

Jameson Camp

Policy Handbook



Enriching the lives of Indiana youth by inspiring them to discover their strengths.

Jameson Camp is a nonprofit year-round youth services agency serving children through residential summer camp, community events for campers and their families, a youth leadership program, a wellness program and outdoor education. Rental groups who use our facilities help support our ongoing mission, providing children a safe and accepting environment in which to play, grow and discover their strengths.

We have established the following policies for your safety and the care of our facilities and grounds so we may continue to enrich children's lives. We depend on your cooperation so we may continue to share this special place. Please read through this Facility Rental Handbook to help us make your stay more pleasant.

Please take note of our current amenities:

- Wireless Internet Access in some locations
- Close to airport and minutes from entertainment
- Basketball and volleyball courts
- Sound system and projector screen
- Ropes course & climbing wall
- Outdoor Education
- Hiking trails

We hope your stay is pleasant. Please let us know how we can help make it so.

- Commercial kitchen
- Modern cabins w/ full HVAC, bathrooms and showers

Guidelines & Policies

ALCOHOL, TOBACCO AND ILLEGAL DRUGS: Jameson Camp is a tobacco-free environment. We ask that you please respect this policy. There is no smoking or chewing tobacco permitted in any of our buildings or anywhere on our grounds. Possession and consumption of alcoholic beverages is not permitted on Jameson Camp property unless prior permission has been obtained and a signed agreement is on file in the camp office.

Use or possession of illegal drugs is absolutely prohibited on Jameson Camp property. If Jameson Camp staff becomes aware of use or possession of illegal substances, the appropriate law enforcement agency will be contacted immediately.

ALCOHOL POLICY: If you wish to serve alcohol at your event you will need to receive prior permission from Jameson Camp. Please request a copy of the alcohol policy agreement. The agreement will require a refundable deposit of \$500, the proper license to serve liquor, and a certificate of insurance for \$1,000,000, listing Jameson Camp as an additional insured. Alcohol is only allowed in the Jameson Center or Peace Center.

ANIMALS/PETS: Please note that no pets or animals are allowed except those specifically aiding persons with disabilities. We may have a dog of our own on property that is used to human contact, and we ask your cooperation in not feeding it or leaving food out. Should any of your party be uncomfortable with dogs please let us know and we will take reasonable measures.

CAMP COURTESIES: No one should enter a camp building or area not reserved by your group without Jameson Camp's permission. We ask that all groups observe an outdoor quiet time after 10PM. until 7AM. Please use only the building rented by your group and do not enter an area being used by others. The grounds are available for use by each group renting camp facilities. If you are sharing the camp with other groups, it is up to representatives of each group to work out a mutually convenient schedule for the use of the grounds, fire circle, picnic shelter, etc.

CANCELLATIONS: Contract signer must send an **email** to Vanessa@jamesoncamp.org. In order to receive deposit refund, you must cancel within the timeframe listed below. **Failure to give proper notice will forfeit entire deposit.**

Regular rentals (45 days' notice)

Summer rentals (90 days' notice) *Rentals that take place during our off season (mid-May through early August)*

Wedding rentals (non-refundable/non-transferable)

Group leader must send an email notifying Jameson Camp of all changes and cancellation to vanessa@jamesoncamp.org in order to receive 100% refund for regular and summer rentals.

CANDLES: Please help us keep our buildings safe. No candles of any type are allowed in Jameson Camp buildings.

DEPOSITS: Regular rentals require a 25% deposit or \$100, whichever is greater. Summer rentals (mid-May through early August) require a 50% deposit. Wedding rentals require a 50% deposit that is non-refundable/non-transferable. All deposits are due within 1 week of booking your reservation.

Summer rentals are treated differently than other rentals. We require an initial deposit of 25% within one week of booking your reservation and that another 25% deposit payment must be received no later than 60 days prior to your stay. The remaining half is due no later than upon check-in.

CHECK-IN AND CHECK-OUT TIMES: Please try to arrange your check in/check-out times between 8 a.m. and 5:30 p.m. We understand that sometimes a group’s schedule cannot be adjusted to these times and if that is the case we ask that you please make alternative arrangements ahead of time with our Rental Coordinator. (Rental rates for overnight stays are based on a 25 hour time period. For example, a group checking-in at 9 a.m. on Saturday and leaving Sunday morning by 10 a.m. would be charged for only one day. After the 25 hour period, there will be an additional rental charge of \$25 per cabin per hour for groups up to three hours after which time; groups may be charged for an additional day. An additional charge of \$75 per hour will be added to any day rental of the dining hall over 9 hours or 25 hrs if overnight. An additional fee of \$25 for the Peace Center or \$15 for the Annis will be added to any day rental over 9 hours or 25 hrs if overnight. For all evening rentals, we ask groups to conclude and depart the grounds prior to 11PM.

