



YMCA CAMP REED USER GROUP INFORMATION

GENERAL INFORMATION

Camp Reed is located thirty miles north of Spokane, Washington on beautiful Fan Lake. Situated on 555 private acres, this incredible lakefront retreat offers accommodations and group facilities for the ultimate outdoor “get away” experience.

The Mission of YMCA Camp Reed is to enhance personal growth, Christian values and a sense of community in a safe wilderness setting. Through active participation in unique challenges and new relationships, Camp Reed transforms ideals into lasting behaviors.

FACILITY RATES, RESERVATIONS, AND DEPOSIT

Camp Reed is available for rental by non-profit groups, churches or schools before and after our traditional camping season. We have twenty-five modern cabins available for overnight lodging, each sleeping 10-12 people. Camp Reed also has a new Lakeview Retreat located in the lower level of the lodge, which includes two bunkrooms, each able to sleep 20 people. Check in time is 4pm and check out is 1pm. Exclusive use is not guaranteed unless prior arrangements have been made.

For Overnight Use Rates: Please contact our Rental Coordinator, Nicki “Doodle” Watt, at 276-5307.

To Confirm Your Date: A non-refundable deposit of 25% of your total rental plus a \$200 damage deposit are required to confirm your reservation.

Payment in Full & Final Numbers: Payment in full, including special options and final participant numbers are due two weeks prior to your arrival unless prior arrangements have been made. There will be no refund for fewer participants and increases in numbers may not be accommodated after this date (depending on staffing availability).

INSURANCE

User Group agrees to save and hold harmless the YMCA of the Inland Northwest, staff and/or volunteers, for personal injury and/or property damage occurring during the use of YMCA facilities at Camp Reed or arising out of this contract. The user group must provide a certification of insurance evidencing liability coverage with minimum limits of \$500,000, combined for personal injury and/or property damage. Note: The YMCA does not provide any user group health or accident coverage for rental groups. All people using the Camp Reed facility agree to provide their own health and accident insurance.

MEDICAL & EMERGENCY POLICIES

It is the responsibility of the group to have on site at ALL TIMES an adult with current CPR & 1st Aid certification from a nationally recognized provider. The user group must also have available a designated vehicle and driver for emergency transportation. It is the responsibility of the group leader to collect emergency information for all participants on the Group Roster Medical Emergency Form.

MEAL SERVICE

Groups have the option to bring their own food and prepare their own meals. The lodge has a modern industrial kitchen that is built to meet the needs of most any group. A large Wolf grill, stainless steel food preparation area, a walk in refrigerator, several industrial freezers, ice machine, serving warmers and wash room are available for group use. The dish room is complete with Hobart dishwasher, sprayer, and deep sinks. Groups can also choose to have Camp Reed staff prepare their meals. Prepared meals are \$6-8 per person per meal with a 20 person minimum. Call for availability and menu. We will try to accommodate special requests.

PROGRAM AREAS

Camp Reed has several program areas that we offer to supplement your group's schedule of activities. There are many opportunities at camp that require no additional fee including volleyball, basketball, a soccer field, and countless trails for hiking and exploring. All equipment will be checked for repair prior to use and should be appropriate to the size and ability of the user. Any safety or repair concerns should be communicated to the rental host. Specialized activity facilities or equipment shall not be used without camp staff.

Day Use:

- \$10 per person, minimum 50 people
- Includes use of lodge & central bath – 8am to 3pm

Challenge Course:

- 4 hour session for 8-12: \$325
- Zip-line Option: \$100.00 (12 person maximum per session)

Climbing Tower

- 4 hour session: \$300

Archery

- 4 hour session: \$125

Lifeguards:

- 1-40 swimmers: 2 lifeguards (minimum) x 4 hours = \$150
- 40-60 swimmers: 3 lifeguards x 4 hours = \$225
- 60-80 swimmers: 4 lifeguards x 4 hours = \$300



ACCOMMODATIONS

Camp Reed facilities include a full service lodge with a modern kitchen and large eating area with central fireplace and sound system. There are **twenty-five modern cabins** available for overnight lodging, each sleeping 10-12 people. All cabins have electricity and most have heaters. Group members need to provide their own bedding or sleeping bags. Camp Reed also has a new **lakeview retreat** located in the lower level of the lodge, which includes two bunkrooms, each able to sleep 20 people. Camp Reed also offers an outdoor chapel, a centrally located washroom with private showers, and a laundry facility. Around camp we have several buildings and spaces for meetings or activities.

