

# YMCA Camp Hanes Conference Policies

## **Our Mission**

We offer a variety of housing and meeting accommodations to best serve the needs of your group. With approximately 300 beds covering 400 acres and meeting rooms for all sizes of groups, we are sure to have the facilities to accommodate you during our non-summer camp season.

YMCA Camp Hanes is happy to work with any church, civic, corporate, educational or non-profit group whose event falls within the bounds of the YMCA mission of "Helping people reach their God given potential in spirit, mind and body."

Unfortunately we can not accommodate individuals camping or events like family reunions and weddings.

## **Contracting/Billing Policies**

Conference rates are calculated on a per person basis, according to the number of meals, overnight accommodations, program requirements, and facilities used. (Occasionally we will quote a flat rate for some facilities/events.) Rates cover everyone in the group including leaders. The group and Camp Hanes will mutually agree, in writing, upon a guaranteed number of participants. The guaranteed number of participants can be found on the Group Use Contract which you will receive after contacting the camp office.

The number of participants that you give us at the time of contracting will serve as the minimum amount we will bill you for unless you contact Camp Hanes (at least) two weeks prior to your event. If your numbers increase as your event nears, it is your responsibility to contact our office in order to insure that we have adequate food, sleeping accommodations and staff available for your event. (If numbers increase, we will bill you for actual participants.)

A deposit of 20% of the total estimated amount, which is based on the contracted number of participants, is required to secure your event. The deposit due date is generally due 30 days from receiving contract, however we can work with you in establishing a date that works for your groups budgetary needs. (The deposit amount will be subtracted from your final invoice.)

You are responsible for calling our office two weeks prior to camp with the actual number of participants you will be bringing. Also let us know of any possible needs for your group whether it would be food allergies or set-up needs. If you have any

programming through our staff please let us know then the times you would like for those activities to run. The guaranteed number is very important to help with staffing needs, food preparation, lodging, and meeting areas.

For exclusive use of the Camp, group must have a guaranteed number of at least 200 people. When the guaranteed number is less than 200, YMCA Camp Hanes reserves the right to book other groups at the same time, as capacity allows.

**Charges Policy:** The number of participants you give us at the time of contracting will serve as the minimum amount we will bill you for unless you contact Camp Hanes at least two weeks prior to your event. Additionally, if your numbers increase as your event nears, it is your responsibility to contact our office in order to insure we have adequate food, sleeping accommodations and staff available for your event. (If numbers increase, we will bill you for actual participants.)

**Cancellation Policy:** Event cancellation less than 90 days away from your event will result in forfeiture of deposit. Event cancellation less than 30 days from your event will result in a charge of 50% of your estimated total. Event cancellation less than two weeks from the start of your event will result in a charge of 100% of your estimated total.

**Weather Policy:** Camp Hanes does not cancel programming due to inclement weather unless there is a travel risk for staff and/or participants (or lightning and/or high winds for high ropes and water activities.) However, we do reserve the right to adjust activities due to poor weather.

#### **Damage:**

The group is responsible for any damage incurred during their stay. The contact person will be notified of those damages and will be reflected on the final invoice.

#### **Emergency Procedures:**

Group is responsible for their own medical care and first aid supplies. The camp recommends an adult certified in first aid and CPR be present. The camp does not provide emergency transportation for groups. The camp is serviced by a local rescue squad and volunteer fire department (911). YMCA Camp Hanes will not be held responsible for any accident or injury occurring to any members or guests of the group while using the facilities. Please notify the host of any accident, incident or injury that take place at camp. Groups are advised to have the names and addresses of all participants and emergency contact information with them. Camp also recommends that each group have medical release forms for any participant under the age of 18. Camp does not provide insurance for group participants.

#### **Supervision:**

Groups composed primarily of people under the age of 18 must be accompanied by adults at a rate of not less than one adult for every 10 participants. The American Camping Association recommends for each group the following supervision ratios:

Participant Age	Overnight Event Ratio	Day Event Ratio
4-5 Years	1:5	1:6
6-8 years	1:6	1:8
9-14 years	1:8	1:10
15-18 years	1:10	1:12

Groups are responsible for proper behavior of all participants. Camp Hanes has the right to send anyone home that is not a desirable associate for other groups, or puts themselves or others at risk.

**Property and Equipment:**

The camp can provide basketballs, volleyballs, and soccer balls for the use of groups while at camp upon request. There are two lakes for fishing and mountain trails are marked for hiking. Any personal sports equipment brought by the group participants needs to be stored and handled safely for the protection of all people. YMCA Camp Hanes assumes no responsibility for property brought into, onto, or stored on YMCA facilities and grounds. No weapons are allowed to be brought onto the Camp Hanes property.

