

# 4-H Camp Kidwell Facility Rental and Program

## Safety Orientation & Guidelines and Expectations

As your groups leader, you are responsible to inform ALL guests of the following information and enforce these expectations to ensure the highest safety practices, facility care and staff/guest privacy. Please inform your guests of all the 4-H Camp Kidwell rules, guidelines and expectations. You will be held responsible for any issues that arise from these expectations not being followed by those within your group.

### GENERAL INFORMATION

#### ***ARRIVAL AND DEPARTURE***

A member of your group is **required** to tour the facilities with a 4-H Camp Kidwell staff member at arrival and departure to assess the conditions of the premises. At arrival we will take a tour to be sure camp is in the appropriate condition before the start of your stay and review safety expectations for your group during their stay. **Group members will not be allowed to settle into camp until this tour/check of camp has taken place. Please be sure to designate a person to do this tour.** Other programs, activities, or events may take place before or after yours. Please be sure that all members of your group know the times indicated in this agreement and arrive at the appropriate times. If you would like to extend your stay, please ask, we will accommodate (with additional fees) when possible.

At departure, it is expected that camp will be in the same condition it was when your group arrived. Your group is responsible for, but not limited to, sweeping, mopping, taking trash out, cleaning restrooms, etc. All supplies and equipment should be returned to their usual place. This includes, but is not limited to, canoes, kayaks, lifejackets, various equipment furniture and other fixtures, etc. You will be billed if the camp and it is facilities are not restored to the condition in which they were at the time of your group's arrival.

#### ***RECYCLING***

To help the environment and keep our fees down we participate in an extensive recycling program and encourage all of our user groups to participate as well. There are clearly marked containers on the porch outside of the kitchen all recyclable materials to be placed. We expect each group will use this valuable program. **To ensure this, the dumpster can be inspected after each group for recyclable materials. If there are more recyclable materials than can be reasonable expected the group will be charged for surplus garbage.**

#### ***PARKING***

All vehicles are expected to be park in areas marked for parking. Our facility does not accommodate door to car service, so cars should not be driven directly to the cabins to unload or load materials. **Charges can be applied to your security/damage deposit for any damage caused by cars driven to inappropriate places.**

#### ***CHILD SUPERVISION***

The leader of your group is responsible for the overall supervision of your group and their behavior. Having rules and expectations is very important and we hope that you will create an environment of awareness and supervision for everyone who is with you at camp during your stay. One of the MOST important areas of supervision is the children of your group. There are many, many opportunities for your children to have fantastic experiences. With those opportunities come chances for injury or mischief if appropriate supervision isn't in place. Children should not be playing in or roaming on the trails, activity areas, waterfront or any other area of camp without adult supervision. **Please be sure to ensure that all members of your group are accounted for and under adult supervision at all times!** It is of the utmost importance to us that everyone stays safe. Children should be supervised at a ratio of no more than 8 children to 1 adult and there should be 2 persons at least 16 years of age present at all activities. Adults should never be alone with campers in a one on one basis. If you are hosting children whose parents are not present it is advised that you do background checks on those adults who are responsible for supervising such children.

#### ***SPECIALTY PROGRAM AREAS***

These areas include, but are not limited to, the waterfront, horseback riding arena, climbing tower, ground initiatives, high ropes course, shooting sports range and buildings or areas marked as "staff only." All of these areas, and others not listed, can present high levels of risk for bodily harm or even death if not supervised properly. **Children and adults** should not be in these areas without camp staff supervision. This also includes the ground initiatives in the woods behind the bathhouse; these activities are not playground activities and should NOT be used as such! Please see the Waterfront rules and guidelines sections for details about using the waterfront. If you are interested in a specific program, please ask as we are more than willing to provide the opportunity

#### ***GENERAL SAFETY***

Guests are encouraged to conduct and participate in ALL activities in a manner that promotes safety and provides respect for guests, personal property, camp facilities & equipment, lake residents and the natural environment. **ANY** equipment used on camp property must be done so with proper safety equipment for ALL participants and in accordance with manufacturer's suggested use and limitations. **ANY** equipment used or activity conducted must be done so in accordance with any applicable local, state or federal law and with appropriate licensing when established by law.

