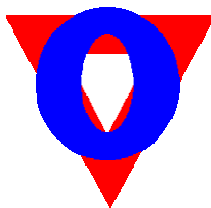


YMCA CAMP ONYAHSA GROUP USE POLICY- 2009



To enact the group's use of YMCA Camp Onyahsa, contracts specific to the participants' needs will be written and signed by the group's representative and the Camp's representative. This agreement must be signed and returned *with a Reservation Deposit equal to 25% of the program cost to the Jamestown YMCA Camp Office to hold the reservation. **Seventy-five percent** of the rental fee is due two weeks prior to the rental date, or the event may be cancelled and the **Reservation Deposit** forfeited. **The remaining balance is due at the event, once the number of attendees is confirmed.***

In addition, the group's designated adult representative or director (and caterer, if applicable) must visit the Camp **prior to the event to meet** with an Onyahsa representative to discuss rules, emergency procedures, and other site constraints and issues (i.e. parking, first aid **procedures**, and activities planned). The group's **representative** must sign that he or she has read, understands, agrees to abide by the following policies; will communicate these policies and regulations to the group's membership; will remain present throughout the *entire* event (or will delegate such responsibilities to a qualified designee); and will enforce these regulations and policies among the group's membership.

SECURITY DEPOSIT

*A Security Deposit equal to 25% of the **rental fee**, in the form of a signed check **or valid credit card**, is due with the signed contract. This Security Deposit will be returned to the site user within one week following the rental event, unless damage or an unreasonable need to clean-up is incurred. In either of these events, a reduction to the Security Deposit will be realized. Damages incurred beyond the dollar value of the Security Deposit will be billed to the group **or sponsoring organization***

SITE USE FEE

***At least 75% of the rental fee** is due two weeks prior to date of the event with a certificate of insurance (and, if applicable, a NYS alcohol permit). This payment may be made via credit card, check, or cash. Upon receipt of the **Reservation Deposit**, **the group's representative** will be sent a letter and an invoice confirming the reservation. This reservation is not confirmed until Camp Onyahsa has received the **Reservation Deposit**, and has sent **the site user** a confirmation letter.*

CERTIFICATE OF INSURANCE

A certificate of liability insurance for the event, or proof of event coverage on the site user's liability or homeowner's policy, listing YMCA Camp Onyahsa as an "additional insured" must be received *one month prior to the rental.*

CANCELLATION POLICY

Deposits are refundable only when cancellations are received 30 days prior to the scheduled arrival. Discounts cannot be given for late arrivals or early departures.

GENERAL INFORMATION

The group's contact person must meet with a YMCA representative at the Camp at least one week in advance of the event, in order to inspect the site. The YMCA management will retain full authority over the use of YMCA property at all times during the event. The Camp Administration reserves the right to

enforce these and other reasonable regulations, as it deems necessary. Furthermore, the YMCA reserves the right to ask rule violators to leave the Camp property without refund for violation of Camp rules and policies.

SITE USE

The standard Group Use program includes the use of the main campus and the Darrah-Hultquist Dining Hall. Cabin use is available only for pre-scheduled overnight programs. The waterfront, **Wilderness Preserve**, Sheldon Hall, **the** Hultquist and Johnson Lodges, **cabins/tents** and the Belcher Kitchen are available for additional fees. Other areas and equipment in Camp, including the Challenge Course, the west side of the Creek, powerboats, vehicles, and other site resources are off-limits to group participants, unless prior permission is obtained from the Camp Onyahsa Management.

PARTICIPANT REGULATIONS

The event director must distribute or otherwise communicate the **Group Use Guidelines (page 9)** to all group event participants. At least one responsible adult will supervise no more than eight minors at all times. A **detachable** one-page list of these regulations is included on page **nine** of this document.

