



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA CAMP U-NAH-LI-YA RETREAT AGREEMENT

Between contracting group:
YMCA Camp U-Nah-Li-Ya
12101 Y Camp Road Suring, WI 54174
715-276-7116

and User Group:
Group name:
Address:
Phone:
Contact person:
Email:

Hereby contracts for the use of said Camp property, facilities, and programs in accordance with the below listed conditions as well as any attached verbal conditions with the YMCA Camp U-Nah-Li-Ya Director.

I. Tax-Exempt Status and Certification

Non-profit groups must provide YMCA Camp U-Nah-Li-Ya with their tax-exempt number and certification of tax-exempt status. Groups not qualifying for this status will be assessed a 5.5% county and state tax on their fee total.

II. Contract Dates

Beginning on:

Ending on:

III. Program Details [please fill in or update the section below as accurately as possible]

Groups with Programming (No Meals Included)	# of Participants	Estimated cost
Day group	\$40.00/person (\$500.00 minimum)	
Overnight	\$75.00/person (\$1,000.00 Minimum)	
2 Night	\$115.00/Person (\$1,500.00 Minimum)	
Groups with Meals and Programming Included		
Day group 1 meal	\$53.00/person (\$1,500.00 minimum)	
Day group 2 meals	\$66.00/person (\$1,750.00 minimum)	
1 night with 3 meals (L,D,B)	\$87.00/person (\$1,900.00 Minimum)	
1 night with 4 meals (L,D,B,L)	\$100.00/person (\$2,000.00 Minimum)	
2 Night with meals 7 Meals	\$160.00/Person (\$4,000.00 Minimum)	
Add High Ropes Course to any program group	Additional \$12.00/person	
Additional meals to an existing meal plan	\$13.00/Person	
Estimated Pre Tax Total		

IV. Contract and Deposit

It is understood that reservations are held verbally and are not final until this agreement is signed and submitted to YMCA Camping Services.

- The User Group must supply a **non-refundable deposit of \$250.00** with this contract.

V. Cancellation Policy

The \$250.00 will be forfeited for user groups that cancel their reservation within 1 month of the date reserved. The deposit money will be held as a credit for future contracts with YMCA Camping Services within 1 calendar year of original date. Groups that cancel less than 2 weeks from contractual date are responsible for the minimum agreed price.

VI. Certificate of Insurance

A Certificate of Insurance for the User Group must be submitted with the signed contract and deposit. This must be submitted annually for recurring groups.

VII. Final attendance numbers

It is the responsibility of the group to inform YMCA Camp U-Nah-Li-Ya of its reserved number no later than two weeks prior to the reserved date – this number should be as close to actual as possible – within 25%. The group will be billed for actual attendance. In the case of lower attendance the group will be billed 75% of the reserved number. This is due to the fact that we order food for your group based on the two week estimate.

- For example, if a group has reservations for 100 people but only 70 people attend, the group would be charge for 75 people (75% of 100). This is because food was ordered for the 100 people.

VIII. Holds Harmless

It is hereby understood and agreed that the Greater Green Bay YMCA and Camp U-Nah-Li-Ya shall be held harmless from all liabilities and claims for damages and/or suits for or by reason or for any injury or injuries to any person/persons or property of any kind whatsoever whether the person or property of the User Group, it's agents, employees, participants, members, or third person from any cause or causes whatsoever while in or upon said premise or any part thereof during the term of this agreement or occasioned by an occupancy or use of said premises or activity carried on by the User Group in connection therewith, and the User Group hereby covenants and agrees to indemnify and save harmless the Greater Green Bay YMCA and Camp U-Nah-Li-Ya from all liabilities, claims, suits, or losses however occurring or damages or legal expenses growing out of the same. The User Group's organization/affiliation shall carry its own liability insurance for the contracted period of time.

IX. Leadership

All YMCA Camp Staff and Volunteers shall be under the direction of the Executive Director. Other than program instruction times, if provided by the YMCA, the direct supervision of all participants is the direct responsibility of the User Group. All staff provided by the User Group shall be under the direct supervision of an appointed representative of the group, with support provided by YMCA Staff as needed. All matters related to the program activities of the User Group are subject to final approval of the YMCA Camp Staff and must be in accordance with the rules and regulations of YMCA Camp U-Nah-Li-Ya. Failure to comply with stated rules can result in removal of the group with no reduction in financial responsibility for the contracted rates.

X. YMCA Behavior Statement:

The Greater Green Bay YMCA is founded on Christian principles and prohibits inappropriate behavior and conduct. This includes, but is not limited to, profanity or abusive language or attire, smoking, illegal use of alcohol or other drugs, removal of YMCA property, criminal conduct of any type, or disregard for stated YMCA and/or Camp U-Nah-Li-Ya policies. Such inappropriate behavior or conduct is unacceptable and the YMCA consequently retains the right to deny program participation and/or revoke future contracts at its sole discretion.

XI. Payment

All program fee balances must be made payable to YMCA Camp U-Nah-Li-Ya on the final day of the contract or within thirty (30) days of the visit. Payments made beyond 30 days will be assessed 1.5% interest/month.

XII. U-Nah-Li-Ya Retreat Policies

It is the groups responsibility to read, and follow all policies and procedures set by U-Nah-Li-Ya.

1. All groups should complete a "Provision of Services" agreement with YMCA Camp U-Nah-Li-Ya that outlines all the specific

services that the YMCA will be offering for the rental group.

2. No rental or retreat groups may use the camp kitchen, all food shall either be prepared by the camp staff or the rental group using cooking equipment provided in the cabins.
3. Rental groups are responsible for the healthcare of their group. This includes providing medical staff, properly documenting medication and treatment of their campers, providing and administering first aid, securely storing and administering medication, providing emergency transportation, and collecting and storing camper health history. The rental group shall provide at least one vehicle for use as an emergency transportation vehicle.
4. Rental groups cannot use any program equipment other than what has been outlined in the provision of services.
5. Groups shall provide a minimum supervision ratio of 1 adult / 10 children (ages 7-17), or 1 adult / 4 children (ages 0-6).
6. All adults with the rental group shall have passed a background check within 1 year of the contract date.
7. All adults with the rental group have completed a sexual abuse prevention training.
8. Rental group is responsible for reporting incidents resulting in serious injury, illness or death by the next day to the Department of Agriculture, Trade, and Consumer Protection, 608-224-4682.
9. The rental group must maintain all camper medication and treatment records for a minimum of 3 years.
10. The rental group must keep a register and a method of tracking individuals entering and leaving the camp during operation.

By signing below you as the group leader understand that all members of your group must follow all camp policies.

User Group Representative: _____

Date: _____

YMCA Camp U-Nah-Li-Ya Representative: _____

Date: _____

1 copy to be retained for your records.

1 copy to be submitted with deposit payment, certificate of insurance, and certificate of exemption (if applicable).

**Submit to: YMCA Camp U-Nah-Li-Ya
 12101 Y Camp Road
 Suring, WI 54174**