- Lodge—two floors, each with fireplace and meeting areas. Upstairs has folding tables for eating and meeting as well as a sound system for music and announcements. 275 people maximum capacity. Lower level has a small meeting area near a fire place. 60 people maximum.
- Arts & Crafts—a rustic hall with fireplace, tables and benches for meeting or gathering. 100 people maximum.
- Rotary Hall—located on the waterfront where groups can gather and construct the room in a variety of ways. 75 people maximum.
- Staff Lounge—an “A” frame building that is a gathering space for our staff in the summer. It has a sizeable porch on the front. 30 people maximum.

CAMP REED POLICIES

Safety Orientation:

Group Leader must orient and enforce with entire group the policies and rules in the User Group Manual. Questions may be directed to the onsite Rental Hosts. Any and all security concerns regarding the site should be reported directly to the Facilities Coordinator. Safety orientations with the rental host are required for specialized activities (ie archery, waterfront).

Boundaries:

Participants should observe camp boundaries and maintain good relationships with camp neighbors. Unless participating in planned/supervised excursions, guests should stay within camp boundaries: Lodge, Jewitt Cabin, waterfront, and track road and archery range.

Respect:

We ask that participants and guests respect everything at Camp Reed including other participants, facilities, nature and equipment. Please always wear shoes at camp. Keep your personal living areas neat and clean. Do not throw projectiles.

Keep Camp Clean:

User group should comply with all Clean-up Procedures outline by Rental Host. Camp grounds should be kept litter free. Garbage should be cleaned out daily from cabin areas and put into the nearest lined outside garbage cans. Kitchen garbage bags must be double bagged and placed outside in the garbage trailer adjacent to the shop for pick up at the end of every day.

Vehicles:

Parking is only permitted in the lodge parking lot. No vehicles are permitted within camp without explicit permission from Rental Hosts. We prohibit the transportation of persons in non passenger vehicles.

Personal Property:

Camp does not require participants to use personal sports equipment in the camp program but may be used with owner/user group's discretion and permission. Camp Reed does not assume any responsibility for lost, stolen or damaged personal equipment or items. Such equipment may include but is not limited to personal vehicles (and contents), luggage (and contents), electronics, instruments and/or recreational gear or equipment.

Restrictions:

No animals, weapons, alcohol, smoking/ tobacco or illicit drugs are permitted. Gas, liquid flammables, explosives, and other hazardous materials may only be handled by persons trained or experienced in their safe use and disposal and must be stored appropriately with access limited to trained persons, in closed safe containers that are plainly labeled as to contents in locations separate from food. No fires allowed unless there is specific permission granted by the Rental Host at designated fire pit locations. Group Leader must make sure a shovel and two (2) large buckets of water are present prior to starting the campfire. At the end of the campfire – the fire must be completely extinguished using water and shovel.