A variety of items are identified in the following information as being undesirable on camp property. Such items should be left at home. If they are brought to camp, please lock and secure them properly and refrain from using them. Any equipment that owners are requested to lock and secure, must do so immediately. If camp management deems that such efforts do not provide for the reasonable safety or that there is reasonable suspicion that future use of the equipment on camp premises or adjoining properties is possible, the guest will be asked to remove the equipment from camp and any adjoining property and stored at the guest's expense. Use of such equipment for programmed activities may be possible by pre-arrangement with camp management. Any such usage should be done with appropriate supervision and in a location appropriate for the activity.

4-H Camp Kidwell does not provide athletic or recreational equipment to user groups. Any such provision is made by the user group or its registered guests. Equipment left by user groups or its guests may be picked up at the camp by the user or their representative for a period of 30 days after the

termination of the user agreement. After such date, the equipment may be disposed of or become the sole property of 4-H Camp Kidwell at camp management's discretion. During this 30 day period, the camp makes no guarantee as to the care or storage and resulting condition of abandoned equipment. The camp reserves the right to charge fair market storage fees or handling fees for equipment that must be moved by camp staff because it poses a potential hazard for subsequent user groups and guests. The camp is not responsible for abandoned, lost or forgotten equipment; its condition at any time or for any incident or injury resulting from its use by subsequent user groups. The camp may offer user groups the right to use camp equipment by pre-arrangement but does not make any guarantee as to the quality or condition of the equipment, or the condition of the location the equipment is being used at. It is the sole responsibility of the user group, individual or group representative to inspect and verify that equipment and locales are safe prior to use. By using such equipment and locations belonging to 4-H Camp Kidwell, the individual or group representative implies the knowledge, skill and ability to discern equipment condition, analyze environmental hazards and safely conduct the activity accordingly. Any camp facilities or equipment must be returned or restored to like condition at the time of acceptance.

## **GENERAL RULES**

1. Camp Kidwell is not responsible for lost, stolen or damaged valuables, money or other personal items.
2. If you find something broken or something is broken during your stay, please inform a camp representative immediately.
3. The waterfront (ie. swimming, boating and water trampoline), horseback riding, challenge courses, and shooting sports range are off limits without camp staff supervision. Please do not enter buildings and areas marked "staff only".
4. Obey rules and safety procedures posted in activity areas.
5. Keep cabins orderly and pleasant. There should be open and clear paths from each bed to both exits with all cabins.
6. When sleeping, each person should lay head to toe with anyone on either side and/or above them
7. There must be a minimum of 30 inches in between beds. Beds should not be moved.
8. Please shut doors and turn off lights and/or water when leaving a building.
9. If it is necessary to leave the cabin at night to go the bathroom, please wake someone up to go with you.
10. Wet clothes should be put on the line outside of cabin to dry. Bring them inside at night.
11. Shoes (or sandals) must be worn at all times.
12. No running is allowed unless told otherwise. Please Walk!!!
13. If it's not yours, don't touch it. Suitcases and personal property are off limits to everyone but the owner.
14. Do not go into anyone else's cabin.
15. Illegal use of drugs, alcohol, or tobacco on site is prohibited.
16. Personal sporting equipment is used at your own risk.
17. Motorized recreational vehicles are not allowed unless authorized by camp director.
18. Pets are not allowed without advance permission. Contact Camp Director for details.
19. Personal firearms are not allowed.
20. Smoking is not allowed inside buildings, and should only take place away from children and non-smokers.
21. If an emergency arises while you are at camp, you should follow the plan developed by your group. This may include a fire, weather, medical, or intruder emergency.
22. When children are present, user groups should maintain a 1 adult to 6 children ratio, and 2 adults must be present at all activities.

## **HEALTHCARE and EMERGENCIES**

It is always prudent to be prepared for general healthcare and emergencies which may happen during your stay at 4-H Camp Kidwell. Please be sure to review this information below and put a plan together to best meet the needs of your group and be sure everyone is aware of this plan.

