



## USER AGREEMENT

At YMCA of Honolulu Camp H.R. Erdman it is our mission to offer youth, adults and families the opportunity to create a relationship with the natural world while providing a safe and hospitable environment. All guests agree to respect the beliefs and mission of YMCA of Honolulu Camp H.R. Erdman.

- The group agrees to abide the guidelines described in the user agreement and those posted on the grounds. The signer accepts the responsibility of communicating these guidelines to the leadership of the group and will follow through to ensure compliance
- The leader of the group must check in with YMCA of Honolulu Camp H.R. Erdman staff upon arrival, and before the user group takes occupancy. He or she must also check out in person before leaving the facility.
- Upon arrival all user group participants must attend a safety and rules orientation led by a YMCA of Honolulu Camp H.R. Erdman staff member.

**WHAT TO BRING:** Personal gear, toiletry items, bedding (for single size beds), towels. If planning to participate in outdoor programming, sunscreen, appropriate footwear (closed toe shoes), a hat and a water bottle are highly recommended.

**CLEAN UP:** On your last day groups are asked to clean the cabins and common areas used during their time at camp. YMCA of Honolulu Camp H.R. Erdman reserves the right to assess damage fees to the final bill for camp property damaged during a stay at camp.

**SUPERVISION OF CHILDREN AND YOUTH:** The user group is solely responsible to furnish adult supervision of its members or guest during their stay at YMCA of Honolulu Camp H.R. Erdman. We require that the following ratios be adhered to at all times in the supervision of children and youth:

Camper Age	Number of Staff	Overnight Campers	Day Only Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

YMCA of Honolulu Camp H.R. Erdman does not authorize any exceptions to ratio requirement regulations. All user group staff supervising children and youth must be at least 18 years of age and at least two years older than the minors with whom they are working. There should be a minimum of two adults present at all times.

**PARTICIPANT INFORMATION:** Group leaders are to gather the following information from all group participants: name and address, emergency contact names and phone numbers, any known allergies or health conditions requiring treatment, restriction or other accommodation while on site. For minors without a parent or guardian on site, signed permission to seek emergency treatment or a signed religious waiver is required. There are certain elements of danger inherent on connection with the conference/retreat that are beyond the control of YMCA of Honolulu Camp H.R. Erdman. It is the recommendation of YMCA of Honolulu Camp H.R. Erdman that participants be notified of these risks.

**PROGRAM / SPECIALIZED ACTIVITIES:** Specialized activities include archery, challenge/low ropes course, high ropes course, pool, and climbing wall. These activities must be scheduled and are staffed by YMCA of Honolulu Camp H.R. Erdman.

### GENERAL INFORMATION:

1. Illegal drugs, drug paraphernalia, weapons, firearms, ammunition or fireworks or their consumption and/or use are not permitted anywhere on the YMCA of Honolulu Camp H.R. Erdman property. The group agrees to not engage in any unlawful activity on or about the camp facility.
2. Alcohol and tobacco use is prohibited on the YMCA of Honolulu Camp H.R. Erdman property. Smoking is prohibited in all buildings.
3. We encourage a reasonable lights-out curfew of 11:00 p.m. We strongly recommend that the noise level be minimal after dark.
4. YMCA of Honolulu Camp H.R. Erdman has the ability to serve several groups at one time. Your group may be required to share the dining hall and other common areas of the camp property with other groups.

### DINING ROOM / KITCHEN:

1. User group leaders are responsible for supervision of participants while in the dining room.
2. In order to minimize your costs, guest are expected to help in clean-up after each meal by returning their dishes to the dirty dish bins, wiping down their tables in the dining room and cleaning the area under and around the tables.
3. Access to the kitchen by user groups is prohibited.
4. All food/meals prepared while the user group is on property will be provided by YMCA of Honolulu Camp H.R. Erdman.
5. Arrangements for dietary restrictions and allergies must be made at least 2 weeks in advance.