MEDICAL CARE

YMCA Camp Onyahsa will not assume **primary** responsibility for medical care, first aid, or the transportation of group users unless it is specifically requested, and mutually agreed upon in the Group Use Policy. The Group Director **or a qualified designee** will assume responsibility for providing adequate medical care, first aid, and emergency transportation to **any** afflicted group member(s).

At least one designated member of the group **must** possess CPR-AED certification from a nationally-recognized organization, such as the American Red Cross. This person(s) must be given responsibility for responding to emergency situations, and must remain on-site at all times. The Camp's AED and supplemental oxygen **tank** are located in the Sheldon Hall **reception area** in case of emergency.

The Group Use Director is advised to collect, in writing, the following information on all guests:

- >names, addresses, and emergency contact information for all participants.
- >a list of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while at YMCA Camp Onyahsa
- >for minors without a parent on site, a signed permission form to seek emergency treatment (or a signed religious waiver).

A sample health form is available on request from the Camp to assist with collecting the above information.

All medicines (OTC and prescription) must be kept under lock during the group's stay. **First Aid supplies should be provided by the site renter.**

All injuries or illnesses requiring professional treatment must be reported to the Camp Director and the Chautauqua County Department of Health. An additional listing of reportable incidents is available **from the Camp's representative**. The Group Leader is expected to notify parents and other family members if a **minor** is injured or becomes ill. The on-site Camp Representative must also be notified as quickly as possible in the event of serious injury or illness.

A means for assembling all participants on short notice must be devised, and mutually agreed upon by the Group Director and the Camp Representative. **Copies of the Camp's natural disaster plan and an orientation to this plan are available on request.**

Emergency Medical Services are summoned by dialing 9-1-1. Please keep in mind that the site is served by a volunteer fire department. The Camp's name is "YMCA Camp Onyahsa," and it is

located at 5411 East Lake Road, Dewittville. If EMS is summoned, an adult must be sent to the Camp entrance to meet the incoming emergency vehicles and to clear the road of pedestrians. The group leader **or sponsoring organization** will assume any financial obligation incurred as a result of summoning EMS.

MAINTENANCE and HOUSEKEEPING

The YMCA Staff will clean up following events and will conduct minimal housekeeping during the group's stay. However, the group or caterer is responsible for cleaning the kitchen and dishwasher area. (Unless dishwashing is contracted to the Camp staff). Camp Onyahsa agrees to provide a safe and clean site, however, snow removal and **the salting of decks and walkways** may be delayed during heavy squalls. Participants should be cautious in this event. Groups must agree to leave the camp's site, equipment and facility in the same condition as found. A Camp representative will be on duty to handle any problems. Any equipment not in proper working order, or any other facility concerns should be reported immediately to the Camp's on-site representative.

GENERAL SITE REGULATIONS

No tobacco or illicit substances are to be consumed in, or brought into, the Camp in any form. Alcohol, limited to beer or wine only, may be served only with **the** prior approval of the Camp administration, and only under controlled circumstances. No smoking is allowed in the Camp. Please have patrons use the cigarette canisters **near** the decks to extinguish cigarettes, *and ask them not to discard cigarette butts on the ground. Cigarettes that fall through the deck present a fire hazard.*

Camp Onyahsa also prohibits the possession and use of firearms, archery equipment, fireworks, and any other types of explosives or weapons.

The Climbing Wall, Wilderness Preserve, and archery range require operation by a certified instructor, and will not be available for Group Use rentals, **unless specifically contracted prior to the event.**

Campfires are to be held only with the permission of the Camp's representative and only in designated places. The use of liquid accelerants (other than standard charcoal lighter) is strictly prohibited. Fires must be completely extinguished before the group's departure. **Due to insect migration and infestation, no firewood may be brought into the Camp. The fireplace and wood stove are not available for group use.**

Any glass, plastic, litter, cans, or paper, should be placed in designated trash cans or recycling bins. All facility windows must be closed and lights turned off, upon group departure. Please do not throw items in the lake, **move furnishings or equipment**, cut or damage trees, make campfires, or otherwise compromise the natural beauty of the site.