CLEANING: Each group is asked to leave facilities clean and properly arranged (as they were during check-in) prior to departure. Trash should be taken to the orange dumpster behind the Jameson Center and recyclables to the green dumpster. Cleaning supplies are located in the supply closets. No furniture or equipment should be taken outside unless arranged in advance. Groups will be charged for any property damage or when excessive cleaning is required after their departure. (See "Damage to Property" below). A walk-through will be conducted upon arrival and departure.

DAMAGE TO PROPERTY: Renters will be responsible for any damages that occur during their visit. Vandalism is strictly prohibited. Groups will be charged a penalty twice the cost of the repair or replacement for all damages resulting from vandalism and criminal charges may be filed against the individuals and organizations involved. Cutting live trees or damaging nature is not allowed. We ask you help respect and preserve our natural spaces.

EMERGENCY PROCEDURES: Call 911 for all emergencies and contact your Jameson Camp Emergency Contact after the call is made. There is a list of additional emergency contact numbers posted by the telephones in Jameson Center and in each cabin. Groups are responsible for their own emergency transportation.

An orange Emergency Procedures & Crisis Communications Plan binder is located in each cabin by the telephone and in Jameson Center by the telephone in the Kitchen, as well as in the Peace Center kitchenette. We recommend that your group leaders read this upon your arrival as it also outlines severe weather and fire alarm procedures.

Hospital locations

Name	Location	City, St, Zip	Telephone
IU Health West	1111 N. Ronald Reagan Pkwy	Avon, IN 46123	(317) 217-3000
Hendricks Regional Health Avon	8244 East U.S. Highway 36	Avon, IN 46123	(317) 272-7500
Hendricks Regional Health Plainfield	1100 Southfield Drive	Plainfield, IN 46168	(317) 839-7200

We hope your stay is pleasant. Please let us know how we can help make it so.

FIRST AID: Groups are responsible for providing their own first aid supplies.

FIRES: Groups must ask for permission to use the fire circle. Renters may build fires only in fireplaces and the established fire circle. Do not leave fires unattended. Please notify Jameson Camp if you intend to have an outdoor fire so that a water pail and a rake can be placed at the fire circle for your use. Liquid fire starters may not be used anywhere except the charcoal grills at Jessup and Hawley Lodges. Ashes from fireplaces or the fire circle should only be placed in the metal containers provided. Partially burnt logs must be left on the grate in the fireplace or soaked with water and left in the fire circle. Jameson Camp staff will clean out your ashes if they are too hot for you to clear.

Please note that Jameson Camp requires that you **do not** bring any firewood onto our property due to Emerald Ash Borer and other pests that can devastate native trees.

If using the fireplaces, please practice fire safety. Do not use the fireplace broom with hot ashes. Do not stack partially burnt logs or ashes against buildings, wood stacks or trees. Please do not burn garbage, foil, cans, unnatural woods (i.e. treated, painted, varnished, laminated or glued lumber). Trashcans are provided for your convenience at the fire circle and should be emptied *each night* into the orange dumpster behind Jameson Center. Do not dump ash into plastic or lined trashcans; use only the marked, galvanized can for ash. Firewood is available for the use of rental groups. Please refrain from carrying firewood from locations beyond camp property.

FIREPLACE: Please be sure to know how to operate the fireplace and that the flue is open. Instructions are hung by the fireplace. It is important to ensure the flue is open. Failure to do so may result in a smoky room, in which guests could be harmed from smoke inhalation. On a less serious note, we could receive a citation for a false alarm. If we receive a false alarm citation, the fine may be added to your account.

FORMS OF PAYMENT: Jameson Camp accepts payments in the form of cash, money order, credit card, debit card or check. Debit and credit card payments may be made via phone or through our online payment option. Please make checks payable to *Jameson Camp*.

FOOD PREPARATION: Safe food practices must be used in the kitchens and outdoor cooking. Food should be prepared and stored in clean, secure areas. Food handlers should wash their hands thoroughly before handling food. Use only clean and sanitized utensils and equipment during food preparation. *Do not* assume that utensils and equipment provided with the facilities are clean; wash them prior to your initial use. Clean and sanitize food contact surfaces before, during and after each use, and minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F. If you are using a refrigerator, check the thermometer in it to be sure that the temperature does not exceed 40°. If it does, contact your Jameson Camp Emergency Contact person immediately. Dishwashing procedures need to be followed also for outdoor and indoor cooking. Please check that the wash water is at least 100° F before washing and that the rinse water is at least 180° F. This can be verified on the digital read located on the dishwashing machine. If water is not at these temperatures notify your camp contact.

