



## Guest Use Agreement and Safety Policies

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## Guest Use Agreement and Safety Policies

### WELCOME!

Our facility is a beautiful camp and conference center located on Lake Griffin, owned and operated by the Florida Conference of the United Methodist Church. We prepare a sacred space in a natural setting for all to grow in community and connect with Christ. Whatever your purpose, we want to offer you genuine Christian hospitality in a beautiful and peaceful atmosphere. We take very seriously the safety of all our guests and we hope this document will help to prepare your group for a successful event. Thank you in advance for helping us be good stewards of our facility. **We look forward to welcoming your group to the Warren Willis United Methodist Camp & Conference Center.**

### RESERVATIONS, DEPOSITS, AND FEES

#### RESERVATIONS ARE REQUIRED

Reservations are secured only upon receipt of the full reservation deposit along with the signed and dated contract. Once the contract has been executed, dates will be held for 21 days from the date the contract is sent. If we have not received the appropriate deposit by that date, we reserve the right to consider your retreat cancelled and open up the lodging and meeting rooms to other inquiring groups. The management reserves the right to make any necessary changes regarding lodging and function space based on fluctuations in group size.

#### DEPOSIT/PAYMENT SCHEDULE

All deposits go toward your final balance due. In cases of cancellation these deposits may be forfeited.

- 1<sup>st</sup> Deposit: 20% Non-Refundable Deposit – payment due 21 days from date of contract execution to secure your reservation
- Recreation Deposit (if applicable) – payment due 21 days from date of contract execution to secure your reservation
- 2<sup>nd</sup> Deposit: 30% Deposit – payment due 60 days prior to your contracted arrival date
- Final balance due upon arrival

If your reservation is made within 90 days or less of arriving at camp:

- 1<sup>st</sup> Deposit: 50% Deposit – payment due 21 days from date of contract execution to secure your reservation
- Recreation Deposit (if applicable) – payment due 21 days from date of contract execution to secure your reservation
- Final balance due upon arrival

#### RECREATION DEPOSIT

A non-refundable recreation deposit will be charged for the following programs:

Challenge Course (Low and High)

Swimming Pool

Canoeing

This deposit is due 21 days from the day the programming is booked. This recreation deposit must be paid in order to ensure your booking. If you book your programming at the same time that you book your retreat, this deposit will be included on your contract.

#### TAX EXEMPT

Applicable taxes will be added to your overnight lodging, meeting space and meals as required by law. All groups that don't provide a copy of their Florida Tax Exempt Certificate will receive this tax. A copy of the certificate must be sent with the signed contract and deposit.

## Guest Use Agreement and Safety Policies

### FINAL COUNT

Groups must call the reservation office 2 weeks (14 days) prior to arrival to give their guaranteed minimum meal and lodging counts. If we have not received the final numbers by Noon 5 business days prior to arrival, the contracted number of guests will be your final guaranteed number for food and lodging. These final numbers will be used to create an invoice of your final balance due that will be emailed to the group leader. Final payment is due upon arrival. Adjustments to this final balance will be made only if more attend the event than the guaranteed count. Any extenuating circumstances will be approved at the Director's discretion.

### BALANCE OF FEES

The total owed for your retreat is due upon your group's arrival. Please collect money due and issue one check payable to Warren Willis United Methodist Camp & Conference Center.

### EXCLUSIVE USE

Groups wishing guaranteed exclusive use are required to reserve 80% of the facility and include comparable deposit.

## CHANGES AND CANCELLATION POLICY

### MINIMUMS/INCREASES

A minimum of 50% capacity is required to reserve any of our lodging or meeting spaces. Before you increase your original reservation counts, please call us to check on available space.