- Your user group is responsible for providing ALL Emergency and general first aid (staffing and care), emergency transportation and all associated supplies for your group while they are here with us.
- It is advised that you should have at least one individual on site at all times to provide First Aid and CPR/Emergency care for your group. This person should be an adult with age appropriate certification in CPR/AED and First Aid from a nationally recognized organization. It is advised that you should have a copy of this certification on file.
- You may choose to share locations of local community medical services to your participants and situations that warrant immediate care. Camp Kidwell works with Allegan General Hospital and Life EMS out of Allegan for Emergency Response.
- You may choose to the following information from all of your guests. Name and address, emergency contact and all contact info for that person, a listing of all known allergies, health conditions requiring treatment, restriction or other accommodation.
- You may want to get signed permission to seek emergency treatment or signed religious wavier for all minors whose parents are not present.
- As a courtesy to parents, you may wish to establish guidelines on when and how parents will be notified in the event of an accident or large scale emergency.
- Establish a location for your guests to congregate in the case of a fire or other emergency so immediate confirmation of everyone's condition is possible.
- Please ask participants to take the time to locate emergency exits and fire extinguishers in their new surroundings. Building evacuation maps and some safety guidelines are posted in guest sleeping rooms. You may wish to establish guidelines for who may and may not use fire extinguishers and consequences to individuals who violate those guidelines.
- Identify any entrances to buildings that will be locked and secured from outside entry during your stay.
- Inform guests of "911" emergency dialing procedures, directions to this facility and phone locations. It is also appropriate to inform participants of staff residences should emergencies arise that might benefit by our assistance.
- 4-H Camp Kidwell occasionally has multiple guest groups on site at the same time. You may choose to establish some guidelines to limit contact or conflict with other group's guests or activities. 4-H Camp Kidwell makes no guarantee as to the moral character or nature of any of its guests.
- As a group leader, you may wish to establish clear boundaries for cross gender contact and presence in sleeping accommodations. This may help to avoid emergencies of an emotional or physical nature between your guests. Parents of minors will be grateful.
- Inclement weather occasionally forces power outages in our location. When power is lost, our in house phone system can also be down, please formulate an emergency communication plan in such an occurrence.

## SWIMMING AND BOATING SUPERVISION

### Staffing swimming and boating activities

- A person who holds current certification as a lifeguard from a nationally recognized organization should be on duty at each/all swimming, boating activities and any activities taking place at, on, or near the lake. This person or another who holds certification in First aid/bloodborne pathogens and CPR/AED from a nationally recognized organization should also be present at each/all swimming and boating activities. The number and coverage of lifeguards is to be determined by the requirements established by local, state, federal and all other governing bodies.

### Safety Expectations

- The following procedures and rules should be followed at each/all swimming and boating activities. The group leader is responsible for sharing this information with the lifeguard on duty and being sure that all participants are aware of the rules and expectations and that they are followed.
  - o No one is allowed in the waterfront without a lifeguard on duty.
  - o All swimmers and boaters should be tested for swimming abilities and assigned an appropriate level and there should be requirements for each level according to their abilities.
  - o When swimming a buddy system should be used at all times and there should be regular checks to account for everyone.
  - o Swimming and boating is not allowed after dark.
  - o No horseplay
  - o No running, especially on docks, raft or water trampoline.
  - o No diving from the dock or other restricted areas
  - o Proper swim attire should be worn at all times.
  - o When entering the water from the dock, raft or trampoline, participants should be sure that the area they are entering is all clear.
  - o Swimming under rafts, docks and trampoline is prohibited
  - o Life Jackets are always available and can be worn for any swimming activities.
  - o Life Jackets should be worn by EVERYONE(youth and adults) in boating activities
  - o All boats must stay clear of the swimming area and must remain in sight of the lifeguard on duty at all time.
  - o No more than 3 people in a canoe.
  - o Only 1 person allowed per kayak, except in the tandem, which allows 2 people.
  - o No standing up in canoes or kayaks and no horseplay while in the boats.
  - o When boating there should be a certified Lifeguard leading the group and they should have appropriate rescue equipment with them.