Health Department regulations require that all pots, pans, plates, cups and dinnerware be air-dried and protected from dust and contaminants. Please return utensils to their designated locations. Please be sure that cooking grease is placed in the labeled bucket beside the stove. **DO NOT** dump grease in the sinks, dishwasher, or on the ground outside. Please notify your Jameson Camp contact person if the bucket is full.

FOOD SERVICE/CATERING: Jameson Camp does not provide food service, however we do offer a preferred caterers list. You may arrange meals through one of our preferred caterers or carry in your own food. A list of preferred caterers is available on our website. If you would like to use a caterer of your own choice that is not on our list please be sure to provide us with a copy of the caterer's food handling license in advance of your visit. Groups are responsible for making sure the caterer leaves the kitchen clean. Groups renting Jameson Center are welcome to use our kitchen and dining facilities following posted procedures. Cooking within the Jameson Center kitchen requires a State Food Handler's License. A copy of the license must be submitted to Jameson Camp before kitchen use. The Jameson Center kitchen is available to groups renting other camp facilities only by special arrangement and at an additional charge.

GARBAGE/ RECYCLING: All garbage and recycling items should be contained in appropriate bags. Groups should remove all garbage from their areas and take it to the *orange* dumpster behind Jameson Center. Do not leave any garbage bags out overnight or after you leave. The green and orange dumpster is for recyclables, numbers 1-7.

HEALTH INFORMATION: We recommend that all groups have emergency contact information for all their participants and signed permission slips from parents for emergency treatment for each minor without a parent on-site.

HIKING: Jameson Camp encourages our visitors to get outdoors and enjoy the use of our hiking trails. Please use only established trails. No one should trespass on private property.

HUNTING/FISHING: There is absolutely no hunting, fishing or trapping allowed on Jameson Camp property.

ICE SKATING/SLEDDING: No sledding, ice skating or walking on ice is allowed on camp creeks.

INSURANCE: If your group is staying overnight, you are responsible for your own general liability insurance. Prior to use of facilities, the organization must provide a certificate of insurance for \$1,000,000 that identifies Jameson Camp as an additional insured. Groups must also agree that their group/organization will individually and collectively hold Jameson Camp harmless in the event of any injury or damage to personal property.

KEYS: Keys will be provided to the group leader or their representative during check-in. Only the keys necessary for the facilities rented will be provided and any lost keys will result in a charge of \$5 per key. Keys must be returned during checkout with your Jameson Camp contact person.

LINENS: Jameson Camp does not provide linens. If you would like to have linens provided, we recommend that you request linens through Superior Laundry. You may visit this vendor's website at <http://superiorlaundrying.com/>. You can contact by phone at (765) 284-4411, by fax at (765) 284-4412 or email at superiorlaundry@hotmail.com.

MOTORCYCLES/BICYCLES/4x4/ATV's: Use of any type of off-road vehicle, motorized or non-motorized, is prohibited. This includes skateboarding.

NATURAL PLAYGROUND: Our newest addition is our obstacle course, which is setup next to the Fire Circle. We ask that you please have children and adults stay off of it because it is not safe to use without supervision by a Jameson Camp staff member.

NOISE CONTROL: We encourage you to live it up while celebrating your event on our grounds. However, please keep in mind that outdoor quiet time begins at 10:00 p.m. and ends at 7:00 a.m. Failure to comply with this time frame may result in

upset neighbors and as a result, they may call the police. If Jameson Camp receives a citation due to noise control, the fee will be added to your account and taken out of either your rental deposit or alcohol deposit. Furthermore, your host has the authority to end your event immediately and with no refund if you fail to comply with this time frame. Please help us keep our neighbors happy by following the noise restriction time frame.

PARKING & TRANSPORTATION: *Please slow down when you enter the camp and observe the posted 15 MPH SPEED LIMIT.* Parking is available in the lot located on the right immediately after entering camp property. Since parking is limited to roughly 65 spaces, we encourage carpooling whenever possible. Please respect our lawns and avoid any unnecessary travel over the grass. Parking is allowed along the right side of the access road. Please discuss parking alternatives if you are expecting a large number of vehicles or buses. Please honor the posted handicapped and no parking signs. Please do not block the paved or gravel drive at any time. Enough room must be left at all times for an emergency vehicle to pass. Jameson Camp prohibits the transport of individuals in non-passenger vehicles (ie. back of pick-up trucks, etc.).

PERSONAL PROPERTY: Groups are requested to provide their own sports equipment for the volleyball and basketball courts, soccer field, etc. Groups agree that Jameson Camp will not be held responsible for any personal property, including the property of guests, which may be lost, damaged, stolen, or from any loss due to fire, or other casualty, during user's occupancy.

