

RETREAT GROUP AGREEMENT FOR CAMP OTTERBEIN
West Ohio Conference of the United Methodist Church
15779 Cox Road, Logan, OH 43138
Director: Scott Seese
740-603-5220

Rules for acceptance and participation at this West Ohio Camp are the same for everyone without regard to age, race, religion, sex, handicap, or national origin.

Acknowledgement of reading, understanding and agreement to this document is by signing your original contract issued by West Ohio Camps. Failure to read and understand said agreement holds you the signer and/ or group leader responsible for failure to comply. Thank you for your cooperation and patience.

Description of Premises: West Ohio Conference (WOC) and Camp Otterbein agrees to permit Licensee to use the property identified in the Agreement as "Facility" according to the following terms and conditions. The Agreement includes the use of all improvements to the Facility, except those which Camp Otterbein expressly excludes by so notifying the Licensee's representative upon their arrival at the Facility.

Upon arrival, please check in with the Camp Director or designated host. Once at the Facility, the Licensee (group) is required to participate in a brief orientation to Camp Otterbein's safety regulations and emergency procedures, led by the Camp Director or designee.

Please note that the Camp Director and Staff residences are their private homes and are off limits to guests.

Your Camp Director/Host is normally not available from 10pm until 7:30am unless previously agreed upon in the reservation for services to be provided. In case of emergency call 911 first, call the Camp Director second. Non-emergencies can wait until 7:30am.

FACILITY USE GUIDELINES

Use of Premises – During the term of this Agreement, Licensee shall use the Facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. Licensee shall notify Camp Otterbein of the nature of its program and shall promptly supply Camp Otterbein with information concerning the program upon request.

Rooms for meeting space and table/chair set-up should be scheduled at the time of reservation.

All activities should be scheduled at the time of reservation but may be changed up until one week before your reservation. An extra fee may be imposed on late changes and cannot be guaranteed because of availability of staff.

Camp Otterbein prohibits possession, transporting, storing, or using dangerous weapons on camp property. Dangerous weapons include, but are not limited to, handguns, firearms, explosives, knives, and other weapons further defined by Ohio statute and/or local ordinance. Camp Otterbein also prohibits hunting, fireworks, or the possession of ammunition at the Facility.

The lake use is off-limits to Licensee unless contracted with the Camp Director for scheduled use at time of reservation. Upon such service, Camp Otterbein will provide, at contracted rates, American Red Cross certified lifeguard(s) employed by the Camp to supervise lakefront usage. Usage is subject to change based on availability of lifeguards on a minimum 1 guard to 25 participants ratio for any water activity, and weather permitting.

Animals or pets (other than service animals) are not permitted on camp property except by advance permission of the Camp Director. In such case, owner is required to provide copy of current rabies vaccination and is responsible for any damage and incidents.

Vehicles shall be driven and parked only in designated areas and driven in observance with posted speed limits. PLEASE DRIVE CAREFULLY!

Loss or damage to personal property is NOT covered by camp insurance. Valuables and money should not be brought to camp. Cars should be kept locked. Lost and found articles are kept one month. We will mail items for a fee.

If other specialized program activity areas or equipment are part of the Facility, Camp Otterbein will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the Licensee, based on the advance request for any such activity.

KITCHEN AND FOOD HANDLING

If your group is not using the camp food services and is bringing and planning on preparing their own meals and snacks, certain safe food preparation, sanitation, cleaning, and food storage guidelines must be followed.

Utensils, place settings and cookware have been washed and sanitized before your arrival. They should be washed, sanitized, and put away properly after each use and before departure.

The Albright Lodge commercial kitchen is not available for rent at this time due to restrictions around COVID-19 protocols.

HEALTH AND SAFETY (including COVID-19 protocols)

Camp Otterbein will provide a binder of emergency procedures to retreat group leaders upon check in and groups shall partake in a welcome orientation. In case of an emergency, call 911 and then the camp director or host.

