

Name of Group Leader: _____ Arrival Date: _____ Year: _____

Phone Number: _____ Departure Date: _____ Time: _____

GENERAL GUIDELINES FOR USE OF CAMP TURNER

The group leader is responsible for ensuring that all members of the Group are aware of these guidelines. Please feel free to distribute this to all member of your group however you see fit. Please print this document and collect signatures of all in attendance.

Insurance

Corporate groups, parish groups, non-profit organizations (not family groups) will need to provide Camp Turner a certificate of insurance naming OLV Charities, Camp Turner and all its agents as additional insured. The Group Leader is responsible for the group. Should you need anything during your stay or if the facility needs repair, please notify your group leader to let camp staff know. Only the group leader should contact staff.

Emergency Notification

1. An air horn will sound in bursts of three – Everyone meet around the cross in the center of camp.
2. Continuous Air Horn means danger in Camp - Flee to the woods, road and then Park Office.
3. Severe Weather – you will be notified to stay inside by camp staff.

Vehicles in camp

1. Please do not drive on the grass unless you have a handicap tag.
2. Obey the speed limit - 5 MPH.
3. Keep the circle (fire lane) clear.
4. Park at their own risk.

Site Hazards

1. **Ditches, holes, sticks, stones, uneven ground** – are dangerous. Use sidewalks, look down.
2. **Wild animals** – do not feed, scare, chase, surround or pet any wild animal. Do not get between any animal and their babies.
3. **Darkness** – Exterior lights must remain on after dark. Carry a flashlight.
4. **Wet floors** – The floors in all of our buildings are slippery when wet. Please mop or notify staff.
5. **Footwear** – sometimes remnant broken glass may remain on floors. All guests are encouraged to wear Please wear shoes when out of bed.
6. **Electrical Boxes** - Please do not touch any of the green HIGH VOLGAGE **Boxes** around camp.
7. **Kitchen Equipment** may be hazardous if used or cleaned improperly. Please ask if you do not know how to use something. Guest may not use the meat slicer, commercial mixer, food processor, or proofing cabinet.

Guest are expected to

1. set up tables and chairs
2. wash and take down tables and chairs, return to original location

3. leave all camp decorations and wall hangings in place
4. sweep sleeping cabins and bring trash to the dining hall before departure

Other Out of Bounds Areas

1. Respect “**Staff Only**” areas - including boiler rooms, hot water tank rooms, and store rooms.
2. **Low Ropes Course**, behind cabins 1 – 3 is a hazardous area. Please do not play on or near the 9 elements. Trained, certified staff must be present to use the course. Beware of steel cables and other tripping hazards after dark.
3. Emergency exits do not allow for blinds **behind cabins** is private space.
4. The **Director’s Cottage Porch and Office porch** are private spaces.
5. The back of the dining hall is for loading and unloading only.
6. Kitchen / Dish room when Camp is catering for you.
7. Storerooms, pantries, mechanical rooms, cook’s quarters, staff quarters.
8. Park Maintenance Area (Old Camp Turner) across the street.

The staff is off duty after 9 pm unless there is an emergency.

First Aid, CPR, EMS

There is an AED, CPR equipment and hazardous spill cleanup kit in the lobby of the dining hall.

The group is responsible to have a person trained in CPR and First Aid accessible at all times.

Group is responsible to provide its own first aid supplies.

EMS is often 30 minutes or more to arrive. Please be aware of this when making health decisions

Park Police number is 716-354-9111

911 also works.

Camp Policies

- 1) Minors must be always supervised.
- 2) Furniture must be returned to original locations.
 - a. Inside furniture must remain inside.
 - b. Outside furniture must remain outside.
- 3) Emergency exit windows have no curtains and are for emergency use only.
- 4) Food in the sleeping cabins will attract critters and ants.
- 5) Windows must remain closed when heaters are running. (Please see your host to adjust heat.)
- 6) Public urination in the camp is prohibited.
- 7) Ball playing and catch are restricted to outdoor areas away from buildings.
- 8) Use of missile weapons, bows, crossbows, paintball guns, firearms is prohibited.
- 9) The Dining Hall is not to be used as sleeping quarters.
- 10) Camp Turner is not responsible for the belongings of the Rental Group. Group participants bring personal items at their own risk and are solely responsible for their security.
- 11) Alcohol is permitted. Guests must abide by all NY State Laws. Underage drinking and driving under the influence are not permitted and will be reported to police. Camp Turner does not sell alcohol.
- 12) No tenting is permitted in the camp area. Pavilion tents are not permitted.
- 13) Hanging decorations, lights or anything on the walls inside the buildings is not permitted.
- 14) All Camp artwork must remain in place and may not be covered.

Incident Reporting

Please report all injuries, accidents and property damage to camp staff for proper documentation.

Dogs in Camp (ask, only read if there are dogs)

1. If you bring a dog to camp you must bring papers with current vaccinations records.
2. Dogs must be leashed.
3. Dogs are not allowed in the kitchen or on beds.
4. Camp does not provide bowls or leashes for pets.
5. Dogs tend to damage the mini blinds in cabins.
6. Pet owners are expected to scoop their dog's poop. Scooping fee is \$50.