Supervision:

The user group and group leaders are responsible for the supervision and behavior of the user group participants. User Groups are advised to complete background checks on persons supervising children, including the national sexual predator database authorized by Congress (www.nsopr.gov). In order to prevent situations where the opportunity for child abuse might arise, group leaders should determine when at least two staff persons are required with camper groups, such as on overnights, in showers, and on trips, both for the sake of safety and to prevent situations with opportunity for child abuse. **The “buddy system” should be in place everywhere a minor participant goes.** Adult/Staff to child supervision ratios are as follows:

| Age | Overnight | Day |
|------------------|----------------------------|----------------------------|
| 4-5 years old: | 1 staff/adult: 5 children | 1 staff/adult: 6 children |
| 6- 8 years old: | 1 staff/adult: 6 children | 1 staff/adult: 8 children |
| 9-14 years old: | 1 staff/adult: 8 children | 1 staff/adult: 10 children |
| 15-18 years old: | 1 staff/adult: 10 children | 1 staff/adult: 12 children |

At least 80% of staff used to meet staff-to-camper ratios must be 18 years of age or older (100% for camps primarily serving person with special needs). All staff must be at least 16 years old and at least two years older than the minors with whom they are working. Evening program requires two leaders with a cabin group. Rest periods in the cabins require one leader with a cabin group. Leaders should avoid being alone with a single child unless in plain sight and visible to others. If someone needs to get up at night, a buddy is required. Children should always stay with the group. Children must get permission to go away from the group or leader. Leaders should know where their assigned children are at all times. Attendance checks or head counts should be made periodically and especially before each activity change. If the bell rings non-stop, this is an emergency or urgent signal and all participants need to report at once to the flagpole to receive information (emergency, etc.) and where a head count will be taken.

The user group needs to provide trained supervision for any recreational activity. Special exception area is waterfront, and must be oriented by Camp Reed staff.

Waterfront – Swimming

The waterfront/swimming area is **CLOSED** unless a minimum of two certified lifeguard are **ON DUTY**, one of who must be an adult, and with these ratios:

| | |
|--------------|----------------|
| 2 lifeguards | 1- 40 swimmers |
| 3 lifeguards | 40-60 swimmers |
| 4 lifeguards | 60-80 swimmers |

Lifeguards must be certified by a nationally recognized body or equivalent with documented related skills, have a current First Aid, BBP and age-appropriate CPR card (including the use of breathing devices) and follow standard policies and procedures. Groups are encouraged to utilize *lookouts* – who will often be assigned to a designated area in which they are required to be responsible for those swimming. They will assist on-duty lifeguards to keep an eye on all those in the water, and during an emergency by actively watching and assisting campers after they exit the dock or helping contact emergency personnel. Lookouts should demonstrate the ability to utilize elementary forms of non-swimming rescues (i.e. life tubes). Their use does not affect mandatory lifeguard ratios (above). Lifeguards and lookouts are to be attentive to their responsibilities at all times and are located in positions which they can continuously observe and readily assist participants. They will stand or sit in a lifeguard chair facing the water and will avoid socializing or responding to distractions.

Buddy system

- Check in and out with buddy checkers in groups of 2 or 3.
- “Dock monitor” must account for each participant entering and exiting the water.
- Always swim with your buddy.
- One whistle means “buddy check” - buddy’s hold hand until 10 second countdown is complete.
- Group will sit out if not swimming with buddy.
- Participant should only enter and exit the dock from the left ramp.

Participants under the age of 18 will take a swim test to determine ability. If participant chooses not to take the swim test they are considered ‘beginner’ and can still swim while at camp wearing a life jacket.

Advanced: 1 time around the inside of the dock without resting using a strong crawl stroke OR 1½ times around inside of the dock using the breast/side stroke. Showing fatigue earns an intermediate placement.

Intermediate: ¾ around the inside of the dock using the crawl stroke OR 1 time around the inside of the dock using the breast/side stroke without resting. Showing fatigue earns a beginner placement.

Beginner: No test necessary or failure to complete intermediate test.

The waterfront area is divided into three sections: beginner, intermediate and advanced and these areas are clear of hazards. Swimming should only take place in these designated areas. Lifeguards should take note of the undulating shoreline that can create blind spots with boaters and the cloudiness of the lake water. Emergency and rescue equipment including a backboard, basic medical kit, rescue tube, bio-hazard bag and CPR mask is available in the boathouse. The Lodge has the nearest phone with emergency resource contact phone numbers posted on the wall next to the phone.

