

# 2012 Sturtevant's Camp Policy Statement

Please read carefully...

## Camp Director Information

### Staff Ratio

User groups shall provide leadership and staffing of a minimum of: one adult (over the age of 18) for every 10 senior-high aged campers; one adult for every 8 junior-high / middle school aged campers; and one adult for every 6 elementary school aged campers. This insures the proper supervision and safety of guests. User groups are advised to follow ACA ratios in staffing and leadership, but not to be less than the Cal-Pac Camps ratio. At least 80% (100% for camps primarily serving persons with special needs) of the staff to be 18 years or older and all staff are at least 16 years of age and at least two years older than the minors with whom they are working. For camps primarily serving persons with special needs, it is advised that 100% of the staff are 18 years of age or older.

### Reporting

The Program Director should report all accidents, incidents, illness and injuries to camp management immediately. All guests are covered under the site's accident insurance policy. Details, including exclusions and limits, are available from the site director/manager or the Cal-Pac Camps office.

## Health Services Information

### Health Services

The campsite does not provide health services. User groups are responsible for all first aid care. To be in compliance with the State of California and the American Camp Association standards we ask groups to be responsible for bringing first aid supplies and a person certified in First Aid and CPR.

### Health Records

Please be advised that you should compile and bring to your event the following information:

1. Name and address of all participants
2. Emergency contact names and phone numbers
3. A listing of any persons with known allergies or health conditions requiring treatment restrictions or other accommodation while on site.
4. For minors signed permission to seek emergency treatment or a signed release waiver.

### Emergency Transport

The site does not provide emergency transportation. Emergency transportation by Emergency Medical Services is provided by accessing 911, except at Sturtevant's Camp. Any non-emergency transportation must be provided by the user group.

## Important Reservation Information

### Rates

The rates and facilities listings are accurate at the time of publication. Rates are subject to

change without notice. Please confirm the rate and availability with the Cal-Pac Camps office at the time you make your reservations. The rates contained herein will be used to determine the full period rate for camps and retreats schedule between 1/1/2012 and 12/31/2012, providing the reservation is made before 11/30/12 and the deposit is received by the due date. Changes to such reservations will be made according to the rates in effect at the time of the change.

### **Reservations**

Reservations are accepted on a first call, first reserve basis. Reservations may be made up to one year in advance of the scheduled departure date. Reservations for camps and retreats sponsored by the Conference of the United Methodist Church (CPAC) may be made two years in advance of the scheduled arrival date upon approval from the Director of Camping.

If you are not familiar with a campsite, you are encouraged to arrange a tour with the site director/manager, before your reservation is made, in order to ensure that your program can be accommodated.

Each area of each facility carries an occupancy minimum guarantee identified on your contract. This applies to the ENTIRE RENTAL PERIOD, and is the number of persons, regardless of age, required to pay the FULL PERIOD RATE. Your final invoice will not be less than the minimum guarantee multiplied by the full period rate.

### **Minimum**

Discounts for children are not applicable until the minimum guarantee has been met. For example, if your group consists of 35 adults and 20 children, and the minimum guarantee is 40, you will be charged the full period rate for 40 people; the remaining 15 children will be charged 50% of the full period rate provided the child's parent or legal guardian is present the entire time.

After the minimum guarantee has been met, children 3 to 9 years old will be charged 50% of the period rate and children 2 years old and under will be free only when in each case they are accompanied by their parent or legal guardian the entire time they are at camp. This discount does not apply to the use of Aldersgate Retreat Center or with the use of an additional cabin when using the Huddle Hut or tent and RV camping.

### **Children's Discount\***

Camps sponsored by churches, boards, agencies, and districts of or by The United Methodist Churches of the Cal-Pac Annual Conference will receive a 5% discount on their final invoice before any applicable miscellaneous charges, after computing the bill according to these rates & policies.

### **United Methodist Discount**

Events for all groups at camps between September 1 and May 31, and year-round at Aldersgate\*, which begin and end within mid-week (Sunday at 4:00 p.m. through Friday at 2:00 p.m.), excluding major holidays, will receive a 10% discount after the total of all other discounts has been subtracted from the total of the bill before any miscellaneous charges. This discount will not be given if a United Methodist discount has been granted.

\*No discounts on day use or Christmas Parties held at Aldersgate Retreat Center.

