

Procedures and Guidelines

Welcome

Upon arrival, you will be greeted by one of our YMCA staff members to welcome you to Y Camp at Horsethief Reservoir. A brief orientation will include safety guidelines, boundaries for living and general areas, supervision requirements, behavioral expectations, rules for programs, restricted and hazardous areas.

Reservations & Deposit Policy

All reservations require an advance deposit. Deposits are based off length of stay; one-day groups are \$250, weekend groups are \$500, 4+ day groups and weddings are \$1,000. All rates are subject to change. Current groups have first rights to book the same weekend or timeframe for the following year provided a user agreement is signed by Nov 15th of current year's visit. Please reach out to Y Staff to get an updated user agreement. All other bookings are first come, first serve.

Cancellation Policy

For reservations canceled within 48 hours of the time the reservation was made, the guest may receive a full refund of deposit. For reservations canceled after 48 hours of the time the reservation was made and up to 14 days prior to arrival, the deposit is 100% transferable to another stay. Reservations canceled within 14 days of arrival are non-refundable and nontransferable. If reservations made within 14 days of the arrival date are cancelled, the deposit is non-refundable and non-transferable.

Waivers

Every guest must complete the YMCA's Mandatory Risk Waiver and Membership Understanding. Every guest must complete the YMCA COVID-19 Warning and Waiver as well. The group's leader is responsible to turn signed waivers over to the Y Camp staff upon arrival. Programs will start after waivers are turned in to Y staff.

Check-In/Check-Out

Check-in is after 1:00pm. Check-out is 11:00am. An earlier arrival/departure time may be

arranged prior to group arrival. The group's leader must check-in with Y Camp staff at the Lodge upon arrival and departure. Please help us at camp to ensure our facilities are ready for your group and for other incoming groups by arriving and departing at your designated times and not before or after.

Driving/Parking

There is a 10 mph speed limit throughout the entire camp. Feel free to drive to the cabins to unload luggage and then please park all vehicles in our parking lot located next to the Lodge. Groups are required to have at least one vehicle on site that can be used for emergencies. Passengers are not allowed to be transported in the back of pickup trucks. Motorized Vehicles are not permitted on designated trails for any reason. This includes passenger vehicles, 4-wheelers, snowmobiles, motorcycles, etc.; the only exception is personal mobility vehicles.

Gates and Livestock

Gates must be closed upon entry and departure. We are located in an open grazing area with many free ranging cows. When allowed on property, livestock can be very destructive. Fees for damage caused by livestock due to a group's failure to close gates will be billed to the group.

Supervision

Each group is responsible for the supervision and action of its participants. Please be aware that your group may not be the only group here at YMCA Camp. While your group has exclusive use of your sleeping facility, the rest of the grounds and buildings (unless contracted) may be shared with other groups. We recommend group leaders never be left alone with any minor participant and to undergo a background check with their governing agency. We require a minimum of two (2) trained staff members be present at all times, at least one of whom is an adult. All staff members must be at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working; 80% of the staff must be 18 years or older. We practice and enforce the "rule of three" being in auditory and

visual range of others when a situation requires a one-on-one interaction. The minimum supervision for campers in units or living areas during unstructured time and in general camp activities should meet the following minimums:

Camper Age	# of Staff	# of Campers
5 years and younger	1	5
6-8 years old	1	6
9-14 years old	1	8
15-18 years old	1	10

Camp highly advises rental group leaders to provide adults (parents, chaperones, etc.) with age appropriate CPR/AED certifications from a recognized provider.

Phones & Public Wi-Fi

Incoming emergency calls should be made to 208-344-5502 x 250. The call then will be forwarded to camp. There are no public phones available on camp grounds. Cell service is spotty, but Verizon works best. Public Wi-Fi is available in the Triple J Lodge and The Barn.

Medical

Groups are responsible for bringing and administering their own first aid and supplies, emergency care, and emergency transportation if ambulance is unavailable. In case of medical emergencies, the Y Camp staff should be notified and will be available to support until emergency medical services arrive on the scene. The YMCA does not provide health or accident insurance to guests or program participants. Information on area hospitals and emergency medical services are available at the camp office. Group leaders should have in their possession a written authorization of consent for treatment of a minor who is temporarily separated from his/her parents or legal guardian. It is advisable that group leaders obtain known allergies or health conditions requiring treatment, restriction, or other accommodation while on site. Y Camp advises rental group leaders to obtain this information: names and addresses of all participants, emergency contact names and numbers; a listing of any persons with known allergies or health conditions requiring treatment restriction, or other accommodation while on site; for minors without a parent on site, signed permission to seek emergency treatment or a signed exempt and/or religious waiver. Camp advises rental group leaders of the need for all medication (both prescription and over-the-counter) to be stored under lock except when in the controlled possession of the person

responsible for administering them. Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by camper or staff person (e.g., bee sting medication or inhaler) or limited medications approved for storage in first aid kits.

Insurance

All groups are responsible for their own accident insurance. If group is not covered by group insurance, individuals of the group take responsibility for their own insurance and must sign a release form at the beginning of their stay. The user organization will obtain a policy of comprehensive general liability insurance, with limits of \$1,000,000 personal injury, sickness, or death per any one occurrence and one \$1,000,000 for loss or property damage per any one occurrence. It is further represented that the Y Camp at Horsethief Reservoir shall be named as an additional insured on that policy and that the user organization's policy shall be deemed primary insurance to both the user organization and the YMCA.

