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YMCA OF YAKIMA YMCA CAMP DUDLEY RENTAL & SERVICE AGREEMENT



We build strong kids, strong families and strong communities.

NAME OF GROUP _____

CONTACT PERSON _____

CONTACT E-MAIL _____ PHONE # (____) _____

NUMBER OF PARTICIPANTS _____ AGE RANGE _____ FAX # (____) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ARRIVAL: TIME _____ DAY _____ MONTH _____ YEAR _____

DEPARTURE: TIME _____ DAY _____ MONTH _____ YEAR _____

This signed reservation form will be a contract upon the approval and signature of the Camp Dudley Director and the receipt of the appropriate non-refundable deposit, which is 25% of the total rental and service fees. The dates, times, costs and services provided are outlined above and below. The balance is due **within 30 days** of the use of the Camp Dudley facilities. The accompanying rental information is part of this contract and is explicitly agreed with upon signature of this form. In addition, this contract is made upon the express condition that the YMCA of Yakima shall not be liable for damages or claims by reason of any accident to any person while in, or connected with, the camp premises during the occupancy of the rental group.

REPRESENTATIVE'S SIGNATURE _____ DATE _____

****FOR OFFICE USE ONLY****

RENTAL AND SERVICE FEES

DATE CONTRACT SENT _____ DATE CONTRACT RETURNED _____

FACILITY FEES \$ _____ *(SEE FACILITY AND USAGE CHECKLIST)

FOOD SERVICE FEES \$ _____ *(SEE FACILITY AND USAGE CHECKLIST)

AQUATIC FACILITY/LIFEGUARD FEES \$ _____ *(SEE FACILITY AND USAGE CHECKLIST)

CHALLENGE COURSE SERVICE FEES \$ _____ *(SEE CHALLENGE COURSE AGREEMENT)

ADDITIONAL CHARGES \$ _____ NOTES: _____

TOTAL DUE → \$ _____

DEPOSIT DUE (25% OF TOTAL DUE) \$ _____ RECEIVED _____ (RESERVATION CONFIRMED)

BALANCE DUE \$ _____ DATE RECEIVED _____

**PLEASE MAIL THIS FORM, THE INITIALED INFORMATION SHEETS
AND THE DEPOSIT (PAYABLE: YMCA) TO:
YAKIMA FAMILY YMCA, 5 N. NACHES AVE., YAKIMA, WA 98901, ATTN: MATT RUSCH**



YMCA Camp Dudley Rental Rates

We build strong kids, strong families and strong communities.

Overnight Stay — \$20 per person per night

*Shinn Lodge minimum rental of 20 persons or \$400.00

*Cabin rental, minimum of 4 occupants per cabin, or \$80.00 with a 2 cabin minimum

* Youth 5 and under are free

Day Use—

School Group — \$5.00 per person

Business Group — \$10.00 per person

*Day use fee includes usage of shower house and dining hall. Additional activities or meeting spaces are available.

* Youth 5 and under are free

Swimming Pool — \$35.00 per hour (in season) Fee includes one (1) lifeguard

Lifeguard ratio 1:25 (**1 Month Notice Required**) Additional lifeguard = \$25.00/hr

Boats and Waterfront — \$35.00 per hour (in season) Fee includes one (1) lifeguard

Lifeguard ratio 1:25 (**1 Month Notice Required**) Additional lifeguard = \$25.00/hr

Food Service — Served Buffet or Family Style

Breakfast: \$7.00 per person per meal

Lunch: \$7.00 per person per meal

Dinner: \$7.50 per person per meal

Deluxe Dinner: \$11.00 per person per meal— upgraded items such as Prime Rib are available

* Minimum Group Size of 10

* Snacks with special request and additional fee.

* Final group count must be confirmed with the Camp Director **one week** in advance of the groups arrival.

* Youth 5 and under eat free, but must be included in the group count

Delicious, filling, and more importantly—not cooked by you! Breakfast options include pancakes, biscuits and gravy, French toast, eggs, breakfast meats, all with cereal bar, fresh seasonal fruit, and juice. Lunches range from cold cut sandwich bars, to grilled hamburgers and fries, with salad bar. After a long day of playing, a hot camp meal will be welcome. Options include chicken friend steak with mashed potatoes, pork roast with roasted potatoes, turkey and stuffing, with sides and a full salad bar. If you are looking for something a bit fancier, our cook can provide some deluxe dinner options. Meal requests are always welcome and we'll do our best to find items and recipes to match, or you can simply leave it up to our cooks. Let camp take the hassle out of food preparation and start cooking for you with your next retreat!