### GROUP SIZE DECREASES/OVERESTIMATING GROUP SIZE

Groups are asked to use reasonable estimates when booking. A reduction in your group count is allowed without penalty prior to 60 days of arrival. Your group is allowed 10% shrinkage after the 60 days, up to the date your final event details are due. If there is more than a 10% shrinkage after the 60 days, your group will be billed the amount of one nights lodging fee for the difference. **All cancellations made after your final numbers are due, as outlined in your contract, you will be billed for lodging and food.** Extenuating circumstances will be subject to Group Services Manager and Director approval.

### CANCELLATION POLICY

#### Cancellations greater than 60 days out

Your 20% nonrefundable deposit will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

#### Cancellations 60 days to 30 days out

Your deposits paid up to 50% will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

#### Cancellations less than 30 days out

Your deposits paid up to 50% will be forfeited at this time.

### CHANGES TO YOUR RETREAT DATE

Your deposits may be transferable. Warren Willis United Methodist Camp & Conference Center, hereby known as WWCCC, must approve all transfers. Deposits may only be transferred one time. Deposits for group retreats may not be applied to in house retreats (Confirmation, Imprint, Summer Camp etc).

## **Guest Use Agreement and Safety Policies**

### **CANCELLATION OF RECREATION DUE TO INCLEMENT WEATHER**

- Low Challenge Course: Your session will occur rain or shine
- High Challenge Course: Your session will occur rain or shine, unless deemed unsafe by your facilitator. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program fee, less their non-refundable deposit.
- Pool: Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable deposit.
- Canoes: Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable deposit.

### **INSURANCE REQUIREMENTS**

Any group not a member of the Florida Conference of the United Methodist Church using the WWCCC must provide a Certificate of Insurance for at least one million dollars (\$1,000,000) in liability coverage that names Warren Willis United Methodist Camp & Conference Center / The Florida Conference of the United Methodist Church as additional insured for the dates of service. This certificate is due a minimum of two weeks before the scheduled event/retreat. See the link on the website for information on what is required on the Certificate of Liability Insurance.

### **MEALS & FOOD SERVICE**

#### **FOOD SERVICE**

We require a group to be of 25 guests in order to prepare and serve meals, unless there is currently another group already booked. Groups of 30 guests or more are required to purchase their meals from our Food Service.

Emphasis is on nutritious meals. Please notify the camp if your group has any special dietary needs including but not limited to: food allergies, vegetarian and gluten free. Special dietary needs may require an additional cost per meal. Our food service manager will work with your group to provide the best dining experience possible. We ask groups to bring their table settings to the dish window upon completion of their meals.

#### **MEAL TIMES**

Our regular meal times are as listed unless prior arrangements are made.

Breakfast – 7:30 am (Conference Center) or 8:00 am (Camp)

Lunch – 12:00 pm

Dinner - 5:30 pm

The serving lines will be closed after 45 minutes to be in line with food safety protocol.

#### **SMALL GROUP KITCHEN USE \*\*Camp side ONLY\*\***

Groups of less than 30 have the option of preparing their own meals if you are staying in a Lodge, Leadership Cabin, or using the Bowron Building. Please coordinate this reservation with our reservations office. All reservations are subject to availability.

## **Guest Use Agreement and Safety Policies**

### **KITCHEN USE AND FOOD HANDLING FOOD TEMPERATURE**

Do not leave stoves unattended while in use. Observe the location of nearest fire extinguisher. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 41°F - 135°F by following procedures posted in kitchens.

### **CLEAN HANDS**

Wash hands before preparing and serving food.

### **DISHWASHING**

Proper dishwashing procedures are posted in every kitchen. Please use these procedures—wash, rinse, sanitize, air dry. If posted instructions are missing, please contact camp staff.

### **SANITIZING**

Use only clean, sanitized utensils and equipment during food preparation. Clean and sanitize utensils, appliances and food contact surfaces after use. Food contact surfaces means anything including counters, cutting boards and knives that contacts raw food during preparation. Sanitize these surfaces between uses with the sanitizing solution chlorine bleach and water. Groups will need to provide their own bleach. Follow posted procedures.