Lodging

YMCA furnishings must remain inside the proper building at all times. Any building or furnishings damaged by participants during your visit will require appropriate restitution. At the end of your stay, please clean your accommodations by placing all trash in the proper receptacles and by sweeping / vacuuming all floors. Please check each building to ensure that you have all of your personal belongings before departing.

Linens

We recommend guests bring either sheets and blankets or a sleeping bag, along with a pillow(s). If bringing your own linens, please know that the beds are twin-sized. Linens may be provided for an additional fee. Items available include: sheets, blankets, pillows, and towels. Please make arrangements before your group arrives. These are for in the event a member of your group forgets an item.

Unauthorized Guest

In the event of an intruder, unauthorized guest, or active threat occurring at camp, have guests/campers leave the area, keep the person(s) in sight from a safe distance, and radio the Director and request they come to your location or call 911.

No Pets

Pets of participants and guests are not permitted at YMCA Camp at Horsethief Reservoir. Certified canine assistance animal companions are allowed.

Bicycles/Strollers

Participants are encouraged to bring their own bikes and/or strollers to move around camp. Helmets are required while biking on camp property, regardless of your age. Paths/roadways are a mixture of recycled asphalt, gravel, and dirt. Please dismount before the concrete patios at The Barn and the Triple J Lodge and use the bike racks available at primary buildings and in the lodging villages. Bicycles are not allowed inside buildings; strollers may be parked on the carpet inside the lodge.

Store

The camp store is located in the Triple J Lodge. It is open during and after meals. The store carries reusable water bottles, postcards, sweatshirts, and other Y Camp souvenirs. The store accepts check, Visa, MasterCard, and Discover.

Lost Items

Y Camp and Y Camp staff are not responsible for lost, stolen or damaged personal belongings while guests are on YMCA property. Please contact the camp office to report lost or found items. Unclaimed items are kept for 14 days and then are donated to local charities.

Program Areas

All specialized program areas are off limits unless a YMCA Staff Member is present and facilitating the area. This includes but not limited to: Rock wall, all High Ropes Elements (High V, Zip line, Challenge Course), and Archery, and Waterfront. All YMCA staff running specialized programs are certified in that program as well as CPR and First Aid.

Waterfront

Swimming and boating are allowed on YMCA property only when designated YMCA lifeguards are on duty and only during the times arranged in advance by your group. A \$100 fine per person will be incurred for anyone disregarding this policy. Guests may be on the shoreline and beach, but not on the docks or water without a designated YMCA lifeguard present. Lifejackets, which are provided, are required to be worn in all boating activities and in some swimming

situations at the discretion of the YMCA lifeguard on duty.

Fishing

Fishing is permitted on Horsethief Reservoir from the shoreline outside of the swimming area. No license is needed for participants 13 and under; those 14 and older need an individual fishing license.

Lightning/Thunder

We use and enforce the 30/30 rule with regards to thunder and lightning. If you cannot count to 30 (saying one-one thousand, etc.) from when you see lightning until you hear the thunder, immediately take appropriate shelter. Appropriate shelter is the Triple J Lodge, The Barn, or a cabin or yurt. Stay in approved shelter for 30 minutes *beyond* the time when you last see lightning or hear thunder.

Quiet Hours

Courtesy (quiet) hours are observed from 10 p.m. to 8 a.m. and are enforced. Disregarding courtesy hours will initially result in a warning from Y Camp staff. Should the disturbance continue, individuals involved may be asked to leave camp. Y Camp staff will work with the group leader to address the issue.

Firewood and Fire Restrictions

The Y Camp will provide wood and water buckets at all designated fire rings. Please refrain from leaving glass or garbage in fire rings. Fires built in undesignated areas will result in a \$200 fine. Open flames, including candles, are not permitted indoors. Please ask Y Camp staff before using any open flame. Local fire restrictions will be enforced when necessary.

Alcohol

Alcohol is not allowed on YMCA facilities and properties. If you are an adult rental group, please inquire about our alcohol policy.

Illegal Drugs

Illegal drugs, by Idaho law, are prohibited on YMCA property. The YMCA strictly enforces a ZERO tolerance policy. If an illegal substance, or knowledge of an illegal substance, is discovered law enforcement authorities will be notified immediately.

Smoking / Vaping / Tobacco

All YMCA facilities and properties enforce a non-smoking policy. This includes e-cigarettes and the chewing of tobacco. Smoking is prohibited in all buildings by state law. Smoking is not allowed in any program area or near the entrances of any buildings. Please leave camp property to smoke.

Weapons

Weapons of any kind, including personal firearms, concealed or not, are prohibited on YMCA property and will be confiscated and secured for the duration of your stay. Hunting on YMCA property is prohibited

I affirm that I have read all policies and guidelines herein included in this information guide and that I will make aware and enforce these policies and guidelines with my event participants while in attendance at YMCA Camp at Horsethief Reservoir. Failure to do so may result in additional charges, leaving camp property, or exclusion of future events at Y camp. An orientation prior to group activities will be given by YMCA Camp staff.

Group/Event: _____

Group Leader Name: _____

Group Leader Signature: _____

Y Camp Director: _____

Date: _____