We require masks are worn during Check-In, Check-Out, inside shared space buildings, when camp staff are present or leading an activity, and when you are interacting with others not in your cohort. Please be mindful to keep social distance when possible. Special cohort groups and scenarios may be planned by your retreat leader and camp staff. There is much more information posted about health and safety on our COVID-19 webpage at www.westohiocamps.org and may be updated as additional information becomes available.

Upon arrival at camp, attendees will be checked in by the retreat leader and asked the symptom questions on the Health Assessment and temperature checked. Attendees should be clear of all COVID-19 symptoms at the time of arrival. If staying overnight, each attendee should complete and turn in the 10-Day Self Health Assessment form to the retreat leader. It is recommended that each attendee will have their temperature checked and symptom screening at least once daily by the retreat leader. Any onset illness throughout the event should be brought to the attention of the retreat leader where next steps will be taken along with camp leadership staff. It is the responsibility of the retreat leader to inform camp leadership if an attendee tests positive for COVID-19 during the event or upon return home.

Camp Otterbein reserves the right to require that the Licensee remove from the Facility any persons in, or in any way connected with, Licensee's group who, in the sole opinion of Camp Otterbein, are creating a disturbance, disrupting activities, vocally or physically disrespecting camp staff, or purposely creating damage on camp property. Licensee agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from said Facility. Off-site trips carry the same authority as above. Any person(s) asked to leave the property or

event has no recourse for a refund.

Camp Otterbein does not provide medical supervision, treatment, maintenance, or dispensing of medications for retreat group campers and users. These responsibilities belong to the Licensee. Licensee must bring their own first aid supplies and equipment. An AED is available on camp sites and may be used by individuals trained to do so. Minimal First Aid supplies are placed at program areas, the Pine Center office, and Albright Lodge.

It is recommended by the WOC that Licensee provide a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid including blood borne pathogens, CPR and AED.

WOC recommends that Licensee have insurance coverage for accident and liability. As a secondary to any primary medical insurance, WOC provides coverage for accidents only. Injuries or illnesses shall be reported immediately to the Camp Director/Host.

WOC prohibits attendees from being under the influence of alcohol or illegal drugs while on camp property. Using, possessing, selling, purchasing, receiving, or distributing of alcohol or illegal drugs is not permitted at any time on camp property.

Liability for Injury or Loss to Persons or Property

Licensee agrees to supervise and to assume full control and responsibility for any persons, entities, or things other than Camp Otterbein personnel or property who/which are, for any reason, on the Facility by reason of Licensee's program or use of the Facility.

Licensee agrees to defend, indemnify, and hold harmless Camp Otterbein and its past, present, and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with Licensee's actions and/or failure(s) to act in respect of its use of the Facility.

For Licensees of youth groups and involving non-family member under the age of 18

Groups are responsible for providing adequate adult leadership. WOC recommends a ratio of 1 adult per 10 youth (ages 15-18), 1 adult per 8 youth (ages 9-14), 1 adult per 6 children (ages 6-8), and those under age 5 shall be under the care of a parent or guardian.

Licensee's contact person shall bring and have available at all times a current list of participants that includes: names and addresses, emergency contact information, and known allergies or health conditions. Also, for each attendee under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment.

It is recommended by the WOC that ALL medications (both prescription and over the counter) be collected by one responsible adult to dispense and to keep within a locked container while not in use. It is advised that all attendees bring prescriptions in their originally marked containers and only bring the quantity needed for the length of the retreat.

Groups shall be responsible to provide training to group staff or leadership on guidelines to minimize any potential of adults being in a one-on-one situation with a minor when out of sight of others.

It is recommended by the WOC that each adult (18 and above) that is coming to camp with minors (under 18) should be screened via the National Sex Offender Public Website www.nsopw.gov and submit a signed disclosure statement to the group organization to permit the completion of a Background check.

