

CAMP ROGER RENTAL RULES & POLICIES

Audio/Visual Equipment. TV/VCR/DVD, an overhead projector, presentation easel, and a wall-hung screen are available; advance notification is required. Groups should plan on bringing any other audio-visual equipment needed. A piano is available in the lodge top.

Beds. All cabins and the Lodge are available April 15 - October 15. From October 15 to April 15, groups will be housed only in the cabins on Boys Hill (Ottawa/Chippewa, Pottawatomie/Mascantin, and Iroquois/and Algoma) and/or the Lodge. Please do not move furniture. If you feel the need to rearrange or move furniture, please contact a camp staff member. All Camp Roger equipment needs to be returned to its original location.

Camp Equipment. Return all camp equipment to the proper storage area. Groups are responsible for property and equipment damage beyond reasonable wear and tear.

Campfires. Outdoor fires may be made ONLY at designated campfire areas. Designated campfires locations include: Lakeside campfire circle, Boys Hill campfire, Girls Hill campfire, and Honor's campfire. Do not clear any other area for campfires! Firewood may be cut from downed, dead trees in the woods. Do not cut standing trees, even if they are dead. Some firewood is available in the wood shed by the lodge. Rental groups are instructed to provide proper supervision, maintenance, and extinguishing of fires.

Doors. To prevent entry of insects, rodents, etc., doors to cabins and other buildings may not be propped open at any time.

Energy Conservation. Please help to keep energy bills at a minimum. Turn off all lights in buildings/rooms not in use. Turn the thermostat down to 55 degrees and close all windows before you leave the heated buildings. Do not prop doors open in any building at any time.

First Aid, Health and Emergencies. Groups are responsible to provide their own first aid, emergency care, and emergency transportation while at camp. Groups are also advised to provide a qualified adult to be on duty for emergency care who is currently certified in CPR; for youth groups (participants age 18 or under) this adult should also be certified in first aid. Groups are responsible to provide their own first aid supplies and equipment. For your information, the med-center closest to camp is the Spectrum Health Med Center located on 5378 Plainfield NE (corner of Plainfield and Northland Drive); phone is 363-0881. Injuries occurring outside the operating hours of the Plainfield Med Center could be taken to the Spectrum Health Med Center at 2332 Alpine NW (361-9354) which is open 24 hours daily. In case of fire, serious injury, or other emergencies requiring police, fire or ambulance assistance group leaders are instructed to dial 911. Inform dispatcher that you are at Camp Roger, located on Belding Road just south of Bostwick Lake. Address is 8356 Belding Road, Rockford, MI. It is requested that groups report to the camp staff any accidents, incidents, injuries or illnesses that occur during the time that the group is at camp.

Groups are advised to gather the following information for each participant: (1) name and addresses; (2) emergency contact names and numbers; (3) listing of persons with known allergies or health conditions requiring treatment, restriction or accommodation while on site; and (4) for minors without a parent on site, a signed permission-to-see emergency treatment form/statement.

If persons are on the camp property during your event who are not a part of your group or the camp staff please ask them to leave and/or report the incident to the camp director.

If electrical service is interrupted to camp during your event, be advised that the camp well, water supply, and the phone system will not be operable. Contact the camp director immediately either by means of a cell phone or drive to the nearest operable pay phone.

Food.

Camp Provided Food Service - If food service is provided by the camp staff:

1. Your group will be asked to help clear the table and bring dishes to the counter after the meal.
2. Meals will be served at the stated time; late-comers may not be served so please be prompt!
3. Please stay out of the kitchen before, during, and after meals.
4. No food is allowed in the cabins or lodge area.

User Group Provided Food Service - If food service is not provided by camp staff:

1. Groups are instructed to:
 - a. use only clean and sanitized utensils and equipment during food preparation.
 - b. clean and sanitize food contact surfaces after each use.
 - c. minimize the time that potentially hazardous foods remain in the temperature danger zone of 40-140 degrees (F). To this end, groups should verify daily that the temperature in the walk-in refrigerator remains at or below 40 degrees F. Report higher temperatures to camp staff immediately.
2. Dish-washing procedures:
 - a. Use the short rubber hose to fill the dish sink.
 - b. Wash and initial rinse temperatures should be at least 100 degrees F.
 - c. Second rinse should be in the heated sterilizer at 200 degrees F.
 - d. Put the plugs in both the rinse and sterilizer sinks. Fill each sink with hot water. After the sterilizer sink is completely full you may then turn it on. Set the temperature dial to the black mark (at the 230 degree mark). Push the red button in and it is on (a red light will go on). The sterilizer should be turned on at least 45 minutes before you use it.
 - e. Always turn the sterilizer off before you empty the sink. Turn the dial towards OFF. You will hear it click when it is in the OFF position. Wait one hour before draining the sink or it is OK to leave the sink full of water. If you empty the sink immediately you may ruin the electrical heating unit.
 - f. Do not put your hands in the rinse or sterilizer sinks. The water is extremely hot. Use the racks or use a metal tongs.
 - g. Allow dishes and food-service utensils to be air-dried--do not dry with towels.
 - h. Ensure that food service utensils are protected from dust and contamination between each use.
3. Food is not allowed in the cabins or lodge areas.