Challenge Course — Rates are dependent on size of group and nature of program.

* Team Building Activities (Trust, Cooperation, and Team Building)

* High and Low Ropes Facilities (High Course not available in Winter Months)

Full Day Event — Includes 6 to 8 hours on the course

\$20.00 (\$15.00 with overnight stay) per person for school groups and/or youth organizations

\$27.00 (\$22.00 with overnight stay) per person for business groups

Half Day Event— Includes 3 to 4 hours on the course

\$15.00 (\$10.00 with overnight stay) per person for school groups and/or youth organizations

\$20.00 (\$14.00 with overnight stay) per person for business groups

Single Element—

\$40.00 per hour for up to 10 participants.

Deposits and Payments

* **All rental and service reservations require a 25% non-refundable deposit.**

* **Reservations will not be confirmed until this agreement is signed by the Camp Director and deposits have been received.**



FACILITY AND USAGE CHECKLIST



We build strong kids, strong families and strong communities.

NAME OF GROUP _____

CONTACT PERSON _____ PHONE (____) _____

Lodging Checklist

TOTAL

Overnight Stay \$20 per person per night x _____ nights x _____ people = _____
*Shinn Lodge minimum rental of 20 persons or \$400.00
 Cabin rental, minimum of 4 occupants per cabin, or \$80.00 with a 2 cabin minimum*

Day Usage

School Group \$5.00 per person x _____ persons = _____
 Business Group \$10.00 per person x _____ persons = _____
**Day use fee includes usage of shower house and dining hall.*

Activity Checklist

Swimming Pool \$35.00*/hour x _____ hours = _____
** Price is for one lifeguard and up to 25 participants. Additional guards may be hired at \$25.00/hour*
 Waterfront /Boats \$35.00*/hour x _____ hours = _____
** Price is for one lifeguard and up to 25 participants. Additional guards may be hired at \$25.00/hour*

Food Service Checklist

Number of Breakfasts _____ x \$7.00meal x _____ people = _____
 Number of Lunches _____ x \$7.00/meal x _____ people = _____
 Number of Dinners _____ x \$7.50/meal x _____ people = _____

**A minimum count must be noted on this agreement, and the contracting groups must pay the total for that minimum number, even if attendance falls below that number. The minimum count may be changed up to one week before the first meal requested.*

Date of first meal: _____

Requested time for first meal: _____

Ropes Course Checklist

Activity Fee _____ x _____ people = _____

Retreat Total \$ _____

Please read, initial, sign and return this contract.

YMCA OF YAKIMA, WA (YAKIMA FAMILY YMCA)
YMCA CAMP DUDLEY
RENTAL INFORMATION AND AGREEMENT

(THE POLICIES IN THESE SHEETS MUST BE FOLLOWED AT ALL TIMES)

General Agreement

Initial Rental groups are responsible for the actions, supervision, safety, well-being and behavior of their staff and participants at all times while at Camp Dudley. Any damage done to the camp by a group's staff or participant will be repaired by the camp and the group will be billed directly for the supplies and labor necessary to repair the damage.

Reservations

- Initial
1. Reservations will be binding upon the receipt and approval of your agreement forms and non-refundable deposit. Deposits are calculated at 25% of the total rental agreement for all facility rentals and services.
 2. Reservations will be recorded at the camp office in the order they are received. Rental groups will be given priority to use their same time in the following year, providing they reserve those dates during their stay at camp with the Camp Director, Program Director or Caretaker.

Cancellation and Refund Policy

Initial If a group must cancel thirty (30), or more days before agreed use, the rental deposit will be forfeited. If a cancellation is made less than thirty (30) days before a scheduled use, the rental deposit, 100% of agreed food service fees and 50% of all facility & ropes course fees must be paid.

Double Booking

Initial Depending on your group size, Camp Dudley does not guarantee exclusive usage of the site, and other groups can potentially occupy other areas of the site during your stay. Please contact the Camp Director if you have questions regarding other groups on site during your stay.