### **Mid-Week Discount**

Events for all groups at camps between September 1 and May 31, and year-round at

Aldersgate\*, which begin and end within mid-week (Sunday at 4:00 p.m. through Friday at 2:00 p.m.), excluding major holidays, will receive a 10% discount after the total of all other discounts has been subtracted from the total of the bill before any miscellaneous charges. This discount will not be given if a United Methodist discount has been granted.

\*No discounts on day use or Christmas Parties held at Aldersgate Retreat Center.

### **Signed Contract**

The rental contract must be signed by an officer of the organization renting the facilities.

### **Deposits**

A deposit of 25% of the minimum guarantee is required in order to reserve a site. Deposits are due 14 days from the date the reservation is made. Overdue deposits will result in the release of your reserved dates. The deposit will be deducted from the total due during calculation of your bill at the site. Deposits cannot be adjusted if services are reduced. Refunds of deposits will not be made due to weather, road or other conditions unless, in the sole opinion of the site director/manager, the site is inaccessible or unusable.

### **Wedding Deposits**

A deposit of 25% of the minimum guarantee is required 14 days from the date of reservation. The balance of the minimum guarantee is required 30 days prior to the reservation date. The deposit will be deducted from the total due during calculation of your bill at the site. Deposits cannot be adjusted if services are reduced.

\*\*All Wedding deposits are non-refundable.\*\*

### **Insurance**

A Certificate of Liability provided by your insurance company with a minimum limit of \$1,000,000.00 per occurrence, and listing the California-Pacific Annual Conference of The United Methodist Church as an additional named insured must be submitted prior to the beginning of the event. No insurance certificate of liability is necessary for camps sponsored by churches, boards, agencies, and districts of the CPAC, unless the group is not covered by Conference blanket policy. An alternate Waiver of Liability can be submitted in the event that all participants in camp are over the age of 18 or the parent/guardian, of any participant under the age of 18, is present during the entire event.

Certificates or Waivers can be faxed to (626) 568-7331, e-mailed to mcorbett@cal-pac.org or mailed to: Cal Pac Camps, PO Box 6006, Pasadena, Ca. 91102.

### **Reduction of Services**

Should you find it necessary to reduce the services included on your reservation (for example from exclusive use to shared use, or from meal service to self-cooking), no fee will be charged if done 90 or more days in advance of your scheduled arrival date.

If services are reduced 89 to 14 days in advance of your arrival date, a surcharge (25% of the difference between the minimum guarantees of the original and amended reservations) will be charged in addition to a \$50 administrative fee. Groups may not reduce their services less than 14 days in advance of their arrival date.

### **Payment**

Your bill is due and payable on the final day of your stay at camp. Your bill must be paid in full within thirty (30) days of your departure from camp. Interest charges, not in excess of those

allowed by law, will be charged on all past due accounts. The Cal-Pac Camps office reserves the right to audit the invoice prepared by the campsite director/manager and to make any adjustments necessary to correct the invoice. You will be billed for the actual number of persons in camp, 90% of the final count, or the minimum guarantee, whichever is greatest. Please make your check/s payable to Cal-Pac Camps.

### **Cancellations**

Should you find it necessary to cancel, you must call the Cal-Pac Camps office at (626) 568-7333. If you cancel 90 or more days in advance of your scheduled arrival date, your deposit will be returned less 10% or \$50 (the greater of the two) administrative charge.

If you cancel 89 days in advance of your scheduled arrival date, no portion of your deposit will be returned. If you are staying 3 nights or more and cancel 45 days in advance of your scheduled arrival date you will be charged the minimum guarantee.

\*If you are staying 2 nights or less and cancel 30 days in advance of your scheduled arrival date you will be charged the minimum guarantee.

Failure to call and cancel your reservation will result in full minimum due charges and possible additional charges for food and services that may have already been purchased.

### **Damages**

Damaged or missing conference property will be charged to the group. Cal-Pac Camps is not responsible for lost or damaged vehicles, personal equipment or belongings.

### **Terms and Conditions**

Cal-Pac Camps shall keep and maintain the facilities in good repair. Cal-Pac Camps shall provide beds and mattresses in the cabins.

The manager reserves the right to remove from the facility any person(s) who, in the sole opinion of the site director/manager, is/are creating a disturbance or who are otherwise disrupting activities in camp.

The manager reserves the right to designate the facilities available to the group.

The manager reserves the right to regulate the use of music and sound equipment.