USE FEES AND PAYMENT

The Guaranteed Minimum Fee is based on the number of persons guaranteed by Licensee. It will be charged to Licensee even if fewer persons use the Facility than Licensee guaranteed, or if Licensee terminates this Agreement without using the Facility, according to the terms of Cancellation. Our guaranteed minimum charge for overnight groups with meals is 20 persons unless previous arrangements have been approved with the Camp Director. Exclusive June/July weekday groups require a minimum charge of 100 people. Children 4 and under are no charge unless included in a Family Rate structure.

Included in overnight rate is the use of site for self-programming such as hiking, fishing, campfires and firewood, and recreational activities. We are happy to lead games and/or devotions upon request as part of hosting you! Facilities included and available for meeting space are Albright Lodge (minimum overnight group of 25 to reserve space), Freshour Shelter, Shaw Schoolhouse, and picnic shelters.

Please contact the Camp Director/Host at least one week before your event to verify your numbers for lodging and meals and provide any dietary needs or food allergies to be accommodated. If you are participating in a camp staff led program or activity, a signed Release of Liability form must be completed from each participant with appropriate parent/guardian signatures for minors prior to participation. Please contact your Camp Director/Host to obtain this form and bring with you to submit upon check-in. At the end of your stay, you will be asked to complete an attendance report with your Camp Director/Host. You will then be sent a final invoice showing any balance due on your account.

Additional Use Fees – If more persons use the Facility or consume meals than the Licensee guaranteed, Licensee shall report additional numbers to the Camp Director or designated host during the attendance meeting upon check-out.

Breakage and Damage – Licensee agrees to pay WOC the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee's use. Licensee shall notify the Camp Director/Host of any damage incurred.

TERMINATION

Camp Otterbein as part of the West Ohio Conference Camping Ministry, may terminate this Agreement without any liability upon fourteen days prior written notice to Licensee either 1) without cause or 2) upon a determination by WOC, in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on Camp Otterbein. If the State or Health Department orders camp to close, a full refund is given.

DEPOSITS, CANCELLATIONS, REFUNDS

Deposits: Deposits must accompany a **signed Booking Contract** laying out your event charges and this **signed Retreat Group Agreement** to hold your reservation within 21 days of contact. Deposits usually equal 50% of contract which is lodging and meals, or \$1,000. Reservations within 21 days of the event require credit card deposit. Large group fees over \$3,000, please contact the office for additional guidelines.

Note: We will reserve only the number of beds and meals you request. Additions are based on availability up to one week before the event. Minimum charge for overnight groups with meals is 20 persons, and children 4 and under are no charge.

Cancellations: Cancellations require forfeit of deposits according to these guidelines:

Refunds:	61+ days	Full refund minus \$50 processing fee.
	30-60 days	50% refund or a full transfer to another date within the same calendar year.
	0-29 days	No refund due to lost revenue. A transfer is negotiable if camp can fill your dates.

Peak Summer (June & July) Exclusive Week Reservations: **Exclusive** week groups require a minimum charge of 100 people. All other group size expectations are set forth as reserved. First deposit is due upon reservation (usually \$1,000 by Thanksgiving). Second deposit is due in the new year (usually \$1,000 due February 1st). A final deposit shall bring the total amounts to 50% of the expected and reserved event fee and is due 90 days prior to your event start date. The first two deposits are non-refundable but are transferable within the same calendar year to another event. No refund is due

with cancellation inside 90 days due to lost revenue (negotiable if camp fills your scheduled event dates).

Balance Due: Within 30 days of final settlement after the event.

Clean Up/Damage: groups are responsible for any damage incurred and any excessive clean-up beyond normal use. We reserve the right to assess clean-up or damage fees on the final settlement.

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I acknowledge that I have read and agree to the terms and policies outlined in this agreement for my event at Camp Otterbein. Please sign and return.

(Retreat Leader printed name)

(group name)

(Retreat Leader signature)

(date signed)