Allegany State Park

- 1) Guests must obey rules of NY State Parks
- 2) Organized activities outside camp but inside the park require a permit from Allegany State Park.
- 3) The park may begin charging entry fees to camp guests at any time even though it has not to date.
- 4) It is unlawful to feed wild animals, cut any standing vegetation, operate an ATV within the park.
- 5) Quiet hours in the park are between 10 PM and 8 AM.

Fire Safety

- 1) No smoking is permitted in any camp building.
- 2) No candles incense, or other flames are allowed in the sleeping cabins.
- 3) Combustible materials may NOT be stored or used in cabins or dining hall.
- 4) Use of fireworks, firecrackers, explosives, and incendiaries is strictly prohibited. All exits must remain clear of obstructions, furniture, and luggage.

Campfires

- 1) Campfires are permitted in designated areas only. Please do NOT construct any new fire circles.
- 2) Campfires must always be attended.
- 3) Fires must be extinguished before bed.

Camp Turner Provides:

Rags, spray disinfectant, and plungers.

Brooms, buckets, and mops are also available.

4 trashcan liners per day.

We now have "on demand" hot water in the shower house. It takes a while to warm up and will then provide hot water indefinitely.

Camp Does Not Provide

Sleeping bags, pillows, pillowcases, linens, paper towels, toiletries, **power tools**, axes, shovels, clothes lines, dish towels, plastic wrap, foil, storage containers. The mixer, food processor, electric slicer, proofing cabinet, drink dispensers, salad bar, walk in cooler and all items in storerooms and

pantry and top of the walk-in cooler are off limits. The bathroom in the kitchen area is for camp staff only and will not be open for group use.

FOOD SERVICE GUIDELINES

Please:

- 1) Take a clean plate for seconds.
- 2) Clear your tables when you are finished eating.
- 3) Wipe your tables after each meal with the towels and cleaner provided.
- 4) Dump all liquids in the white bucket in front of the dish room window.
- 5) Scrape all food from plates into the trash.
- 6) Put all cups in the cup racks outside the dish-room window.
- 7) Put all silverware into the black bin within the dish- room window.
- 8) Put all other plates into the dish room through the window.
- 9) Seconds are served after everyone has had firsts.

Check Out

The group leader must check out with camp staff. Check out will take approximately 30 minutes and includes kitchen inventory, inspection and locking of all buildings, and remedy of all items not sufficiently cleaned.

The group is responsible for cleaning the facility during and after use

- 1) picking up litter, bottles, and cigarette butts
- 2) sweeping, wiping tables and chairs with soap and water (provided)
- 3) returning all furniture to original location
- 4) putting all pots, pans, dishes, and other equipment back where it came from (dry)
- 5) removing trash and recyclables prior to departure

Additional Fees

Late Departure, \$25 per hour, up to 6 hours. After 6 hours, an additional day will be charged.

\$25 will be charged for EACH of the following tasks that need to be done by camp staff after your departure:

- 1) pick up cigarette butts or liter in camp
- 2) remediate grease poured in sink
- 3) clean one side of the shower house
- 4) clean the dining hall bathrooms
- 5) sweep and mop the kitchen and dish-room
- 6) clean the griddle
- 7) remove trash from cabins
- 8) take trash to the dump
- 9) sweep the dining hall

\$10 will be charged for each pot or pan that needs to be rewashed, or rack of dishes that needs to be re-racked.

Mini-blind replacement is \$100.

Mattress cover replacement is \$50.

Name of Group Leader: _____ Phone Number: _____

Responsible for kitchen: _____ Phone Number: _____

Responsibility of the Group Leader

The Group Leader is responsible for the Health, Welfare and Safety of the members of his or her group. The Group Leader shall be responsible for and warrants that it shall monitor and supervise all its own programs, personnel, and invites. The Group Leader assures Camp Turner and Our Lady of Victory Charities that it will provide and properly credential its staff, shall assure the character and competence of each, shall assure that its programs and personnel comply with all federal, state and local laws, rules and regulations, and shall assure that its program is a safe and suitable environment for the children and adult participants in attendance. The group leader will provide a roster of all those in attendance to the camp staff member on duty for the weekend.

All participants in attendance agree to the terms set out in the Rental Agreement and to uphold and enforce these terms with all in attendance. The group leader will ensure that all group participants either attend the Group Orientation or read this document (Guidelines for Group Rental). The group leader will ensure that all adults in attendance sign the roster below, indicating that they have understood all the guidelines for attendance and accept the Indemnity and hold harmless agreement.

INDEMNITY

All adults in attendance must sign the indemnity agreement below upon check in.

Indemnification / Hold Harmless Agreement

As renters of Camp Turner facilities, we (attendees at the camp) agree to protect, indemnify and hold harmless Camp Turner and OLV Charities from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Camp Turner and OLV Charities from any and all claims, cost or expense arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period. Should any alcohol be served by us attendees at the camp), we as renters, hold harmless Camp Turner and OLV Charities from any and all loss, cost, damage, expense, injury, or fatality caused to any party, first or third, resulting from the use of alcohol supplied by us. Further, the renter warrants that the above type of activity will be conducted in full compliance with all federal, state and local laws, rules and regulations and in compliance with all rules and regulations of Camp Turner and the Diocese of Buffalo. By my signature I acknowledge that I have read or heard and understand the contents of the document entitled Guidelines for Group Rental. Further, I agree to abide by the contents of that document.

Printed Name **Date** **Signature**

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