

Edwards YMCA Camp

Group Use Policy

YMCA Mission Statement:

To put Christian principles into practice through programs that build healthy Spirit, Mind, and Body for all.

RESERVATIONS: Upon booking a reservation, you will be required to submit a deposit determined by your group's size and needs, and your reservation will be held until the deposit due date. If we do not receive your deposit by the due date, the date may be opened up to other users. Your reservation is confirmed when we receive your deposit. All deposits are non-refundable.

GUARANTEED NUMBER & FINAL COUNT: In order to properly prepare for your group we require a guaranteed number no later than 14 days prior to your stay. If no guaranteed number is received 14 days prior to your stay, we will prepare for the maximum number listed on your contract and you will be billed accordingly. Once we receive your group's guaranteed number, you will be charged for that amount even if the actual count is lower than your guaranteed number. Before departure, you will sign a Final Count Sheet verifying your actual group count. This number will then determine your final bill, which will be mailed to you with payment due in 30 days. *Please note, all checks received will be deposited via EFT identified as Golden Corridor YMCA.*

CANCELLATIONS AND CONTRACT MODIFICATIONS: If your group cancels within 45 days of your reservation, you will be billed at 50% of the minimum number listed on your contract. If you cancel within 30 days, you will be responsible for paying 100% of the minimum number. Cancellations made within 14 days of scheduled arrival will be charged 100% of the guaranteed number reported to us. We understand that unforeseen events occur, and we reserve the right to accept minimal charges on a situational basis.

OTHER FEES: Some equipment, staffing, and supplies do carry extra charges, and must be requested in advance.

Climbing Wall	Based on group size
Linens (Bedding, Pillow, Towels) For Lodge Groups Only	\$15.00 per set
High Ropes/Zip Line	\$ 10.00/\$5.00 Accordingly
Snacks (Campfire s'mores, etc.)	min. \$1.00, call for details
Arts & Crafts	\$ 1-2.00 per craft/ or as arranged
Excessive Clean-Up/Damages (described below)	\$ 100.00 and up

CLEAN UP & DAMAGES: Camp Edwards expects that all groups will respect our property and equipment. In the event that a group leaves the site in poor condition (i.e. decorations not taken down, excessive trash left everywhere, graffiti, etc), or damages our property due to carelessness or misuse, we reserve the right to assess costs for damages and/or bill the group accordingly.

CAMP RULES:

- Alcohol/Illegal substances/Firearms/Weapons/Fireworks are prohibited.
- Smoking is not permitted in ANY building.
- Adults are responsible for child supervision at all times.
- Group coordinator is responsible to supervise the group and its behavior.
- Group coordinator is responsible to supervise any specialized recreational activities.
- No pets allowed.
- Quiet hours MUST be observed from 10:00pm until 7:00am.
- No metal runner sleds on tube slides.
- You are responsible for all insurance coverage.
- You may not transport any person in a non-passenger vehicle on Camp property.
- You are responsible for your own First Aid/CPR provider, First Aid supplies, equipment, emergency care. For emergency transportation or advanced medical care, use any house phone and dial 82-911.

Provision: Camp Edwards staff members are trained in First Aid, CPR and blood borne pathogens and are available to assist, and provide additional supplies, if a specific emergency dictates.

CERTIFICATE OF INSURANCE: When you send in your contract you are also required to send in a copy of your group's certificate of insurance.

DINING HALL PROCEDURE & MENU: All meals are served in Micklewright Lodge. In keeping with camp tradition, meals are served "family style." Camp staff will give an introduction before the first meal, and will instruct the group on clean up procedure at the end of the meal. Meal times are as follows: Breakfast – 8:00 am, Lunch – 12:00 noon, and Dinner – 5:30 pm. Please schedule your stay accordingly to arrive for meals on time, as it helps our food service staff provide the best possible service. Requests for brunch or an early lunch can be accommodated with prior knowledge to your arrival. Special menus will be taken into consideration and may require an extra fee. If you have vegetarians or other specific individual dietary restrictions, please communicate dietary needs with the Groups and Retreats Director at 262/642-7466 at least two weeks in advance. Meal beverages include water, juice, milk, coffee, and tea. If you wish to purchase soda, there are machines in both Hoffer and Runge lodges, and at the entrance to the dining hall.

Please Note: To provide meals to groups less than 20 in size, we may charge a higher meal rate when they are the only group on site.

PARKING: Cabin/Loft dwellers must park cars in the large, lower parking lot at the bottom of the hill. Regulations require us to keep the fire/emergency lanes open at all times. Cars may not be parked in the cabin area or in the small upper parking lot at any time, as this area is utilized for handicapped parking and camp vehicle parking. Carts are provided for moving luggage. Please encourage car pooling within your group. Hoffer & Runge Lodges have parking lots adjacent to their respective lodge.

WATERFRONT RULES: The Edwards staff will determine if conditions are favorable on the lake for boating & canoeing. There is no fee for the use of row boats or canoes, and all participants are expected to abide by the posted waterfront rules. Swimming is not permitted, except during the months between Memorial Day and Labor Day, and coordinated through the Groups and Retreats Director before arrival. Fishing is allowed, but only in designated areas. Camp does not provide fishing equipment. Adults 16 years of age and older must have Wisconsin Fishing License. Please call the Edwards staff for other program options.

MULTIPLE GROUPS: Edwards reserves the right to schedule our facilities for multiple groups. Your cooperation in sharing facilities and respecting other guests' rights is expected.

PHONES: In-house phones can be used to dial 911. To contact your group while at camp, dial 262/642-7466. Our office staff will forward your call to their facility. *After office hours*, call the same number and follow the voice mail prompts to reach their facility or leave a message.

CAMPFIRES: Group campfires are permitted but must be confined to designated areas of camp established by Edwards Staff. Campfire flame height will be no more than 4' from base of fire, within the set fire ring, and shall be extinguished entirely. Individual fires must be self-contained, above ground, outside of the cabin, and be at least 10 feet from any structures. Firewood for group fires is provided. A barrel for ash disposal is provided for personal fires. Use of propellants and/or gasoline is prohibited. Torch walks will be limited to tiki torches only. **Please Note:** WI DNR Rule NR 45.04 (1)(g) prohibits transportation of firewood from across state & county lines, and from farther than 50 miles away. For more information, visit <http://dnr.wi.gov/invasives/firewood>.

HEALTH INFORMATION: In compliance with WI HFS 175-15 (1), we advise that you gather names, addresses, phone numbers, emergency contact information, and special health concerns for all participants. For minors without a parent on site, a signed permission waiver for emergency treatment is recommended under the auspice of the American Camping Association.

SUPERVISION: Group leaders are solely responsible for all participants within their group. Recommended supervision ratios are 1 staff or chaperone to 10 campers. Campers in a private location i.e. shower house cabin, etc, should be accompanied by at least two staff members per the American Camp Association standard. The group leader agrees to hold harmless Edwards YMCA Camp and representatives of any claim were improper supervision was provided by the group in relation to participant activities as well as injurious activity conducted by ones own free-will.

Failure to comply with the rules set forth in this Group Use Policy may result in being asked to leave Camp Edwards without a refund. We sincerely appreciate your cooperation, and hope you enjoy your stay with us!

Please sign and date this policy and return to Camp Edwards with your Use Agreement.

Signature of Group Leader _____ Date _____

