

2020 RENTAL APPLICATION

North Central 4-H CAMP



ADMINISTRATIVE USE:	Date Received	Date Approved	Deposit Check Number	\$100day \$200overnight

Are you a Cooperative Extension Group? YES _____ No _____

If Yes, Name & County Supervising Extension Agent: _____

Name of Group: _____

Person in Charge: _____

Complete Address: _____

Cell Phone: _____

E-Mail Address: _____

Purpose of Event: _____

How did you hear about us? ___ Facebook ___ Word of Mouth ___ Website ___ Other (please list) _____

When do you plan to arrive? Date: _____ Time: _____

When do you plan to depart? Date: _____ Time: _____

We do not provide insurance for outside groups. This is the non-extension group's responsibility. Is your group covered by short term event insurance or other insurance? YES _____ NO _____

*We advise non-extension groups to identify at least one person who is CRP/First Aid certified (from a nationally recognized provider) to be on call for emergency care while on the property.

Make Check out to:
UK-North Central 4-H Camp
Mail to:
RENTAL APPLICATION
North Central 4-H Camp
260 Camp Drive
Carlisle, KY 40311

EVENT DETAILS:

Lodging Requests: _____

_____ **Overnight Stay** min. 20 People # of Nights: _____ # of Females: _____ # of Males: _____

Min. 3 Meals required for overnight stays. Please indicate below which meals and the time for each meal.

Final Count is needed 10 days prior to your groups stay. Any special dietary needs should be communicated to staff at this time.

MEAL TIMES	Arrival Day	Day 2	Day 3	Day 4	Day 5
Breakfast					
Lunch					
Dinner					

_____ **Single Day Use—Exclusive Use of Facility** (No other groups will be scheduled during your time) \$1,200 per day

_____ **Single Day Use—Non-Exclusive Use** (Other Groups may be scheduled during your time) Please check all needed facilities below:

_____ Dining Hall (No Use of Kitchen) _____ Multipurpose _____ Shelter House _____ Campfire Area

_____ Fishing Dock & Area (Lifejackets Required for all people on any docks) _____ Other: _____

_____ Swimming Pool—Will you provide your own lifeguards? ___ Yes ___ No Time & Day: _____

_____ Canoes/Kayaks—Will you provide your own lifeguards? ___ Yes ___ No Time & Day: _____

_____ Low Ropes —Will you provide your own facilitators? ___ Yes ___ No Time & Day: _____

_____ High Ropes —Will you provide your own facilitators? ___ Yes ___ No Time & Day: _____

As the person submitting this application for the group named above, I have read and agree to follow the attached Group Rental Guidelines and Rules. Furthermore, I assume responsibility for supervision of the group, its behavior, and any specialized recreation activities. I will provide orientation to the camp's safety procedures and regulations as outlined in the attached Guidelines and Rules and the Rental Group Information Booklet. We understand that there are inherent risks involved in the use of this facility in an outdoor setting. We release the University of Kentucky, 4-H, its members, trustees, officers and employees from any liability for accidents or injury that any of our group may experience while renting the facility. Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Signing this rental form is indicative of your compliance with these regulations.

Signature of Group Leader: _____ Date: _____

Signature of Supervising Agent (for Extension Sponsored Event) _____ Date: _____

USE AGREEMENT OF 4-H CAMPS

A. 4-H camp facilities, operated under the direction of the College of Agriculture, Food, and Environment Cooperative Extension

Service and 4-H Programs, are **not** available for use when:

1. The intended use is for fund-raising efforts.
2. The applicant opens its activities at the camp site to the general public.
3. The intended use is for partisan or non-partisan political purposes.

B. Should a non-extension rental group user be bumped by an Extension event, then that outside group will be offered an available open date. If none is available, this group goes to the top of the waiting list.

C. Non-Extension rental groups who have utilized the facilities during the previous year and have satisfactorily complied with these regulations will be given the opportunity to rent the same facility on the same corresponding day for the next year subject to Extension priorities. If they desire the corresponding date the following year, they should obtain an application for the upcoming year as they leave the camp and mail this to the address listed below. They can include their deposit if they so wish. If not, they will be asked for their deposit on January 15 of the following year during the approval process.

D. All Extension and non-extension groups must file an application with the camp: RENTAL APPLICATION, North Central 4-H Camp 260 Camp Drive, Carlisle, KY 40311

E. Dates are not confirmed until approved by the Camp Program Coordinator.

1. Extension groups must complete an application.
2. Non-Extension groups must complete an application and include a deposit check (non-refundable). Applications from non-extension groups for the following year can be taken at any time, but dates cannot be confirmed until after summer camp dates for the following year have been set. 4-H Summer camps always have priority.

F. If a previous group desires a change in facilities or a change from their previous corresponding day, they must accept what is open and available at that time.

G. Non-Extension rental groups submitting an application for the first time will be placed on a waiting list on a first come, first served basis and will be notified as dates become available.

H. The person submitting the application for a group will be held responsible for the care of the facilities and the conduct of the group. The person submitting the application for the group should arrive in advance to assist in the registration and orientation of the group.

I. Day use of camp is defined as 8 hours between 8:00 am and 10:00 pm. If a group remains over eight (8) hours while renting the campgrounds for a one day activity, they will be required to pay an additional \$25.00 per hour for every hour beyond 8 hours. In addition groups must arrive within one (1) hour of their indicated arrival time or they will be charged an additional \$25.00 per hour for every hour they are late.

