

**2009 USE AGREEMENT
 WEST KENTUCKY 4-H CAMP**

West Kentucky 4-H Camp
 600 Camp Drive
 Dawson Springs, KY 42408
 Phone: (270) 797-8758
 Fax: (270)797-3222

American Camp Association Accredited



Mail application and deposit check to the above address:

ATTN: Beth Covington

Are you a Cooperative Extension group _____?
 Or are you a Non-Extension group _____?

Date Received	Date Approved	Deposit Check Number	Amount

Name of Group _____

Name and Title of Person in Charge _____

Complete Address _____
(Route/Box no. / Street) (State, County, Zip)

Work/Day Phone _____ Cell Phone _____ Please include Area Code

Email Address _____

Purpose of Event _____ How many will be with your group? _____

When do you plan to arrive? Date _____ Time _____

When do you plan to depart? Date _____ Time _____

If this is an overnight stay, please fill in Section A below. If this is a Day Usage, please fill in Section B.

Section A OVERNIGHT STAYS

For overnights, how many Males? _____ How many Females? _____ How many cabins do you need? _____
This will help us allocate the appropriate cabins. Please note that for overnight groups there is a minimum of 40.

Do you wish us to prepare Meals? YES _____ NO _____ Please note that there is a minimum of 40 per meal.

If Yes, please indicate below which meals and the time. We need a final count 10 prior to your arrival. Any special dietary needs should be communicated to staff at this time.

	Meal time-arrival	Meal Time 2 nd day	Meal Time-3 rd Day	Meal Time-4 th Day	Meal Time-5 th Day
Breakfast					
Lunch					
Dinner					

Please note under Section B which buildings or services you would like to use. There is no charge for buildings when the group has three (3) meals and one overnight at camp. See rate sheet for details.

Section B DAY USAGE and facility usage during overnight stay.

Please check below the facilities you wish to use. If you wish a meal prepared, please check here _____

___ Dining Hall (no use of kitchen allowed)

___ Corporate-exclusive use of camp grounds

___ Shelter House

___ Athletic Fields or Shooting Ranges

___ Sparks Hall (small kitchen)

___ Low Ropes Challenge Course – Will you have your own facilitator? Yes ___ No ___
 See rate sheet for additional fees and terms.

___ Pavilion

___ High Ropes Challenge Course – Will you have your own facilitator? Yes ___ No ___
 See rate sheet for additional fees and terms.

