

Arizona Elks Association

Youth Camp Requirements, Rules and Regulations

INSURANCE REQUIREMENTS

Each group shall provide evidence of Commercial General Liability Insurance coverage that includes the following General Requirements:

- a) Commercial General Liability (CGL) written by a company rated A- (Excellent) or better by A.M. Best with minimum limits of:
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Personal and Advertising Injury
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$100,000 Damage To Premises Rented To You.
- b) Commercial Automobile Liability covering owned (if applicable), hired and non-owned autos with a minimum of \$1,000,000 combined single limit for Bodily Injury and Property Damage.
- c) The CGL policy must be endorsed to be Primary and Non-contributory.
- d) The CGL policy must be endorsed to provide Waiver of Subrogation to Arizona Elks Major Projects, Inc. (AEMP)
- e) The Arizona Elks Major Projects, Inc. and their respective related or affiliated entities, managers, employees, and any successors or assigns shall be named as "Additional Insured" with the additional insured applying to all limits available.

Groups with their own CGL policy that provides coverage for their entity's activities must send a certificate of insurance or Additional Insured policy endorsement to the AEMP office at least thirty (30) days prior to occupancy.

Tenant User Liability Insurance Program (TULIP)

Potential tenant users of the AEMP Youth Camp who are unable to supply AEMP with the required evidence of insurance coverage due to size of the group or other reasons may be covered by AEMP's TULIP policy.

AEMP maintains a policy for which the Named Insured is "Tenant Users of Arizona Elks Major Projects, Inc. Youth Camp". By remitting the appropriate premium and providing pertinent information, Tenant Users can enroll to be provided the appropriate required coverage under AEMP's TULIP policy.

Groups utilizing the Tulip Liability Insurance Policy the group must send **AEMP Form 1 – Tulip Insurance Application**, plus the \$100.00 fee to the AEMP office at least thirty (30) days prior to occupancy.

FEES AND REGULATIONS

- The rate for using the camp is \$5.00 per day per person; no charge for babies in arms. The minimum fee is \$100 per day for each group.
- Check in or check out time is 2 pm on the day you are scheduled to arrive or vacate the camp.
 - Groups arriving after 2 pm on the first day and departing by 2 pm the second day will be charged for one (1) day.
 - Groups arriving and departing on the same day will be charged for one (1) day.
 - Groups arriving before 2 pm on the first day and departing by 2 pm on the second day will be charged for two (2) days.
 - Groups arriving after 2 pm on the first day and departing after 2 pm on the second day will be charged two (2) days.
 - Fees for groups staying more than one day will be determined on a similar basis.
- There is a \$6.00 per hour rate charge for using the generator.
- All users will be required to pay a cleanup deposit of \$200.00. Based on the successful inspection of the camp by the Camp Director (host) and Group Leader, the AEMP office will be authorized to return the deposit funds by mail. Under no circumstances will the deposit be deducted from camp usage fees.
- The \$200 deposit must accompany the **AEMP Form 4 – Camp Use Application**, and sent to: Director, Arizona Elks Major Projects, Inc. at the address listed on the form.
- The \$200 deposit will be returned for reservations cancelled at least 30 days prior to scheduled occupancy. After that time, the deposit will be forfeited.
- Each adult and parent or guardian of a youth must sign a Waiver of Liability Clause. **AEMP Form 6 – Youth Liability**. No exceptions.
- Only one (1) group at a time shall occupy the camp.
- Each group must have a ratio of 1 adult for every 4 children 12 years of age and under and 1 adult for every 6 teenagers.
- One person in each group must be first aid and CPR trained.
- No children are allowed out of the camp without adult supervision.
- No groups or individuals may leave the camp without notifying the Camp Host or Group Leader of their destination and approximate time of return.

- Visitors may not enter the camp without the permission of the Camp Host or Group Leader.
- All natural settings will be left undisturbed and undamaged.
- No pets are allowed.
- Everyone must respect all animals, both in and out of camp.
- Throwing of rocks, sticks, etc. is strictly prohibited.
- All health and safety regulations must be observed at all times.
- Due to fire dangers the following is mandatory:
 - Outdoor grills are confined to the main building yard or fire pit area
 - Smoking is allowed in designated areas only
 - Matches and lighters are not allowed in the cabins
 - There shall be no campfires except those in designated areas and only when approved in advance by the Camp Host. Approved campfires must have 2 five-gallon buckets filled with water or water hose in close proximity to the campfire. **Camp fires are not to be left unattended.**
- All accidents or illnesses must be reported immediately to the Camp Host or Group Leader.
- The drinking of alcohol or the use of drugs on and off campgrounds is strictly prohibited. Violation of this rule is just cause for immediate expulsion.
- No firearms, cherry bombs or fire crackers are permitted on camp premises. Violation of this rule is just cause for expulsion.
- Each group will be held liable for any damage done during their stay. The Camp Host and Group Leader will tour and inspect the camp before and after occupation.
- No food or drinks are to be left in the cabins.
- All groups must obey all Forest Service Regulations.
- There shall be no cutting of firewood unless authorized by the Camp Host.
- At least one (1) adult must be in the kitchen when any cooking, serving, cleaning, etc. activities are going on.
- Tables and chairs are to remain inside the main building unless removal is authorized by the Camp Host.

- The camp is off limits to hunting groups and horse groups.
- In any situation not specifically covered by the above rules, the decision of the Camp Host is final and must be followed.
- Camp rules are subject to change without notice.

CAMP CLEANUP RULES

Kitchen

Stove, including burners, grill, oven and grease trap must be cleaned.

Stainless steel sinks and draining boards must be cleaned.

Stainless steel work tables must be cleaned.

All the camp pots, pans, etc. must be washed and put away.

Refrigerators must be cleaned out and wiped down.

Floor must be swept and mopped.

All left over food must be removed from the camp.

All garbage/trash cans must be dumped and the contents hauled out of the camp with you.

Install new liners in all garbage/trash cans.

Main Hall

All tables and chairs must be returned to their original location.

Floor must be swept, mopped and all trash removed.

All garbage/trash cans must be dumped and the contents hauled out of the camp with you.

Install new liners in all garbage/trash cans.

Restrooms/shower rooms

Toilet bowls must be cleaned with a brush.

Toilet lids and toilet outsides must be cleaned.

Sinks must be cleaned.

Floors must be swept and mopped.

Shower rooms must be cleaned and old bar soap removed.

All garbage/trash cans must be dumped and the contents hauled out of the camp with you.

Install new liners in all garbage/trash cans.

Cabins

Floors must be swept and mopped.

All garbage/trash cans must be dumped and the contents hauled out of the camp with you.

Install new liners in all garbage/trash cans.

Camp

Camp must be policed and all trash picked up. All trash is to be hauled out of the camp with you.

I hereby acknowledge receiving, understanding and complying with the Camp Cleanup Rules and Regulations.

Signed _____ **Date** _____
Group Leader

For more information and forms go to www.elks4kids.org or contact the AEMP office at (888)808-8627 or by email to AZEIksYouthCamp@aol.com