

SUMMARY OF AGREEMENT

Responsibilities assumed by Okoboji U.M. Camp & Retreat Center

1. To provide facilities requested except when weather, emergencies or other conditions make changes necessary.
2. To provide secondary accident insurance for each person for injuries which occur at Okoboji Camp. Personal accident and medical insurance is the 1st coverage for all groups and individuals. Groups are covered 24 hours a day while at camp. Camp coverage is 1st provider for uninsured guests.
3. To provide services indicated in your reservation agreement.

Responsibilities agreed to by groups using Okoboji U.M. Camp & Retreat Center Facilities:

1. To follow all regulations set by the campsite on this page and as posted. Please review posted emergency procedures.
2. To provide bedding, towels and personal hygiene items needed by your group.
3. To be responsible for all damages to property by your group that are above normal usage. You will be sent a bill for damaged/broken items.
4. To confirm your reservation no later than **7 days prior** to your group's arrival at Okoboji. This includes:
 - the number of persons attending, special needs (PA system, grills, picnic tables, etc.), A final meal count for all meals (if applicable)
 - **NOTE: We purchase food for your group based on the final numbers that you give us. If the number of people that actually attend your retreat is less than the number you have given us, you will be billed for 80% of the count you supplied or the number actually served, whichever is larger.**
5. It is advised that group leaders gather the following information from ALL participants - Names and addresses, emergency contact information, a list of any health conditions or allergies requiring treatment, special restrictions or accommodations needed while on site; and for minors, signed permission to seek emergency treatment waiver.
6. **If you cancel your event less than 30 days prior to your reserved arrival date, your deposit will be forfeited.**
7. All forms of **alcohol and non-prescription drugs are strictly prohibited** at Lake Okoboji Camp. All **Firearms** and other weapons are strictly prohibited and are never to be brought to or used while at Lake Okoboji United Methodist Camp & Retreat Center.
8. **Smoking is allowed outside buildings only.** Please dispose of your trash properly.
9. *Please leave the facilities in the condition in which you found them.* Take all trash to dumpsters beside dining hall on the North Campus. Brooms, mops and vacuums are available. Okoboji Staff will clean restroom facilities.
10. Pets are not allowed in any buildings. If walked, they must be kept on a leash. Please clean up after your pet.
11. You will probably be sharing the campsite with other groups. **Quiet hours are from 10:00PM to 7:00AM.**
12. Tent, trailer & RV space is available but limited. Please let us know if you'll be bringing tents, trailers or RV's. An additional expense may apply.
13. **When using swimming beach, canoes or fishing areas, it is advised that you provide your own lifeguard with current certification from a national provider.** A lifeguard MAY be available to you through the camp for an additional fee. We require the use of PFD's when using canoes. PFD's are available to you through the camp. It is advised that one member in your group be certified by a nationally recognized provider in basic 1st aid, CPR (related to the age of your group, training in the use of breathing devices - pocket masks - located in office if you need one), have training in blood borne pathogens, and be present/accessible while your group uses the waterfront area. Supervision of youth groups at the Okoboji Camp waterfront *must* include at least 2 leaders at all times, at least one of whom is over 18 years old. Please inform the office if you will be bringing your own lifeguards, we will provide them with written procedures/regulations and instruction to help orient group members prior to your retreat. On-site orientation/written procedures includes identification of features/hazards of waterfront area, location of emergency and rescue equipment, location of nearest phone (may be your personal cell-phone), and emergency resource contact information.
14. Swimming beach may be used until sundown. No swimming or fishing after dark. Obey any posted safety rules. No fishing in swimming area and no swimming in fishing area. **PLEASE – do not try to access the Lake from New Hope Retreat Center by walking.** You **MUST** drive to the Monarch Cove swimming area or Pikes Point state Park from the South Campus.
15. **If you are bringing youth groups, you need to provide one adult per sleeping room (in cabins and lodges).** The suggested ratio of adults to children is: 4-5 years old - 1 adult to 5 children, 6-8 years old - 1 adult to 6 children, 9-14 years old – 1 adult to 8 children, 15-18 years old - 1 adult to 10 children. The supervising adult is responsible for supervising your group's behavior at all times and during any specialized activities. It is recommended that group leaders use appropriate screening policies (use of background checks, reference checks, voluntary disclosure statements) for all leaders with responsibility and access to youth.
16. Children under age 16 should not use upper bunks, unless there are roll out guardrails installed.
17. It is advised that your group bring a stocked 1st-aid kit. One can be made available upon request - notify staff. **Actual care and first aid is user responsibility. This includes transportation to hospital if necessary (maps located by all doors).** Phones are located in all rented cabins, as well as the dining hall and offices. (To contact an ambulance dial 911) It is advised that all groups have adult leaders with certification/training in 1st aid and age appropriate CPR from a nationally recognized provider. Site staff are certified in these areas and can be available to assist you. Please notify the Camp Director immediately of any/all accidents, incidents, injuries and illnesses.
18. When cooking your own meals in cabins and lodges follow all Okoboji policies and procedures regarding food handling, preparation, cleaning and dish washing. The proper procedures are located on your welcome page on the counter.
19. The sports items in the Rec. shed are available to your group. Please take care of them. Lost or broken items will be billed to you.
20. **Safety regulations** - Please review posted emergency procedures and let staff know if you have any questions or concerns. If an emergency arises, you can contact the Camp director via cell phone (number posted beside all phones and in your paperwork) at any time (night or day). In the event of inclement weather, camp staff will contact your group. Shoes are required to be worn at all times, do not enter cabins or lodges not rented to your group unless cleared through the office, do not walk on roads, drink plenty of fluids, do not ride in the back of trucks and/or wagons that are not meant for passengers or not equipped with protective devices. It is advised that you wear sunscreen when participating in outdoor activities (winter and summer).
21. **Specialized Program Area/Activities:** Climbing tower, challenge course (high and low), archery, mountain boards and go-karts areas, activities and equipment are available for use by campers and guests only when a qualified adult leader is present and ALL safety rules are in practice. There are separate fees for all specialized program activities – please contact the camp office for a list of these fees. All participants in specialized program activities need to complete a "Release of Liability Waiver" prior to participation.
22. Okoboji United Methodist Camp and Retreat Center assumes no responsibility for personal items lost, stolen, or damaged during your retreat. This includes but is not limited to vehicles, personal sports items, and electronics.

I have read this Summary of Agreement and agree to the responsibilities and guidelines listed.

Signed by your group pleader

Group Leader/Contact

Date:

Please return one signed copy to camp with your reservation agreement