



CAMP CHICKAGAMI, PRESQUE ISLE, MICHIGAN

RENTAL POLICIES & FREQUENTLY ASKED QUESTIONS

RESERVATION INSTRUCTIONS

Initial Reservations: All reservations will be made through Camp Chickagami's main office (rentals@campchickagami.org). Reservations are available on a first come first serve basis. Groups may tentatively hold a spot for up to one week. Contact us for available dates by calling (989-272-2672) or emailing your request through the form located on our website at <https://campchickagami.org/rentals>.

Contract Details: Once your group has confirmed an event date with us, a contract will be sent. The contract must be signed and returned with the deposit and insurance documents by the expiration date. If your group cannot make the deposit by the expiration date, please call the office.

Insurance and Liability: Unless otherwise arranged, all visiting groups are responsible for any damage incurred during their stay and must provide a Certificate of Insurance showing a limit of at least \$1,000,000 per Occurrence and \$2,000,000 per aggregate for Commercial General Liability coverage. A copy of the Certificate of Insurance is required within 60 days of scheduled reservation date. If the Certificate of Insurance is not received, a charge of \$1.00 per person, per day will be added to the invoice.

Final Invoice: A final invoice will be processed and sent after the completion of your retreat. The deposit will be deducted from the invoice, and your group is responsible to pay the balance due within 30 days of the final invoice.

Cancellation Policy: Cancellations more than 90 days prior to rental date are eligible for a 50% refund of the deposit. Cancellations made less than 90 days from rental date are non-refundable.

In the unlikely event that it is necessary for Camp Chickagami to cancel your rental, a full refund of your deposit will be given.



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If there is severe/inclement weather and your group needs to cancel the reservation, the original deposit that has been paid can be transferred to a future date. If a new reservation is not possible, Camp Chickagami reserves the right to determine if the deposit is refundable or not. Deposits are not refundable or transferable due to rainy or cloudy conditions during your group's scheduled stay.

Planning Information Deadlines: At least a week prior to your arrival, your group leader should provide a final retreat schedule, final meal counts (if our staff is cooking), requests for equipment or meeting space, and your group's arrival time to our admin team via email (rentals@campchickagami.org). Group leaders are responsible for registering their own guests and payments/communications with the individuals in your group.

Safety Orientation and Guidelines: Group leaders are expected to provide a general orientation for their participants which should include a review of the rental rules/policies, waterfront guidelines (if water activities are in your schedule), and general camp safety rules.

Lost and Found: If a renter has lost or left an item at camp, they are responsible for notifying the camp director within 5 days. Individuals and group renters must make arrangements to pick these items up or pay to have them returned. These items will not be held for an extended period. Any items left at camp that have not been pre arranged for storage will be considered to be abandoned. Any abandoned items/property will be disposed of, sold or claimed by Camp Chickagami.

ENTRANCES AND PARKING

Entrance: Our main entrance is located on 6952 Kauffman Road, Presque Isle, Michigan. This is a seasonal, two-way gravel road that winds into camp. All vehicles must use this entrance unless otherwise arranged.

Camp Chickagami's main driveway is not regularly plowed in the winter.

Parking: Guests should park in designated parking areas (parking spaces to the left of driveway by camp sign right before fork, grass parking area to right of Bathsheba bathhouse and to right of driveway just past the fork, near cottages (Huron, Esau, Kauffman, Johnson, Grand Lake, Luke or Lighthouse) if you are renting those spaces, and/or main camp near Q-Hut. Please advise your guests of the parking areas before their arrival.

For the safety of guests, vehicles are not permitted up and around the bunkhouse cabins.

ARRIVAL AND DEPARTURE INSTRUCTIONS



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Welcome: Whenever possible, a Camp Chickagami representative will greet your group leader upon arrival and review important information from the guest binder.

Weekday Arrival and Departure: Both arrival and departure times should be communicated during initial booking with Camp Chickagami's admin team. Times are flexible but may be limited due to multiple groups being onsite.

Weekend Arrival and Departure: Check-in time is 4:00 pm on either Friday or Saturday. Check-out time is 12:00 pm on either Saturday or Sunday. These times may be changed with prior approval.

Late Departure: A request for a later departure time on Saturday can be made two weeks prior to your arrival. Late check-out on Sunday may be requested at time of booking but is not guaranteed since other groups may be booked for Sunday arrival.

Responsibilities Prior to Departure: Please see guest binder for complete instructions of final cleaning procedures and responsibilities, using the checklists provided. We expect renters to *clean every area they have used* in order to keep our fees lower and to be ready for the next rental group. If we need to provide additional cleaning above and beyond the normal amount after your departure, there will be a cleaning fee of \$75 per hour added. We will contact the group leader, if this needs to be enforced.

