

## Rental Group Safety Guidelines

This form must be read, signed and returned before arrival.

Unless a rental group (heretofore known as USER) has it's own license to operate a camp, it will be operating under the license of Camp Helen Brachman. For this reason, all rental groups must abide by Camp Helen Brachman's Guidelines, as per State of Wisconsin HFS 175.

### Administrative Requirements

1. A deposit of \$200 is required in order to confirm your reservation. Cancellations received 31 days before program will be fully refunded.
2. User agrees to provide a copy of their group's **Certificate of Insurance** before arrival.
3. 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.
4. 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 while on site.
5. User agrees not to permit any activities which are illegal, immoral or inconsistent with the principles or policies of COA.. Use of alcohol illegal drugs is prohibited.
6. 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.
7. 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.
8. A payphone (715-366-9101) is available in the main lodge for rental group usage. Office and other camp phones are not available for personal or business calls, but are available in emergencies.
9. 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.
10. In case of sever 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.
11. Every rental group must have a designated leader who is at least 21 years of age on-site at all times.
12. Any misrepresentation on the rental reservation form may result in cancellation of the rental agreement.
13. 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 you arrive.
14. Users renting the kitchen must follow guidelines give during their kitchen orientation. For your health and safety we recommend the camp staff provide professional food service.

## **Supervision and Safety**

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 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.
3. The waterfront is closed to everyone, including lifeguards after dark.
4. No one may use the waterfront without the presence of camp approved and hired, ARC lifeguard. One lifeguard must be present for each swimmers, and one lookout, including lifeguards for each 10 swimmers.
5. Swimming and boating are separate activities and require separate, trained and approved supervision.
6. 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.
7. The waterfront will close at the first sign of lightning.
8. User must provide a designated person to provide first aid and emergency care for group. This person must be accessible at all times and equipped by the group to perform emergency first aid duties.
9. Smoking is not permitted in the buildings. Please ensure that smokers dispose of tobacco products in proper receptacle.
10. Firearms or other dangerous equipment must be locked up at all times when not in use.
11. Campfires are permitted only in designated areas.
12. Center staff reserves the right to terminate any activity which it deems dangerous to persons, facilities or property.
13. 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.
14. Use of the ropes course is only permitted under the supervision of trained camp staff.
15. All persons must wear shoes at all times on camp property.
16. User group assumes all responsibility for lost, stolen or damaged camp and personal property.
17. No one may enter the Ropes Course without an approved instructor.
18. User agrees to wear helmets when participating in biking activities.
19. Pets must be kept on leash at all times, unless approved otherwise by the camp director.
20. Groups are responsible to provide their own emergency transportation.

**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.**

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Signature

Date