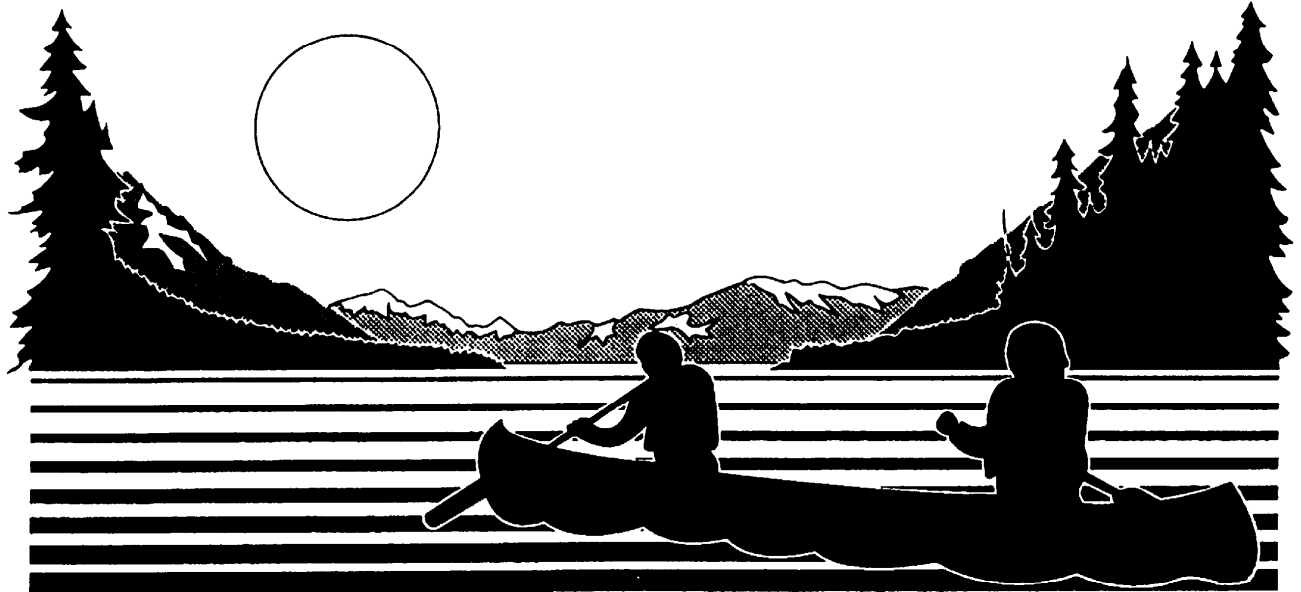


# LAKE WENATCHEE



## YMCA CAMP

**2012  
Rental Information  
and  
Planning Guide**

**Lake Wenatchee YMCA Camp  
15263 North Shore Drive  
Leavenworth WA 98826  
(509)763-9622 Fax (509)763-5200**

**E-mail: [tmcelravy@lwycamp.org](mailto:tmcelravy@lwycamp.org) Web Page: [lwycamp.org](http://lwycamp.org)**

## **A Letter of Welcome**

Thank you for choosing Lake Wenatchee YMCA Camp for your retreat. I look forward to the opportunity to make your stay here special. This guide is designed to help us work together to prepare for your event.

The pages in this packet will give you key information about our camp and the rental process. **Please review them thoroughly and share this information with your group in advance of your arrival** as it will help you consider your group's special needs.

We are partners in your event and I want to be sure you are comfortable with the entire process. After scheduling your event and confirming your contract, I will be contacting you about a month before your event to talk about your basic schedule (including your preferences for recreational activities and meals).

Please feel free to call my office at 509-763-9622 or email me at [tmcelravy@lwycamp.org](mailto:tmcelravy@lwycamp.org) for answers to your questions or if you are in need of other assistance.

Thank you for taking the time to review this information. I know you will have a memorable experience at Lake Wenatchee YMCA Camp and I look forward to seeing you here!

Sincerely,

*Tim*

Tim McElravy  
Camping Services Director  
Wenatchee Valley YMCA

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# Rental Procedures

## Group Eligibility

The Lake Wenatchee YMCA Camp is available for rental to nonprofit organizations engaged in the character building of youth under 18 years of age, or schools, churches and college groups exempt under the provisions of RCW 84.36. Examples of organizations that are eligible to rent camp include:

- YMCA and Other Youth Organizations
- Churches/Youth Groups/Men's and Women's Retreats
- Private and Public Schools/Outdoor Environmental Education
- Colleges and Universities (including clubs and organizations)
- Volunteer and Community Service Organizations
- Boy Scouts/Girl Scouts/4-H
- Family Camps
- Leadership Programs/Earth Service Corps

## Group Size

Because your group will have exclusive use of the camp site and facilities, we will contract with you for a minimum number of people based on your estimated group size. The maximum number in camp is based on the number of beds in camp.