The Camp Management is not responsible for the loss of personal property during one's stay at the Camp. Lost and found articles will be kept at the Camp office for one month after the event.

The Camp has a limited supply of water. Therefore, please make sure that all water faucets and showers are turned off after use, and that toilets stop running after flushing. The YMCA Camp will not be responsible for a disruption of water service caused by the Group participant's failure to properly turn off the water.

Please take care to close all windows and exterior doors to retain heat within the building and keep insects outside. Do not adjust thermostats in the buildings.

Since the Camp is primarily a summer youth program site, parking is limited at the central campus. Please meet with the Camp representative on-site before the group event to discuss parking issues. Parking on the sports court or other non-designated parking areas is prohibited. **Parking on the sports field is available with prior permission, but may be negatively impacted by rain or snow. Otherwise, please do not drive on the lawn.**

Pets are not allowed during site rentals without the prior consent of the Camp Director. All pets must have written documentation of applicable vaccinations and must possess a calm demeanor. The Group Director will assume responsibility for any injury or damage occurring due to the presence of pets during the site use. The Camp director's two dogs may be on site during the rental. Please contact the Camp Representative if this will pose a problem for the group.

Noise, including amplified music, must be kept at a reasonable level and must be discontinued by 10:00pm (weeknights) and 11:00pm (weekends), in consideration of our neighbors.

The event leader or sponsoring organization will be held responsible for any and all damages incurred to YMCA property during the Group's use of the Camp. Each group must have a designated person responsible to ensure compliance with this policy, and to be present during the entire program.

DINING HALL and SHELDON HALL USE

These buildings are provided "as-is" meaning no wall pictures, memorabilia, flags, permanent furniture or displays may be moved from their present location. The Dining Hall floor is a soft surface, which is easily scratched and gouged. **If the group is using its own or borrowed/rented tables and chairs, please check the "feet" to ensure protective caps are in place to prevent scratching the floor.** The renting party will be responsible for the necessary repair of flooring caused by moving the furniture, the use of rental equipment, or other damage. Offices will not be available for group use. Large parties are advised to rent portable restrooms or to pay an additional fee for use of the restrooms in Sheldon Hall **and/or upstairs in the Mess Hall.** The fireplace and wood stove are to be used only by Camp personnel.

TELEPHONE USE and WIRELESS DSL

No telephones are available to the Group, unless requested. Please inform the site manager if no one in your party possesses a working cellular phone for the event, to be used for emergency purposes. If the Camp's phone(s) are used, long distance calls may not be charged to the Camp, but may be made on a reverse charge or personal credit basis. Calls appearing on the date of the program may be billed to the group. Group attendees should not answer the Camp's phone. Wireless DSL is available in Sheldon Hall and the Darrah-Hultquist Hall at no extra charge, based upon availability. This service is unrestricted. Minors' use of the Internet and TV/DVD units should be monitored by the group's adults.

KITCHEN USE and DISHWASHING

Use of the kitchens, including stoves, coolers, freezers, and dishwashers, is available to the group at an additional fee. Dinnerware **and dishwashing** is also available for a fee: **\$50/meal for the first 100 guests (or fraction thereof); \$1.00/person over 100 guests. This service must be contracted prior to the event, and it does not include table-setting. The rental of dishware without the washing service will be one-half this fee.**

If the group or the caterer choose to wash dishware, be advised that the drains do not include a garbage disposal; therefore all food items must be scraped into garbage receptacles. The renting party may be held responsible for repair costs or interruptions to food services due to the misuse of the dishwasher or obstruction of the septic drains.

The group or caterer are responsible for cleaning the kitchen and dishwasher area. **This responsibility does not apply to the dishwashing area if Camp staff has been contracted to do the dishes).** The use of phosphate soaps is not permissible. In addition, all Camp-owned kitchen equipment must be accounted for before departure. Missing or broken items will be charged to the damage deposit. A pre-rental orientation with the Camp Management is required to follow proper food service practices. In addition, all information on wall postings must be followed.

