

CAMP MARDELA

User Group Agreement

Health and Safety

Camp Mardela does not provide on-site medical care for group renting facilities. Local emergency numbers are listed near the phones. 911 is available. Because living and playing in the outdoors can be hazardous, we recommend that you consider some basic first aid needs.

- Provide at least one adult who is currently certified in first aid and CPR
- Bring adequate first aid supplies
- Dedicate a vehicle for emergency transportation
- Risks at camp include, but are not limited to, sunburn, insect bites, sprains, strains, broken bones, water accidents, cuts and discomforts due to allergies.
- Accidents and injuries should be reported to camp Administrator if it was a direct result of camp property or facilities, camp property or facilities were damaged in the incident, or if local emergency services were called to camp.

Record Keeping

Before coming to camp, group leaders should have the following information on each participant:

- Name, address, and phone number
- Emergency contact
- List of known allergies
- Insurance information
- Health concerns requiring medication or treatment
- List of restrictions or special needs
- Signed permission form seeking permission to treat minors when a parent/guardian is not on site.

Leadership and Supervision

The person in charge of the group is responsible to assure positive group behavior, whether the group is made up of adults, children, or youth. If a group primarily is serving children or youth, the leader(s) must provide adequate adult supervision in order to assure safety regulations. Adult leadership should be responsible and must supervise at all times. We recommend the following staff/participant ratios be followed:

Participants 6 to 8 years old 1 adult to 5 children
Participants 9 to 14 old..... 1 adult to 8 children/youth
Participants 15 to 18 years old 1 adult to 10 youth
Participants 19 and over 1 leader to 20 participants

Lost Camper

If a participant becomes lost, do a thorough search within and around the facility being rented and the pond area. If the individual is not found within a reasonable amount of time, report to the Administrator for assistance.

Signature of User Group Leader _____ Date _____

Emergency Procedures

Fire:

All facilities are equipped with smoke alarms and emergency exits. Please be sure to take note of these and point them out to participants. In the event of an uncontrolled fire, evacuate the building immediately, call 911, and notify the Administrator. The following information should be given when making emergency calls (also found near phones).

Storm

The Administrator will be responsible to monitor weather conditions and keep your group leaders informed. If conditions worsen, your group will be advised as to a safe place to gather and wait out the storm. If there is an impending storm and utilities, buildings, or people's lives are threatened, your group may be advised to leave. However, depending on the timing of the threat, you will be advised to remain at camp, and not try to go home.

Intruders:

If a stranger enters your facility, or lingers in the area, you are advised to politely ask who he/she is and what their business is at camp. You may often find that they are curious about what is at Camp Mardela and simply stopped to look around, or are renting another facility. You may ask them kindly to leave explaining that your group is renting the facility, and if they want information concerning Camp Mardela, refer them to the Administrator. If a stranger is asked to leave, and refuses to do so, or makes you uncomfortable, you are advised to supervise children and youth, and contact the Administrator.

Loss of Electricity

It is not unusual to lose power during inclement weather such as heavy snow or storms causing tree limbs to fall on wires. The Administrator will immediately contact Chop Tank Electric. Chop Tank has always served our area well and will work as quickly as possible to fix the situation. However, until that happens, build a fire and enjoy the serenity of a quiet camp.

Please keep in mind that the well is operated by electricity. Keep water usage to a minimum and avoid flushing the toilets with just one use. If the power is not restored for several hours and food preservation becomes an issue, the Administrator will work with you to assure comfort and safety. If necessary, you will be advised to return home and a satisfactory financial compensation will be arranged.

Before Leaving

Before leaving, your group is responsible to care for the following:

- Wash and dry table and chairs
- Return tables and chairs to proper storage. Please do not drag.
- Sweep dining room floor and vacuum carpeted room, sleeping rooms and hallway
- Straighten up bathrooms—check sinks and toilets for excessive messiness
- Refill firewood rack if you used wood
- Put away balls, Frisbees, etc.
- TURN OFF HEAT (upstairs and down)
- TURN OFF LIGHTS (upstairs and down)
- Pick-up paper, litter, etc. in and around king retreat and krabil hall.
- Double check rooms, bathrooms, coat racks, etc. for personal items
- If you received permission to move mattresses, be sure they are returned to the proper place

Signature of User Group Leader _____ Date _____

Rental Group Kitchen Use

The staff doesn't prepare meals for rental groups, so user groups are required to know and follow the state health code requirements when using our licensed kitchen. Please follow the postings in the kitchen. Appoint one participant to be the contact person responsible for overseeing proper use and clean-up of kitchen.

- Dishes, pan, and utensils must be air-dried before being put away.
- Dishes, pans, and utensils must be put away where they belong. It is helpful to note where items were found, so they are put in the correct place.
- No unnecessary people should be in the kitchen preparing and cleaning up after meals. This eliminates confusion and better assures proper use of equipment. No children please.
- In order to assure safe food storage temperatures, the person in charge of the kitchen procedures is responsible to check the refrigerator and dishwasher temperatures. The temperatures can be charted on forms located in the kitchen. Walk in cooler – 40°, sterilizer wash temp – 100°. If a problem arises, see the staff member on duty.
- Keep lids on garbage cans. Replace bag in the can. Do not set garbage outside other than in the dumpster.
- Do not stack cups.
- The grill is available, but only if you have experience using a commercial grill. We discourage using the grill to fry bacon—it makes a mess. Skillets are available—or use the ovens.
- Do not place hot pans/skillets on the countertops.
- Clean/sanitize counters regularly.
- Wipe the stainless steel counter clean and dry after each meal. Water puddles will stain these counters.
- Use of the kitchen includes plates, cups, and eating utensils. You also have use of pots, pans, dish soap, washrags, and towels.
- Keep meals simple so you have time to enjoy your trip to camp
- PLEASE AVOID USE OF STYROFOAM. In keeping with our commitment to care for God's earth, we ask that you use camp dishes. Styrofoam is not earth friendly and makes for a lot of garbage.
- Your group is responsible to bring all of your own food items.
- Please do not depend on the camp to provide items such as sugar, flour, coffee, napkins, etc. If you realize you forgot an item, see the Administrator and we will help you out as able.

Kitchen cleaning expectations

- Dishes, pots, pans, utensils are to be clean and dry and returned to proper storage.
- Counter tops cleaned and sanitized
- Dishwashing area must be clean and dry. Dishwasher bins properly stored on drying counter (not the floor).
- Dish cloths may be placed in the basket near the laundry facilities.
- Oven and exhaust fans turned off.
- Garbage goes in the blue metal dumpster past the parking lot. If full, put trash in the cage in the rear of Krabil Hall.

Signature of User Group Leader _____ Date _____