee:** The fee for participation will be a flat fee of $200, which must be paid to the University, at the time the Vendor signs and submits the application for execution (if applicable), or at least (2) days prior to the Vendor's scheduled day of arrival on campus. This fee is non-refundable. No personal checks will be accepted for payment for an event

The full payment of $200 should be made online at https://www.tnstate.edu/events/payments.aspx. After the payment is processed, the vendor will receive a Payment Confirmation via email from the Bursars Office. The vendor is responsible for forwarding the Payment Confirmation email to the Office of Events Management at emanagement@tnstate.edu.

The fee does not include:

a. Permits and licenses, including current driver's license to operate a Mobile Food Truck

b. Equipment necessary and/or required to operate Vendor's Mobile Food Truck

c. Use of University equipment tools or furnishings located in or around the designated locations.

d. Arrangement for the parking of private vehicles.

e. Sale or serving alcoholic beverages. Vendor is not permitted to sell or serve alcohol under any circumstances.

5. **Vendor Location:** Vendors will be advised of their assigned location on campus in advance. The location of the Vendor may be subject to change so as not to interfere with campus and /or academic activities or disrupt or impede the flow of pedestrian traffic or University business and/or traffic. Should a different location be warranted, then alternate location will be determined. Vendor must arrive 1 hour before service starts to have equipment and services prepared.

6. **Vendor Parking:** The University will assign the parking location for the Vendor's secondary vehicle(s).

7. **Power and Generators:** Vendors must be self-contained; no electricity will be provided by the University. Generators must be quiet, and no generators may be placed on the ground. Food Trucks Vendor shall not refuel trucks or generators on the University's property.

8. **Accepted Payments:** Vendor must take credit card payments.

9. **Advertising and Marketing:** Vendor must submit any advertising or marketing to the University for review and approval prior to use.

10. **Equipment, Supplies and Staffing:** Vendor is responsible for all staffing, equipment, smallware (e.g., serving utensils, bowls, linens, etc.), proper food storage, preparation and holding. Linen and accompaniments are available for a cost from the University's food service vendor upon request. No goods or beverages in glass bottles or other glass containers may be sold or given by Vendor.

11. **University Pouring Rights Contract:** Vendor can use standard cups or cups/containers relating to Vendor's business. If Vendor is selling cans, the Vendor is permitted to sell only canned Coca-Cola products.

12. **Food Allergy Notice:** Vendor is requested to mark gluten free products and items containing nuts on their menus, so patrons are aware of such menu items.

13. **Music and Sound:** No music or amplified sound may be played by the Vendor on the University property.

14. **Garbage and Material Disposal:** Vendor must prevent the disposal of any materials, including but not limited to rinse or wash water, any spilled materials, or any waste on campus. Vendor shall be responsible for its own garbage and waste contains and disposal thereof. Immediately following the event, all areas of the University's property are expected to be left in the same condition as it was received.

15. **Damages:** Vendor assumes responsibility for any damage caused to any University location by Vendor's patrons. Reimbursement costs for damages will be solely determined by the University.

OFFICE OF AUXILARY SERVICES
TENNESSEE STATE UNIVERSITY
1st FLOOR, HANKALL HALL
Asst. Director: Brandon Lloyd
Email: blloyfd@tnstate.edu
Office: (615) 963-2906

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Aramark Catering Services

Office of Auxiliary Services

All 2026 Summer Camp Rates

**estimate a maximum of a 5% price increase per year*

Breakfast: $8.75

Lunch/Brunch: $10.50

Dinner: $10.50

Steps:

1. Customer logs in to https://tsu.catertrax.com
   a. Book camps at least 6 weeks before start date.
   b. Confirm numbers 1 week prior to start date.
   c. Provide a list of counselors and participants along with a **valid TSU ID for each participant.** A representative from the camp will need to be present the first day of meals to verify participants.
   d. Please make sure all BEO's are input in SciQuest and **PO is secure prior to the start of your camp.**
   e. If a temp staff member is running camp, make sure the Dept Chair has authorized the BEO request.

OFFICE OF CATERING OF FOOD SERVICES
TENNESSEE STATE UNIVERSITY
1st FLOOR, FLOYD-PAYNE STUDENT CENTER

ARAMARK CONTACTS

(615) 963-5486

Coordinator: Shania Smith srnjth-shania@aramark.com
Coordinator: Stacey Clevenger clevenger-stacey@aramark.com
Catering Director: Brandon Hogan hogan-brandon@aramark.com

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ID Access & Control

Office of ID Access & Control

Internal & External Clients

ID Access and Control will need a list of the following information from each Summer Camp for all students and staff that will be involved with the summer camp:

Participant Names (First & Last)
Camp Coordinator's Contact Information
Camp Dates
Camp Name
Photo of Person (Headshot)- photo must be taken behind a white background.
Camps Cards are $15.00.
Replacement cards are $15.00

All emailed photos should include the camps name, the participants name, camp coordinators contact info, and camp dates in the body of the email. If photos are sent in bulk, the file name for each photo will need to be saved as the person's name. **If the information is not sent to the ID Center prior to the 2-week deadline the cards will cost $20 each.** Please send all information to the ID Center (idcenter@tnstate.edu) and copy Mason Werksman (mwerksma@tnstate.edu) on the email. The list of Information must be sent to us **two weeks** before your event date, to ensure we get all IDs to all students and staff per Summer Camp.

