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Policies Governing Reservations at Camp Chippewa

We ask that anyone interested in visiting the site, to please contact the camp office to schedule a visit.

All groups must return a signed confirmation contract along with the required deposit agreeing to abide by all camp policies. The contact person(s) signing the confirmation contract are responsible for communicating the following information to group leadership using camp facilities/activities.

1. Group Leader's Note

Group leaders are also responsible for making sure that all persons in your group are aware of these policies. Please take time to go over this information with your group prior to arrival.

2. Conduct & Supervision:

- A. Groups will carefully observe the rules and regulations for the use of Camp Chippewa.
 - B. Groups must have responsible adult leadership and plan programs that will be helpful and constructive.
 - C. Groups are required to provide supervision for all group activities including those scheduled with Camp leadership. All hiking, field games, and "free time" *must* be supervised. (See the activity guidelines for each activity in this document).
- The Camp recommends the following number of adult to minor ratio's:

<u>Camper Age</u>	<u># of Adult Staff</u>	<u># of Campers Overnight</u>	<u># of Campers Day Camp Only</u>
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

3. Reservations:

Reservations are accepted on first come, first serve basis. Please complete the confirmation contract and return it along with the deposit by the date given. Requested dates are tentatively scheduled and will be finalized when we receive the signed contract and deposit. If we have not received the signed contract and deposit by the scheduled date, we will release the date to other inquiries.

4. Deposit:

Deposit(s) must be sent in with a signed confirmation contract to hold the requested dates. The deposit(s), less a \$25.00 handling fee, will be refunded if your group cancels 60 days prior to the date reserved. There will be NO refund for rescheduled dates that are cancelled. All deposits will be subtracted from the final billing provided there are no damages or extra cleaning fees (see **DAMAGES** and **Upon your Departure** below). *The deposit for all reservations is 1/2 the cost of your lodging fees. Please refer to the Food Service Contract and the Activity Contract for those deposit amounts.*

5. Dining Hall Kitchen Use:

Use of the Dining Hall kitchen is restricted to staff (please contact the camp office for policy information regarding Dining Hall kitchen use). Groups are welcome to use the kitchen facilities in their cabin. Please follow proper cooking and sanitizing procedures as posted in each kitchen.

6. Food Service Contract & Deposit

A minimum of 20 guests is required for food service to be available. You may contract a group smaller than 20 provided with the understanding we will charge for the minimum of 20.

A contract requesting the food service deposit and final count of meals will be sent out 30 days prior to the group's event. This contract must be returned with the deposit to the Camp office no later than 10 days before the group's arrival to the site. Should your group cancel within those 10 days, there is no refund of the food service deposit. If no food service contract is returned with your group numbers, and the deposit has been received earlier we will assume the number on the reservation contract is correct and you will be billed for that number. (See price list for costs).

7. Cabin Minimums:

Groups requesting multiple building reservations will be subject to our in cabin overnight minimum fees per building.

8. Grounds Fees:

The grounds fee is for anyone visiting the site for the day or requesting day use of the following areas: Picnic areas, Hiking trails, Fishing, Biking, Softball & Volleyball areas, Fire-rings. Anyone staying overnight is not subject to the grounds fees.

9. Activity, Contract, Deposit & Release Forms:

Groups scheduling activities will receive an activity contract packet with release forms 30 days prior to the group's event. The completed contract along with the deposit will need to be returned to the Camp office no later than 10 days before the group's arrival to the site. Should your group cancel within that 10 days there will be no refund of the activity deposit. All participants must present a completed release form to the camp staff at the time of the activity scheduled. (See price list for activity fees).

10. Insurance:

All groups must provide us with a copy of their own accident insurance, and know that their own personal insurance is primary coverage while on site.

11. Damages:

Each group is responsible for any damages to the facilities, furnishings, or grounds. The cost of repairs will be charged to your organization. *If damages occur to audio video equipment during the time leased by a group, all or a portion of the lodging deposit will be held to repair or purchase new equipment and the balance of damages will be billed to your organization.

12. Smoking:

Smoking is prohibited in all buildings. All cigarette butts should be picked up and thrown in the trash once they are cool.

13. Alcohol & Drugs:

Alcohol & drugs are not allowed on site at any time for any reason.

14. Firearms:

Firearms(including BB Guns) are not allowed on site.

15. Pond Limitations:

No wading or swimming in ponds or skating on frozen ponds.

16. Pets:

Guests may **NOT** bring pets with them. They pose a health and safety risk to others.

17. Speedlimit:

Please obey the **10 mph** speed limit at all times.

18. Parking:

All vehicles are to be parked in designated areas only! Please stay off the grass areas when possible.

19. Roads:

Please keep your vehicle on the roadways at all times. We ask that you do not drive in the mowed areas along the road ways.

20. Vehicles:

ATV'S are prohibited on site. No one is to ride in any vehicle not designed for passengers, such as in the back of a pickup.

21. Flammables:

All flammables such as charcoal lighter should be kept in a cool area away from small children, and anyone not experienced in handling. The Camp has furnished charcoal starters at each cabin, that require newspaper to be crumpled up underneath to start your charcoal.

22. Equipment:

Stay clear of all camp equipment that may be in the area.

23. Hay:

Please do not play around or on the hay bales.

24. Munsee Cemetary:

Please **DO NOT TRESPASS** on the Munsee Indian Cemetary. This is private property and not owned by Camp Chippewa.