Furniture. Take care if you must move tables or benches on the wooden floors; DO NOT SCRATCH THE FINISH ON THE WOODEN FLOORS. Return any piece of furniture that you move back to its original location; failure to do so will result in a cleaning fee.

Hiking. Camp Roger's property contains many hiking trails, most of them unmarked. Refer to the map on the wall in the basement of the lodge or in your rental packet. Our property is adjacent to the Pickeral Lake Preserve, which is open to the public, and Pando Winter Sports Park, which is not open to the public, as well private residential property which must be avoided.

Keys. One of the buildings that your group has authorization to use, the dining hall, will be open when you arrive. A set of keys are hanging in the kitchen (by the small sink) or on the counter. This set of keys should be used only by the group leaders. Key #11 opens the Dining Hall, Main Lodge, and cabins. The small padlock key (#0924) opens the boathouse to give access to lifejackets and paddles. Please return those items to the boathouse and lock it when completed. The slot key turns on the Lodge exterior floodlights.

Night-time Central Area Lights. There is a slot key on the kitchen key-lanyard that operates the floodlights on the outside of the Lodge.

Night-time Driveway Lights – On the far corner of the Directors Cabin are two switches for the driveway lights. Typically camp staff turn these on for groups. They are controlled by a light sensor as well.

Off-Limits. Groups must stay out of the Staff House, camp store, camp offices, locked storage areas, locked staff quarters, Trip Shack, Barn, Garage, Nature Center, and Pill Hill. The boathouse is off-limits from November-April. The Adventure Course and all of its elements are off-limits to user groups unless the group has contracted for an experience with the Adventure Course staff.

Orientation. Group leaders are expected to provide a general orientation for their participants, either prior to your event or upon arrival which shall include: (a) review of rental rules and policies; (b) review of waterfront rules and policies (if waterfront activities will be included during your event) ; (c) archery rules and policies (if archery will be included during your event) ; and (d) general camp safety rules.

Parking and Traffic. We prefer all vehicles to be parked in the parking lot during your event. Cars parked everywhere present a safety hazard and detract from the beauty of God's creation. The parking lot is located just north/east of the boys cabins, near the back gate/exit. Vehicles may approach buildings for unloading/loading. Rental groups are instructed to not allow vehicles to be driven around the cabin areas. Never allow participants to ride in non-passenger vehicles (e.g., back of pickup trucks, trailers, etc).

Pets. Group participants are not allowed to bring pets to camp. There are occasional camp staff dogs on site. These have proven themselves to be safe around all ages and have up to date immunizations and shots. If you, or a member of your group, prefer dogs to not be present, please let us know.

Prohibited. Alcoholic beverages, illegal drugs, smoking, firearms, ammunition and fireworks are prohibited on the camp property. Snacks and food items of any kind are not allowed in the cabins or sleeping areas.

Quiet Hours. Respecting others, camp neighbors, and camp staff, quiet hours are observed from 11:00pm to 7:00 AM. All loud behavior should be contained indoors. All outdoor behavior should be quiet and respectful of neighbors.

Sledding. Sledding can be very dangerous. Sledding anywhere on Camp Roger's property is undertaken at your own risk.

Supervision. The rental group is instructed to assume responsibility for the safety of all activities and events and for providing adequate supervision of participants at all times. For minor children the following supervision ratios are recommended:

Age	<u>Camper Number Overnight</u>		<u>Day-only</u>
	Staff	Campers	Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Groups are advised that at least 80% of "staff" should be 18 years or older; all staff should be at least 16 and at least 2 years older than the minors they are working with. All user-group leaders with responsibility or access to campers must be screened appropriately. With proper supervision and safety procedures in place the chances of injury to participants are minimized. Groups are instructed that these activities should be supervised by at least two adults (provided by your group): archery, cross-country skiing, tobogganing, sledding, walking on frozen lakes, ice-skating, walking on or near roadways, boating, canoeing, hiking or any activity near water. A safety orientation should be conducted by the adult leaders prior to the activity. Hunting by rental groups is not allowed on camp property or the adjoining county nature preserve. However, hikers are advised to wear bright colored clothing in the woods during deer-hunting season. For safety and supervision policies regarding aquatic activities see the Waterfront section.

