

## **Policies and Procedures for Rental Groups (Rentals, Retreats and OEE)**

### **House Rules (Provided Upon Arrival at Orientation):**

1. Bells are for emergencies only, do not ring the bells.
2. Supervise your children at all times.
3. Fireworks and all firearms are strictly prohibited on Camp property.
4. Quiet hours are 10PM – 7AM.
5. Please use the restrooms not the open outdoors. You will be charged cleaning fees for urine and waste water dumped in the snow outside your cabin.
6. Camp is smoke & alcohol free, unless otherwise approved. No smoking in any buildings.
7. Stay off lagoon and pond due to thin ice.
8. Sled hill must be adult supervised.
9. Swimming & Boating is open only during approved times with a certified guard, daily from 10am-12pm and 2pm to 4pm. Guards may need to take a break, so we will clear the water. A parent **MUST** be at the waterfront with swimming children. PFD's **MUST** be worn and clipped in ALL boats.
10. Put away all equipment where you found it.
11. Build fires with safety in mind and only in fire rings. Please enjoy campfires with the wood camp provides, please do not burn an excessive amount of firewood.
12. Snowmobiles & ATV's are not allowed on YMCA property, unless otherwise approved.
13. Dogs must be leashed when outside the cabin and pick up after your pet.
14. Dogs should not be left in the cabin unsupervised.
15. Dog owners assume liability for their pet's actions, you will be charged for cleaning and damages as needed for your pet's behavior.
16. Keep your party within agreed upon guest numbers.
17. Information regarding staff on duty will be posted in the Office. Staff will be available by phone/text and radio. They are the First Responder in any emergency situation.
18. Household duties, before leaving:
  - a. Re-stock the inside "wood bin" from the wood bin outside your cabin.
  - b. Sweep out cabin before you leave, please make sure to clean under the bunks.
  - c. Please take your trash to the camp dumpsters, located by the maintenance shop. Maintenance shop is located directly across from the Resch Welcome Center/Camp Office.

YMCA staff and volunteers retain the right to remove any person(s) from camp if they:

- choose not to follow the policies listed above.
- choose not to follow any verbal directives from staff or volunteers.
- choose not to follow YMCA Core Values: Caring, Honest, Respect, and Responsibility.

### **Additional Group Camping Policies**

1. YMCA Camp U-Nah-Li-Ya or the YMCA of Green Bay assumes no responsibility for personal property. The Rental Group assumes all responsibility for the behavior of their participants.
2. The YMCA will not provide individual participant health and accident insurance, including sickness and related prescription medication. The contracting group is responsible for health

care, emergency care and emergency transportation of their participants. All groups are responsible for the general first aid needs of their group and transportation to the medical facilities in case of an accident or illness. YMCA Camp U-Nah-Li-Ya recommends that at least one adult be certified in CPR and First Aid. We suggest that the group bring a general first aid kit with band-aids, aspirin, etc for the general needs of the participants. The YMCA is not able to supply those general needs.

All group participants must have a health history on file. This includes name and address of participant's emergency telephone numbers, parent authorization to treat at the local hospital and a general health history, listing allergies or health conditions requiring treatment, restriction, or other accommodations while at camp.

In the event of an accident that requires medical treatment, the participant or group leader would notify the Camp Director of the need. The Camp Director can assist in general first aid, CPR, sickness, ice and other general needs.

3. The contracting group's deposit will act as a damage fee to cover breakage, loss of equipment and defacing of property caused during occupancy. Groups are to leave the facility in broom clean condition at the end of their stay. A fee of \$250.00 per building damaged or dirty will be charged to the contracting group if not in reasonably clean condition.

4. YMCA vehicles may not be used to transport participants except in case of an emergency.

5. Contract and deposit must be returned on or before the specified time or you may lose your priority position.

6. The full responsibility for the supervision of all individuals in attendance is carried by the Group Leaders and designates. The YMCA assumes no responsibility for the conduct of group members in general, but does reserve the right to deny access of participation in an activity by individuals who, in the sole opinion of the YMCA, may be conducting themselves in such a way as to compromise either the safety or full enjoyment of the activities by others. The YMCA requires youth groups to provide an adult (18 or older) to youth (Under 18) ratio of 1:5 for youth under the age of 5, 1:6 for youth ages 6-8, 1:8 for youth 9-14, and 1:10 for those ages 15-18. The only exception to this may be when campers are sleeping and the ratio may be 1:12 for all ages. Two adults are required during all horseback riding, canoeing, high ropes course, swimming, hiking and overnight camp out activities. Rental groups should screen all adults working with children and run detailed background checks on them.

7. All minors under the age of 18 must have a properly signed emergency medical treatment form, emergency contact names, numbers, and a health history form.

8. The contracting group, except for family cabin rentals, agrees to furnish a Certificate of Insurance evidencing their public liability coverage with minimum limits of \$1,000,000.00 combined for bodily injury and property damage and naming the YMCA of Green Bay as an additional insured.