25. Emergency Health Care Needs:

- A. Groups are required to provide their own certified First Aid & CPR personnel.
- B. Each cabin is equipped with a basic first aid kit, kept in the kitchen.

- C. Groups are required to provide their own emergency transportation or use the local 911 service.
- D. Accident reports or reports of injury should be made to a member of the camp staff before the group departs from the site. If an injury occurs while participating in a camp activity, such as riding horses, the camp staff member in charge will provide 1st Aid care **if requested by the group**, and fill out the proper paper work. However, if the injury requires additional care, it is the User Groups responsibility to transport to the ER for care, or use 911 services for the area. The user group is responsible for all insurance needs. (see Insurance in this document).
- E. All camp staff are certified in American Red Cross First Aid & CPR and can assist in emergency care outside of camp lead activities, if asked.
- F. Groups should have the following information on each participant while at camp so that the best possible care can be given:
 - 1. Name, address, phone.
 - 2. Parents name and Emergency phone numbers.
 - 3. Health conditions requiring special treatment or medication, including allergy information.
 - 4. List of medications being taken at camp and proper dosage.
 - 5. Date of last tetanus shot.
 - 6. For minors a signed permission slip to seek emergency treatment or a waiver.

26. Pool & Canoes:

- A. When in season the pool & canoes are available for groups to schedule use. (Please see price list for cost).
- B. Camp Chippewa will provide a Certified Lifeguard for either activity. The cost for the time of the lifeguard will be included as part of your bill. Your group may be asked to provide lookouts for these activities. There must be **one certified** lifeguard per 25 persons in the pool area (swimming or not).
- C. Groups must follow the rules posted at the pool and canoe area and should review them before swimming or canoeing.

27. Horses:

Please DO NOT approach any horses in the pasture. If you find a horse loose while hiking or participating in activities, contact the camp staff. Please DO NOT cross fences while hiking. Please DO NOT hand feed the horses; animals are unpredictable and have a mind of their own. DO NOT attempt to catch any loose horses, contact the camp staff. 620-432-6063

28. Restricted Areas: Groups should stay out of or away from the following areas, they pose a safety risk:

- 1. Woods directly behind North, Middle, South & Asbury cabins.
- 2. Corrals or pasture areas when a wrangler is not present.
- 3. Ponds when campers are not with an adult.
- 4. All cabins/buildings not rented by your group.
- 5. Pool and canoe areas without a lifeguard present.
- 6. Low Ropes area and Archery range when not scheduled by your group. Camp staff must provide leadership for Camp Activities, and they must be scheduled through the camp office.
- 7. Munsee Cemetery without permission and adult supervision.
- 8. *Horse trailers, hay wagons, and all other camp equipment.

29. Fire-Pits:

Please use existing fire pits. Make sure your campfire has time to burn completely out, or fully extinguish it before departing from the campsite. Make sure adequate water is on hand when having a campfire. Campfires **MUST** be attended to at all times! If the county posts a burn ban, it will be posted in your cabin.

30. Camp Supervised Activities:

Low Ropes, Horseback riding, Swimming, Archery, and Canoeing. All activities are “at the choice” of participants, no one is required to participate in any activity. Activities in any of these areas **must** be arranged through the Camp Office, and Camp Staff **must** be present to participate in any of these activities. In addition, an Activity Release Form **must** be filled out by all persons who participate in any of these activities.

- A. All camp supervised activities must be scheduled prior to reservation date.
- B. When the camp staff is leading activities for the group, they are in charge. All safety guidelines will be addressed with your group.
- C. If you are not scheduled to be in an activity area, please stay clear of these areas.

31. Upon your Departure:

- 1. Please bag all trash and place it in the dumpsters. Check bedrooms for trash.
- 2. Please make sure all aluminum cans are deposited in blue recycling bins, located at the dining hall.
- 3. Stack chairs and put tables in rack or against the wall.
- 4. Wash and put all dishes away, wipe out refrigerator, microwave, and stoves.
- 5. Make sure all mattresses are on **each** bed.
- 6. Clean out fireplace, **only if ashes are cold**, otherwise close doors on fireplace and make sure wire screen is in place.
- 7. Sweep all floors and mop up any spills

8. Make sure all personal belongings have been picked up. Camp Chippewa is not responsible for any items left behind by a group.
9. Turn off all lights and make sure all doors and windows are closed. Please **do not** lock doors.
10. Please leave your campsites as you find them – free of trash, and return picnic tables to where you found them.
11. If there is need for excessive cleaning by camp staff after a group leaves, the group will be charged at the current hourly rate of housekeeping staff wages.

32. **Helpful List of What To Bring:**

Sleeping bag/Linens for twin bed and pillow – Bug repellent/Sunscreen – Clothing appropriate for time of the year – Sturdy shoes for hiking and activities – Personal items – towel/wash cloth – shampoo – soap etc.- Flashlight – Activity Release if participating in activities – Food items if not scheduling food service.

Camping Ministry Area Mission Statement

Camp Chippewa is a United Methodist Camp and Retreat Center whose mission is to provide an atmosphere in a simple outdoor setting where individuals can: experience the presence of God in nature; form a relationship with Jesus Christ and others; nurture one's journey as a disciple of our Lord and Savior; experience spiritual and personal growth and renewal; and to serve non-profit groups for the betterment of God's world.