

COA/Camp Helen Brachman Rental Group Contract and Safety Guidelines

This form must be read, signed and returned with your deposit before your arrival at camp.

Unless a rental group (heretofore known as User) has its own license to operate a camp, the group will be operating under the license of COA/Camp Helen Brachman. For this reason, all rental groups must abide by Camp Helen Brachman's Guidelines, as per State of Wisconsin code guidelines, ref. DHS 175.

User Group

Dates of Rental

Authorized Representative *(please print)*

Administrative Requirements

1. COA/Camp Helen Brachman agrees to lease the above named User the facilities at the location, for the time, or times for the purpose, at the cost, and in accordance with the agreements and provisions as set forth herein.
2. A non-refundable deposit of \$200 is required in order to confirm your reservation. Cancellations received less than 28 days before scheduled arrival will be charged 75% of estimated total cost.
3. User agrees to provide a copy of their group's **Certificate of Insurance** as well as their **tax exempt letter with number** (if applicable) before arrival.
4. User agrees to provide the camp director with a roster of all those in attendance at camp at all times. The director must be notified if this number in attendance changes. List should include, addresses, emergency contact names and numbers.
5. User is advised to have all participants fill out a health history form that includes the following information: Allergies, or health conditions requiring treatment, restrictions or other accommodations, and signed permission to treat forms for minors while on site.
6. User agrees not to permit any activities which are illegal, immoral or inconsistent with the principles or policies of COA. Any rental group wishing to serve or permit alcohol on the Camp Helen Brachman premises for a special event (i.e. wedding reception, family reunion) must receive written permission from the Camp Director in advance. For special permission, contact the camp office to discuss your event. Alcohol may only be consumed by adults (21+ years) under the supervision of the group coordinator and only in Rosenblum Lodge or Rogers Hall. The sale of alcoholic beverages is not permitted.
7. User agrees to leave the facility clean and in good condition. User agrees to reimburse COA and Camp Helen Brachman for the cost of clean up or repair as a result of damage incurred during the USER's visit. Cleaning costs \$15 per hour. Normal wear and tear excepted.
8. User agrees to meet as a group with a staff representative as near as possible to their arrival at camp for a brief orientation.
9. The office telephone number, 715-366-2234, will be answered during business hours. Messages that come in other hours will be delivered to the group leader the next morning.
10. A phone is available in the main lodge for rental group usage in an emergency, but camp phones are not available for personal or business calls.
11. Vehicles may not be parked by the Dining Hall, or other camp buildings. They may only be left in the parking lot or designated area across Asbury Drive.
12. In case of severe weather, Camp staff will direct you to proper shelters. Storm shelter is located under the dining hall, down the stairs out in front of the kitchen.
13. Every rental group must have a designated leader who is at least 21 years of age on-site at all times.
14. Any misrepresentation on the rental reservation form may result in cancellation of the rental agreement.
15. If camp provides food service your invoice will reflect the number of meals ordered, or the number actually served, whichever is greater. Meal count numbers are due at least 6 days before group arrival.
16. User promises to indemnify, hold harmless, and defend COA in any action at law or in equity and any claim made against COA arising in connection with User's use of the facilities, except for any liability finally determined to be caused by COA's own negligence or intentional act.
17. User agrees to pay 75% of estimated rental cost (based on projected attendance) if cancellation occurs within 30 days of arrival date.
18. User agrees to pay 50% of meal cost for no-shows as well as for an reserved but unused buildings.
19. User agrees to give COA permission for the use of User's name, pictures and comments in publicity materials including the website as deemed proper by COA/CHB administration.
14. Users renting the kitchen must follow guidelines given during their kitchen orientation.
For your health and safety we recommend the camp staff provide professional food service. Kitchen orientation addresses specifically but is not limited to:
 - A. Use only clean and sanitized utensils and equipment during food preparation.
 - B. Clean and sanitize food-contact surfaces after each use.
 - C. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 to 135 degrees F.

Supervision and Safety

CHB adheres to and recommends that all user group staff with responsibility for or access to campers be screened, including: a Voluntary Disclosure Statement, a check of the National Sex Offender Public Registry, a Criminal background check, and at least 2 background reference checks

1. User agrees that all minors be supervised at all times. Minors are not allowed to roam the property freely without approved adult supervision.
2. User agrees to have ON HAND parent permission slips for every minor in attendance as well as parental authorization to receive emergency medical treatment for said minor.
3. User agrees that staff to camper ration shall not exceed 1:10 for campers 15 – 17 years of age, 1:8 for campers 9 – 14 years of age, 1:6 for campers 6 – 8 years of age and 1:5 for campers of 4 or 5 years of age. Each cabin will be supervised by an adult of at least 18 years of age and at least 3 years older than the oldest camper.
4. The waterfront is closed to everyone, including lifeguards after dark.
5. No one may use the waterfront without the presence of camp approved and hired, ARC lifeguard. One lifeguard must be present for each 25 swimmers, and one lookout, including lifeguards for each 10 swimmers.
6. Swimming and boating are separate activities and require separate, trained and approved supervision, see camp staff leadership for specifics.
7. Life Jackets must be worn by all who use boats at all times. A flotation device (seat cushion or ring buoy) must also be in all boats.
8. The waterfront will close at the first sign of lightning.
9. User must provide a designated person to provide first aid, CPR and emergency care for group. This person must be accessible at all times and equipped with first aid supplies by the group to perform emergency first aid duties. All medications should be locked in the provided box. This person must be certified and current in training for CPR and First Aid from a nationally recognized provider.
10. Smoking is not permitted in the buildings. Please ensure that smokers dispose of tobacco products in a proper receptacle.
11. Firearms are not permitted on camp and other personal sports equipment (fishing poles, etc.) must be locked up at all times when not in use.
12. Campfires are permitted only in designated areas.
13. Center staff reserves the right to terminate any activity which it deems dangerous to persons, facilities or property.
14. Please consult camp staff regarding the soundness of ice on Pickerel Lake. The Lake may not be as solid as it appears and could be dangerous.
15. No one may enter the Ropes Course without an approved instructor. Use of the ropes course is only permitted under the supervision of trained camp staff.
16. All persons must wear shoes at all times on camp property (excluding the waterfront, the shower-house and their cabin).
16. User group assumes all responsibility for lost, stolen or damaged camp and personal property.
17. User agrees to wear helmets when participating in biking activities.
18. Pets must be kept on leash at all times, unless approved otherwise by the Camp Director.
19. Groups are responsible to provide their own emergency transportation.
20. Any incident requiring the dispensation of drugs, or emergency transport will be reported to the Camp Director or Associate Director, and will require the completion of a camp incident report. Please report the incident as soon as possible.

Groups with Children under the age of 18 – Please Note:

As the authorized representative of the above named organization, I hereby certify that I and/or the organization have permission from the parents/guardians of the minor child(ren) to be with me and/or the organization and to participate in all activities and that I and/or the organization will be responsible for the child(ren) while they are at Camp Helen Brachman.

I, the group leader, certify that I have read and understood this document. I agree that my group will abide by these guidelines during our stay at Camp Helen Brachman.

I accept the stated quote of \$_____ for our stay at

Camp Helen Brachman for the period of: _____
(Date of use)

Please refer to the accompanying intent form for rental specifics.

Signature

Date