

## **Camp Io-Dis-E-Ca Guest Policies (8/09)**

Before your arrival at camp, gather the following group and participant information: (most of this information is on the Health and Liability Waiver form provided from the camp and is also available at our Web site ([www.campiodiseca.org](http://www.campiodiseca.org))).

1. Names and addresses of all participants
2. Emergency contact names and numbers
3. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while at camp
4. For minors without a parent on-site, signed permission to seek emergency treatment
5. Signed liability waiver and release forms.
6. Proof of group insurance coverage.

Upon arrival at camp, a member of the camp staff, who will serve as host during your stay, will greet your group. The host will check-in with the user group periodically throughout the event to make sure needs are being met.

We would like your stay at Camp Io-Dis-E-Ca to be as pleasant as possible. To ensure this, we ask that you and your group abide by the following guidelines. Please make sure the members of your group are familiar with the Camp Guest Policies and Emergency Procedures immediately upon arrival.

### **General Camp Guidelines:**

**Camp Staff Hosting:** A camp staff person will be assigned to a user group to provide support and information. This person reserves the right to stop any activity or program deemed potentially harmful to participants, facilities or the image of Camp Io-Dis-E-Ca. The host reserves the right of entry to camp buildings and property during rental use and can terminate a participant's and/or user group's stay as a result of inappropriate conduct.

**Supervision** – Youth Retreats: Adults are to maintain constant supervision of youth.

Families: Parents and/or responsible adults must maintain constant supervision of children.

Proper Participant Supervision:

- A. Know where all the participants under your care are at all times.
- B. Adult to Child Ratios: It is recommended that there be one adult for every eight children.
- C. Never leave participants unattended – be sure they are always under adult supervision.
- D. Never allow a participant to go anywhere alone – always have them go with a "buddy" or a group.
- E. Never take a larger group on a hike than the available adults can supervise (The American Camp Association requires an 8 to 1 child to adult ratio.).
- F. Before going on a hike or an activity, take a head count of the group.
- G. A qualified lifeguard, first aid and CPR person(s) must be present for all water activities. Qualifications must be current. (A Camp lifeguard must be present when the swimming pool is used.)

H. Personal Floatation Devices (PFDs) must be worn while canoeing.

**Conduct:** We expect that user groups will conduct themselves in an appropriate manner. Furnishings and equipment are to be respected and used for the purpose they were intended and used in their appropriate environments. Example: footballs are not thrown inside, bedding is not taken outside, and tables are not used as chairs. The camp staff reserves the right to remove any participant for inappropriate conduct or behavior. Removal of the participant will then become the responsibility of the group leader.

**Privacy areas** – Males are not allowed in female sleeping areas. Females are not allowed in male sleeping areas. Participants are to stay away from buildings that are not reserved or needed.

**First Aid** - User groups are expected to provide their own first-aid supplies, care and equipment. This includes a person on-site who is currently certified in CPR/AED and First Aid when participants are present. User groups must also identify and provide their own emergency transportation (car, van, or other).

**Wear shoes.** – Shoes should be worn at all times, with obvious exceptions.

**No rock throwing.** Rocks are needed where they are placed. Do not throw rocks anywhere on camp.

**Unauthorized building use-** Buildings not being directly used by a group are off-limits.

**Prohibited Items** - Alcoholic beverages and/or illegal non-prescription drugs are not permitted at camp; nor are poisonous substances, animals, fireworks, firearms, ammunition, weapons, gasoline, kerosene, explosives, candles and other flammable materials allowed on camp property.

**Smoking is not permitted in camp buildings.** Ash trays are located outside each lodge.

**Walk** – Roads, grass and trails can be very slippery. Running can result in injury. Enjoy walking the camp.

**Damage** – It is understood that accidents happen and that things break. Camp Io-Dis-E-Ca will hold user groups responsible for damages as a result of negligent or intentional behavior (i.e., broken table due to people sitting on it or bed damage due to jumping on them). Cost of damage will be limited to the cost of repair or replacement plus 20%.