Access to the docks is controlled by posted signs across the entrances stating that the waterfront is “closed”. A board located at the left of the waterfront and postings on the side of the boathouse should clearly state the waterfront policies and emergency procedures. The waterfront is inspected by the rental host for potential hazards and is addressed immediately and either eliminated or controlled as needed. The dock and advanced rope designate separations between areas and the activities going on in and outside of them. Rescue equipment will always be readily available and in good repair for aquatic activities. Persons in wheelchairs are directly supervised by staff members at all times. Wheel chairs are never permitted on dock.

Waterfront – Boating

User group will designate a “dock monitor”, who holds lifeguard, first aid, BBP and age-appropriate CPR (that includes the use of breathing devices) certification by a national recognized provider, and who has demonstrated skill in lake water rescue and emergency procedures, to be **ON DUTY** at the boat dock during boat use. Lifejackets must be worn by all people, youth, adult, or staff members whenever they are on the lake boating. Life jackets must be appropriate to the size and ability of the user. Boats must be checked in and out with the group leader. Boats must stay in the line of site of the boat dock and carry an air horn to be used to alert the dock monitor or staff in the event of an emergency. Boats are to be accounted for and ensured they are in proper working condition each time they are used. Users groups must orient users to the watercraft prior to use, including boarding and debarking, trimming, movement on the craft, and self-rescue.

Maximum number of people in rowboat: 4

Maximum number of people in canoe: 3

Maximum number of people in paddleboat: 4

Maximum number of people in funyak: 1

Failure to abide by the rules and regulations could result in your group being asked to leave the property.

EMERGENCY PROCEDURES

It is the responsibility of the User Group to provide their own first aid, including supplies, emergency care and transportation, and adult(s) with current CPR and First Aid certification from a nationally recognized provider.

The User Group agrees to have available emergency information on all participants, including: names, addresses, emergency contact names and phone numbers, allergies or health conditions requiring treatment, restrictions or accommodations while on site and, for minors, a parent-signed permission to seek emergency treatment form (i.e. User Group Roster & Medical Emergency Form / Voluntary Release Form).

Medicines should be distributed by leadership only. No medicines are allowed in cabins.

The User Group leader must follow and communicate to participants the Medical and Emergency procedures as set forth in the User Group Manual, which will be provided at check-in.

Emergency phone numbers and instructions are also posted by every phone. The nearest phone is located in the kitchen in the lodge.

At check in, the Rental Host will orient Group leaders to location of radios. For all walks or hikes out of Camp proper, a radio must be checked out and taken with the group.

Emergency Transportation:

Medical emergency transportation must be available at all times by user groups. User groups provide their own emergency transportation. It is best to have a designated vehicle in place with keys readily available when needed. We prohibit the transportation of persons in non-passenger vehicles.

CHALLENGE COURSE EXPERIENCE

GENERAL INFORMATION

The Camp Reed Challenge Experience provides the opportunity for your school, group or team to grow together! This course takes place at Camp Reed in a unique wilderness setting. Through fun and challenging activities and positive group dynamics, we facilitate individual growth and team bonding. Activities are not designed to be competitive, but are designed to increase confidence, communication, and competence. The philosophy is "Challenge by Choice". Participants must be in good physical condition to participate.

Challenge Course

- Outstanding 4 hour program
- 8-12 participants per group
- Up to 5 groups per session
- Sessions: Morning (8:30am-12:30pm) & Afternoon (1pm-5pm)
- Groups must use Camp Reed Facilitators

WHO MAY PARTICIPATE?

Anyone of "good" physical condition, age 11 to adult may participate. If you have any physical condition out of the ordinary, please inform us so that we may assist you in performing activities safely for your condition. These activities are designed to be used by participants of varying levels of physical fitness. Our staff will assist you in taking the next step in learning and growth that is suitable for you.