Emergency Situations and Participant Information

- Initial
1. Camp Dudley strongly suggests that user groups gather, in writing, all participant and staff names, addresses and emergency contact names/numbers. A list of participants with known allergies or health conditions that may require treatment, restriction, or other accommodations should also be collected. It is suggested that user groups obtain signed permission to seek emergency treatment (or a signed religious waiver) for all minors (under 18), when parents are not part of the group.
 2. User groups are responsible for their own first aid, first aid supplies, emergency care and emergency transportation. Camp Dudley highly recommends that user groups include adults who are First Aid and CPR certified by a national-recognized provider and that they be available to provide emergency care. Additionally, an emergency vehicle should be available to transport injured participants at all times. Camp Dudley will not provide emergency transportation, however phones are available 24 hours a day to reach emergency medical response.
 3. The camp requests that any serious injuries, incidents or accidents be reported to the caretaker or the camp director.
 4. A contingency plan should also be established prior to use by user groups for emergency situations such as a forest fire, volcano eruption, lost participant or seriously injured participants. Please feel free to seek advise from the Camp Director.

5. Key emergency numbers include:

Medical/Ambulance/Fire Assistance – 911
Sheriff – (509) 574-2500
Poison Control – 1-800-732-6985
Memorial Hospital (Yakima) – 575-8000
Yakima Regional (Yakima) – 575-5000
Yakima Family YMCA - 248-1202

6. Camp Dudley recommends that all retreat rental volunteer staff working with minors complete at the minimum a Washington State Patrol background check through the rental organization.

Insurance

Initial All rental groups must have and provide proof of insurance that covers all participants before using Camp Dudley facilities. Homeowner's insurance usually suffices for liability. Please check with your insurance agent and ask them to send you a written certificate of insurance that adds the Yakima Family YMCA as an "added insured" for a minimum of \$1,000,000 in general liability during your group's stay at Camp Dudley. This certificate must be returned to the camp office with this contract.

Food Service

Initial Food service by the Camp Dudley staff is available for any meals in Harvey Hunt Hall. We serve "Buffet Style" meals and are capable of catering groups from 10 to 150 people. Breakfast, lunch and dinner are available, depending on the group's needs. Unless special arrangements are made, the Dudley staff will plan the menu. Please inform us, at least one week prior to arrival, of any dietary needs you may have.

When groups do prepare their own meals, Camp Dudley strongly recommends that the lead chef have a current Washington State Food Handler's Permit. This person should be aware of the following food handling standards:

- 1) Potentially hazardous food should be stored at temperatures below 40°F.
- 2) Refrigerator temperatures should be checked on a daily basis, and recorded on the posted temperature sheet. If temperatures drop below 32°F or go above 40°F, a camp staff member should be contacted.
- 3) Freezer temperatures should be checked on a daily basis, and recorded on the posted temperature sheet. If temperatures drop below -10°F or go above 0°F, a camp staff member should be contacted.
- 4) Only clean and sanitized utensils and equipment should be used during food preparation. Please follow posted instructions for cleaning kitchen utensils and equipment.
- 5) Clean and sanitize food contact surfaces with 10% bleach water mix after each use.
- 6) Minimize time that potentially hazardous food remain in the temperature range of 40°F to 140°F.

Telephone

Initial Shinn Lodge has a telephone available for local, collect, calling card and/or "1-800" calls.

Facilities and Program Areas

Campfire

Initial Directly behind the Lodge sits our campfire pit, with seating for up to 150 people. (No additional charge)

Volleyball, Horseshoes Basketball

Initial Depending on the season, a volleyball court, net and ball, a horseshoe pit and shoes and a basketball hoop are available. (No additional charge)

Shinn Lodge

Initial The first floor has a large central room for meetings and dining, a smaller meeting room (with Ping Pong and Foosball tables) overlooking the lake, a kitchen, a bathroom and a small sleeping room for two. The bathroom (with shower) and small sleeping room are both wheelchair accessible. The second floor consists of two dormitory areas. Each area has bunk beds, which accommodate 22 people. In addition, both areas have bathrooms, with sinks, showers and toilets. *The Lodge's capacity is 46 people.*

The meeting room contains: round tables, chairs, a coffee maker (with coffee and filters), a movie screen, a podium and a wood stove (with wood). Extra tables and chairs are available by request.

The kitchen contains: a refrigerator, freezer, two burner stove, oven, grill, two sinks, microwave, dish sterilizer, pots/pans, cooking utensils, serving utensils, plates, cups/mugs, silverware and bowls. A kitchen orientation and health/safety information sheet will be provided to groups choosing to cook for themselves upon arrival.

Shinn Lodge minimum rental of 20 persons or \$400.00

Cabins

Initial Camp Dudley has eight cabins available year-round. Each has electric heat, sleeps 10, and includes a desk and small closet. Several other cabins that sleep 2-6 people each are available for seasonal use.