**Unauthorized vehicle use** -Transporting participants in vehicles not designed for passengers is forbidden.

**Campfires** – Campfires are to be limited to designated fire rings. Io-Dis-E-Ca will provide all the materials for a campfire. Do not leave fires unattended. Make sure fire is completely extinguished when finished.

**Nature** – Take only pictures. Leave only footprints.

**No pets.** For the safety and comfort of other guests, pets are prohibited.

#### **Other Information and Guidelines:**

1. **Bedrooms** – Alpha Lodge bunkrooms are identified as Rooms 1-4. High Comfort bedrooms are identified as Rooms 6-12. If the contract is for Alpha Lodge bunkrooms, High Comfort bedrooms should not be occupied.
2. **No food in rooms.** Further guidelines are posted in each bedroom and should be reviewed.

3. **Use of Camp equipment and facilities** – While at camp, user groups have access to most of the camp’s equipment and facilities (recreation equipment, Amphitheatre, etc.). Camp staff can assist with such facilities as needed. Some areas require assistance from camp staff. They include the swimming pool, canoeing, climbing wall, and the use of elements associated with our Low/High ropes course. There is an extra cost of \$15/hour/facilitator for use of the climbing wall and Low/High ropes course. Your contract will specify the number of complimentary lifeguard hours. Additional hours may be contracted at \$15/hr.
4. **Meals/Food** – When the camp provides the meals, service times may be flexible for the needs of the user group to within one hour of the following normal meal times: Breakfast – 8:00 a.m., Brunch – 10:00 a.m., Lunch – 12:00 p.m., Supper – 5:00 p.m.. Drinks are available throughout the day at the drink bar. This will normally include coffee, tea, hot chocolate, and Kool-aid. User groups are encouraged to bring snacks if they wish. Refrigerator space will be made available. Pop machines are located in each building. A Camp store is available if requested by user groups.
5. **Kitchen Use by user groups**- User groups doing their own cooking have access to the camp’s kitchen equipment (pots, pans, plates, and silverware), but not to food nor disposable supplies (coffee, napkins, paper plates etc.). Please follow posted procedures in the kitchen area (dishwashing, sanitation equipment use, etc). Clean-up Procedures: Please refer to the clean-up check list posted in the kitchen. A \$25 kitchen use fee applies.
6. **Payment** – Payment is requested at the end of the event, due 14 days later with a 5% surcharge assessed to unpaid balances after 30 days.
7. **Phone calls** – Phones are available in the Alpha and Omega Lodge kitchens. Access is limited to the group’s leader and supervision. Calling cards or calling collect must be used for long distance calls.
8. **Clean-up** – Your help is appreciated and helps keep your costs down. Sweep or vacuum floors in all areas used. Cleaning supplies are located in the Janitor closet. Pick up trash and place in trash receptacles. Trash bags can be placed in the dumpster located in the parking lot. Arrange rooms as found (this includes stacking tables and chairs and moving furniture and equipment back to the original location. Place used linens on one bed in each room (do not include mattress pads and blankets).

## Important Emergency Contact Information

Camp Office: (319) 848-4187

Executive Director: Rev. Terry Small (319) 848-4166

Program Director: Daniel Sanchez (319)848-4167

Site Manager: Luke Fischer (319) 841-2228

Emergencies: Medical, Life Threatening, Fire 911

Johnson County Sheriff’s Dept. (319) 356-6020

Emergency phone numbers are also posted near all phones.

Note: An Automated External Defibrillator (AED) is located in the lobby of the Alpha Lodge.  
In any emergency, always notify the Executive Director or Staff as soon as possible.

**Medical:**

Minor injuries - User groups are responsible for rendering first-aid to members of their group. Groups need to identify one vehicle for emergency use.

Major/Life-threatening emergencies –Call 911 immediately.

**Fire:**

Evacuate the area and make sure all participants are accounted for and in a safe area.

Call 911 immediately.

**Police:**

If the emergency requires the attention of law enforcement personnel, contact the Johnson County Sheriff's Department immediately ((319) 356-6020).

**Weather:**

In the event of a weather emergency, the camp staff will keep the group informed and provide direction. The tornado shelter is the basement of Omega Lodge.

**Enjoy Your Stay!**