Month	Minimum	Maximum
May - September	50	140
Outdoor Environmental Education (weekdays only)	50	140

Two weeks prior to your arrival at camp, the Camp Director will call your group leader to confirm the number of participants. **If your group confirms more participants than on your original contract, your group will be financially responsible for at least the confirmed number of participants.**

## Reservations and Deposit

A reservation request can be made up to 12 months in advance. Groups using camp during the current year will have the first right of refusal for corresponding dates the following year. A 25% nonrefundable deposit and signed contract are required to validate your camp rental reservation. The rental contract and deposit must be received by the Wenatchee Valley YMCA by the date on the contract or your reservation may be cancelled.

## Insurance Requirements

Thirty days prior to arrival at camp, rental groups must provide a Certificate of Insurance naming the Wenatchee Valley YMCA as additionally insured for the dates of camp use. The policy must provide at least \$1,000,000 liability limits. This certificate is usually provided free by your insurance agent. Please see the insurance section of your contract for more specific requirements.

# Rental Rates

## Camp Rental Rates

Lake Wenatchee YMCA Camp rental rates are effective May 1, 2012 through September 30, 2012 and include the following:

- Exclusive use of camp facilities and grounds.
- Overnight lodging on the north shore of Lake Wenatchee, in one of 17 rustic guest cabins.
- Three meals a day, including dish washing services.
- One hour of free program support every day for every twenty-five people in camp. This includes lifeguarding, archery, canoeing/kayaking, nature hikes, or other activities (other than Ropes Course). Additional program hours are available at an additional cost.
- No charge for children age 3 and under.

### **Peak Season (May - August) \$48.00/person/day**

Minimum 50 people or \$2400/day. 140 people maximum

### **Fall Season (September) \$44.00/person/day**

Minimum 50 people or \$2200/day. 140 people maximum

### **Outdoor Environmental Education \$34.00/person/day**

Minimum 50 people or \$1700/day. 140 people maximum

### **Optional Services**

- |                                                         |                       |
|---------------------------------------------------------|-----------------------|
| • Additional Program Support Hours                      | \$30/hour/YMCA leader |
| • Ropes Course Facilitator (up to 8 people/facilitator) | \$40/hour/YMCA leader |
| • Snacks (in addition to regular meals)                 | \$1.50/person/snack   |
| • Guest Meals (non-overnight guests)                    | \$8/person/meal       |
| • Deluxe/Custom meals                                   | Call for a quote      |
| • Lodge Cleaning (sweep/mop dining hall and basement)   | \$400 flat rate       |

## Additional Information

- The cabins are heated by a wood stove or fireplace and sleep 6 - 8 people.
- The maximum capacity for camp is 140. Fees are for one 24-hour period of time.

# Planning Your Event

## Your Schedule

Creating a schedule is the first step in planning your visit. A well thought out schedule will help ensure an enjoyable stay for your group. At a minimum, we recommend you do the following:

1. Determine your mealtimes and menus. Because your group will be the only group in camp, you may schedule your mealtimes any time of the day. We will have meals ready to eat at that time. We have found that most groups require about an hour to eat and cleanup; forty-five minutes is a minimum. Typical meal start times are:
  - Breakfast: between 7:30 and 8:30
  - Lunch: between 11:30 and 12:30
  - Dinner: between 5:00 and 6:00

However, you may choose mealtimes that fit within your schedule (Please see the Food Service section for a description of camp food services, rental group responsibilities, menus, and optional food services).

2. Determine times and locations for events, meetings, or special programs (see Site and Facilities section for list of available meeting spaces).
3. Determine times to be offered for recreation and relaxation. Recreational opportunities can be as important to the success of your event as your meetings. Relaxation and exercise can help group members concentrate as they sit and participate in group meetings (see Recreation and YMCA Programs section below for more information).
4. Allow sufficient transition time between meals, meetings, recreational and program activities, and other events. Ten minutes is a minimum, and 15 minutes is typical - though some groups may need more time. Transitions make an event enjoyable by giving group members time to take care of personal needs. It also helps meals and other events start on time.