Cabin rental, minimum of 4 occupants per cabin, or \$80.00 with a 2 cabin minimum

Harvey Hunt Hall

Initial Harvey Hunt Hall is divided into three separate rooms. The large center portion of the building is a dining hall/meeting area with 15 round tables that seat 8-10 people each. The second room is an Outdoor Environmental Education (OEE) classroom, complete with tables, chairs and a kitchenette. The third is a Conference Room with a gas stove, TV/VCR and sofa-style seating. This conference room is an excellent space for small group meetings and presentations. There is a fee associated with the usage of these rooms. The dining hall is also surrounded by a large deck (covered in places), which provides a relaxing place to meet or have a program.

Swimming Pool

- Initial
1. The pool is 25 X 50 feet, ranging from 3 feet deep to 5 feet deep.
 2. The pool is heated and available May through mid-September (depending on weather).
 3. Lifeguards are required and will be provided by the YMCA.
 4. All posted rules in the pool area must be followed and will be directly communicated to the participants. The on-duty lifeguard will orient all swimmers to these rules before they swim. The pool's emergency procedures will also be explained and demonstrated.
 5. A maximum ratio of 25 swimmers per 1 lifeguard must be kept at all times, with a maximum pool capacity of 50 swimmers. (25 swimmers or less = 1 lifeguard, 26-50 swimmers = 2 lifeguards)

Winter Usage and Sledding Hill

- Initial
1. From November until April, snow showers and or blizzard conditions are to be expected.
 2. Camp Dudley will provide reasonable and prudent removal of snow for user groups to gain access to the property and structures.
 3. Conditions on the property including slippery ground ice, falling snow and ice, falling trees, and power outages are all possible during the winter months.
 4. Sledding is inherently dangerous, and we recommend participants utilize helmets, and are under constant adult supervision.
 5. Camp Dudley does not maintain the sledding hill, and it is made available as is as a convenience to our user groups.

Waterfront and Boats

Initial

Camp Dudley has row boats, paddle boats and canoes available to rent.

1. Boating is available May through September (and possibly longer, depending on the weather).
2. Lifeguards are required and will be provided by the YMCA.
3. Camp Dudley's waterfront emergency procedures will be explained and demonstrated by the lifeguard.
4. A maximum ratio of 25 boaters per 1 lifeguard must be kept at all times.
5. The YMCA lifeguard must be on duty during any waterfront usage.
6. Camp Personal Floatation Devices (PFD) must be worn at all times by all persons while in boats and by children (under 18) while on the dock.
7. When not in use, all boats and canoes must be kept in the dock area.
8. Due to thin ice and safety hazards, groups are required to remain off the lake when it is iced over.
9. If private boats are used, user groups are liable and responsible for their participants' safety. Please notify the Camp Director prior to arrival if you intend to use your own boats. Private boats may not be launched or docked at the Camp Dudley facility. The entirety of Clear Lake is designated as a NO WAKE zone.
10. Camp Dudley prohibits any swimming in the lake.

Camp Dudley Rules

These rules must be shared with all group staff and participants upon arrival.

Initial

1. Groups must clean up their areas before leaving. Written cleaning instructions are posted in each building. A final inspection will be made between the group leader and the Camp Director or Caretaker before leaving. If a group fails to cleanup prior to leaving, a cleaning fee will be charged to the group.
2. Vehicles may only be parked in the parking lot.
3. Groups will be allowed one vehicle (no buses or RVs) to enter camp to unload upon arrival and load upon departure. However, it too must be parked in the parking lot.
4. Snowmobiles are not allowed beyond the parking lot on to the Camp property.
5. Users are responsible for any camp property lost or damaged.
6. Camp Dudley is not responsible for care or storage of personal or rental group equipment brought on site, including AV or sound equipment, personal sports equipment, or vehicles.
7. No firearms or weapons of any kind are allowed in camp.
8. No pets are allowed in camp, with the exception of a working animal—guide or police/K-9 dog. Prior permission must be obtained by camp staff.
9. No fireworks are allowed in camp.
10. No smoking, alcohol or narcotic drug use is allowed in Camp Dudley.
11. Campfires are allowed in designated sites and must be supervised at all times.
12. Alcoholic beverages are not permitted in camp.
13. Please leave flowers and plants where they are, so all can enjoy them.
14. Participants should remain off the ice that covers Clear Lake in winter months.
15. Any reference to the YMCA or Camp Dudley may not be used in any written materials without the express written consent of the Camp Director.
16. All posted pool and waterfront rules must be observed.
17. Rental groups are responsible for direct supervision and conduct of all participants at all times.
18. Groups must stay off of all ropes course elements, unless under the directions of an official YMCA Camp Dudley staff member.
19. Rental groups must participate in a safety and boundary orientation from Camp Dudley staff upon arrival. Late arrivals should be updated on safety issues and boundaries by the rental group leader.

