



**TAKODAH YMCA
OUTDOOR EDUCATION / GROUP RENTALS AND RETREATS
GROUP USE AGREEMENT**



The contracting group hereby, FOR ITSELF, ITS PRINCIPALS, EMPLOYEES, MEMBERS, AND INVITEES, agrees to indemnify and save the Takodah YMCA, Inc, its officers, directors, and employees harmless from any and all liability arising from the contracting group's use of Camp Takodah properties, including but not limited to the following: injury or harm to any person occurring within the camp; any injury or damage to any property of the contracting party or to any property of any third person or group in or on the camp property; any and all suits, claims or demands of any kind or nature by and on behalf of any person, firm, association, trust or corporation arising out of or based upon any incident, occurrence, injury, or damage which shall or may happen in or on the camp property based upon any matter or thing growing out of the condition of the maintenance, repair, alteration, use of the occupation of the camp. ***The contracting group agrees to provide the Takodah YMCA with a certificate of insurance with General Liability Limits of at least \$1,000,000 naming Takodah YMCA as additional insured. If the contracting group has been approved the use of alcohol and arranges for alcohol to be served to others, the contracting group agrees to include \$1,000,000 Liquor Liability Coverage on the general liability certificate.***

The contracting group agrees to assume responsibility for any damage to the camp property.

The contracting group understands the Group Guidelines provided and agrees to conduct its use of the camp in accordance with these guidelines.

Contracting Group Name: _____

Signature: X _____
(for contracting group)

Printed Name:

Date: _____

Please return this agreement along with your deposit and signed Group Use Contract. Thank You!



TAKODAH YMCA OUTDOOR EDUCATION / GROUP RENTALS AND RETREATS (3 of 3) POLICIES AND PROCEDURES (ALL GROUPS)



We want to make your stay with us as enjoyable and pleasant as possible. In doing so please consider the following. For the safety of your group, the consideration of those living onsite and in adherence to the policies set out by the Takodah YMCA and Camp Takodah your group must be informed of and abide by the following:

• **LAKE ACCESS**

Access to our waterfront for recreation is only permitted in the presence of a Takodah lifeguard. A Takodah lifeguard MUST be present to supervise the waterfront area at all times. All activity on the lake must be prearranged with the Outdoor Education Director and written in your contract. It is not permitted for any individual or group to be on the water from any shoreline without prior permission or supervision of a Takodah lifeguard. Your program host will explain to you the areas that are restricted or open to your group if they want to sit and enjoy the views of our lakefront. Any children under the age of 18 who are swimming, boating or enjoying the shoreline must be accompanied by an adult over the age of 21 at all times.

• **PROGRAM AREAS AND ADULT SUPERVISION**

Your program areas and facilities use are defined on your contract. You are not permitted to use any other facilities on camp without prior permission. This especially holds true for areas that must be supervised at all times by a trained Takodah Staff member such as our Challenge Course, Waterfront and Dining Hall Kitchen. Outside of agreed programming the responsibility of primary supervision for your group is the responsibility of the adult chaperones. Takodah requires that group chaperones are provided at a minimum of 1 adult for every 10 participants and will adhere to the follow supervision guidelines when Takodah staffs are not present. All participants under the age of 18 must be accompanied by adults in the following ratios:

- **Day Events:** one adult for every six participants ages 4 and 5; one adult for every eight participants ages 6 to 8; one adult for every 10 participants ages 9 to 14; and one adult for every 12 participants ages 15 to 17

- **Overnight Events:** one adult for every five participants ages 4 and 5; one adult for every six participants ages 6 to 8; one adult for every eight participants ages 9 to 14; and adult member for every 10 participants ages 15 to 17. Male and female supervisors are necessary for co-ed groups and must sleep in the cabins for overnight groups. Camp Takodah recommends that the group screen all group staff/volunteers with responsibility for or access to children. Camp Takodah reserves the right to cancel any group due to low enrollment or due to inadequate adult supervision.

• **THE EVENING**

After 10pm is 'QUIET HOURS' here at Camp Takodah. By this time activity can still continue but it must consider that there are other families and young children living on site and there are residents across the lake. The program host has the right to restrict or prohibit any activity that is deemed a disturbance to those living onsite or on our lake front between 10pm and 7am.

• **EMERGENCY CARE AND FIRST AID**

The Takodah YMCA and Camp Takodah staff is not responsible for medical services to your group. During the group orientation, a Camp Takodah representative will inform participants of emergency procedures and reporting requirements. Groups are responsible for providing a person who possesses age-appropriate first aid and CPR/AED certification from a nationally recognized provider. Groups are responsible for first aid and emergency care while on camp property. In the event of an emergency, groups should call 9-1-1 for emergency transportation, but groups are also responsible for having a vehicle available for any other emergency transportation needs. Groups are responsible for bringing first aid supplies/equipment, securing all medications and supplies, and administering all medications to group participants. Groups are responsible for obtaining the following information from all participants that will be taking part in pre arranged Takodah programming (e.g. Ropes Course or Waterfront activities): names and addresses; emergency contact names and phone numbers; a listing of any persons with known allergies or health conditions requiring treatment, restriction, or accommodation while on site; for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver. Camp Takodah will provide a health and liability release forms to support this process.