The only camps that will be allowed to create their own badges will be 1-day camps and camps that have been approved by Aramark to provide their own meals; this does not include athletic camps.

Camps residing on campus should indicate who the responsible parties will be so that access to residential facilities can be granted for the responsible parties only. In general, camp participants will not have access to residential facilities as they should be accompanied by a responsible party at all times while on campus.

OFFICE OF ID ACCESS & CONROL
TENNESSEE STATE UNIVERSITY
1ST FLOOR, HANKAL HALL
Email: idcenter@tnstate.edu
Office: (615) 963-5311

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Grilling on Campus Rules and Requirements

Are there grills on campus that students can use and how do I reserve a grill?

- Yes! Grills are available at the Ford and NRC Apartments in the courtyards.
- If you need a special set-up for your event, please submit your request form to Events Management 3 weeks in advance.
- Permission to use a grill will be granted on a first-come, first-served basis - so the sooner you contact Events Management and/or your advisor, the better!
- Grilling guests should not exceed 100 people.
- Must complete the Grilling Policy Form on page 19 and 20 of the Summer Camp Booklet.

How late am I allowed to grill?

- All campus grilling must end by 9:00 p.m. for the day approved.
- Please be sure to clean up the space when you are finished! Or you will be charged.

Can I use my own grill?

- Possibly, once you have completed the training, the grill must be inspected and if approved you are allowed with restrictions.
- Flammable items such as charcoal and lighter fluid may not be stored on campus.
- Portable gas, propane grills and personal grills are not allowed to remain on campus if approved to be used.

Am I allowed to have a DJ or Play Music?

- This must be included in your request and approved.
- Resident's rights must be respected at all times.
- Noise/Music must be kept to a minimum level.
- Vehicles cannot be parked on the lawn or sidewalk.

Who can operate the Grill?

- Persons who operate a grill for a university group/event must attend training and be certified through the Office of Emergency Management. Certificate must be renewed each semester and the card must be carried by the owner at the time of the event. For Student Organizations, the authorized grill operator must be the Advisor.

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GRILLING ON CAMPUS POLICY

All campus groups, including but not limited to student organizations, athletic teams, campus departments or offices must read and sign this agreement and complete training before they will be permitted to use charcoal ***(only type permitted}*** grills on campus.

All grilling and associated activities are the sole responsibility of the requesting organization or department. Grilling is **"At Your Own Risk".** The requesting party is responsible for any damage to property, or accidents that occur while grilling. This includes anything that occurs negligence when disposing of the by products from the grill.

Allowable Types: Charcoal grills and charcoal smokers are permitted. Any other type of grill (gas, or propane) is strictly prohibited. Personal grills will be allowed upon consent from Office Events Management. The grill must be inspected and approved before use.

Grilling: Grills must be attended at all times. Anyone who leaves a lit grill unattended will be subject to a citation and activity canceled immediately. No grill will be allowed on any grass area or within 10 feet of any combustible structure. When the grill is in use it cannot be under any type of awning or roof. All grills and smokers must have a lid, no open flame cooking will be allowed. Fires built on the ground and open fire pit devices will not be allowed.

Grilling guests should not exceed 100 people. All authorized grillers must be Advisors.

Waste Disposal: Do not dump charcoal, hot or cold, into any wooded or vegetated area. Charcoal must be disposed of properly in a non-flammable metal container. A water hose must be checked out in advance and hooked up in proximity to the grill in case of emergency. Grills must be sanitized after every use. Care must be taken when serving food so as the server has properly washed their hands, does not have any open wounds, and has properly cleansed the serving area. Cleaning of the grilling area is mandatory. Ensure all trash is picked up and disposed of properly; any grease residue is wiped up, and waste/left over food is disposed of properly to avoid bugs or rodents.

Training Required: Regular training sessions are provided/scheduled to accommodate individuals/groups desiring to grill on campus. The Office of Emergency Management or Events Management can be contacted to register for a training session.
The below signature(s) indicates signee has read and agrees to the as for mentioned statements regarding. Tennessee State University Campus Grilling. Signee(s) understands that they are liable for any damage or injuries that occur while grilling.