GARBAGE DISPOSAL AND FEE

Lined trash canisters and recycling bins will be available for group use. Please attempt to limit the amount of waste and deposit all refuse in these containers. All glass, metal and plastic products must be put into the available recycling bins. **The Camp staff will remove trash daily.**

Due to rising costs of disposal, a \$10 charge will be applied to each garbage bag or fraction thereof, that is used by the group beyond four per meal. This fee will not apply to rinsed recycled items that are properly placed in the recycling bins. No hazardous waste may be disposed at the Camp.

EQUIPMENT USE

Camp sporting and other equipment is available for use if requested prior to the program. The participants must agree to have all equipment returned to its proper place in good condition and working order. **Bunkbeds and other furnishings may not be moved. The group leader must ensure that all bunkbed guardrails are securely in place.** *The group will be responsible for the replacement of any lost, broken or missing Camp equipment used during the Group's camping session.*

FIRE

No fires, smoking, or flammable material may be present in or near any Camp building. This prohibition *includes fireplaces*. Please check the smoke detector (and carbon monoxide detectors within heated buildings) for your lodging area and practice evacuation procedures upon arrival. Fire extinguishers are available in each building.

In the event of fire, dial 911 to summon our local volunteer fire department. The Camp's smoke detectors and alarm systems are not tied directly into the locality's Emergency Response Network. *YMCA Camp Onyahsa is located at 5411 East Lake Rd, Dewittville, NY.*

WATERFRONT USE

The waterfront may be used *only* if arrangements are made 30 days in advance of the rental and a qualified Jamestown YMCA lifeguard must direct waterfront operations. This YMCA staff will enforce the following, and any other necessary regulations:

1. Group program participants must obtain prior permission from the camp management before swimming on site, boating with Camp vessels, and before using Camp Onyahsa's waterfront equipment. The YMCA will not be responsible for accidents or injuries occurring at unguarded sites or at unspecified bathing or boating times.
2. Swimming is allowed only under the supervision of a hired YMCA Camp Onyahsa lifeguard, and *only within specified areas* (from the swimming dock), and only at specified times. Running on the docks and diving are **strictly** prohibited.
3. The YMCA will not be responsible for the safety of swimmers or boaters who enter the water in non-designated areas or at non-designated times. The group's leader will be responsible for ensuring that the group's swimmers or boaters refrain from these types of waterfront activities. These activities include parents allowing their children to enter the water from shore at unguarded sites and ~~the~~ patrons' use of watercraft **that is not owned by the YMCA.**
4. No glass or bottles are allowed in YMCA-owned boats, on the docks, or on the waterfront.
5. The YMCA lifeguard has the right to limit the number of **swimmers** or boaters and to restrict the entry of persons to the waterfront.
6. The use of rowboats and canoes is available **for \$50/hour**. Power-boats, sailboats, sailboards, and other waterfront equipment are *not* available for group use.
7. Boating with Onyahsa equipment is allowed only under YMCA supervision and within specified

boundaries, and at pre-designated times. The Camp will assume no responsibility for injuries or incidents arising from the use of water craft that is not owned by the Camp.

8. USCG approved life jackets (PFD's) of proper size and good condition must be worn by all users of Onyahsa's boats.
9. No fishing is allowed from or near the Swimming Dock at any time, and no fishing is allowed from the boating dock, bridge, or camp's boats without the YMCA lifeguard's permission.
10. The lifeguard has full authority to restrict use of **the waterfront or its** equipment for due cause. The group leader must make other Camp aquatic rules clear to group members, and help to enforce them.
11. **Patrons may not participate in waterfront activities if they have recently consumed alcohol.**
12. In the winter, the Lake and Creek may freeze; but it is hazardous to walk, skate, snow-mobile or engage in other similar activities upon the ice, as it will vary in thickness.
13. Attendees are expected to act with caution near any body of water on the camp grounds, **including but not limited to the lake, the creek, streams, and ponds.**
14. **Attendees are not permitted to use the bridge or the Point without adult supervision. They are prohibited from crossing beyond the creek fence.**