**ANIMALS / PETS:** Animals/pets are not allowed on YMCA of Honolulu Camp H.R. Erdman property.

### VEHICLES / TRAFFIC / PARKING:

1. YMCA of Honolulu Camp H.R. Erdman requires that user groups have medical emergency transportation available at all times. User groups must have a vehicle on site that is in operational order and has enough fuel to reach the emergency care location. The nearest 24-hour hospital is Wahiawa General Hospital 128 Lehua Street Wahiawa, HI 96786 (808) 621-8411.
2. YMCA of Honolulu Camp H.R. Erdman prohibits the transportation of persons in non-passengers vehicles (example: backs of pick-up trucks, wagons, trailers, etc.)
3. Vehicles on site must follow posted signs designating speed limits, restrictions, traffic areas, parking, delivery and pick-up areas.
4. Vehicle owners should be aware that YMCA of Honolulu Camp H.R. Erdman cannot guarantee the safety or security of vehicles and that insurance is the responsibility of the owner, not of YMCA of Honolulu Camp H.R. Erdman.

5. Parking and/or driving is not permitted near the cabins.

**AUDIO / VISUAL EQUIPMENT:** Use of audio/visual equipment must be arranged in advance.

**BATHROOMS / SHOWERS:**

1. Napkins, tampons, paper towels or related articles must not be flushed in toilets.
2. Chemicals such as gasoline, turpentine, etc. must not be poured down the drain.

**EQUIPMENT:**

1. It is the responsibility of the user group leader to ensure that all sports equipment provided by the group or group participants be stored properly for the safety of all.
2. We recommend that the user group supply its own equipment, except for equipment used for specialized activities.
3. Request to use YMCA of Honolulu Camp H.R. Erdman equipment must be made in advance so that maintenance procedures, supervision requirements, conditions for use, and safety guidelines may be discussed prior to use.

**ENVIRONMENTAL CONCERNS:** YMCA of Honolulu Camp H.R. Erdman believes in environmental conservation and practices the policy of Leave No Trace. Therefore, ATV's used for recreational purposes are not allowed on the YMCA of Honolulu Camp H.R. Erdman property. To preserve vegetation, and so as to not disturb wildlife, please stay on trails and in designated areas. Wood cutting is not permitted.

**OFFICE EQUIPMENT:** Telephone can be made available for user group leaders. Access to long distance is not available. Computer access with internet is available through a wireless network internet password can be provided to groups upon their arrival. Camp has limited bandwidth and groups stream or download

**FIRES:** Fires are permitted only in the fire ring and in accordance with fire bans. When putting out the in the fire ring, do not use a fire extinguisher. Use bucket of water only. Candles are not permitted in any sleeping areas.

**DAMAGE:** The user group is legally responsible for any damage to the YMCA of Honolulu Camp H.R. Erdman property, equipment or facilities caused by its members or guest during their stay. Fees for such damages may be assessed in the invoice submitted to the user group after their stay.

**EMERGENCIES:** Please notify YMCA of Honolulu Camp H.R. Erdman staff of any problems with the facility. For after-hours emergencies, on-site staff can be contacted through the radio box next to the Welcome Center. YMCA of Honolulu Camp H.R. Erdman staff will provide the group leader with information on emergency procedures including reporting requirements, fire/tsunami drills and evacuation plans upon arrival.

**MEDICAL EMERGENCY:**

1. User groups are to provide their own first aid and emergency care, designate individual(s) responsible for first aid and emergency care and emergency transportation, provide their own first aid supplies and equipment, and follow emergency procedures. YMCA of Honolulu Camp H.R. Erdman is not responsible for medical care for user group. For your protection, and in order to comply with our ACA accreditation requirements, we advise that each group has an individual on site who holds First Aid and CPR certifications from a nationally recognized provider.
2. User groups must provide their own first aid equipment, drugs, medicines, and be responsible for their controlled use and storage at all times, and any medical or nursing services necessary for the treatment of its members or guests.
3. All medications must be locked and secured unless under the controlled possession of the designated individual(s) responsible for the first aid, emergency care and administration of medication.
4. The user group must report any accidents that require more than rudimentary medical treatment to the YMCA of Honolulu Camp H.R. Erdman staff.
5. Notify the YMCA of Honolulu Camp H.R. Erdman staff about medical emergencies immediately.

We have read and agree to the policies in the 'USER AGREEMENT' and request the use of YMCA of Honolulu Camp H.R. Erdman.

Rental/Contract Number:	Group Name:	
<b>PRINT</b> Group Leader Name:	<b>SIGN</b> Group Leader Name:	Date:

**SIGNATURE AGREEMENT:** I understand that I am signing a document which could have legal consequence, that electronic signatures (or facsimile signatures) are enforceable to the same extent as original signatures, and that submission of this form with an electronic signature constitutes an agreement to conduct this transaction electronically. As an alternative, I understand that I have the option to print this form and submit with an original signature.