___ Swimming Pool – Will you have your own lifeguards? Yes ___ No ___ Time _____

___ Canoes - Will you have your own lifeguards? Yes ___ No ___ Time _____

Section C – USE AGREEMENT OF 4-H CAMPS

- A. 4-H camp facilities, operated under the direction of the College of Agriculture’s Cooperative Extension Service and 4-H Programs, are **not** available for use when:
 1. The intended use is for fund-raising efforts.
 2. The applicant opens its activities at the camp site to the general public.
 3. The intended use is for partisan or non-partisan political purposes.
- B. Cooperative Extension Service events will have priority use of all 4-H camps until January 15 of the year of use. After January 15, Extension groups must compete with outside user groups for open available dates.
- C. Should a previous outside rental group user be bumped by an Extension event, then that outside group will be offered an available open date. If none is available, this group goes to the top of the waiting list.
- D. Outside rental groups who have utilized the facilities during the previous year and have satisfactorily complied with these regulations will be given the opportunity to rent the same facility on the same corresponding day for the next year subject to Extension priorities. If they desire the corresponding date the following year, they should obtain an application for the upcoming year as they leave the camp and mail this to the address listed below. They can include their deposit if they so wish. If not, they will be asked for their deposit on January 15 of the following year during the approval process.
- E. All Extension and outside groups must file an application with the State 4-H Department at:
4-H Camp Rental, 212 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064.
- F. Dates are not confirmed until approved by the State 4-H Department.
 1. Extension groups must complete an application
 2. Outside group must complete an application and include a deposit check (non-refundable). Applications from outside groups for the following year can be taken at any time, *but dates cannot be confirmed until after January 15 of the year of use.* Extension groups have priority until this date.
- G. If a previous group desires a change in facilities or a change from their previous corresponding day, they must accept what is open and available at that time.
- H. Outside rental groups submitting an application for the first time will be placed on a waiting list on a first come, first served basis and will be notified as dates become available.
- I. The person submitting the application for a group will be held responsible for the care of the facilities and the conduct of the group. The person submitting the application for the group should arrive in advance to assist in the registration and orientation of the group.
- J. Day use of camp is defined as 8 hours between 8:00 a.m. and 10:00 p.m. If a group remains over eight (8) hours while renting the campgrounds for a one day activity, they will be required to pay an additional \$25.00 per hour for every hour beyond 8 hours. In addition groups must arrive within one (1) hour of their indicated arrival time or they will be charged an additional \$25.00 per hour for every hour they are late.
- K. Parking is permitted only in designated areas.
- L. Groups must leave the facilities clean and in good order.
- M. An invoice will be presented for payment to the person in charge of the group before they leave the grounds. Payment is due immediately for outside groups. Extension groups may send payment to the Camp within ten days.
- N. Groups are responsible for any damages caused by individual members of the group. Appropriate charges will be assessed and added to the group’s bill or billed at the earliest possible date. Failure to pay these charges will result in no future rental to that group or organization.
- O. Renters requesting meals prepared by the camp staff must report the number of meals needed (minimum 40 per meal) to the center director at least 10 days prior to the camping date. You are allowed a 10% deviation (minimum of 40).

- P. If a group cancels a meal 10 days or less prior to their arrival, or cancels during the time they are on the grounds, they will be responsible for payment for all milk and perishable foods ordered for that meal. Examples are fresh foods such as lettuce that cannot be frozen or held for later use.
- Q. **Absolutely no alcoholic beverages, drugs, explosives or firearms** (unless approved by camp management for the purpose of education or police marksmanship) are allowed on camp premises.
- R. **No smoking** is allowed in any building or wooded areas. Smoking is permitted only in designated areas.
- S. The person submitting an application needs to realize that this is University of Kentucky property, which allows University officials to check the facilities at any time.
- T. Swimming or canoeing activities require a lifeguard to be on duty (**absolutely no exceptions**). The camp may assist in securing a lifeguard for the pool and canoeing. You may provide your own properly certified lifeguard. A current WSI or senior life saving certificate is required. A copy of the certification card must be presented for our records.
- U. In addition to the lifeguard certification, **for youth groups a canoe lifeguard must show proof of waterfront rescue training**. A copy of the certification card must be presented for our records. **A life jacket MUST be worn, at all times, by anyone in a canoe or other watercraft.**
- V. Fishing is permitted for persons registered at the camp. A current state fishing license is required for persons 16 or older. **A life jacket MUST be worn** at all times by anyone around the waterfront area.
- W. If the group needs any additional services or changes, the person submitting the application for a group must work with camp personnel prior to arrival at camp.
- X. **No pets** are permitted anywhere on the camp grounds. Service animals are allowed. Animals involved in projects or demonstrations under supervision of project leader are allowed. Prior notice is appreciated.

As the person submitting this application for the above named group, I assume responsibility for supervision of the group, its behavior, and any specialized recreational activities. I will provide orientation to the camp’s safety procedures and regulations as outlined in the camp regulations above and in the User Group Information Booklet.

We understand that there are inherent risks involved in the use of this facility in an outdoor setting. We release the UNIVERSITY OF KENTUCKY, 4-H, its members, trustees, officers and employees from any liability for accidents or injury that any of our group may experience while renting the facility.

(Signature of Responsible Person)	Date Signed
Please print name.	
If Extension, signature of Sponsoring Agent.	Date Signed

