

Camp Paivika Policies for Rental Groups

Reservation Policies

1. Requests for use of Camp Paivika may be made at any time. Reservations will be accepted for weekend and longer-term groups January through May.
2. Reservations are subject to approval of the Camping Department of *AbilityFirst*.
3. Groups must consist of, or pay for, a minimum of 30 participants. Groups are guaranteed exclusive use of the facilities, which include: dining hall and lower recreation room, outdoor amphitheater & stage, sports court, arts & crafts room, and one cabin per 15 individuals. Use of additional cabins may be made available at an additional charge of \$30 per night.
4. The number in attendance must be confirmed by the lessee to Camp Paivika no later than ten days prior to the dates agreed upon. This will be considered a guarantee. The group will be charged for the number guaranteed or those actually in attendance, whichever is greater.
5. A reservation and security deposit fee of 25% of the estimated cost is required to hold all reservations. This deposit will later be deducted from the actual cost of the rental, provided there is no damage to camp property or cancellations 60 days prior to reserved dates. Rental groups will be billed after the group has left.
6. Deposits will be fully refunded if a group cancels with a minimum 60-day notice; a 50% refund with a 59-30 day notice; no refund for cancellations with less than a 30-day notice. Refunds will not be given for cancellations due to weather. It is advisable to carry tire chains when visiting Camp Paivika during the months of January through May.
7. Confirmation of camp rental dates will be sent to the group by Camp Paivika in writing, accompanied by the camp agreement. The lessee must respond by returning the signed agreement and deposit within ten days to ensure the reservation dates. This action will be considered contractual.
8. Unless specified in advance of occupancy, there will be no reduction in billing for late arrivals, early departures or meals not taken at the camp. Guests visiting the group during their stay at camp will be charged for any meals eaten.
9. Any and all special arrangements must be made in advance of occupancy and have the approval of the camp representative.
10. Rental groups must provide their own medical personnel, supplies and transportation to cover emergencies, including emergency evacuation. All groups must have at least one participant present at all times with current CPR/First Aid certification. A copy of these certifications must be available for review during camp occupancy.
11. In order to lease Camp Paivika, rental groups must agree to hold harmless and to indemnify *AbilityFirst*,

its agents and employees, of any and all claims of any nature whatsoever. Further, it must provide a certificate of insurance as follows:

12. Tenant, at its sole cost and expense, shall secure and maintain throughout the term general liability and property damage insurance with a combined single liability limit of no less than One Million Dollars (\$1,000,000). In addition, the Tenant shall provide, without limitation, workers' compensation and employer's liability insurance for all of Tenant's employees, contractors and subcontractors. The limit for Employers Liability should be \$1,000,000. Tenant's insurance shall (i) name Landlord as an additional insured, (ii) contain a severability of interest clause and a provision that such policy shall be primary and non-contributing with respect to any policy carried by Landlord and that any coverage carried by Landlord shall be excess and non-contributing unless the policy limit of Tenant's insurance is exceeded, (iii) be written by companies rated A-10 or better in Best's Insurance Guide and authorized to do business in California. Said certificate must be supplied PRIOR to use of camp.
13. To reserve Camp Paivika, a completed reservation form must be sent to the camp. Upon receipt, the camp representative will verify availability and send out the Camp Agreement. This must be completed and returned, along with the required deposit to ensure a reservation at Camp Paivika.

In-Camp Policies

The coordinator or leader of the rental group is responsible for making the following policies known to all participants to ensure a safe and enjoyable stay at Camp Paivika:

1. Alcoholic beverages are not permitted on the camp grounds including the parking lot and surrounding forested areas unless prior arrangements have been made with the camp authorities and required insurance policies are in place. The use of illegal drugs anywhere on the premises is strictly prohibited.
2. Smoking is not permitted anywhere on camp except in the designated smoking area, which is located at the amphitheater.
3. Campfires may be permitted in the fire ring depending on current local fire official policies. You must check with camp staff prior to your arrival to determine whether fires will be permitted during your stay. The group is responsible for extinguishing the fire completely with a shovel and garden hose provided by the camp. Firewood may be purchased from camp staff.
4. Fireplace fires may be permitted in the lodge but are not permitted in the sleeping cabins. Prior consent by camp staff is required and the group is responsible for insuring that the fire is extinguished prior to leaving the building for the evening.