ALCOHOL POLICY

Any individual or group interested in selling alcohol during a rental of the YMCA Camp Onyahsa property, **must complete a separate application** from the **New York State Liquor Authority** stating the type of event, the type of alcohol expected to be served, arrangements for serving of non-alcoholic beverages, personnel to act as servers, and the means to prevent the consumption of alcohol by minors and intoxicated patrons. Moreover, all provisions of the YMCA Camp Group Use Policy will remain in effect, in addition to this alcohol provision.

1. The event's sponsors will assume *full* responsibility for verifying age (21 years or over), refusing to serve the impaired or intoxicated, and must also provide non-alcoholic beverages.
2. Permissible alcohol will be *limited to beer and wine only*.
3. The event's sponsors will exercise good judgment at all times, and provide supervision to insure the safety of patrons and guests. Waterfront use, vehicular operation, and other potentially hazardous activities will be prohibited if alcohol is present on the camp premises; and the event sponsor will assume responsibility for prohibiting these activities.
4. If permission is granted, the site user will attest, by signing this agreement, to verifying the age of persons consuming alcohol, and will provide a copy of the certificate of insurance for this event providing at least \$1,000,000 in liability coverage, that names the Jamestown YMCA/Camp Onyahsa as an "additional insured," at least one month prior to the site use.
5. All alcohol and containers must be removed from the Camp premises immediately upon the conclusion of the event.
6. The presence of alcohol will be limited to the central site, and will not include lodging or program areas, **including the waterfront. Patrons who partake in alcohol may not use the waterfront.**
7. No alcohol to be allowed at any time during which YMCA youth/family camp programs are in session.
8. The server(s) shall at no time consume alcohol during the event.
9. The site user will indemnify and reimburse the YMCA/Camp Onyahsa for any loss to Camp property, liability claims, or fines resulting from the user's violation of NYS liquor laws.

10. The YMCA Board of Directors, Camp Onyahsa Board of Management, and Staff reserve the right to further restrict this policy. *The on-site staff will have the authority to enforce it as needed.*

Furthermore, for groups of 40 adults (ages 18 and over) or more:

1. Alcohol may only be served by a trained and experienced agent of a NYS licensed establishment that carries liability insurance of at least \$1,000,000, and that names the YMCA of Jamestown NY/ Camp Onyahsa as an “additional insured.”
2. Groups of forty or more may not utilize the Camp property for overnight rentals if alcohol is present.
3. A special event-day NYS permit to sell alcohol must be obtained from the NY State Liquor Authority, Division of Alcoholic Beverage Controls, by the site renter for the event. A copy of this document must be presented to the YMCA **administration** at least one month prior to the event. The phone number for permit information is (716) 847-3035, and the web site address is www.abc.state.ny.us

AREA ATTRACTIONS

The Chautauqua-Allegany Region offers varied attractions, including skiing, ice-skating, museums, wineries, arts, entertainment, history, horseback riding, golfing, shopping, and dining. Onyahsa is centrally-located to many of these attractions, and a guide to them may be found at www.tourchautauqua.com

The Jamestown YMCA also offers the use of a gymnasium, swimming pool, inflatable “bounce house,” and other amenities on a rental basis. Please check with the Camp Office for more information and discounted fees.

CONTRACT APPROVAL

The Camp Administration will review all contract applications, and will grant rental permission contingent upon the number of individuals attending, and the type of event. The Camp Administration reserves the right to request references for groups requesting **site** use. This Policy Has Been Enacted by YMCA Camp Onyahsa Board of Management Effective March 9, 2006 until further revision or revocation.