Severe Weather - In the event of severe weather (thunderstorm, tornado) participants should gather in the lower levels of the Dining Hall and/or Lodge; these buildings provide the best shelter. Keep participants away from windows. In case of a fire in any building, evacuate the building immediately and instruct participants to gather near the bell so that you can quickly account for the whereabouts and safety of each participant. Be sure to call 911 and notify the camp director as soon as possible.

Trash and Recycling – All trash should be brought to the dumpster marker "trash" located at the top of the back driveway. All cardboard should be flattened and put in the "Recyclable Material" dumpster. All recyclable plastic, tin, metal, and glass should be placed in a clear garbage bag and placed in the "Recyclable Material" dumpster. Please flatten cans and plastic containers to conserve space.

Telephone. A telephone is available for your group's use in the camp kitchen. Only local calls, credit card, or toll-free calls may be made from this station. If the "message" lamp is lighted red on the kitchen phone then there is a voice-mail message for one of your group's participants; push the "Voice Mail" button to retrieve this message. Group participants who must leave a phone number with babysitters, etc. should leave the camp phone number: (616) 874-7286.

In-coming telephone calls made to the camp during your event will not ring at the kitchen phone station. Please allow camp staff or the voice-mail auto-attendant to answer all phone calls. If the phone call is for one of your group's participants then the call will be forwarded to the kitchen telephone.

Waterfront. Rental groups are instructed regarding the following guidelines and rules for use of the waterfront:

1. All swimming and watercraft activities must be supervised by a minimum of two responsible adults. At least one of the adults supervising must be a currently certified lifeguard and also certified in first aid and CPR. Additional, non-certified adults may be used as lookouts, based on the number of swimmers. The ratio of guards/lookouts to swimmers should be 1:10. All lifeguards/lookouts should be attentive to their responsibilities at all times and be located in positions

from which they can readily observe and assist participants.

2. Minor children should never be allowed at the waterfront without adult supervision.

3. For safety, and to protect the hill from erosion, use only the designated waterfront steps when going to or coming from the waterfront (next to the Staff Cabin). Do not run down the waterfront steps or the hill to the waterfront.

4. General Waterfront Rules:

- a. Enter and leave the waterfront area *only* through the gate. Do not go over or under or around the fence.
- b. Personal items (towels, shoes, glasses, watches, etc.) may be left by the deck. It's unsafe to wear chains or dangling earrings while swimming.
- c. Campers may not chew gum or have candy in their mouth while swimming.
- d. Masks, fins, snorkels, inner tubes, lifejackets are not allowed in the swimming area during recreational swim.
- e. Campers are not to talk to, bother, splash, or distract the lifeguards; they have an important job to do.
- f. Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.
- g. Do not swim under the docks.
- h. Remain within the swimming enclosures.
- i. No head-first diving from the side of the docks into the shallow or deep.
- j. Do not sit on the split-rail fence, or pass over or under them.
- k. Two people must be in a boat or canoe, and up to three people are allowed in the rowboat at one time.
- l. No tipping, banging, splashing or other such messing around is allowed in the boats, canoes.
- m. Small Craft: Stay away from the shores except in the landing area.
- n. Small Craft: Stay out of the lily pad area and do not pick the blossoms.
- o. Do not stand up in the boats or canoes.
- p. Stay off the Blob dock (dock structure to the south, or left of the diving board dock).

5. No swimming or watercraft activities should occur after sunset.

6. Paddles, oars, and lifejackets must be locked in the boathouse when not in use. Return boats and canoes to proper areas. (Boathouse is off limits from November-April).

7. Upon request, Camp Roger will provide the following rescue equipment for swimming activities: whistle, back board, throw ring, rescue tube. Groups may provide additional safety equipment if necessary.

8. Groups are instructed to institute a safety system to quickly account for all participants at the waterfront. The "buddy system" is a common example of a tracking or safety system for swimmers; a sign-in and sign-out system using a clipboard is another effective system. The swimming ability of participants should be evaluated prior to swimming and non-swimmers should be restricted to the shallow area.

9. All participants should receive a safety orientation prior to each swimming or watercraft activity to review safety rules, practices, and emergency procedures. For swimming this shall include a swimming skill evaluation, assignment to swimming areas, and review of safety rules and procedures. For watercraft activity this orientation will include instruction on boarding, debarking, trimming and movement on the craft, the use of lifejackets, and self-rescue in case of capsize or swamping.

10. Groups should be aware of the dangers of diving into water less than 10 feet deep; dive only off the end of the docks where you see a green strip. Stay off the Blob dock structure (dock to the south, or left, of the diving board dock).