## RULES FOR THE WATER TRAMPOLINE

1. Only 6 participants allowed on the trampoline at one time.
2. Trampoline swimmers should have a separate buddy system from that being used in the swimming area.
3. ALL (children and adults) Swimmers **MUST** wear a lifejacket while jumping on the water trampoline.
4. Swimmers may not jump directly from the trampoline mat into the water. To enter the water you must exit from the inflatable portion of the trampoline. Climbing down the ladder is not allowed.
5. No rough housing or horseplay allowed on the trampoline. Flips are not allowed on the trampoline mat.
6. Swimmers must stand clear of the ladders while others are climbing up.
7. Going beneath the trampoline is not allowed for any reason.
8. An adult observer must be positioned on the trampoline and be alert and attentive to the swimmers on the trampoline.
9. All swimmers must ask the observer for permission to jump from the trampoline and the observer must make sure the water is clear of other swimmers before allowing the swimmer to jump.
10. Switching from the trampoline to another area of the waterfront should only be allowed if each swimmer notifies the lifeguards on duty and changes their status within the buddy system.

## BOATS & MARINE EQUIPMENT:

Use of personal marine equipment, for cold or warm weather, motorized or otherwise is not permitted except by pre-arrangement with camp management. Such equipment includes but is not limited to; ice shanties, non-inflatable boats, motorized inflatable's, jet-skis, floating trampolines, pressurized diving tanks or suits, sail-boards and ice-skiffs... should be left at home.

## CAMP STAFF, VISITATORS, GUESTS and INTRUDERS

Camp staff may be at camp at any time during your stay. We will do our best to not interfere in the activities and programs you have going on. Staff members can stop in to check on things, work on other camp business or possible stay can camp. These staff members will gladly provide help for you if needed, but they will not be here to give you specific one on one support unless arranged ahead of time.

There may be visitors or guests who are at camp during your stay. We will do our very best to let you know if we are expecting anyone. Occasionally we may not get the message to you or guests may arrive without us knowing. In any case, please greet any guests and clarify their reason for being at camp. Please refer any guests to camp staff and we will be sure they get their business completed and leave with as little disruption to your group as possible.

### Unknown and/or Unwelcome Guest

Guests should have a specific reason for being here during your stay. When greeting a guest they should be able to identify themselves and explain the reason for their visit. If their reasoning is appropriate, please be sure to refer them to the camp director or other camp staff. If the guest is confrontational or uncooperative you should notify the Camp Director immediate using a cell phone or camp land line(which is located in the kitchen). Do not leave the visitor unattended for any reason(in the case of exhibit harm towards you, you should protect yourself in any way possible) In the case of an intruder with known or exhibited violent intentions you must lookout for the wellbeing of yourself and all of your group members. This

means getting everyone away from the intruder and into the safest possible location. You will want to minimize the amount of exposure of yourself and campers to the intruder as much as possible. It is also appropriate to call 911 if you feel threatened in anyway.

### **MOTORIZED LAND OPERATED EQUIPMENT**

Use of personal land operated motorized equipment is not permitted on the camp properties. Items such as but not limited to; mopeds, snowmobiles, motorcycles, go-carts and motorized skateboards... should be left at home.

### **FIREARMS / WEAPONS / EXLOSIVES / FIREWORKS**

Use and possession of harmful weapons is not permitted on camp. Such items include but are not limited to; firearms, CO2 operated guns, knives or weapons with blades in excess of four inches, axes, hatchets, chainsaws, lumbering equipment, swords, lances, bows & arrows, blowguns, explosive items, fireworks, chemical reactants and rockets or non-working facsimiles thereof... should be left at home.

### **ILLEGAL SUBSTANCES / SMOKING**

4-H Camp Kidwell is a drug free (illegal substances) and smoke free (inside buildings) environment. Smoking is permitted in designated outdoor locations only. Please inform guests that smoking should never be done in the presence of minors, consistent with Michigan law regarding smoking in schools and other locations where minors are served. The presence of any illegal substance or use thereof will be reported to local law enforcement by camp management immediately upon discovery and should be reported by user group leaders if such situations arise.

### **HOUSING SECURITY / PERSONAL PROPERTY / FURNISHINGS**

A key to the cleaning supply cabinet in the boys restroom has been provided and you are responsible for all property contained within, whether camp's or belonging of user group guests. The camp is not responsible for lost or stolen property of guest groups. Facilities and equipment of 4-H Camp Kidwell entrusted to the care of user groups are the responsibility of the group. Sleeping room furnishings should not be altered in any way without the express permission of camp management. Handling fees may be incurred by user groups for violating this policy. Damages should be reported immediately if they pose a safety risk to guests or upon the termination of the use agreement if damage is minor. All damage repairs become the financial responsibility of the user, which includes but is not limited to; buildings, furnishings, equipment, grounds, physical plant improvements, vegetation & landscaping, tools and cleaning supplies. Thank you for helping to keep and improve 4-H Camp Kidwell for future guests.