17. User groups are advised to maintain the following child (camper)/adult (staff) ratios:

<u>Camper Age</u>	<u># of Staff</u>	<u>Overnight Campers</u>	<u>Day-Only Campers</u>
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

User groups are also advised to have at least two adults present during all out-of-camp activities, and to never have an adult in a one-on-one situation with a child.

Billing

Initial Prior to departure, group leaders must provide the Camp Director or Property Manager with a final count of participants. Groups will receive a mailed invoice for the balance due. Please be aware of the minimum group requirements listed under Shinn Lodge and the Cabins.

Rental Group Conduct

Initial Rental Groups should conduct themselves in a manner that promotes opportunities to help individuals develop healthy lifestyles, self-confidence, self-respect and an appreciation of their own worth as individuals. It is the focus of the Yakima Family YMCA to provide individuals of all ages, ethnic groups and religious affiliations quality services that seek to improve the lives of youth, strengthen families and build a stronger community. The Yakima Family YMCA has a rich heritage in providing countless children with enriching, wholesome summer camping experiences. We ask that the actions of our rental groups protect and uphold our heritage. We do not condone any activities that promote illegal, sexual or harmful behaviors.

Activities at Camp Dudley (or any YMCA facility), and any references (verbal, written or through any media) to Camp Dudley, the YMCA, or the activities held or to be held during any rental or event, must be in keeping with the philosophy and principles with which the YMCA of Yakima operates and provides its services. If, in the opinion of the professional staff of the YMCA of Yakima, this requirement is not met, this contract will be null and void.

On behalf of the _____ rental group, I, _____, understand the rental conditions of the Yakima Family YMCA and Camp Dudley and agree to follow them at all times.

Rental Group Representative's Signature Date

YMCA Camp Director's Signature Date

Note: Rentals are not confirmed until the Rental Group Representative and the YMCA Camp Director have signed the Rental & Service Agreement.

If you have any questions about this contract, our facilities or services, please contact Matt Rusch at the camp office at the YMCA of Yakima, (509) 972-5271.

***Please initial each segment of these sheets and return them with the signed contract to:
Yakima Family YMCA, 5 N. Naches Avenue, Yakima, WA 98901, Attn: Matt Rusch***

Please do not forget to make photocopies of all rental information and agreements and retain them for your records and future questions.



YMCA CAMP DUDLEY CHALLENGE COURSE SERVICE AGREEMENT



We build strong kids, strong families and strong communities.

NAME OF GROUP _____

NUMBER OF PARTICIPANTS (MIN. 7) _____ AGE RANGE (12& UP) _____

CONTACT PERSON _____

FAX # (____) _____ PHONE # (____) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ARRIVAL: TIME _____ DAY _____ MONTH _____ YEAR _____

DEPARTURE: TIME _____ DAY _____ MONTH _____ YEAR _____

This signed reservation form will be a contract upon the approval of the Camp Dudley Director and the receipt of the appropriate non-refundable deposit, which is 25% of the total service fee. The dates, times, costs and services provided are outlined above and below. The balance is due one week before the use of the Camp Dudley facilities. In addition, this contract is made upon the express condition that the Yakima Family YMCA shall not be liable for damages or claims by reason of any accident to any person while in, or connected with, the camp premises during the occupancy of the rental group.

REPRESENTATIVE'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

DATE CONTRACT SENT _____ DATE CONTRACT RECEIVED _____

ROPES COURSE SERVICE FEE \$ _____ NOTES: _____

FOOD SERVICE FEES \$ _____ *(SEE FOOD SERVICE AGREEMENT)

ADDITIONAL CHARGES \$ _____ NOTES: _____

TOTAL DUE \$ _____

DEPOSIT DUE (25% IF TOTAL DUE) \$ _____ RECEIVED _____ (RESERVATION CONFIRMED)

BALANCE DUE \$ _____ DATE RECEIVED _____

**PLEASE MAIL THIS FORM, THE INITIALED INFORMATION SHEETS
AND THE DEPOSIT (PAYABLE: YMCA CAMP DUDLEY) TO:
YAKIMA FAMILY YMCA, 5 N. NACHES AVE., YAKIMA, WA 98901, ATTN: MATT RUSCH**

The Yakima Family YMCA seeks to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

U.M.C.A. Camp Dudley