## Recreation and YMCA Programs

The Lake Wenatchee YMCA camp will provide YMCA staff to lead activities as part of your program support included in the camp rental rates. Program support provided by the camp will vary depending on the time of year and your program goals. Please see the Spring/Summer/Fall Programs section in this planning guide for available activities. The number of hours of YMCA programming included with your rental contract is based on your group size and number of days at camp. If your scheduled activities will exceed the amount of time provided with the basic camp rental rates, you may contract for additional program hours for an additional fee (see Rental Rates page for fees).

# Lodging/Cabin Assignments

Members of your group will most likely want to move their gear into their cabins upon arrival. It will benefit you to take the time (prior to arrival at camp) to determine where members of your group will be staying. We have provided a Cabin Assignments Sheet at the back of this packet to assist you in this effort. It lists each cabin, the heat and light source and the number of beds available. It works best if you post this information in the lodge lobby for others to see upon arrival.

## What to Bring

- Sleeping bag , pillow and other bedding (mattresses provided in cabins).
- Flashlight, toiletries and towels.
- Matches, newspaper and fire starters for the cabin wood stoves.
- Sturdy shoes (no sandals) - some of our trails are rough and uneven.
- Durable all-weather clothing as the weather can be somewhat unpredictable.
- Warm clothes, gloves and a hat in the late fall or early spring.
- Mosquito repellent is needed in the spring and early summer.
- Cameras and musical instruments can make the event more memorable.

Please bring a list of the following information, as it is useful in emergencies:

- Names and addresses of all participants
- Emergency contact names and phone numbers
- Any persons with known allergies or health conditions requiring treatment, restriction, or accommodation while on site.
- Signed permission to treat, or a signed religious waiver, for minors without a parent on site. (Sample forms available from Camp Rental Coordinator.)

## Camper Supervision

We recommend leader-to-child ratios in accordance with the American Camping Association standards (see chart below). We also recommend that at least 80% of group provided staff and/or cabin leaders are 18 years of age or older, and that all staff are at least 16 years of age and at least two years older than the minors with whom they are working. The American Camping Association recommended supervision ratios are:

Camper Age	Number of User Group's Staff/Counselors	Overnight Campers
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

## Other Needs:

Assess your group and determine any special needs they may have, such as:

- Special or restricted diets (vegetarian, low-salt, allergies, etc.)
- Limited mobility
- Storage of medicine

# Food Service

## Great Camp Food

Wholesome, appetizing, home-cooked meals are prepared daily in our professionally staffed kitchen. Meals are served buffet style. Hot coffee and a variety of teas are available *all day* (hot chocolate at breakfast only). Breakfasts include a main dish, fresh fruit, juice and milk. Lunches and dinners include a main dish, salad bar and fresh fruit. Please finalize menu and meal arrangements, including dietary needs, with the Camp Director *at least three weeks* prior to your arrival.

## Before the Meal

At least one person for every ten in your group (or one cabin group) should report to the dining hall 20 minutes before mealtime to set the tables. YMCA staff will be available to assist, however, your group will be responsible for dining hall setup, including tables and chairs, prior to each meal.

## After the Meal

After the meal is served, we ask that a designated person from each table scrape the plates and set the dishes in plastic bins near the dish wash area. We will do your dishes for you. We ask that your group wipe down the tables with provided rags, sweep the dining hall and spot mop as needed after each meal.

## Special Diets

We can accommodate most special requests with adequate notice. By request we can offer a “no red meat” or vegetarian alternative for our guests who prefer these options. Three weeks prior notice is required to order adequate supplies.

## Snacks \$1.50/person/snack

Whether it is midnight or midday, you may want to plan a snack break into your camp schedule. For an additional charge we are happy to provide snacks, including beverages, fruit, cookies, brownies, and other snack foods.

## Guest Meals (non-overnight guests) \$8/person/meal

For your guests and daytime visitors who would like to eat with your group.

## Custom Menus Call for a Quote

We are happy to provide your group with custom menus (containing foods not on the camp menu). For an additional fee (per person). You can coordinate with the Camp Director to develop custom menus to meet your group’s special food service needs. Three weeks prior notice is required to order adequate supplies.

# Food Service Menus

This is a set menu. You will see many opportunities to customize your menu from meal to meal.

NOTE: Vegetarian options are available by request. Food allergies and special needs do require communication 3 weeks beforehand so that we can meet those needs.