5. The group is responsible for loss or damage to camp equipment or property, which is caused by its participants. A security deposit is required of all groups prior to entering camp. Groups assume AbilityFirst of any responsibility for injury or loss of property.
6. Any broken equipment or items are to be reported to the camp staff immediately. Repairs or replacement will be charged in the final bill. All recreational equipment will be checked out with camp staff. Any item returned damaged or not returned shall be charged to the group.
7. The designated group leader must be at least 25 years of age and is responsible for seeing that the groups are well supervised. Groups should have a minimum of one (1) adult/staff member to six (6) children.
 - Groups are advised to insure that all adults working with minor children other than their own have been adequately screened to insure that they do not have criminal backgrounds which would pose any kind of threat to children. Please ask the camp administration for resources if needed.
 - If supervision is inadequate, the Camp Director/Manager will ask the group leader to provide more/better supervision. The group is obligated to respect this request.
 - Wheeled toys are not permitted on camp property. This includes: bicycles, roller skates of any type, skateboards, scooters, etc.
 - The use of personal sports equipment on camp is at the user's own risk. In addition to wheeled toys, items not permitted on camp include: archery equipment, flammables, or weapons of any kind.
8. The swimming pool and pool deck may be used ONLY when there is a currently qualified lifeguard on duty supplied by AbilityFirst. The pool is only available during the month of May and arrangements must be made with AbilityFirst in advance.
9. The pool rules must be enforced and abided by at all times:
 - Lifeguard must be on deck at all times.
 - No running or horseplay.
 - No diving or jumping. **NO EXCEPTIONS.** Pool is shallow.
 - All individuals in wheelchairs must have their seat belts unfastened before entering the pool area. Electric chairs must be disengaged before entering the pool area.
10. Camp phones are for camp business only. Emergency numbers are listed at each telephone. Emergencies Only: (909) 338-1102.
11. The designated group leader is responsible for reading the enclosed emergency procedures and to orient all participants to them. A fire drill will be conducted by camp staff within the first 24 hours of occupancy.
12. AbilityFirst does not provide emergency health care or first aid supplies.
 - The group must provide their own first aid supplies.
 - The rental group is responsible for insuring that at least one of their participants holds current certification in CPR and First Aid from a nationally recognized provider and is present at the time of the lease. A copy of these certifications must be available for review during camp occupancy.
 - A medical log book must be kept by the First Aid provider logging any and all medical care administered while on the premises. If the group does not have their own log, the camp will provide one for their use.
 - Any communicable disease occurring during occupancy of the camp must be reported to camp administrative staff as well as to DEHS (909) 387-0214 or (800) 472-2376.
 - The group must inform and submit a written report to camp administration of any accident or injury that occurs on camp property during the term of the lease.
13. Rental groups are advised to have the following information on site for all participants in the event of an emergency:
 - Name
 - Address
 - Signed parental consent form to seek medical assistance for all minors.
 - Emergency Contact (name and telephone number)
 - List of known allergies, activity restrictions and medical conditions.
14. Camp Paivika does not provide emergency transportation. It is the responsibility of the group to provide such transportation or to utilize community emergency services. Emergency services can be contacted by dialing 911. Rental groups are responsible for arranging for their own transportation in the event of an emergency evacuation from camp and are advised to keep an adequate number of vehicles on site at all times.
15. The rental group takes responsibility for the transportation of individuals around the camp. Individuals are only to be transported in enclosed vehicles with passenger seats and safety belts.
16. The rental group is responsible for dining room set up which includes: setting tables with plates, cutlery, cups, etc., which is provided by the kitchen staff. After each meal, the group clears and cleans the tables, disposes of leftover food, and sweeps the dining hall floor.
 - Guests are not permitted in the kitchen.
 - Individuals with special diets must bring their own food and store it in the refrigerator provided unless previous arrangements have been made.
 - Please be on time for meals.
17. No food or drinks in the cabins. There is a refrigerator in the lodge for visitor use.
18. Cars may be parked in the back paved parking lot (near the pool) or in the front dirt parking lot. No

vehicles are permitted to park in the driveway area in the front of the lodge.

19. Please ensure that only toilet paper is placed into the toilets. Camp Paivika is on a septic tank system and other items will cause costly and unpleasant back up problems.
20. Please conserve electricity by turning lights off and closing doors when leaving an area.
21. Please do not move cabin furniture. Head to head sleeping is not permitted and 30 inches between beds must be maintained at all times per San Bernardino County Health Department regulations.
22. AbilityFirst Camp Paivika is operated under special use permit with the San Bernardino National Forest. Federal Law protects the camp grounds and surrounding areas. It is a Federal Offense to disturb or remove any living plants or animals. Be cautious of wild animals. Stay on established trails, always wear shoes and keep cabin doors closed at all times.
23. If the group is involved in outdoor, nighttime activities, please keep in mind that the camp staff reside on site. Please refrain from loud noise and activities after 10:00 p.m.
24. The property adjoining Camp Paivika is a private residence. Please do not trespass. Other areas that are off-limits include the third floor of the main lodge, all staff quarters, the maintenance shop, the kitchen and the elevator unless needed for mobility.
25. Groups using hand and power tools do so at their own risk. Use caution.
26. Flammable liquids or materials are not permitted on the camp property.
27. No firearms, ammunition or weapons of any kind are permitted on camp property.
28. Pets are not permitted on camp property.
29. Camp Animals: guests are welcome to visit the camp animals but please do not feed them. Do not enter the horse enclosures for any reason. The camp dog is friendly but we ask that you do not play rough with him or feed him. Please do not handle, tease, or open any of the cages of any of the camp animals. Camp animals may bite, do not put fingers into cages.

The Camp Director/Manager or other representative of AbilityFirst is authorized to enforce these policies. He or she may order individuals or groups off the premises for infringements of these policies or for actions that may endanger the safety of the camp and/or its guests. Groups and/or individuals asked to leave will forfeit fees paid.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, AbilityFirst Camp Paivika is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