### **KITCHEN RULES AND GUIDELINES**

1. If you are not a kitchen staff member, you must ask to enter.
2. Closed-toed shoes must be worn at all times. No sandals or open-toed shoes allowed at anytime.
3. A hair net or hat should be worn at all times. Long-hair must be tied back.
4. Horseplay is not allowed.
5. All garbage must be put in the appropriate container and tops must remain on the containers.
6. The kitchen floor must be swept after each meal and swept and mopped at the end of each day. Additional mopping may be needed.
7. Garbage and slop bucket must be taken out after every meal and at the end of each day.
8. The dining area floor must be swept after each meal and swept and mopped at the end of each day.
9. Laundry must be done at the end of every meal.

### **KITCHEN PROCEDURES**

1. During food prep, only clean and sanitized utensils and equipment may be used.
2. All surfaces must be clean and sanitized prior to food contacting them and must be cleaned and sanitized after each use.
3. All food must be returned to the refrigerator or freezer so they are not exposed to the danger temperatures (more than 40 degrees or less that 140 degrees) for prolonged periods.
4. Rental groups should check the temperature in all refrigerators and freezers daily to be sure they are maintaining the appropriate temperatures. All frigs and freezers are equipped with thermometers. If there is a concern with a temperature, please notify camp staff.
5. All foods being stored in the refrigerator or freezer after being exposed to the danger temperatures must be labeled with date of original served on date.
6. All dishes must be washed following the procedures listed below after each use
  - i. Washed in soapy water at a minimum of 100 degrees
  - ii. Rinsed in 100 degree water
  - iii. Final rinsed in water with bleach added
- 7.. All dishes must be air dried
8. All dishes must be returned to appropriate storage area when dry
9. The kitchen floor must be swept after each meal and swept and mopped at the end of each day. Additional mopping may be needed
10. The dining area floor must be swept after each meal and swept and mopped during camp clean up each day. Additional mopping may be needed.
11. Garbage and slop bucket must be taken out after every meal and at the end of each day.
11. Laundry must be done at the end of each day.

### **INCIDENTS/ACCIDENTS/ MISSING PERSONS**

To best serve your needs and the needs of your guests, please contact camp management at your earliest convenience in the case of any:

- missing persons
- unusual circumstance
- suspicious individuals
- dangerous environmental conditions
- vehicle incidents
- personal accidents that involve off-site medical treatment
- situations that warrant contacting public service officials
- emergency or behavioral situations that require contacting the parents of minors
- situations of suspected abuse from leadership or other guests
- incidents or situations that warrant reports to law enforcement
- if news reporters or media representatives arrival
- situations or circumstances in which camp staff is required

## **ENVIRONMENTAL & NATURAL CONDITIONS**

### **ANIMALS / PETS:**

Personal animals, other than trained assisting dogs, can only be on 4-H Camp Kidwell property through approval by camp management. Animals, wildlife, fish and game already on camp or adjoining property should always be considered dangerous and treated with caution. RACCOONS are a natural part of the camp environment but may carry diseases. If raccoons are present during daylight hours and appear not to be frightened of people... do not approach the animal & contact camp staff immediately. No animals, wildlife, fish or game should be removed from camp or adjoining properties. When fishing, please practice catch and release procedures.

### **WATERFRONT**

The natural and developed waterfront can be a dangerous place where one mistake may cost a life. Please inform guests of proper precautions and practices. The renter group is responsible for providing all emergency and rescue equipment. In the case of emergency, please call 911. Please use a cell phone if available, but camp has a phone available for use in the kitchen. There are emergency contact phone numbers listed near this phone.