- All breakfasts are served with fresh fruit, juice, hot chocolate, coffee, tea and milk.
- Lunches and Dinners served with coffee, tea, milk and/or punch.

## Weekend Retreat Menu

### Friday Dinner

- Pasta Bar with choice of 2 sauces – Meat, Marinara, Alfredo, & Pesto
- Garlic Bread
- Caesar Salad
- Coffee, tea, milk and/or punch.

### Saturday Dinner

- Beef Stroganoff
- Veggies
- Dinner Rolls
- Salad bar
- Coffee, tea, milk and/or punch.

### Saturday Breakfast

- Scrambled Eggs
- Hash Browns
- Toast
- Fresh Fruit
- Juice, hot chocolate, coffee, tea and milk.
- Add breakfast meat for \$1/person
- Add cold cereal bar for \$1/person

### Sunday Breakfast

- Pancakes
- Scrambled Eggs
- Fresh Fruit
- Juice, hot chocolate, coffee, tea and milk.
- Add breakfast meat for \$1/person
- Add cold cereal bar for \$1/person

### Saturday Lunch

- Taco Salad
- Ground Beef & Chicken
- Rice
- Tortilla Chips
- Refried beans
- Salad bar
- Coffee, tea, milk and/or punch

### Sunday Lunch

- Hamburgers and hot dogs
- Baked beans
- Tater Tots
- Salad bar
- Punch, coffee, tea and milk.
- **OR Sandwich Bar to Go**

### Sunday Dinner

- Fried Chicken
- Mashed Potatoes
- Veggies
- Biscuits
- Salad bar
- Coffee, tea, milk and/or punch.

# Food Service Menus, cont.

## Week Long Retreat Menu

### Monday Breakfast

- Scrambled eggs
- Hash browns
- Fresh fruit
- Juice, hot chocolate, coffee, tea and milk.
- Add breakfast meat for \$2/person
- Add cold cereal bar for \$1/person

### Monday Lunch

- Pizza Pepperoni, veggie and cheese pizza
- Salad bar
- Punch, coffee, tea and milk.

### Monday Dinner

- Chicken Teriyaki
- Rice
- Stir-Fried vegetables
- Salad bar
- Coffee, tea, milk and/or punch

### Tuesday Breakfast

- French toast
- Scrambled eggs
- Fresh fruit
- Juice, hot chocolate, coffee, tea and milk.
- Add breakfast meat for \$2/person
- Add cold cereal bar for \$1/person

### Tuesday Lunch

- Chicken Nuggets
- Macaroni and Cheese
- Salad bar
- Punch, coffee, tea and milk.
- Add grilled chicken breast burgers for \$2/person

### Tuesday Dinner

- Pasta Bar with choice of 2 sauces – Meat, Marinara, Alfredo, & Pesto
- Garlic Bread
- Caesar Salad
- Punch, coffee, tea and milk.

### Wednesday Breakfast

- Biscuits and gravy
- Scrambled eggs
- Fresh fruit
- Juice, hot chocolate, coffee tea, and milk.
- Add breakfast meat for \$2/person
- Add cold cereal bar for \$1/person

### Wednesday Lunch

- Taco Salad
- Ground Beef & Chicken
- Rice
- Tortilla Chips
- Refried beans
- Salad bar
- Coffee, tea, milk and/or punch

### Wednesday Dinner

- Choice or Roast Pork or Turkey
- Roasted Potatoes
- Dinner rolls
- Cooked vegetables
- Salad bar
- Coffee, tea, milk and/or punch

### Thursday Breakfast

- Hot and cold cereal bar
- Assorted pastries/muffins
- Yogurt
- Fresh fruit
- Juice, hot chocolate, coffee, tea and milk.

### Thursday Lunch

- Chicken Pot Pie & Beef Pot Pie
- Salad bar
- Punch, coffee, tea and milk.

### Thursday Dinner

- Hamburgers and hot dogs
- Baked beans
- Tater Tots
- Salad bar
- Punch, coffee, tea and milk.

### Friday Breakfast

- Pancakes
- Scrambled eggs
- Fresh fruit
- Juice, hot chocolate, coffee, tea and milk.
- Add breakfast meat for \$2/person
- Add cold cereal bar for \$1/person

### Friday Lunch

- Sack lunch to go or cook's choice if staying in camp.

