

HOLIDAY LAKE 4-H EDUCATIONAL CENTER USER GROUP INFORMATION

Holiday Lake 4-H Educational Center is fully accredited by the American Camping Association. This means that we uphold the highest standards for camper health and safety. The following information will help to assure that your group benefits fully from the facilities and services at Holiday Lake 4-H Educational Center in a safe and wholesome environment. The information is provided in categories for easy reference. The user group contact is responsible for supervision of the group and its behavior. Please notify all your participants of the appropriate information and provide an orientation to the camp's safety procedures and regulations.

I. Site and Food Service

- A. If the group is providing its own meal service, then all food must be prepared and properly stored in areas free of accumulated dirt and grease and protected from rodents and insects. Utensils and food contact surfaces must be clean and properly sanitized after each use (Wash and rinse water temperatures must be at least 100 degrees; second rinse must contain an approved chemical sanitizer. Contact surfaces must be wiped with a bleach solution or commercial sanitizer). All washed dishes and utensils must be air dried and protected from dust and contamination between uses.
- B. All trashcans should remain covered except when in use during food preparation and clean up. Full trash bags should be placed in the back of the pickup truck parked at the loading dock. This trash will be removed to the dumpster on a daily basis.
- C. If the group is providing their own potentially hazardous food (i.e. milk, milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, etc.) these foods must be maintained at temperatures below 40 degrees or above 140 degrees. The group is responsible for monitoring and recording the temperature in refrigerators and informing camp staff if there are any problems.

II. Transportation

- A. Groups are responsible for providing emergency transportation. This transportation must be available at all times. Appomattox County Rescue Squad is available for emergency transportation by calling 911.
- B. Please park in designated areas only.
- C. Holiday Lake 4-H Educational Center prohibits the transportation of persons in non-passenger vehicles (i.e. in the back of pick up trucks or vehicles without seat).

III. Health and Wellness

- A. The group is advised to have an adult who is certified in CPR and first aid from a nationally recognized provider available at all times while at the 4-H Center.
- B. If Holiday Lake 4-H Educational Center provides a health care provider, then Holiday Lake 4-H Educational Center assumes responsibility for the first aid and emergency care of the group, including emergency transportation. Holiday Lake 4-H Educational Center will also have first aid supplies and equipment available for use under the supervision of the health care provider.
- C. In the event of accidents, injuries, illnesses or incidents, the group should notify the camp immediately.
- D. The nearest hospital is Southside Regional Hospital in Farmville. Directions to Southside Regional and Lynchburg General Hospitals will be provided upon arrival.
- E. Secondary insurance coverage for user group participants can be purchased through the 4-H Center but must be requested by the group in advance.
- F. The group is advised to collect the following information from participants:
 - 1. Name and address.
 - 2. Emergency contact names & phone numbers.
 - 3. Listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodations while on the site.
 - 4. For minors, without parents on site, signed permission to seek emergency treatment.

A copy of the 4-H Health History Report Form is attached and may be reproduced for your use if appropriate.

IV. Recreation and Activities

- A. Recreational equipment is available at the office including basketballs, volleyball, softballs and bats, and horseshoes. All equipment should be returned to the office and properly stored after use.
- B. All activities and recreational opportunities involving youth under the age of 18 must be appropriately supervised by an adult. It is recommended that all rental groups utilize best practices when selecting adults who will be in a supervisory role over minors. This may include a voluntary disclosure process/form, a check of the National Sex Offender Registry and/or background checks.
- C. The archery ranges, rifle ranges, and shotgun fields may only be used in conjunction with an approved activity when under the direct supervision of a certified range officer as listed in the Virginia 4-H Shooting Education plan.
- D. The swimming pool is open and staffed regular hours during the swimming season. Lifeguards provided by Holiday Lake 4-H Educational Center will be on duty and rules for pool use will be clearly posted. The group must make arrangements in advance with the 4-H Center for additional pool hours outside of the regular hours so that lifeguards can be secured.
- E. Groups are advised to appropriately evaluate and classify swimming abilities and allow members to swim in areas that are commensurate with abilities. Non swimmers may only swim in the shallow end of the pool and may not use the canoes.
- F. Groups using the canoes must provide a lifeguard (certified by a nationally recognized certifying body) who is also certified in CPR and first aid. If canoeing instruction is offered, the group is advised to provide a person appropriately certified for canoe instruction by a nationally recognized certifying body or who has documented experience and skill in teaching canoeing. Everyone using a canoe must wear a properly fitting PFD. Groups using the canoes will be provided with the canoe rules upon arrival. The release form must be signed by the group leader. Rescue equipment available at the canoe docks includes a shepherds crook and a throw buoy. A first aid kit is available upon request. In the event of an emergency, emergency numbers may be found on a sheet posted on the bulletin board beside the pay phone. Emergency numbers are also posted next to all phones at the Center. Never stand up in a canoe.
- G. Groups are advised to implement a check out system for canoes to ensure the safe return of all participants.

