



75 Upper New Hampton Rd · Meredith, NH 03253-9516 · (603) 279 -7950 · mail@wanakee.org

Rental Group Contract and Safety Agreement

This form must be read, signed, and returned with payment upon your arrival at camp.

Unless a rental group (heretofore known as User) has its own license to operate a camp, the group will be operating under the license of Wanakee United Methodist Center (heretofore known as Wanakee). For this reason, all rental groups must abide by Wanakee's guidelines, following State of New Hampshire Law and industry best practices.

User Group

Dates of Rental

Authorized Representative (please print)

Administrative Requirements

1. Wanakee United Methodist Center agrees to lease the above named User the facilities at the location, for the time, or times for the purpose, at the cost, and in accordance with the agreements and provisions as set forth herein.
2. A non-refundable deposit of \$300.00 (or full cost, whichever is more) is required to confirm your reservation.
3. The balance is due at the time of the rental period. Balance is adjustable based on participant numbers (meals numbers must be finalized 7 days in advance).
4. User agrees to pay 75% of rental cost (based on accepted quote) if cancellation occurs within 30 days of arrival date, including a reserved but unused building.
5. In the event of cancellation, Wanakee will supply a refund by check in accordance with the policies above within 30 days.
6. If Wanakee provides food service, your invoice will reflect the number of meals ordered or number served, whichever is greater. Meal count numbers are due no later than 7 days before the group arrival. User agrees to pay 100% of quoted meal cost for no-shows/cancellations within 7 days.
7. Any misrepresentation on the rental reservation may result in cancellation of the rental agreement.
8. User is advised to carry adequate insurance for their participants. It is requested that user provides a copy of their group's **certificate of insurance** before arrival.
9. User is advised to maintain a roster of all those in attendance at all times. Wanakee must be notified if this number changes. List should include names, addresses, emergency contact name and numbers.
10. User is advised to have all participants fill out a health history form that includes the following information: allergies or health conditions requiring treatment, restrictions or other accommodations, emergency contact information and signed permission to treat forms for minors while on site.
11. User agrees not to permit any activities which are illegal, immoral, or inconsistent with the principles of Wanakee. In accordance with United Methodist Policy, alcohol consumption is not permitted on Wanakee property. Smoking is not allowed in any camp buildings and should be restricted to areas specified by the Executive Director or designee. Drug use is prohibited.
12. User agrees to leave the facility clean and in good condition. User agrees to reimburse Wanakee for the cost of cleanup or repair as a result of damage incurred during the User's visit. Cleaning cost \$15.00 per hour. Normal wear and tear excepted.
13. User agrees to meet as a group with staff representatives as near as possible to their arrival for a brief safety orientation.
14. A phone is available for emergencies. Camp phones are not available for personal or business calls.
15. User promises to indemnify, hold harmless, and defend Wanakee in any action at law or in equity and any claim made against Wanakee arising in connection with User's use of facilities, except for any liability determined to be caused by Wanakee's own negligence or intentional act.

Programming

Use of some programming areas has an additional charge and will be indicated at the end of this agreement based on discussion with the Executive Director.

High Ropes

1. Users utilizing high ropes course must provide completed Ropes Course waivers for each participant. Wanakee reserves the right to restrict participant use based on behavior, health or dress concerns.
2. All active high ropes participants (including instructors or supervisors) must wear Wanakee safety equipment (helmets, harnesses) as required.
3. No one may enter or use any part of the Ropes Course without a Wanakee approved instructor who is trained and oriented to Wanakee's Ropes Course.

Waterfront

4. Waterfront use must be scheduled before use
5. No one may use the waterfront (swimming, boating etc.) without the presence of a Wanakee approved American Red Cross (or equivalent) certified lifeguard (First Aid/CPR/AED certified).
6. Users providing their own lifeguard must have orientation that includes training on the Wanakee Waterfront Manual, waterfront hazards, emergency phone and rescue equipment location.
7. One lifeguard must be present for each 25 swimmers, and additionally one lookout for each 10 swimmers.
8. Swimming and boating are separate activities and require separate, trained and approved supervision. See camp staff administration for specifics.
9. Swimming is prohibited after dark.
10. Lifejackets must be worn by all who use boats at all times. An additional floatation device must also be in each boating group.
11. The waterfront and boating activities will be closed at the first sign (including sound) of lightning. At least 15 minutes must pass from last sign of lightning/thunder before activities can resume.