INSURANCE

Certificate of Insurance: Along with your signed contract and deposit, Camp Chickagami requires a copy of your group's certificate of insurance showing the limit of your general liability and medical payments. The certificate should also show Camp Chickagami as an additional insured.

EMERGENCY, SEVERE WEATHER, AND INJURY INFORMATION

Emergency: In the event of a fire, serious injury, or other emergencies requiring police, fire or ambulance assistance —**dial 911**.

Inform dispatcher that you are at **Camp Chickagami, 6952 Kauffman Road, Presque Isle, Michigan, on Lake Esau.**

Med Centers:

MyMichigan Medical Center Alpena, 1501 W. Chisholm Street, Alpena - 989-356-7000



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MyMichigan Urgent Care, 393 Long Rapids Road, Alpena - 989-354-4406

WellNow Urgent Care, 1131 M-32, Alpena - 989-250-1925

Severe Weather:

Camp Chickagami is in Presque Isle County, north of Alpena and South of Rogers City.

Group leaders are responsible for monitoring weather during your stay. If a severe weather warning is issued for Presque Isle County, follow these safety guidelines, noting the location of shelter areas posted below and within each building. Make sure to get a headcount for your entire group.

Tornado: When a warning is issued by sirens or other means, seek inside shelter. Camp Chickagami's signal is three long airhorn blasts and communication by radio.

Our primary tornado shelters are:

- The basement of the boathouse. Follow the stairs down on either side of the boat house and take cover in the garage space.
- The interior maintenance closet in Bathsheba bathhouse.
- The showers in John bathhouse.
- Dry Storage in Fletcher Hall's back hallway.
- Any small interior room without windows. Preferably rooms constructed with reinforced concrete, brick, or block with no windows.

Stay away from outside walls and windows. Use arms to protect your head and neck. Remain sheltered until the tornado threat is announced to be over (camp leadership will communicate over the radio).

Fire: If you spot a fire, immediately notify a staff member. That staff member will then sound an air-horn with three long blasts and then communicate over the two-way radio.

- The first staff member to verify the existence of an uncontrollable fire calls 911 and gives the exact location of the fire and how to get there upon entering camp.
- When the air horn is heard, everyone in camp walks as quickly as possible to the flag pole and awaits further instruction.

Lightning/Thunder: Stay away from the area's high points and avoid trees, metal and water.

- Remain indoors, unless absolutely necessary.



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- Seek shelter in a building. When there is no shelter, avoid the highest object in the area. If only isolated trees are nearby your best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high.
- Do not use showers or plug in electrical equipment during the storm.
- Get out of the water immediately.
- If you feel the electrical charge (your hair stands on end or your skin tingles), lightning may be about to strike you. Drop to the ground immediately.
- Thunderstorm conditions may favor tornado formation. Be alert as to whether there is a tornado watch or warning in your area. A tornado watch means tornado formation is likely in the area covered by the watch. A tornado warning means one has been sighted or radar-indicated in your area.

Site evacuation: The primary route for site evacuation will be to the center of the play field away from all buildings and trees and out the Archery Range road if necessary.

Injuries: If a severe injury occurs while on Camp Chickagami's property, medical claims must be submitted through your primary health insurance.

Please notify Camp Chickagami of any injuries or accidents that occurred during your stay.

User groups are responsible for providing first aid, emergency care, and emergency transportation if needed. Emergency transportation must be available at all times. Groups are advised to provide adults with age appropriate CPR/First Aid/AED certification from a nationally recognized provider. You & your group assume all risk associated with your stay at Camp Chickagami. The Camp or its staff will not be liable for any claims or damages to persons or property arising from, or connected in any way with, the use of the Camp, its facilities or equipment by you and/or any member of your group.

Rental groups are advised to make sure that medications (over the counter and prescription) are locked up and kept out of reach of minor children. Medications should be kept in original containers.

Rental groups are required to ensure that first-aid kits, stocked with emergency supplies appropriate to the location, including personal protective equipment, are readily available for their participants.

Intruders: Random people should not be wandering around camp. The front gate should be closed during camp sessions. If you see a stranger:

1. Approach the stranger and kindly ask if you can help them.



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2. Tell them all visitors must check in and register with a Camp Chickagami staff person.
3. Escort the individual to a Camp Chickagami staff person or to the gate to leave.
4. Tell a Camp Chickagami staff person as soon as you get the chance.

If you do not feel comfortable approaching a stranger, get help. Ask someone to go with you, or find someone else to deal with it immediately. All strangers must be approached.

The designated Camp Chickagami staff person will review security concerns of the site on a periodic basis and/or as the need arises.

Gathering Important Information and Planning Ahead:

Groups are advised to gather the following information from each participant prior to arrival: (1) name and address; (2) emergency contact information; (3) allergies or health conditions that require treatment, restriction, or accommodation while on site; and (4) a signed permission form to seek emergency treatment for minors without a parent on site.