The California-Pacific Annual Conference agrees to permit the user to use, on the terms and conditions herein set forth, those premises designated as United Methodist camp or retreat center in the rental agreement, together with all the improvements located there, except such improvements as Cal-Pac Camps may exempt from the terms of the rental agreement. The camp director/manager shall notify the user upon arrival which improvements, if any, are exempted from the terms of the rental agreement.

Rules for acceptance and participation in the program are the same for everyone without regard for race, color, national origin, age, sex, handicap, or geographic location.

## **Important Campsite Information**

### **Supervision**

User agrees to supervise and to assume control and responsibility for all persons (other than site staff) who are, for any reason, on the facility by reason of the user's program or use of the facility and shall hold the camp, Cal-Pac Camps and the conference harmless from any liability arising therefrom, except to the extent attributable to negligence by the camp, Cal-Pac

Camps and the conference. There may be natural hazards at the sites. These may include poison oak, rattlesnakes and other wildlife. The user agrees to inform campers of any potential hazards. Campers should wear shoes at camp.

### **Rental Area**

The number of cabins available to your group depends upon the size and configuration of the group. There will be a charge made for additional cabins requested by the group.

### **Arrival/Departure\***

Arrival time is 4:00 p.m. or later. Departure time is 2:00 p.m. or earlier. Arrangements for arrival or departure times other than these must be made with the Cal-Pac Camps office and campsite director/manager and will result in additional charges.

### **Check In**

The group leader should be the first to arrive and should check in with the manager in order to receive lodging assignments and any other special information.

### **Meal Service**

The camp shall provide meals as specified on the rental agreement. A final occupancy count must be provided by the group at least 10 working days in advance of the groups arrival date. Food will be purchased and meals prepared in accordance with the final occupancy count. User group agrees to assist in the dining room maintenance and routine under the direction of the manager.

### **Self Cooking**

Groups doing their own cooking are responsible for bringing dishwashing supplies in addition to food supplies. Groups preparing their own meals assume all responsibility for any and all such food prepared during the term of the rental agreement, and shall hold the camp, Cal-Pac Camps and the conference harmless from any liability arising there-from. Cal-Pac Camps shall provide dishes and cooking utensils in kitchen facilities. Groups are advised to use single-service plates, cups and utensils when practical. The user groups agree to leave the kitchen and other facilities as clean and orderly upon departure as it was upon arrival.

### **Bedding**

Guests are responsible to bring their own bedding and other personal items. (Exceptions are Aldersgate Retreat Center and the Huddle Hut at Camp Wrightwood where bedding is provided.)

### **Pool Use**

Swimming pools are generally available from Memorial Day weekend through Labor Day weekend, weather and maintenance permitting. Availability at other times is at the discretion of the camp manager, and is subject to change.

Lifeguards are available, at a nominal charge, but availability cannot be guaranteed. Use of the pool will NOT be permitted without properly certified camp staff guarding each swimming activity to be arranged with the group and the site director/manager. All sites have a pool except Aldersgate Retreat Center and Sturtevant's Camp.

### **Activities Supervision**

Camp only supervises pool activities, archery, and challenge course activities, where available; user groups are responsible for supervision at all other recreational activities. Activities not

listed under each site need to be contractually agreed upon or approval of the site director/manager.

### **Phone**

Not all camps have pay phones available for campers. Some camps can get cell phone reception depending on their location.

### **Restrictions**

Alcoholic beverages and illegal drugs are not permitted. Possession or use of these items by anyone in the group will result in removal from the camp without refund. Special permission may be secured for the use of wine for religious ceremonies. Visitors and guests are not permitted to bring pets unless it is used to assist the visually impaired. All personal sports equipment must be stored and handled safely for the protection of all individuals.

All national forest laws are in effect on the roads into camp, within the camp boundaries, and on trails out of camp. Hunting, fireworks, firearms, ammunition and explosives are prohibited. The use of gasoline, flammables, poisonous substances, and hand and power tools is restricted. Prior authorization from the site director/manager must be obtained.

### **Smoking/Fires**

Smoking must be confined to designated areas defined by the manager and will be in areas away from children and non-smokers. No fires may be built in camp without the permission of the manager, and Cal-Pac Camps and the user are subject to and must comply with orders of appropriate fire control officials. Removal of, or tampering with fire or safety equipment is against the law and is prohibited.