Riflery, archery, boating, swimming, and a low and high ropes course are available for usage under the direction of camp staff at an additional fee (Swimming in the lake is prohibited.). These activities require an advance arrangement prior to the arrival at camp and these areas are off limit to guests unless camp staff is present to provide program.

The wearing of lifejackets is required during canoeing at all times. The pool and/or lake waterfront must always be managed by Camp Hanes approved lifeguards. No outside lifeguards will be allowed to serve user groups.

Groups participating in challenge course activities are required to have a Camp Hanes Challenge Course Waiver signed for each participant.

Use of candles is not permitted in any of the camp buildings without prior notification.

**Parking:**

Cars are to be driven on roads and parked in designated areas. Please do not drive on lawns or walking paths without authorization of Camp Personnel.

**Quiet Time:**

Quiet time is from 10:00 pm to 7:00 am, unless other arrangements have been made. No amplified music or voice is allowed during this time, and all youth should be under adult supervision.

**Alcohol/Smoking:**

YMCA Camp Hanes is a smoke free facility. No alcoholic beverages are permitted. Camp Hanes does not permit the use of illegal drugs on camp property.

**Pets:**

Pets are not permitted due to a conflict with wildlife and domestic camp animals.

**Ground Fires:**

Ground fires are permitted only in areas specifically designated by the camp staff, (i.e. the campfire circle.) Fires in enclosed containers may be allowed with prior agreement.

**Food Service Information:**

The mealtimes are as follows unless you have made prior arrangements:

Breakfast	8:00 AM
Lunch	12:00 PM
Dinner	5:30 PM

If there are two or more groups on site at the same time, we are not able to move meal times. If your group has exclusive use of camp please call our office to discuss potential changes in meal times at least two weeks in advance.

All meals are chef's choice but if you have members of your group who have special dietary concerns, please let us know two weeks prior to your event so that our food service staff may take those issues into consideration when planning menus.

Only camp staff may enter and use the kitchen.

**Dining Hall Procedures:**

Before the beginning your first meal, your host will take a few minutes to formally welcome your group and give you a quick overview to camp and the property. During this time, all of our meal procedures will also be explained by your host.

Please try to end your program 5 minutes prior to the meal to make sure you are arriving to the dining center on time. If you are going to be late, please send someone to let your host know you are going to be running late. On many weekends we have multiple groups in camp so being prompt is important to allowing us to serve the best meal possible.

Please sit at the designated tables for your group. Each table seats 10 people; for example: if your group size is 65 you will have 7 tables for your group to use. We serve meals family style, which means one tray of food per table plus one pitcher of each beverage provided at the meal. If you need refills of anything just bring the pitcher, platter, or basket up to the counter and our staff will gladly replenish the item. All of our meals start with a grace or a moment of silence. Please do not start eating until the host has started the meal, including the salad bar or cereal at breakfast.

For clean up, please help us out by stacking all your plates and cups and bringing them up to the dish window and dumping all trash into the garbage cans. (Any food that goes out of the kitchen cannot be saved so we do respectfully request that groups not take more than they can eat, especially when refilling serving dishes.) Right across from the dish window is the place for silverware; there are separate containers for forks, knives, and spoons. There is also another bucket there for rags to help wipe down your table. Please do not take any food or dishes from the dining hall.

#### **Arrival and Departing Procedures:**

When your group arrives please have the group leader stop at the office to meet your host who will briefly orient them with camp's safety procedures and regulations as well as confirm details of your visit. At this point you will also receive information on how to contact the on-duty staff member during your stay. Groups must clear in advance any group member(s) that wish to arrive in camp before main body of group

When leaving we ask that all groups vacate lodging facility by 10:00 am on the day of their departure to make ready for other groups unless other arrangements have been made. (This does not include meeting space, that time is indicated on your group contract.) We do ask that before you depart that cabins are cleaned with garbage emptied and taken to the dumpster located behind the dining hall, floors swept, and making sure to check for any items that are left behind. Please turn off lights and heat in each cabin prior to departure. If there is any damage, graffiti, or excessive cleaning required after your stay, there will be an additional cleaning fee charged to the final billing.

**Updated 2/1/2011**

# What to Pack List

## Suggested clothing and equipment

Bedding: Each person will need to bring their own sleeping bag and pillow, or blankets and sheets to fit a twin bed.

Clothing (Dress is casual):

- T-shirts, sweaters
- Raincoat, jacket
- Jeans, shorts, pants
- Pajamas
- Socks and underwear
- Shoes, hiking boots

Toiletries:

- Soap and Shampoo
- Towel and washcloth
- Toothpaste and toothbrush
- Brush or comb

Optional Equipment: Camera

- Bible
- Flashlight
- Fishing pole
- Tennis racket
- Cards or board games

What not to bring:

- Alcohol or drugs
- Knives or firearms
- Valuables (Jewelry, money)
- Pets
- Candles

YMCA Camp Hanes is not responsible for lost or stolen items.