

YMCA Camp Hi-Rock  
**GROUP CAMPING POLICY AGREEMENT**

162 East Street – Mt. Washington, MA 01258 – Phone: 413/528-1227 ext.13 – Fax: 413/528-4234 – retreats@camphirock.org

1. **Speed Limit:** The speed limit on the entire camp road is 10 MPH, and on main camp is 5MPH. The camp lane is a shared right-of-way. The Mount Washington Road has a maximum speed limit of 40 MPH and areas with much lower speed limits. It is important to protect the safety of our neighbors and their children and to preserve the character of their rural setting. Group campers **MUST** obey the posted speed limits on camp and on Mount Washington Roads at all times.
2. **Parking:** Parking on camp is limited, and carpooling is recommended. Please keep driving to a minimum while on camp. Do not park near areas marked “Loading Zone”, “Staff Housing”, “Emergency Vehicle Parking” or “Private Residence”.
3. **Check-In:** The group leader will check in with Hi Rock Staff at the time and place arranged prior to their arrival. Staff will conduct an orientation to camp for group participants at that time. Please notify camp if you or your group is going to arrive more than one half hour later than the expected time. At that time a Hi-Rock staff member will give a group orientation, establishing safety regulations, boundaries, expectations for appropriate behavior, potential hazards and emergency procedures.
4. **Group Camping Agreement:** All groups will submit a signed Group Camping Agreement prior to their arrival signed by an individual authorized to make contractual agreements on behalf of the group.
5. **Camper Information and Waiver Form:** Upon arrival, the group leader will provide to YMCA Camp Hi-Rock a written list of all participants on camp and a signed Camp Hi-Rock Camp Information and Waiver Form for all participants.
6. **Certificate of Insurance:** The group leader will provide to YMCA Camp Hi-Rock a valid copy of a Certificate of Insurance covering the group and its participants during their entire stay at YMCA Camp Hi-Rock.
7. **Transportation:** YMCA Camp Hi-Rock will not provide transportation to or from any healthcare service or hospital except in the case of immediate medical need where no group vehicle is available.
8. **Camper medical information and release forms:** All participants must fill out a medical health and information form
9. **Medication Administration:** All groups should bring and distribute their own **medications**. Administration of medication, medical care and first aid will be the responsibility of the group leader or his or her designee and should be conducted in accordance with Massachusetts regulations. YMCA Camp Hi-Rock will provide locked facilities upon request to ensure that medications will be inaccessible to children during the group’s stay. YMCA Camp Hi-Rock will **NOT** administer ANY medication, except in the case of an immediate threat to life or limb.
10. **First Aid:** Camp Hi-Rock will provide a staff member trained in CPR and First Aid at all times that a group is on camp to respond as needed. Any injuries or illnesses requiring more than basic first aid will be referred to the Fairview Hospital emergency room or emergency medical services. All groups should bring and distribute their own medical supplies and medications. Camp Hi-Rock may provide basic first aid when appropriate and where a trained staff member is present and at the consent of the participant. We advise group leaders to provide staff with CPR certification that includes the use of breathing devices and first-aid certification that includes Blood Borne Pathogen Training from a nationally recognized provider. In the event of an incident or accident group leaders and witnesses must fill out an incident or accident report and submit it to the Group Camping Director.
11. **Supervision of Youth:** For Family Camping Groups supervision of minors will be the responsibility of the child’s parent or guardian. For youth camping groups, a ratio of 1 adult chaperone per every 10 campers between the ages of 15 and 18, 1 chaperone for every 8 children between the ages of 9 and 14, and 1 chaperone per every 5 campers between the age of 4 and 8 must be provided by the group. Chaperones are responsible for the general supervision and overnight supervision of all minors unless prior arrangements are made with the camp to provide such supervision. At least 80% of chaperones used to meet these supervision ratios must be 18 years of age or older. Chaperones must be a minimum of 16 years of age and at least two years older than the minors with whom they are working.
12. **Supervisor Background Checks:** It will be the responsibility of the group leader conduct sufficient background checks as to ensure that all staff and chaperones accompanying a youth group have the appropriate skills and character required to provide such supervision and are free from a background including conduct that would suggest otherwise.
13. **Release of Campers:** It will be the responsibility of the group leader in the case of youth camping groups to ensure that all minors are released to an adult authorized to pick them up by their parents or guardian whose identify is confirmed by photo identification, whether that release takes place at Camp Hi-Rock or at another location once the group has left camp.
14. **Space Boundaries:** Campers may not enter any building or program area that is not part of their group’s lodging or program and may only enter program areas during those times when they are scheduled to use those areas and Camp Hi-Rock staff are present to supervise as arranged. Use of space and staffing must be arranged in advance.
15. **Personal Responsibility:** YMCA Camp Hi-Rock does not assume any responsibility for any personal property brought to camp. We will make an effort to return found items if they are labeled with a name. Participants must also be aware of

the hazards of an outdoor and natural environment. Participants should be prepared to walk on varied terrain and to carry bug-spray, sunblock and take other preventative measures to protect their health.