We recommend that your group develop a communication plan for your team, parents, and administration in case of an emergency or weather situation.

Power Outages: If electrical service at camp is interrupted during your event, be advised that Camp's well, water supply, and WIFI will not be operable. Please contact the staff member on-call immediately.

SITE RENTAL INSTRUCTIONS AND POLICIES

Meals: As a rental guest, you are welcome to use our commercial kitchen in Fletcher Dining Hall. Please follow these guidelines:

1. All plates, silverware, cooking utensils, pans, serving bowls, etc. are provided for your use.
2. Groups should bring their own paper products (plates, cups, bowls, napkins). Use only clean and sanitized utensils and equipment during food preparation.
3. Clean and sanitize food contact surfaces after each use, and before you leave.
4. Minimize time that potentially hazardous foods remain in the temperature danger zone of 40- 140 degrees F. Please notify staff immediately if the walk-in refrigerator reads higher than 40 degrees.
5. Wash and dry all dishes per instructions posted in the kitchen. Store items in their original locations.



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Wireless Internet and Audio-Visual Equipment: Camp Chickagami provides internet access in the Dining Hall and Picnic Table/Main Camp area.

The Wi-Fi network is: Camp Office

The Wi-Fi password is: Chicken#2

A portable screen, projector, and presentation easel are available upon request. Laptops are not provided.

Cabins: We do not provide linens or towels in cabins. Please do not put mattresses on the floor or move the beds or bunk beds in any sleeping area. Doors should not be left open to cabins or buildings as insects, squirrels and chipmunks might get inside.

Specific Buildings and Areas Available for Renters: As the rental group, many areas and buildings on Camp's property are yours to use and are included in your rental fee. There is no additional charge for the use of Fletcher Dining Hall Main Gathering Space, bathhouses, Chapel, Covered Gazebo, Waterfront, or Outdoor Areas. If other renters are on the property during your stay they will have access to the public spaces as well unless specifically reserved (ie: the Dining Hall when the kitchen is also rented).

Staff On-Site: Several Camp Chickagami staff members live on-site throughout the summer season. Their cabins are off-limits to your group. In your welcome information you will be given the contact information for the on-call staff member who will assist you with any questions during your stay.

Campfires/Fireplaces: Campfires are limited to designated fire pits located in various areas around camp. Firewood is located at campfire pits and in the woodshed beside Friendship Fire Circle. Please help yourself. Do not use lighter fluid to start fires. Gather small sticks from the woods or the fire starters available in Fletcher Dining Hall. Rental groups are required to provide proper supervision and fully extinguish fires when finished.

Fireplaces are located within Fletcher Dining Hall, Huron Cottage and Esau Cottage. We ask that the use of these fireplaces be supervised and that fires be fully extinguished when finished.

Camp Equipment: Return all camp equipment to the proper locations. Brooms should be put in the broom storage, and mops back in the closet. Groups are responsible for any property and equipment damage beyond reasonable wear and tear. Please report damages on the feedback sheet located in the guest binder.

Personal Belongings: Participants are responsible for their own belongings while at camp.



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Quiet Hours: Quiet hours are observed from 11:00 pm to 7:00 am.

Trash: All trash should be brought to the dumpster marked “Landfill Disposal” behind Fletcher Hall near the driveway. Recycling should be properly sorted and cardboard flattened in the appropriate bins in Fletcher Hall. Guests are invited to take recycling in to the Presque Isle Township Hall recycling area.

Room list requirements: Upon check-in, Groups are required to provide a complete room list of all cabins providing names, sex and emergency contact information to the office. This information will only be used in case of emergency and will be destroyed after the session.

WATERFRONT GUIDELINES

Rental groups are instructed to read and follow the outlined guidelines for use of Lake Esau and swimming area:

1. All swimming and watercraft activities must be supervised by a minimum of two responsible adults. It is recommended that at least one of the adults supervising must be a currently certified lifeguard and certified in first aid and CPR. Additional, non-certified adults may be used as lookouts, based on the number of swimmers. The ratio of guards/lookouts to swimmers should be 1:10. All lifeguards/lookouts should always be attentive to their responsibilities and be located in positions from which they can readily observe and assist participants. It is recommended that there should be a certified guard in each separate area of swimming and watercraft location. It is advised to have a working cell phone with an adult lookout. Camp Chickagami is able to provide Lifeguard and Waterfront assistance and leadership for an additional cost.
2. Minor children should never be allowed at the waterfront without adult supervision.
3. For safety, use only the designated waterfront swimming beach for swimming. There is to be no swimming at the boathouse.
4. General Waterfront Rules:
 - a. Personal items (towels, shoes, glasses, watches, etc.) should be left on the beach or the picnic tables. It's unsafe to wear chains or dangling earrings while swimming.
 - b. Campers may not chew gum or have candy in their mouth while swimming.
 - c. Masks, fins, snorkels, inner tubes, and lifejackets are allowed in the swimming area during recreational swim.
 - d. Campers are not to talk to, bother, splash, or distract the lifeguards; they have an important job to do.