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Advisor (for student org) or Dean/Vice President (Department)	Signature	Date
Aramark Grill Training Authorized	Signature	Date
Emergency Management	Signature	Date
Events Management Representative	Signature	Date

TENNESSEE STATE UNIVERSITY

Tennessee State University

Information

Reservation Number_____

Personal Information

Applicant Full Name: _____

Last *First* *M.I.*

Address: _____

Street Address *Residence/ Apartment/Unit #*

_____

City *State* *ZIP Code*

Home Phone: _____ Alternate Phone: _____

Email _____

T-Number _____

Organization Information

Title: _____ Position _____

Advisor/Supervisor: _____ Department: _____

Work Location: _____ Email: _____

Work Phone: _____ Cell Phone: _____

_____ _____

List a description of your event below

_____

_____

_____

_____

_____

_____

TRANSFER VOUCHER

Date _____ TV No. _____

ACCOUNT NAME	FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT
Phone No.					
FOAP CHARGED					
Phone No.	FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT
FOAP CREDITED					

QUANTITY	DETAILS		UNIT PRICE	AMOUNT	NOTES
1					
2					
	Balance From Last Requisition	$			
	Additional Funds Received	$			
	Total Available	$			
	This Voucher	$			
	Balance Carried Forward	$			

Deliver to _____

Building _____ Room _____

Received _____ Date _____

APPROVALS

_____
Department Charged

_____
Department Credited

_____
Budget Office

Non-TSU Student Temporary Accounts	
TSU Department	
TSU Staff Name Requting Accounts	
Reason for Guest Accounts	
Start Date for Accounts	
End Date for Accounts	

Please list the names of the non--TSU guests that will need access to TSU computers

Last Name	First Name	Role (Student/Teacher/etc.)
Doe	John	Teacher
Smith	Amy	Student

Tennessee State University
Mobile Food Truck Request Form

Name of Event: _____

Contact/Organizer Name _____

Organization: _____

Name of Food Truck Vendor: _____

Primary Contact for Food Truck Vendor: _____

Address: _____

Date of Event: _____ **Location:** _____

Arrival/Setup Time: _____ **Departure/Breakdown Time:** _____

Items to be sold and cost: _____

_____

Giveaway Items: _____

_____

Telephone Number: _____ **Email Address:** _____

Attach the certifications, licenses, and permits, as well as copies of the most recent public health scores to this form.

By signing the application form agreement, MOBILE FOOD TRUCK VENDOR acknowledges that:

a. ***Vendor has had the opportunity to review this agreement.***
b. ***Vendor has enclosed ALL required documentation and payment receipt.***
c. ***Vendor fully understands the terms and conditions set forth herein and agrees to be bound by the same.***

NAME OF MOBILE FOOD TRUCK VENDOR

SIGNED: _____ Date: _____

PRINT NAME: _____

TENNESSEE STATE UNIVERSITY

☐ **Approved** ☐ **Disapproved**

SIGNED: _____ Date: _____

Vice President/Chief of Staff

TENNESSEE STATE UNIVERSITY

Off Campus Caterer

Request to bring food on campus) Must be submitted 14 days before event date
(Please Print)

Submission Date_____

Name of department/organization _____

Requestor Name _____ Title_____

Phone Number _____ Email _____

Date(s) of event_____ FOAP _____

Event start time_____ Event end time_____ CBMS Reservation #_____

Building_____ Room Number_____

Purpose of event_____

_____

Non Employee Guests? Yes_____ No_____ How many_____ (See instructions under number 1 below and attach list)

Name of Catering Company/Person_____

Address_____ City_____ State Zip_____

Contact Name_____ Title _____

Work Phone Number _____ Cell Phone Number _____ Email _____

(FIRST REFUSAL) This Section must be completed by Food Services Management

Can Match Cost? Yes_____ No _____

Print Name	Signature	Title:	Date

Before this request can be approved the following items must be attached:

1. List the names of the individuals attending the event. Place an asterisk (*) beside the name(s) of all guests who are non-affiliates or students of the University, and add a statement that their presence is necessary to the business discussion. Please attach an additional sheet with necessary information.
2. Attach a list of full menu including quantity and price.
3. Attach a list of supplies being provided, including quantity and price (i.e. utensils, linens, etc.).
4. Attach the certifications, licenses and permits, as well as copies of the most recent public health scores are required

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Approved Denied		Auxiliary Services Signature:	Title	Date:

DATE ISSUED: _____

TENNESSEE STATE UNIVERSITY

VENDOR PARKING PERMIT

Visitor/Group Name: _____

Note: Parking in places designated as "Reserved" or "No Parking" areas is prohibited.

Vehicle Description: _____

Parking Lot/Destination: _____

License# _____

NOTE: Acceptance of this Permit constitutes your expressed consent to abide by all rules and regulations of Tennessee State University. Tennessee State University does not assume liability for any losses by fire, damage, theft or attempt to be stolen from vehicles parked on its property or vehicles that are towed.

Office of Parking Services 1900 John A. Merritt Boulevard Nashville, TN 37209-1561
Tel: (615) 963 1482

Approved Events Management: _____

Approved Parking Services: _____

ONE DAY PERMIT

TENNESSEE STATE UNIVERSITY

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TENNESSEE STATE UNIVERSITY

"Think. Work. Serve."

2024 Summer Camp Booklet

Notes

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"Think. Work. Serve."

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TENNESSEE STATE UNIVERSITY CAMPS AND PROGRAMS