CONCLUSION

YMCA Camp Onyahsa’s rules and regulations apply without exception to all participants in Group programs and any other Camp users. These rules and regulations have been established by the Board of Management for Camp Onyahsa, and a copy of these rules will be given to all persons who rent the facility. Anyone who violates the foregoing rules may be expelled from Camp property without monetary reimbursement.

Your cooperation is appreciated. We hope your experience at YMCA Camp Onyahsa is enjoyable. Your site use assists the Camp in providing quality camp experiences for youth. Please notify the Camp’s representative if you have any questions or concerns. Thank you.

**YMCA Camp Onyahsa, est. 1898
Site Plan**



YMCA Camp Onyahsa Contact Information:

Office: 101 East Fourth St., Jamestown, NY 14701

Site: 5411 East Lake Rd. (Rt 430), Dewittville, NY 14728

Fax: 716-487-1174

E-mail: office@onyahsa.org

Phone: 716-664-2802 ext. 238

Site Phone: 716-753-5244

Website: www.onyahsa.org

Welcome to YMCA Camp Onyahsa!
Have a great time, by ensuring the safety of yourself and others by adhering to the following Group Use guidelines and Site Information
For distribution to all attendees.

1. The YMCA is strictly a drug, alcohol*, and tobacco-free association. (**permission for limited alcohol consumption may be granted on a controlled and appropriate case-by-case basis, upon special request*).
2. Medical care will be the responsibility of a designated member of your group. Check with your leader.
3. **The following areas are off-limits unless supervised by Camp Onyahsa staff:**
 - a. The lake and creek (*no swimming, boating, dock fishing, or ice activities without Camp Staff supervision and prior approval*). Area availability will be scheduled with your group leader.
 - b. Fishing from the docks.
 - c. Boating (with Camp-owned vessels). Lifejackets must be worn at all times by youth and adult Camp boat users.
 - d. The Challenge Course, Archery range and woods.
 - e. The Kitchens. No children should be in the kitchens at any time. All wall postings must be followed.
 - f. The bridge and opposite side of Camp (Pioneer Side)
 - g. The dining hall fireplace and outdoor fire circles.
 - h. The Camp offices (staff or answering machine will take calls, and messages will be delivered).
 - i. **The Wilderness Preserve.**
 - j. The use of camp equipment is permissible only with Camp staff approval.
4. The following areas are potentially hazardous, and caution is advised at all times:
 - a. The lakefront (during the spring to fall season and when it is ice-covered)
 - b. The creek (during the spring to fall season and when it is ice-covered)
 - c. The driveway (and any on-campus vehicle use) and highway
 - d. The fire circles (very hot ash or sharp objects may exist under a seemingly cool surface).
 - e. The woods, tree climbing, etc.
5. **Please** respect the following rules:
 - a. **Children must remain under the supervision of parents or other responsible adult participants. The ratio of adults to youth will be at least 1:8 at all times.**
 - b. Please use trash cans for all litter, **and recycling bins for glass, plastic, and metal items.**
 - c. No fires except at the fire circle (with camp staff approval). No accelerants or imported wood may be used.
 - d. No swimming, boating or other activities in the water without camp staff supervision.
 - e. No smoking or chewing tobacco in buildings or on camp property.
 - f. No driving on the Camp lawn or sports court.
 - g. No glass or bottles on the waterfront.
 - h. **No use of the waterfront by patrons who have consumed alcohol during the event.**
6. The Camp Onyahsa staff will be on-site to answer any questions, or you may call:

Rick DelCalzo, Sr. Property Manager at 716-386-6179 (home) or _____ (cell phone)
Jon O'Brian, Camp Director at 716-664-2802 ext. 223 (YMCA) or _____ (cell phone)
Kevin Shullerl, Assistant Property Manager at _____ (cell phone)
These cellular phone numbers are also posted on site and/or you may request use of a walkie-talkie.
7. For Emergency Services, dial 911 (Onyahsa is located at 5411 East Lake Rd., Dewittville, NY 14728)

Please let us know how we may best serve you.
Thank you for choosing YMCA Camp Onyahsa for your event!