# Arrival and Departure

## Vehicles and Parking

Please park vehicles in the main parking area. Large or heavy items may be loaded and unloaded at the main lodge. The Camp Director will unlock the gate at the end of the parking area so you can unload one vehicle at a time. Parking is limited so we ask that you encourage group members to car pool. If you anticipate more than 40 cars, please let us know and we will open up the sports field for additional parking (Late Spring- Early Fall only). While in camp, please observe the 5 M.P.H. speed limit and only transport passengers in vehicles designed for passenger use.

## Check-in

Please plan on having your check-in person arrive at least one hour before the rest of the group for camp check-in. Bring a photocopy of your first aid/CPR person's certifications. You and the Camp Director will walk through camp to open the buildings and verify that camp is ready for your program. At this time we will also review your group's responsibilities for end-of-camp cleanup.

## Dining Hall Setup

Your host will be available to assist you in determining how to set up the dining hall to best suit your needs. YMCA staff will show you where the tables and chairs are stored, but members of your group are responsible for setting up tables and chairs prior to your first meal.

## Group Orientation

Please schedule about 10 minutes prior to your first meal for your group orientation. The orientation will usually include YMCA staff introductions, dining hall procedures, restroom locations, camp rules and emergency procedures and other important information.

## Camp Cleanup and Departure

We ask that you leave camp as clean as when you arrived. Camp staff will ensure that you have all the necessary equipment to clean camp prior to leaving. The Camp Cleanup Checklist at the back of this planning guide can help you assign cleanup responsibilities. When camp is cleaned and your group is ready to leave, you and the camp host will walk through the facilities to verify cleanliness and to look for any lost-and-found items. Check out time is 2 pm.

## Billing and Camp Evaluation

Two weeks before your visit to camp you will receive a bill for your contracted minimum which is due and payable by check upon your arrival. If there are additional charges, (i.e. extra meals, more people than your contracted minimum, damages to camp etc.), you will receive a final billing and a rental evaluation in the mail. Please complete the rental evaluation and return it with your payment. You will usually receive a rental reservation for the following year within a month of your visit.