16. **Open flames:** Open flames are not allowed inside buildings.
17. **Fires:** Fires must be kept within the fireplaces and existing fire circles on camp. Groups may not create new fire circles near cabins or otherwise.
18. **Firewood:** If your program will require a large amount of firewood, the group leader must contact YMCA Camp Hi-Rock at least 30 days in advance of the arrival date to purchase fire wood which will be delivered to the camp. This material will be accounted for in the attached contract. Wood will be sold to participants at prevailing market price, or \$40 per ¼ face cord (whichever is higher), plus a \$10 handling fee per delivery, cut, split, and delivered to a location of your choosing on camp. Groups will be allowed to bring their own wood for their program. Firewood will in no case contain chemically treated or composite wood (pressure treated, ply, or particle board), poison ivy vines, Mountain Laurel or any other hazardous material. Any wood brought to camp by a group that is left on camp property after a group's departure will become the property of YMCA Camp Hi-Rock.
19. **Smoking:** Smoking is only allowed in the designated smoking area by the Zenon building in the parking lot between Bear Rock and Hi-Rock. There is NO SMOKING IN ANY BUILDING or near program areas. **Place all fully extinguished butts in an outside urn or trashcan.**
20. **Alcohol/Drugs:** Prescription and over-the-counter medication must be kept and distributed by the group leader or designated group member. Illegal drugs/substances are not allowed on camp property. Groups may only bring alcohol to camp with approval and prior arrangement with the Group Camping Director.
21. **Personal Sports Equipment:** Personal sports equipment is allowed if it is low-risk equipment (ie. lacrosse sticks, basketballs.) For any high-risk activity, YMCA Camp Hi-Rock equipment must be used.
22. **In case of fire:** Please make yourself aware of fire extinguishers and emergency exits. Locations will be explained in detail during the group orientation.
23. **Pets/Animals:** No pets/animals of any kind may be brought to the property at any time.
24. **Food and beverages:** No food or drink, except water, in any sleeping area.
25. **Graffiti:** No graffiti on any structure or part of nature.
26. **Walls:** No tape, nails, tacks, pins, etc. may be placed in any walls.
27. **Fishing:** No fishing from or toward any swimming dock. **Fishing is catch and release.**
28. **Watercraft and Swimming:** No personal watercraft may be brought to camp. **Camp watercraft/equipment is only to be used under the supervision of a lifeguard and in accordance with waterfront rules.** Participants and staff must wear PFD's whenever using watercraft. Participants will check in and out of the boating area under the supervision of a Hi-Rock staff member. **Participants are never to swim without the supervision of a Hi-Rock Lifeguard. No exceptions.**
29. **Weapons, Fireworks and firearms:** No fireworks, weapons or firearms are allowed at camp.
30. **Damage:** The group leader shall be responsible for all loss or damage to YMCA Camp Hi-Rock equipment and property that is above normal wear and tear. YMCA Camp Hi-Rock reserves the right to keep your damage deposit should any damage be caused by your group, or in lieu of excessive cleaning needed after a final walk-through by YMCA Camp Hi-Rock Professional Staff. The decision to keep the damage deposit will be the sole right of YMCA Camp Hi-Rock Professional staff.
31. **Food and Food Service:** Meals will be served family style and meal times will be announced. Participants choosing to cook their own meals may do so but they must inform their group leader and may only join in Hi-Rock food service if they speak with the group camping director for approval and pay for their meals. Any participants bringing their own food to camp must keep it in a car or approved area, not within the cabin. We do have bears in the area and it is important that food is kept away from sleeping areas and fire pits or personal grills are cleaned and free of anything that might attract animals. There will not be kitchen or refrigerator space available for groups unless designated.

***I have read and understand the above policies. I will ensure my group members are made aware of and comply with these policies. I accept responsibility for their behavior.***

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Group Name

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Group Leader Signature

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Date