V. General

- A. A Certificate of Insurance naming Holiday Lake 4-H Educational Center, INC, Virginia Tech, and the Commonwealth of Virginia as additionally insured should be sent to Holiday Lake 4-H Educational Center 1267 4-H Camp Road, Appomattox, VA 24522 or emailed to bgoin@vt.edu prior to the scheduled event. For users who do not have an organized group most home owners policy insurers can provide this, most at no charge.
- B. Firearms are allowed only in conjunction with an approved program. Firearms must be stored in a locked vehicle when not in use, and ammunition stored separately from firearms.
- C. The use of alcohol is prohibited at the 4-H Center when there are youth activities at the center. If alcohol is served, the group is responsible for the appropriate permit from the Virginia Alcohol Beverage Control Office. The group is responsible for ensuring that all ABC laws are followed. The possession or use of illegal drugs is prohibited.
- D. The 4-H Center Office should be notified immediately of any concerns with any of the facilities, equipment or grounds being used by a group.
- E. If an intruder is spotted on camp property, please notify the 4-H Center Office immediately and contact the Appomattox County Sheriff's Department: 911
- F. In the event of an emergency or natural disaster, please call the appropriate emergency number listed beside any telephone. The Public Address system may be used to warn campers of emergency situations. Groups are advised to implement a system, which allows for the accountability of all members such as a buddy system.

- G. Group members may bring their own sports equipment and other personal belongings (i.e., radios, cameras, etc.) but Holiday Lake 4-H Center will not take responsibility for safekeeping of personal belongings, nor will the 4-H Center be held liable in the event of damage or theft.
- H. Pets and other animals are not allowed except in conjunction with a program that is approved in advance by the 4-H Center Director.
- I. Smoking is prohibited in any camp buildings. Smoking is allowed on the decks of the dining hall and on the porch of the office. Butts must be disposed of in the butt cans.
- J. Groups are advised to wear shoes whenever walking on the camp grounds.
- K. Groups should supervise young children at the canoe docks, and it is recommended that children be warned to remain one body length away from the water.
- L. It is the groups responsibility to provide training to all staff/adults to minimize the potential of adults being in a one-on-one youth/adult situation when out of sight of others; the exception is when the adult is with their own child(ren)/ legal ward.
- M. It is 4-H Center policy that the following adult to youth ratios be met for proper supervision:

<u>Camper age</u>	<u>Number of staff</u>	<u>Number of youth</u>
4-5	1	5
6-8	1	6
9-14	1	8
15-18	1	10

Please keep this information for your use and return the User Group Policies form to Holiday Lake 4-H Educational Center with your reservation form.

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

**HOLIDAY LAKE 4-H EDUCATIONAL CENTER
USER GROUP INFORMATION
SIGNATURE PAGE**

It is the responsibility of the group leader(s) to inform their group of Holiday Lake 4-H Educational Center, INC's User Group Information and their responsibilities thereof.

This form must be signed and returned to Holiday Lake 4-H Educational Center's office when the reservation form is submitted.

Group Name: _____

Date(s) of Event: _____

Group Contact: _____

Contact Phone # and Email address: _____

I have read and understand the Holiday Lake 4-H Center's User Group Information Form and will abide by the conditions in said form.

Signature

Date

SIGN AND RETURN WITH YOUR RESERVATION FORM

Holiday Lake 4-H Center
1267 4-H Camp Road
Appomattox, VA 24522
bgoin@vt.edu

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