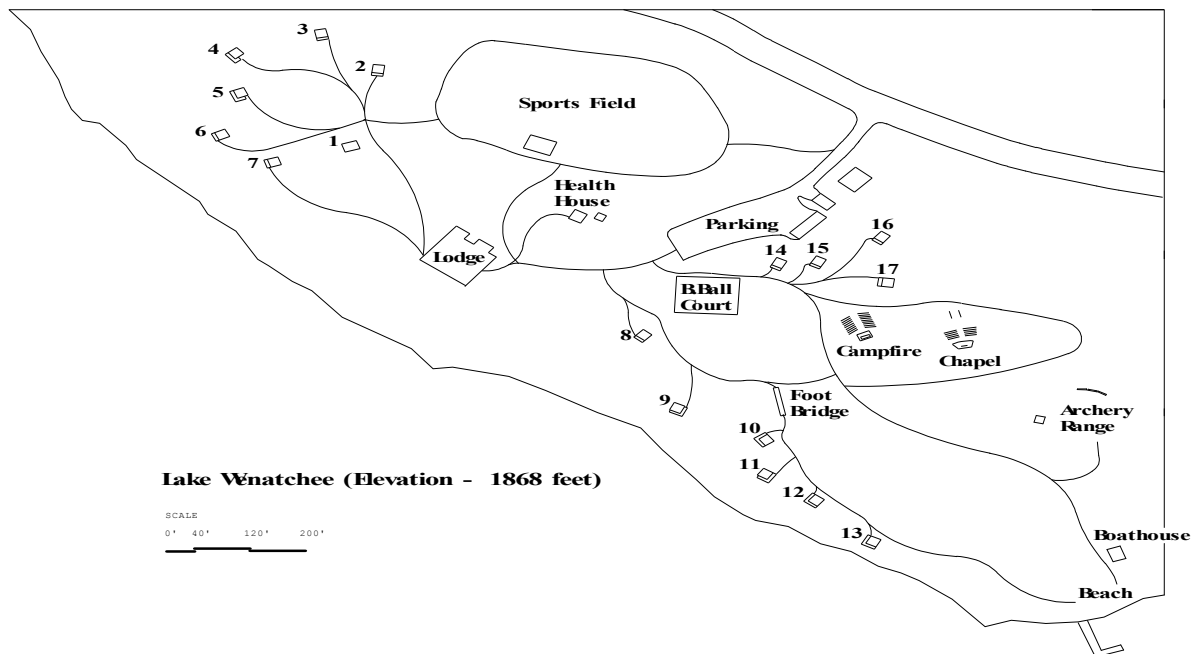
# Driving Directions and Map

## From the east (Leavenworth/Wenatchee)

- Drive to Leavenworth, WA (via US-2 from Wenatchee or Hwy 97 from Ellensburg/I-90).
- Take US-2 west from Leavenworth about 15 miles to Coles Corner (Hwy 207).
- Turn right at Coles Corner (Hwy 207) toward Lake Wenatchee.
- Drive about 5 miles to green bridge over the Wenatchee River.
- Cross the bridge and stay left at the “Y” in the road.
- Drive approximately 1.5 miles and turn left onto North Shore Drive.
- Turn left into the second driveway (large YMCA Camp sign).

## From the west (Monroe/Seattle)

- Drive to Monroe, WA (via Hwy 522 from I-405 or Hwy 2 from I-5).
- Take US-2 east from Monroe about 70 miles (over Stevens Pass) to Coles Corner (Hwy 207).
- Turn left at Coles Corner (Hwy 207) toward Lake Wenatchee.
- Drive about 5 miles to green bridge over the Wenatchee River.
- Cross the bridge and stay left at the “Y” in the road.
- Drive approximately 1.5 miles and turn left onto North Shore Drive.
- Turn left into the second driveway (large YMCA Camp sign).



# Site and Facilities & Seasonal Information

## Site

Since 1928, the Lake Wenatchee YMCA Camp has been located on 26 acres on the north shore of Lake Wenatchee. The camp's half mile of waterfront looks west up the lake into the mountains of the Glacier Peak Wilderness Area.

## Camper Cabins

Guests stay in one of seventeen camper cabins. Most cabins sleep eight people and have either a fireplace or wood stove for heat.

## Program Areas

Camp program areas include a sports field, Frisbee golf course, beach, outdoor chapel, campfire area with benches and stage, paved six-hoop basketball court, archery range and low ropes course.

## Larry Handy Lodge

The lodge contains the dining hall, recreation room, arts and crafts room, restrooms with showers and a small apartment (often used by the group leader).

## Meeting Spaces

Indoor meeting spaces are located in the lodge and include the dining hall, recreation room, and arts and crafts room. The dining hall is the most convenient meeting space and can accommodate up to 140 people. The recreation room in the lower level of the lodge can accommodate up to 120 people. The arts and crafts room in the lower level of the lodge or the Outdoor Environmental Education Center may be used as small group meeting spaces.

## May and June

With high temperatures in the 60s and 70s, spring is in the air. The month of May is our main spring Outdoor Environmental Education month. Schools throughout the Northwest add YMCA-led activities like canoeing/kayaking, archery, outdoor living skills, nature hikes, and challenge activities to their Outdoor Environmental Education programs. June warms up nicely and the forest really comes alive.

## July and August

This is our most requested time of year. The weather is warming-up as the summer progresses (highs range from the mid 80s in July to the low 90s in August). Get out and explore the hiking, mountain biking, and wilderness areas near the camp. The month of July is reserved for Lake Wenatchee YMCA Camp programs, but August is available for our rental guests.

## September

Oh, if it were only this nice all year! The bugs are gone and the lake is warmer than it has been all year. September is a good time for Outdoor Environmental Education camps. The salmon are running and the weather is great. September high temperatures are in the high 60s and 70s, with lows in the 40s. The cooler September nights make this the time of color.

# Spring/Summer/Fall Programs

Lake Wenatchee is an ideal recreation and education site, combining a variety of natural habitats, facilities and program opportunities. Programming may include both recreational or educational programs. Please allow 10-15 minutes between activity sessions for YMCA staff to prepare for the next group and for participants to get to the next program site. Your group is responsible for providing one adult leader for every seven children at each activity area. The number of hours and number of topics offered to your group is determined by your group size and length of stay. You may choose one topic for every 3-4 hours of programming. The following topics are included with basic camp rental (number of activities and hours to be determined by contract).

## **Archery Range (60 and 90 minute options)**

YMCA archery instructors are certified by the National Archery Association (NAA) or they are approved by NAA certified instructors. Our instructor will present a brief history of the bow and arrow as well as teach archery basics including aiming, releasing, and scoring. We'll also cover the basics of safety and shooting so you can enjoy the sport. Eight people can shoot at one time. Maximum group sizes are 16 for 60 minute sessions and 24 for 90 minute sessions. Meet at archery range.

