



## REQUIREMENTS FOR GROUPS USING 4-H CAMP GRAHAM



### Fees and Contracts

1. Rental contract and deposit must be returned by date indicated or your priority dates may be lost. Questions regarding contracts can be directed to Camp Manager at 937-289-2085 or Board President at 937-224-9654.
2. A fee of \$500 will be charged if the renting group does not properly clean the buildings and grounds used. Groups will also be charged for any damages incurred. Charges are the discretion of the Camp Manager.
3. All fees must be paid at the end of camp or within 15 days of departure. Delinquent bills will be assessed a finance charge of 24% annual rate.
4. All groups are required to provide a copy of their certificate of liability insurance for their group before arrival.
5. Upon arrival, the Camp Manager will conduct a brief orientation to our facility, health, safety and emergency procedures, as well as other operating procedures such as canteen, pool safety, pond, trail and campfire use.

### Safety, Medical and Emergency Situations

1. First Aid care and treatment is the responsibility of the renter. All over night groups are expected to have a medical person (Doctor, Registered Nurse, EMT) on site at all times. Day renters are encouraged to have the same, or at least a person with current certification in First Aid and CPR. At minimum, an adult with current certification in First Aid & CPR must be on-site at all times and accompany all off-site group trips.
2. Some basic supplies and a first aid station are provided for the rental group's use. However, groups should bring their own first aid/medical supplies. Record keeping will be reviewed with your medical staff on arrival. In the event of an accident/injury, group must complete the Accident-Incident report form and turn into the camp manager within 24 hours.
3. All campers and staff are required to have completed emergency contact/health forms on file during their stay at camp. This form must include the participants name, address, phone number, emergency contact numbers, known allergies or health conditions as well as signed permission to seek emergency treatment for minors. If the renter's organization does not have a standard health form, Camp Graham can provide one for the rental group to copy and distribute.
4. The renter is responsible for carrying medical insurance for their group participants, unless prior arrangements have been made with the Camp Facilities Manager. If proof of insurance is not provided, 4-H Camp Graham will acquire insurance and charge per participant according to details in rental contract.
5. Emergency medical help is available through local 911 services. Non-emergency transportation to the hospital (Clinton Memorial in Wilmington) is the responsibility of the rental group. The rental group should have at least one designated emergency vehicle available at all times.
6. Emergency procedures for fire, tornado, severe storms, intruders, and medical emergencies will be reviewed with you on arrival. To help prepare your staff and counselors, a copy is included with this agreement.
7. Weapons including firearms, knives and hunting are not permitted on 4-H Camp Graham grounds. Educational programs in shooting sports and programs involving the use of fishing and hunting knives must be approved by the Camp Manager and be conducted by trained adults. Firearms, knives and ammunition used in conducting these programs can be stored in your locked personal vehicle or cabinets provided. Group must provide lock.
8. Rental groups are not permitted to bring gasoline, flammable liquids, explosives, poisonous or illegal substances and similar without advanced permission from the Camp Manager.

### Program Supplies

1. Program supplies available include: tetherballs, basketballs, volleyballs, soccer balls, playground balls and Frisbees. A GPS program, tree trail and other nature programs are also available. Please contact Camp Manager for more information.
2. Youth must be accompanied by an adult or counselor when hiking the trails. Footprints are all that are to be left behind on the trails.
3. Firewood for campfires/bonfires is provided at no additional cost. Excessive use of firewood may result in extra charges.
4. Personal sports equipment that could be potentially harmful such as archery equipment, bats, etc should be stored in a locked vehicle when not in use.

## Food Service

1. Groups should communicate any known food allergies to Camp Manager/Kitchen Supervisor at least 2 weeks before arrival.
2. Meals at camp will be served cafeteria style. All groups are responsible for setting the tables, moving food to and from the tables, wiping off the tables, and sweeping the floor following the meal.
3. **MEAL TIMES: Breakfast - 8:00am; Lunch - 12 Noon; Supper - 5:30pm.**
4. ICE is available on request. See Camp Manager for charge per bag.
5. If your group is preparing their own meals, please see Camp Manager for upon arrival for instructions.

## Vehicles

1. Parking is limited. Please carpool to reduce the number of cars left at camp. All cars must be parked in designated parking area. Delivery areas and paved driveways are not to be blocked.
2. No vehicles are permitted in the cabin areas, trails or field, except as approved the Camp Manager.
3. The speed limit in the camp is 5 mph. Camper safety is our priority.
4. Campers are not to be transported on or off the grounds in vehicles not designed for passenger use, i.e. beds of trucks, wagons and similar.

## Aquatic Activities

1. No swimming is permitted without the lifeguard present. Pool rules are posted in the pool area and will be reviewed with the rental group at a group assembly outside the pool and again during the first open/free time swim. A “deep water” swim test is required of all youth. Upon passing this test, a wristband or similar identification item will be issued and is to be worn by the camper in order to swim in the deep water.
2. Should there be more than 20 campers in the pool at any given time; the rental group is expected to provide at least one adult for every additional 10 campers in the pool to help with supervision and safety. These adults will be given an orientation by the lifeguard.
3. A certified lifeguard with current CPR and first aid training must be present at any aquatic activity in, on or near water.
4. A small pond for nature study is on the grounds. No swimming in this pond. Youth in the pond area must be accompanied by a lifeguard as described above.
5. The creek that runs behind the boys cabin areas is accessible and provides an opportunity to study fossils and other wildlife habitats. Youth who go “creeking” must be accompanied by a lifeguard as described above.
6. If participants choose to canoe or enjoy other watercraft activities offsite, a PFD (life-vest) must be worn at all times by all persons involved in watercraft activities.

## Accommodations and Other Requirements

1. **ALCOHOLIC BEVERAGES** permitted to adult only rental groups and requires separate application and prior approval from Camp Manager. **SMOKING** is permitted in designated areas only, away from all campers and not in any camp building. **NO ILLEGAL DRUGS** will be permitted on the campgrounds.
2. **TELEPHONE** is for emergency use. All calls made must be logged. Renter is responsible for all calls made while at camp.
3. Renters must provide own bedding, linens, pillows and personal toiletry items.
4. No laundry facilities are available.
5. 4-H Camp Graham is not responsible for renter’s property that is lost or damaged while at Camp.
6. Animals are not allowed on camp property without prior approval from Camp Manager.
7. Renters must provide adequate supervision and leadership. The person(s) signing the rental contract will be held responsible for the actions of the group unless other leadership is noted to the Camp Manager on arrival at Camp. Organizations who utilize our site and services for youth group activities are advised of the following staff/camper ratios that we recommend for effective camper supervision at all times:

4-to 5-year-old day campers	1:6	for overnight campers	1:5
6- to 8-year-old day campers	1:8	for overnight campers	1:6
9- to 14-year-old day campers	1:10	for overnight campers	1:8
15- to 18-year-old resident campers	1:12	for overnight campers	1:10

It is advised that groups provide training to all staff to minimize the potential of personnel being in a one on one camper/personnel situation when out of sight of others. Groups should also identify any situations requiring at least two staff members be present. Staff used to supervise campers must be at least 16 years old and at least 2 years older than the youth they supervise. At least 80% of the staff/camper ratios established need to be staffed by persons age 18 and older. CITs and apprentices cannot be included as adult supervision in your staff/camper ratios. It is recommended that a background check be preformed on any staff member with responsibility for campers. This could include checking references, a sex-offender check through the national sex offender registry database (<http://www.nsopw.gov>) or a criminal background check through your local sherrifs office.