Campfires

12. Users utilizing open flame for campfires, candles, fireplaces must follow guidelines provided during orientation or posted. Orientation addresses specifically, but is not limited to:
 - a) Location of designated fire pits.
 - b) Never leave a fire/flame/coals unattended.
 - c) Adult supervision of fire at all time.
 - d) Completely extinguish fire/flame/coals.
 - e) Location of fire buckets/water/fire extinguishers.

Food Service

13. Users providing their own food service (in retreat buildings with kitchens, rentals including dining hall) must follow guidelines provided during orientation or posted. Orientation specifically addresses but is not limited 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 40 to 135 degrees F.

Power Tools

14. Users who are completing service projects that require the use of power tools will need to go through an orientations of safety protocols and training for appropriate use.
15. Users will be provided with Wanakee's Power Tool Usage Policy and will be expected to follow these guidelines, including the appropriate age and skill requirements.

Personal Property

1. Firearms and other weapons (including bows and arrows, knives) are not permitted at Wanakee. Other personal sports equipment should be stored when not in use. Any personal sports equipment brought to Wanakee is at the discretion of the owner. Wanakee is not liable for any loss, damage, or theft of personal sports equipment.
2. Wanakee requests that pets are not brought to camp. Pets may be allowed at camp at the discretion of the Executive Director, but should remain on leash unless otherwise approved. (Service Animals are welcomed to attend camp!).
3. Vehicles should be parked in designated areas only. These are Homestead Retreat driveway and the parking lot across the road from the Farmhouse. Alternate parking areas due to weather will be arranged at the start of retreat. Drop off for mobility needs or loading/unloading by buildings is allowed.

Supervision and Safety

Wanakee adheres to and recommends that all user group staff with the responsibility for or access to campers be screened including: a Voluntary Disclosure Statement, a check of the National Sex Offender Public Registry, a Criminal background check and at least 2 background checks.

1. User agrees that all minors be supervised at all times. Minors are not allowed to roam the property freely without approved adult supervision. Adults should not be alone with minors and should follow the Rule of 3.
2. User agrees that staff to camper ratio shall not exceed 1:10 for campers age 15-18, 1:8 for campers grade 9-14, 1:6 for campers grade 6-8, and 1:5 for campers 5 and under. Each cabin will be supervised by an adult at least 18 years of age and at least 2 years older than the camper.
3. Every rental group must have a group leader who is at least 21 years of age on-site at all times.
4. Users must provide a designated person to provide first aid, CPR and emergency care for the group. This person must be accessible at all times and equipped with first aid supplies by the group to perform emergency first aid duties. All medication should be stored and dispensed by designated person. It is recommended that this person be certified and current in training for CPR and First Aid.
5. Users are responsible to provide their own emergency transportation.
6. Any incident requiring dispensing of drugs or emergency transport will be reported to Wanakee administration and will require a completion of a camp incident report. Please report the incident as soon as possible.
7. Wanakee reserves the right to terminate any activity which it deems dangerous to persons, facilities or property.
8. All persons must wear shoes at all times on camp property (excluding the waterfront, the shower house, and their cabin). Open-toed shoes are discouraged.

Groups with Children under the age of 18 – Please Note:

As the authorized representative of the above named organization, I hereby certify that I and/or the organization have permission from the parents/guardians of the minor child(ren) to be with me and/or the organization and to participate in all activities and that I and/or the organization will be responsible for the child(ren) while they are at Wanakee United Methodist Center.

I, the group leader of _____ certify that I have read and understood the Rental Contract and Agreement with Wanakee. I agree that my group will abide by these guidelines during our stay at Wanakee.

I accept the stated quote of _____ for our
stay at Wanakee for the period of: _____

Please refer to the accompanying invoice form for rental specifics.

Signature

Date