## **Canoeing and Kayaking (60, 90 and 120 minute options)**

Any relatively calm day can be enjoyable on the lake (mornings are usually the calmest and best time). After attending a brief safety and instructional lecture on land, enjoy paddling around our end of Lake Wenatchee. For safety, we can accommodate up to a maximum of 24 people at one time. Group provides one adult leader on shore for every ten participants. Meet at the beach.

## **Orienteering Course (45 and 60 minute options)**

After a short lecture, participants will use compasses to locate various locations in a specified area. This helps students to develop a sense of direction and general map reading skills. Because of the course size, groups of 10 or less are best. Meet at the OEE Center.

## **Outdoor Living Skills (45, 60, 90 and 120 minute options)**

O.L.S. curriculum is developed by the American Camping Association and covers knots, shelter building, fire building (starting and extinguishing), knife and ax use. Suitable for 7 to 28 students in the fifth grade or older. Meet at the campfire area.

## **New Games (45, 60 and 90 minute options)**

Non-competitive group games where everybody wins. This activity can be an excellent ice breaker for groups who have not worked together before. Unlimited group size.

## **Swimming and Lifeguards (no time limit)**

Certified lifeguards are required for every activity in or on the water. Our lifeguards have completed our waterfront orientation and have current lifeguard certification. One lifeguard is required for every 25 people at the waterfront. Group provides one adult on shore for every ten participants in the water.

## **Campfire Support (60-90 minutes)**

Group (cabins) provides 8-10 skits, songs or stories. YMCA staff members will help facilitate campfire and use camp song books to lead songs. For small groups, we have four campfire rings on the beach—one below Owl Cabin and three on the far side of the waterfront area. Unlimited group size.

# Spring/Summer/Fall Programs cont.

The following activities are not included in the basic camp rental rates and are available for an additional charge.

## **Initiatives/Challenge Course (1 - 4 hours per group, depending on group's goals)**

Initiatives and other experience based learning activities are presented to a group as a problem to be solved using the physical and intellectual resources of the group. Success is not measured by completion of the task; rather success is the teamwork and cooperation that develops as you work toward a common goal. Participants will practice leadership, decision making, innovative thinking, group commitment and communication skills. Activities are scheduled based on participant ages, your program objectives and the time allowed for the activity. In general, more time on the course will result in a better result for the participants. Some possible activities include:

- Initiative Games
- Trollies
- Spider Web
- T.P. Shuffle
- Wobbly Log
- Mohawk Walk
- The Wall
- The Meuse
- Trust Fall

Your activity facilitator will assist you in debriefing your experience at the conclusion of your activity time. The \$40/hour/facilitator fee includes use of equipment and one facilitator. For safe and effective learning we can accommodate 8-12 students per facilitator. Open for ages 6th grade to adult.

# Camp Rules/Emergency Information

Please share this information with members of your group prior to your arrival. For the safety of everyone in camp, we require members of your group to observe the following rules.

- Possession and/or consumption of alcohol, illegal drugs, firearms and ammunition is prohibited. Tobacco use is not permitted outdoors or inside any facility or building on camp property.
- Poisonous substances, medicines and gasoline may be stored at camp only with the Camp Director's permission. Please see the Camp Director for appropriate storage location.
- For your safety, please do not enter program areas or facilities (such as Ropes Course, Beach, or Archery Range) that have not been opened by or are not under the supervision of YMCA staff members. Please do not enter the kitchen or food service areas without the Food Service Manager's permission.
- Pets are not permitted in camp. Service animals (Seeing Eye dogs) are welcome. Please leave your pets at home.
- Personal vehicles are not permitted beyond the parking lot gate. Exceptions may be made with YMCA the Camp Director's approval.
- For the protection of all our campers, staff and guests personal sports equipment such as archery equipment, bikes, climbing gear, bats, hockey sticks, etc. are not allowed beyond the parking gate and must be safely stowed and locked in your personal vehicle. Exceptions may be made with the Camp Director's approval.
- Boats and personal watercraft may not be launched from, or moored on camp property. Please load and unload passengers and moor your PWC's/boats from the State Park property, just east of the swim area.
- Open flames are permitted indoors only in wood stoves and fireplaces. Campfires are allowed only in approved fire pits, with constant adult supervision. Check with the Camp Director for seasonal fire restrictions.
- Show respect the camp site and facilities by not moving or removing any natural materials. Please put litter in its place and walk only on established trails. Graffiti and vandalism is prohibited, is costly and time consuming to remove/repair, and may result in your group's removal from camp.
- The number of beds in each cabin is controlled by state law. **Do not move beds or mattresses.**
- Rodents will be a problem if you store food in any container inside your cabin. Camp staff will show you where to store food in the main lodge.