• **ALCOHOL USE (ADULT RENTALS ONLY)**

YMCA Camp Takodah is an alcohol free and tobacco free facility unless approved other wise for the purposes of an event where no youth program is onsite. The group accepts full responsibility for monitoring and policing itself to prevent consumption of alcohol by participants under the ages of 21. For large group events we reserve the right to request the hire of a bar tender or caterer with a liquor license given the nature or size of the event. The group also accepts full responsibility for policing itself to prevent participants from damaging the facilities or abusing guidelines of their contract with the Takodah YMCA. We reserve the right to require any group to hire a security officer given the nature or size of the event. Alcohol consumption will be restricted to specific pre approved areas only. Walking the camp property with open containers is not permitted. These areas are stated below and will be pointed out to you by your program host when you arrive. **\$1,000,000 liquor liability coverage must be provided as part of the certificate of insurance for all alcohol served to guests by an external vendor.**

Alcohol Use Approved YES NO

For your purposes these usage areas/locations are North Camp Arts and Memorial Lodge only.

We ask that youth not be exposed to alcohol use on our site. Alcohol can only be consumed when family members under the age of 18 are in bed or supervised in an area away from alcohol consumption. The group takes full responsibility for ensuring that all youth onsite be supervised at all times by adults whose judgment is clear. Under no circumstances may an individual under the influence of alcohol access our waterfront or challenge course area. Should your program host feel that any of the above policies are not being adhered to, he/she maintains the right to reinforce a limited use or prohibit the use of alcohol to any individual or group who is not abiding to our alcohol policy in a controlled and responsible manner. All empty bottles, and cans must be taken offsite with the party and must be disposed of away from Camp Takodah.

• **TOBACCO USE (ADULT RENTALS ONLY)**

Whenever possible Camp Takodah encourages a NON SMOKING environment due the risk of fire on property. In the event that a group has a party that requires a smoking area, the use of Tobacco is limited to restricted areas. There will be containers for the disposal of your butts. Smoking in any other area around camp is not permitted. Your program host will show your group the smoking area. If the season is particularly dry the Takodah YMCA reserves the right to refuse use of tobacco onsite.

Tobacco Use Approved: YES NO

• **REFUND POLICY:**

All deposits are non-refundable. No refunds are given for cancellation of a booking within 31 days (one month) of contracted event date.

• **SECURITY DEPOSITS (\$500):**

An inspection of the property by the Outdoor Education Director or Takodah program host must be confirmed prior to a groups departure and the reimbursement of any given security deposit will be provided at the end of any program. In the event that the property and its facilities are not returned to the same state as presented to the group the security deposit can be withheld at the discretion of the Takodah host or Outdoor Education Director. This includes (but is not limited to),

Security Deposit Requested: YES NO

- Property damage,
- Additional staffing not budgeted for as a result of unapproved program changes or site usage,
- Facilities or program areas left in unapproved, unclean or unsanitary states that require additional cleaning,
- Kitchen left in an unapproved, unclean or unsanitary state by participants or external caterer hired by the group.

If you have any questions please consult the Outdoor Education Director.

Any group who cannot abide by ANY of the above policies may be asked to leave without refund.

I understand that by signing this document on behalf of Group Name (group name) I am verifying that I have read the Takodah YMCA 'Rental Group Contract Policies and Guidelines' and that I agree to adhere to the guidelines set forth in this document.

Signed (group): _____ **Date:** _____



WELCOME TO YMCA CAMP TAKODAH



Thank you for choosing Camp Takodah! It is our pleasure to host you. Our goal is to exceed your expectations. Please let us know how we can make your stay with us more enjoyable. Please review the information below, which is designed to make your stay with us a safe and comfortable one.

Core Values

Our core values for Outdoor Education focus on building friendship, character, achievement and community, through respect, caring, honesty and responsibility. We strive to teach and reflect these values in all of our words and actions. We encourage you to help us reinforce these values with your group, and we ask all guests to follow these values as our behavioural guidelines in camp.

Accommodations / Cabins

You have been assigned to specific accommodations in camp. At the end of your retreat, please leave your cabins as nice as you found them. Should you feel cold at all please don't hesitate to ask us if you require an extra blanket. We might have other groups in camp, and we ask you to respect their privacy by refraining from entering cabins that are not assigned to you. For your convenience, camp has bathroom facilities in each division. (Twins).

Dining Service

All of our meals are served in the dining hall. Please refer to your schedule for meal times. We ask that you arrive for all meals on time. Please let us know if you have any participants with special dietary needs.

Program Areas and Equipment

Camp Takodah has several specialized program areas, which require the leadership of a trained staff member. Please avoid the following areas of camp unless a staff member accompanies you: waterfront, challenge courses (including climbing walls and rope swing), and dining hall kitchen. Please feel free to enjoy our hiking trails, fire pits, playing fields, and sports areas. Camp Takodah is not responsible for the loss or damage of personal equipment used during your stay.

Environment

Camp Takodah has beautiful natural resources for you to enjoy. Please respect all plants, animals, and people you encounter at camp. Please use the pathways whenever possible to support erosion control. As you explore camp, please take care around natural hazards, such as ravines and fallen trees. We ask you to keep camp clean by leaving every place better than you found it. Please put litter in the trash cans, remove your shoes in the cabins, and clean up each area when you leave. We also ask you to conserve energy by turning off lights and closing windows/doors when you leave your cabins.

Weather / Storms

Camp Takodah will generally continue to operate in the rain, so please dress for the weather. In the event of severe weather, a staff member will lead you in our severe weather procedures. The designated storm shelter is the dining hall.

Camp Policies

Alcohol and smoking are prohibited on the property unless negotiated in the contract for an adult group. In this event the designated smoking area for adult groups is behind the Dining Hall. Consumption of alcohol is restricted to specific approved buildings (Dining Hall and Memorial Lodge). Drugs are prohibited in accordance to state and federal law.

Vehicles

Please refrain from driving on the grass. Please drive slowly in camp. Please leave all vehicles parked in the designated parking lot for the duration of your stay.

Whenever adults and youth are together, please ensure that there are at least three people present at all times (i.e. one adult and two youth).