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- e. Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.
 - f. Do not swim under the docks.
 - g. Remain within the swimming enclosures.
 - h. No head-first diving from the side of the docks into the shallow or deep.
 - i. No jumping off of the docks. Only jump off of the swimming raft.
 - j. At least two people must be in a boat or canoe; up to three people are allowed at one time.
 - k. No tipping, banging, splashing or other messing around is allowed in the boats, canoes.
 - l. Do not stand up in the boats or canoes.
 - m. All participants must wear lifejackets while using watercrafts.
 - n. No swimming or watercraft activities should occur after sunset.
 - o. Paddles, oars, and life jackets must be in the boathouse when not in use. Return boats and canoes to proper areas.
 - p. Groups should be aware of the dangers of diving into water less than 10 feet deep.
5. Emergency and rescue equipment should be provided by the group renting camp. Upon request, Camp Chickagami will provide the following rescue equipment for swimming activities: whistle, back board, throw ring, rescue tube. Groups may provide additional safety equipment, if necessary.
 6. Groups are instructed to institute a safety system to quickly account for all participants at the waterfront. The "buddy system" is a common example of a tracking or safety system for swimmers; a sign-in and sign-out system using a clipboard is another effective system. The swimming ability of participants should be evaluated prior to swimming and non-swimmers should be restricted to the shallow area. Lifejackets are in the boathouse and should be worn by all participants in watercraft.
 7. All participants should receive a safety orientation prior to each swimming or watercraft activity to review safety rules, practices, and emergency procedures. For swimming this should include a swimming skill evaluation, assignment to swimming areas, and review of safety rules and procedures. For watercraft activity this orientation will include instruction on boarding, debarking, trimming and movement on the craft, the use of lifejackets, and self-rescue in case of capsizing or swamping. The group instructor must be certified by a nationally recognized certifying body or have experience in teaching watercraft skills.

SUPERVISION OF PARTICIPANTS



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The rental group assumes responsibility for the safety of all activities and events and is always required to provide adequate supervision of participants.

It is recommended that the program/school will bring no less than 1 chaperone per 10 students which will stay the night at Camp Chickagami. It is recommended that there are at least 2 adult chaperones that will sleep in each cabin utilized by youth. The program/school will confirm the number of chaperones, along with their total numbers, to Camp Chickagami at least 15 days out from the event. Chaperones will ensure that they themselves, and the youth participants, will either participate in, or lead the scheduled activities.

Please see the following ratios recommended for supervising minor children:

- Age 5 years and younger → 1 staff per 5 campers
- Age 6-8 years → 1 staff per 6 campers
- Age 9-14 years → 1 staff per 8 campers
- Age 15-18 years → 1 staff per 10 campers

Group Leaders, with the help of camp leadership (if previously arranged), will create a list of activities for the youth during their stay.

Even unstructured play time will need to be supervised by adults. Youth participants will not be allowed to roam outside, especially after dark, without an adult present/participating in the activity.

Please utilize Fletcher Hall (if you have it scheduled) for your drink and snack set up. The program/school group will provide training to all staff to minimize the potential of any adult personnel being in a one-on-one camper/personnel situation when out of sight of others.

Groups are advised that at least 80% of staff should be 18 years or older; all staff should be at least 16 and at least 2 years older than the minors they are working with. All user-group leaders with responsibility or access to campers must be screened appropriately.

Camp Chickagami advises that rental groups provide training to all staff to minimize the potential of any rental group personnel being in a one-on-one camper/personnel situation when out of sight of others. With proper supervision and safety procedures in place the chances of injury to participants are minimized.

Groups are instructed that the following activities should be supervised by at least two adults provided by your group: archery, walking on frozen lakes, walking on or near roadways, boating,



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canoeing, hiking or any activity near water. A safety orientation should be conducted by the adult leaders prior to the activity.

Hunting by rental groups is not allowed on camp property or the adjoining county nature preserve. However, hikers are advised to wear bright colored clothing in the woods during deer-hunting season.

Supervision of program activities and participants: Unless prearranged, Groups are responsible for supervision of their own behavior, programming and activities.

For safety and supervision policies regarding aquatic activities see Waterfront section.

PROHIBITED ITEMS AND AREAS

1. Group participants are not allowed to bring pets to camp unless prior arrangements have been made with camp leadership.
2. Drinking in public spaces, liquor of all kinds, illegal drugs and smoking outside of designated areas are all prohibited. Smoking, drinking and drugs of any kind are prohibited during youth programs.
3. Firearms, ammunition and fireworks are not allowed on Camp Chickagami property.



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