## Medical Emergency (Dial 911)

Dial 911 from the pay phone at the main entry to the lodge for ambulance or other emergency services. The rental group must provide their own first aid kit and personnel certified in First Aid and CPR. Non-life threatening emergency transportation to a medical facility is the responsibility of your group. Cascade Medical Center is the closest medical facility and is located at 817 Commercial, Leavenworth WA 98826. The phone number is (509) 548-5815.

## Site or Facility Emergency

In case of any life-threatening emergency, dial 911 from the pay phone at the main entry of the lodge or other safe location. If you are aware of any unsafe or urgent situations, please contact the camp host or any YMCA camp staff member immediately. We have action plans for many situations.

# Camp Cleanup and Departure

We ask that you leave camp as clean as when you arrived. Camp staff will ensure that you have all the necessary equipment to clean camp prior to leaving. The Camp Cleanup Checklist below can help you assign cleanup responsibilities. When camp is cleaned and your group is ready to leave, you and the Camp Director will walk through the facilities to verify cleanliness and to look for any lost-and-found items. Groups that do not leave camp clean will be charged as follows for camp clean up:

Lodge Cleaning \$400 flat rate

Cabin Clean up \$50/cabin

Camp grounds clean up/general repairs \$30/hr plus materials

## Camp Clean-up Check List

### **Cabins**

- Personal items removed (under mattresses and inside cabinets)
- Woodstove hearth clean and firewood stacked neatly
- Floor and deck swept
- Trash emptied and can liner replaced (trash to loading dock)

### **Health House**

- Personal items removed
- Floor swept and mopped
- Trash emptied and can liner replaced (trash to loading dock)

### **Lodge Apartment**

- Personal items removed
- Floor swept and mopped
- Trash emptied and can liner replaced (trash to loading dock)

### **Dining Hall**

- Tables and chairs wiped down and stacked.
- Fireplace hearth and mantle clean
- Lodge Lobby vacuumed
- Floor swept and mopped
- Mezzanine/stairs swept

### **Lodge Basement**

- Floors swept and mopped (including bathrooms)
- Tables and chairs stacked in back room
- Fireplace, hearth, mantle clean and fire wood stacked neatly

### **Outdoor Ed Center**

- Personal items removed
- Chairs stacked
- Floors swept and mopped (including bathrooms)
- Trash emptied and can liner replaced (trash to loading dock)

### **Camp Grounds**

- Police grounds for litter (especially trails, front of lodge, campfire, and parking lot)

# Cabin Assignments Worksheet

Camp Capacity: 140

Lodge Apartment (electric baseboard heat, private restroom)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

## West Side of Camp

#1 Azwell Lodge (Fireplace Insert)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#2 Cashmere Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#3 Whiteman Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#4 Taylor-Neel Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#5 Chieftain Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#6 Owl Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

#7 Tertsagian Cabin (large wood stove)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

# Cabin Assignments Worksheet

## East Side of Camp

Kiwanis Health House (electric baseboard heat, private restroom)

1.	4.	7.
2.	5.	8.
3.	6.	9.

#8 Squatter's Rights Cabin (large wood stove)

1.	4.	7.
2.	5.	8.
3.	6.	

#9 Meikle Cabin (large wood stove)

1.	4.	7.
2.	5.	8.
3.	6.	

#10 Lewis Cabin (**small wood stove**)

1.	4.	7.
2.	5.	8.
3.	6.	

#11 Woods Cabin (large wood stove)

1.	4.	7.
2.	5.	8.
3.	6.	

#12 Miller Cabin (**small wood stove**)

1.	4.	7.
2.	5.	8.
3.	6.	

#13 Isenhart Cabin (**small wood stove**)

1.	4.	7.
2.	5.	8.
3.	6.	

#14 Y's Men Cabin (No Lights/no heat – Summer use only – Staff Cabin)

#15 Evergreen Cabin (large wood stove – No Lights - staff cabin during the summer)

1.	4.	7.
2.	5.	8.
3.	6.	

#16 Muirhead Cabin (large wood stove – No Lights)

1.	4.	7.
2.	5.	8.
3.	6.	

#17 Rotary Cabin (large wood stove – No Lights)

1.	4.	7.
2.	5.	8.
3.	6.	