SEVEN MAJOR GOALS

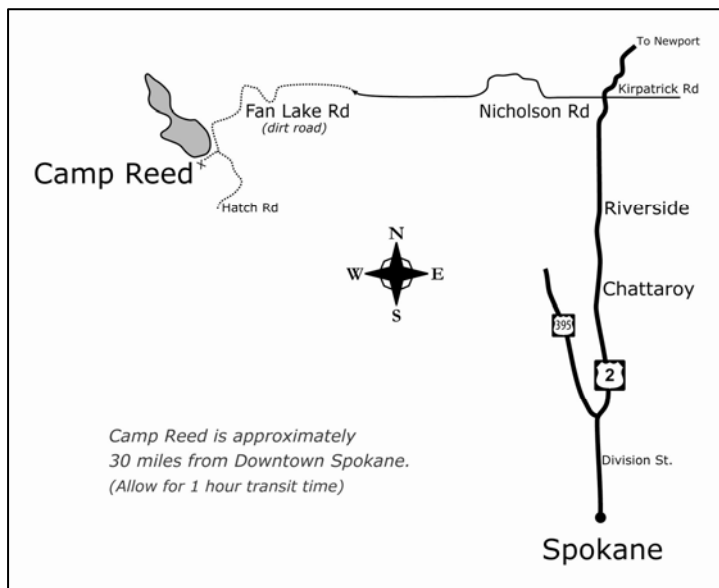
1. **Teamwork:**
Teamwork is the key that allows a group to meet a challenge successfully. This experience makes it clear that each individual can accomplish more as a member of a team than by doing it alone.
2. **Communication:**
This program encourages learning of critical listening and discussion skills important for any group attempting difficult tasks.
3. **Trust:**
Participants completing difficult tasks on a course develop trust in facilitators, the safety of the course, others, and themselves.
4. **Decision Making:**
Groups make decisions by developing one or more solutions to a problem, considering the available resources and alternatives, and evaluating the probable results.
5. **Leadership:**
Leadership is given and assumed naturally. It can be expressed in many ways. Team members attempting to solve problems may have many opportunities to develop and exercise leadership skills.
6. **Problem Solving:**
This program challenges groups and individuals to develop solutions to interesting problems. Participants can then test their solutions and evaluate the results.
7. **Self Esteem:**
Meeting the challenges of a course allows individuals and groups to develop self-esteem and encourages them to adopt challenging and attainable goals.

CLOTHING/WEATHER

Wear comfortable clothing and sensible shoes that you don't mind getting dirty. During rainy days, we generally continue, so bring a poncho or rain gear. We will take shelter during severe weather such as thunder or lightning storms. A detailed clothing list will be provided with group contract.

DIRECTIONS TO CAMP REED

- From Spokane travel north to the Division Y and veer right onto Newport Highway (US 2) towards Riverside.
- Drive through Riverside.
- After entering Pend Oreille County (big sign), watch for Nicholson Road. Turn left at Nicholson Road.
- Stay left on Fan Lake Road as it turns to dirt and winds down to Fan Lake (approx 1.2 miles). Be cautious of two-way traffic on the narrow, hairpin curves.
- The Camp Reed entrance is on the right just after you pass the lake.



CHECK IN

The Group Leader must check in with Rental Host upon arrival at Camp in order to:

- ✓ Review User Group Manual and complete final business.
The Group Leader must orient and enforce the policies and rules found in the User Group Manual with the entire group, including emergency procedures and reporting requirements.
- ✓ Deliver a final copy of the Group Roster/Medical Emergency Form.
Group must retain copy and have it readily available during time at camp.

CHECK OUT

The Group Leader or designated representative must check out with the Rental Host and participate in a camp walk through upon departure to determine camp cleanliness and whether a refund should be granted under this contract. Any discrepancy may be filed in writing by the user group with the Camp Reed Office within 5 business days after user group departure. If group leader does not complete final walk through, the damage deposit is automatically forfeited.

Thank you for considering YMCA Camp Reed for your group rental.
For reservations, or if you have questions, please contact us:

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