#### **Features of the waterfront:**

Roped Swimming Area

Canoes

Swimming Dock

Row boats

Kayaks

Fishing Dock

- Eagle Lake is a spring-fed, glaciated lake that has a deep silt bottom. Please do not enter or exit the water from non-swimming areas. Silt and undergrowth can be potentially hazardous, especially for unattended children.
- Any activity conducted in the proximity of the lake should be done so with appropriate adult supervision.
- Parents are responsible for their children.
- If minors are present without parents attending, any aquatic activities or those conducted in close proximity of the water should be done so with appropriate adult supervision and with appropriately certified individuals for swimming and boating.
- High winds may be hazardous in some aquatic activities, especially boating. Please use caution.
- Please use appropriate caution when using the lake in inclement weather. When lightning strikes or thunder are present, please exit the water for a period of at least 30 minutes without any additional lightening or thunder before resuming an aquatic activity.
- All participants should engage only in activities appropriate to their age, ability and comfort level.
- All participants should use appropriate and properly sized safety equipment for any aquatic activity... including PFDs for ALL boaters.
- Diving should only be done from the deep water raft.
- Please abide by all posted rules; swim and boat with a buddy and only in daylight hours.
- Caution should be taken when walking on boat docks, embarking and disembarking all watercraft. Passengers should remain seated when boats are away from docks or shore.
- All equipment, facilities and gates should be secured and locked appropriately after each activity or use.
- Guests who use waterfront facilities and equipment do so at their own risk and imply by their participation that they are properly skilled to do so and have been informed of the inherent risks.
- Fishing is NOT allow from the swimming dock or in the roped swimming area

### **SEASONAL CONDITIONS**

As a natural environment, there are seasonal conditions that may pose a danger to user groups that guests should be notified of. During winter weather, any of the following conditions may present themselves:

- Ice or snow build up on walk ways, roadways, stairs, porches, roofs and eaves, handrails, playground equipment or other exposed items may cause them to become unsafe. The camp will make all reasonable efforts to keep traffic areas free from conditions and will plow each morning when two or more inches of snowfall have occurred. Vehicles parked in non-parking areas that incur damage or are blocked in as a result of such plowing are not the responsibility of 4-H Camp Kidwell
- Snow and ice cover may make terrain difficult to ascertain. Please use greater caution when walking in non-paved areas of the camp.
- 4-H Camp Kidwell makes no guarantee as to the condition or thickness of ice on the lake. Guests who venture on to the ice do so at their own risk.
- Heavy or prolonged rains may cause minor mud slides, slick washes or pools of water where water is not normally present. Storm drains may become clogged causing unsafe conditions. Please use extra caution in these situations
- Lightning strikes are common place around 4-H Camp Kidwell during inclement weather. If conditions are such that lightening is likely, please stay indoors. If you must move between buildings, please do so quickly and take appropriate precautions.
- Springtime brings the chance of showers and tornados. If tornado warnings are indicated, please take shelter in the bathhouse and gather near the south wall and in shower stalls. Please stay away from windows and door ways.
- Downed trees and power-lines are always a reason for concern. Please stay away from any such situations and contact camp staff immediately.

### **OTHER ENVIRONMENTAL RISK POTENTIALS**

There are additional activities and areas of the camp that may pose greater risks than others. Please identify these to your retreat participants and ask that they act responsibly. Such areas may include but not be limited to:

- |                                 |  |  |
|---------------------------------|--|--|
| - Sledding areas                | - Food service locations and equipment         | - Waste disposal locations               |
| - Nature trails                 | - Use of space heaters is not permitted        | - Construction locations                 |
| - Bees nests or wildlife dens   | - Fireplaces, fire pits, outdoor cooking areas | - Wet surfaces indoors and out           |
| - Playgrounds                   | - Utility poles and electrical lines           | - Showers and shower rooms               |
| - Wooded areas                  | - Sewer manholes and storm drains              | - Tile, vinyl and smooth concrete floors |
| - Challenge courses             | - Staircases                                   | - Camp service vehicles                  |
| - Camp maintenance facilities   | - Parking lots or vehicle traffic areas        | - Outdoor heating and cooling equipment  |
| - Cleaning and janitorial rooms |  |  |

It is our desire that your stay with us be a safe and fruitful one. That begins with good communication to your retreat participants. If we can be of further service to you in this regard, please don't hesitate to contact your 4-H Camp Kidwell host. Contact numbers are located in the Kitchen.