J. Parking is permitted only in designated areas. The camp is not responsible for personal vehicles being used or parked on the property.

K. Groups must leave the facilities clean and in good order.

L. An invoice will be presented for payment to the person in charge of the group before they leave the grounds. Payment is due immediately for non-extension groups. Extension groups may send payment to the Camp within 30 days. If payment is not made in a timely manner, late fees may apply. (After 30 Days: 5%, After 60 Days: 10%, After 90 Days: 15%.)

M. Groups are responsible for any damages caused by individual members of the group. Appropriate charges will be assessed and added to the group's bill or billed at the earliest possible date. Failure to pay these charges will result in no future rentals to that group or organization.

N. Renters requesting meals prepared by the camp foodservice staff must report the number of meals needed (minimum 20 per meal) to the Camp Program Coordinator at least 10 days prior to the camping date. You are allowed a 10% deviation.



O. Cancellation policy for meals: If a group has requested meals to be prepared and then cancels a meal 10 days or less prior to their arrival, or cancels during the time they are on the grounds, they will be responsible for payment for all milk and perishable foods ordered for that meal(s). Examples are fresh foods such as lettuce that cannot be frozen or held for later use.

Deposit is nonrefundable in the event a group must cancel use of the property/facilities.

P. **Absolutely no alcoholic beverages, drugs, explosives, or firearms** (unless approved by camp management for the purpose of education or police marksmanship) are allowed on camp premises.

Q. **No smoking** is allowed in any building or wooded areas. Smoking is permitted only in designated areas.

R. **No RV'S, golf carts, or ATVs are allowed on camp grounds.**

S. The person submitting an application needs to realize that this is University of Kentucky property, which allowed University officials to check the facilities at any time.

T. Swimming or canoeing activities require a lifeguard to be on duty on deck (**absolutely no exceptions**). The camp may assist in securing a lifeguard. You may provide your own properly certified lifeguard. A current lifeguard certificate is required. A copy of the certification must be presented for our records. A life jacket **MUST** be worn, at all times for any lakefront activities.

U. In addition to the lifeguard certification, **for youth groups a canoe lifeguard must show proof of waterfront rescue training.** A copy of the certification card must be presented for our records.

V. Fishing is permitted for persons registered at the camp. A current Kentucky fishing license is required for persons 16 or older.

W. If the group needs any additional services, equipment or changes, the person submitting the application for a group must work with camp personnel prior to arrival at camp. Camp is not responsible for any personal equipment brought on to the property.

X. No pets are permitted anywhere on the camp grounds. Service animals are allowed. Animals involved in projects or demonstrations under supervision of project leader are allowed. Prior notice is appreciated.

Y. If food is being brought on the campground for consumption or cooking classes, we advise the group to minimize the time that food is in the danger zone (40 to 140 degrees F). We recommend the use of coolers/meat thermometers as needed (not provided).

Z. If food is being prepared at camp, e.g. cooking classes, we advise the group to follow the dish washing procedures that are posted in the kitchen. We advise the group to use only clean and sanitized utensils and equipment. Main kitchen rental is only available to extension groups with prior approval.

Name of Group: _____

Dates of Use: _____

Name of Responsible Person: _____

Please initial here _____ to indicate that you have read and agree to adhere to these Rules and Regulations as found in this User Agreement.

Your full signature should be provided on Page One (1) of this application.



HR 8 & 9

GUIDELINES FOR SUPERVISION OF YOUTH

All programs involving youth age 17 and younger must have adequate supervision during all activities. The following recommendations are made to groups:

- Leaders should be a minimum of 2 years older than the youth they are supervising.
- All adult leaders should have a criminal background check on file with the organization sponsoring the group activity.
- All leaders should understand the group's behavior expectations for participants.
- Leaders should be trained/instructors to never be in a one on one situation with a youth when out of sight of others

OVERNIGHT STAYS

The minimum supervision requirement is one adult leader (18 years of age and older) for every cabin. However, for the sake of safety and to prevent situations where the opportunity for child abuse could arise, it is recommended there be a minimum of 2 leaders with every cabin group. Cabin leaders should be the same gender as the participants in the cabin.

*The recommended number of leaders per cabin is as follows:

- 4-8 year olds: 1 leader for every 5 youth
- 9-14 year olds: 1 leader for every 7 youth
- 15-17 year olds: 1 adult for every 10 youth

DAYTIME ACTIVITIES

The minimum supervision requirement is one adult leader (18 years of age and older) for every 20 participants. However, for the sake of safety and to prevent situations where the opportunity for child abuse could arise, it is recommended there be a minimum of 2 leaders with every group.

*The recommended number of leaders for general activities is:

- 4-5 year olds: 1 leader for every 6 youth
- 6-8 year olds: 1 leader for every 8 youth
- 9-14 year olds: 1 leader for every 10 youth
- 15-17 year olds: 1 adult for every 12 youth

AQUATIC ACTIVITIES

- Swimming Pool activities require 1 certified lifeguard for every 25 swimmers. There must be one additional adult leader present in the pool area for every 25 youth. (Minimum of 2 Lifeguards per group)
- Groups wishing to fish SHOULD rent the waterfront in order to guarantee fishing access. The pond may be shared by groups, but some groups will rent exclusive use of the area and may prevent your group from accessing the waterfront.
- Canoeing activities require a *Waterfront Rescue* certified lifeguard. In addition, there must be at least one adult leader present at the waterfront area.

**The ratio recommendations listed above are consistent with our American Camp Association accreditation standards.*

Revised 08/24/2018