PICNIC TABLES: Groups have access to 16 8-top picnic tables and 2 6-top tables. We can seat a total of 140 combined. This count doesn't include the tables in the screened porches of the cabins which should not be moved out. Picnic tables are scattered all over the green areas of the lawn (Bubba's, Fire Circle, Annis, etc.), not all together and it isn't practical to move them all together anywhere due to the weight of the tables.

REPAIRS: We will make a best effort to resolve any issues you have while staying on our grounds. Repairs should be reported to your Jameson contact. Once a request has been placed, we will make a best effort to repair it within 24 hours. If a repair request is made over the weekend, we will make a best effort to repair it the following business day.

SAFETY ISSUES: If you notice any safety hazards or unsafe conditions please notify your Jameson Camp contact person and take proper precautions. We ask that all rental guests practice proper safety habits at camp including fire safety, kitchen safety, and refraining from running or rough-housing inside the facilities. Fireworks are prohibited. Be sure to observe universal precautions when dealing with all bodily fluid incidents.

SECURITY: If someone encounters an intruder please phone 911 and speak to the Sheriff's office. Please do not attempt to apprehend or detain the intruder on your own.

SETUP INSTRUCTIONS: Please email setup instructions to the Office Manager a minimum of one week prior to your group's reservation.

STAFF CONTACT: A Jameson Camp staff member will be assigned as your contact during your rental. If you encounter problems or maintenance issues during your visit, please use the designated numbers.

SWIMMING POOL: The pool is available seasonally by prior arrangement and at an additional cost. The cost for use of the pool does not include a lifeguard and a lifeguard must be present at all times. You may provide your own lifeguard provided he or she holds a current lifeguard certification from a nationally recognized certifying body. A copy of his or her certificate must be provided to the Office Manager before the pool will be made available. For an additional fee, Jameson

Camp can attempt to make arrangements for a lifeguard for you (however, we cannot guarantee availability). Additional safety information can be found in the orange Emergency Procedures & Crisis Communications Plan in the Pool House. Group supervisor/s will be responsible to enforce established safety regulations, provide appropriate instruction, and identify and manage environmental and other hazards related to the swimming pool.

Pool use requires 1 lifeguard and 1 trained observer for every 25 swimmers (one of whom must be an adult). One lifeguard must be in the lifeguard chair at all times. Pool use cannot be guaranteed even when reserved because of weather-related conditions, mechanical malfunctions, algae bloom, etc. The rental group's sole remedy in the event we cannot provide the pool for your use is a refund of the pool rental fee.

TELEPHONES: The cabins are equipped with telephones, however all groups are encouraged to bring cell phones for use as your emergency contact number.* The office is closed on weekends and calls left on the answering machine at our main number will not be checked before the first business day of the following week. The phones are blocked for outgoing long-distance calls, including 800 numbers.

TENTS: When the tent is up, it blocks the sun and walking traffic under it can kill the grass, with or without a floor in the tent. Even with just a tarp on the grass, within 12-24 hours, it can wilt the grass underneath it and as a result, the grass will die off. For these reasons, if you are using a tent, it must come down before leaving our grounds. Under no circumstances should it stay up over the weekend.

TERMINATION OF RENTAL: Jameson Camp has the right to eject any group or group members, without any refund of fees, who cause any undue disturbance to the camp or other campers. Furthermore, we reserve the right to revoke privileges of the reserving organization, or the privileges of any of its members or guests in the event their conduct becomes, in the staff's judgment, injurious or potentially injurious to the personnel, facilities, or image of Jameson Camp.

WEAPONS/FIREARMS: All firearms and weapons are strictly prohibited.

WEDDINGS: Wedding deposit and final payment are non-refundable/non-transferable. Final payment is due 45 days prior to actual wedding rental.

WIRELESS: The entire Jameson Camp has wireless internet capabilities. Groups renting on our site will be given the wireless code upon check in.

Jameson Camp Extensions			
Main Office/Office Manager	10	Appel Lodge	29
Jameson Center		Hawley Lodge	23
Kitchen	21	Hornbrook Lodge	20
Lodge	26	Jessup Lodge	18
Health Center	25	Kessler Lodge	30
Annis Nature Center	27	Meyers Lodge	19

If you have any further questions, please contact our Office Manager, Vanessa Fry, at vanessa@jamesoncamp.org or (317) 241-2661, ext. 10. Please also visit our website at <http://www.jamesoncamp.org/> for descriptions and pictures of our facilities.

Thank you for choosing to stay at Jameson Camp.