## **MEETING AREAS**

### **MEETING ROOMS**

Your group will be provided with one complimentary meeting space large enough to accommodate your group. Additional meeting spaces can be reserved for an additional fee, depending on availability. The only exception is if your overnight accommodations are in the Lodges at Camp, then the meeting space in the lodge becomes your free space since it cannot be used by any other group.

### **MEETING ROOM SETUP/ AUDIOVISUAL EQUIPMENT**

Your group will be sent a meeting room setup form to be completed 14 days prior to your event, in order to ensure your meeting space is ready upon arrival. Any forms not submitted within 7 days of event will either be setup based on previous group details, or with minimum amount of chairs in theater style seating. All A/V equipment available in specific meeting rooms is indicated on the meeting room setup form. Any setup or A/V needs requested outside of what is regularly provided will be subject to additional fees.

### **WI-FI**

Wi-Fi is available in all of our lodging and meeting rooms at the Conference Center, as well as our campground area. Camp Wi-Fi is available throughout Barnett Lodge, the Chapel, and the Bowron Building. Our goal is to provide groups with the best experience possible, but we also acknowledge the technological limits of what we are able to offer at this time. Our network is set up primarily for basic web-browsing and email, and is not able to support streaming or downloading of large videos or documents. If there are specific videos or documents that you need to download as part of your event or presentation, we kindly recommend that you do so before you arrive. Instructions for connecting are available in the Welcome Packet distributed to the Group Leader.

### **COMMON AREAS AT CAMP**

WWCCC has several areas with outdoor benches facing the lake, multiple docks, walking trails, a basketball court, sand volleyball courts, 18 hole disc golf course, a bouldering wall, 2 gaga pits and several large areas for group games that are available to groups on a first come/first serve basis. These areas are not available to reserve in advance and guests are encouraged to be mindful of all groups that may want to utilize the amenities on site.

## **Guest Use Agreement and Safety Policies**

### **PROGRAMMING WHILE ON SITE**

#### **YOUR SCHEDULE**

Please email or fax a copy of your schedule prior to arrival so that we may better assist you and help eliminate conflicts with other groups using the site.

#### **PROGRAM HELP AND CONFERENCE PLANNING**

WWCCC is happy to assist you in planning for your camp or conference event. This help can range from a few suggestions to complete planning and facilitating your retreat. We will be happy to discuss event planning costs based on our involvement.

#### **SPORTS EQUIPMENT**

Volleyballs, basketballs, soccer balls and other sports equipment are available in Recreation Boxes located around the site. Feel free to ask about exact locations for sports equipment upon check-in. You are more than welcome to bring your own equipment as well.

### **CHALLENGE COURSES, SWIMMING, CANOEING**

All facilitated programs are subject to obtaining proper staffing. If we cannot secure staffing for your event 2 weeks prior to your arrival, you will be notified and it will be cancelled. All applicable deposits will be applied to your final balance.

#### **POOL**

It is our goal to provide a safe and fun swimming experience while you are at camp. If your group would like to swim in our pool and use our large pool slides, you need to make reservations more than 60 days prior to your event. Your reservation fee will cover the number of lifeguards needed for your size group. A minimum of 2 WWCCC staff lifeguards is needed to open the pool. Our pool capacity is 100 swimmers.

Group Size to Lifeguard ratios:

0-50	2 Lifeguards
51-75	3 Lifeguards
76-100	4 Lifeguards

Group leaders will need to sign our Group Pool Usage Agreement Form, which explains pool rules to the group leader, so they can share this information with their group.

#### **SPECIALIZED RECREATIONAL ACTIVITIES**

Scheduling activities such as swimming, canoeing, and our challenge courses is required at least 60 days prior to your retreat or event. We will provide trained personnel to facilitate these activities. These areas (pool, boathouse, challenge course) are off limits to any groups that have not reserved them. Access is available only with provided trained personnel.

#### **CANOES**

Use of the canoes is only allowed with certified Waterfront Life Guards provided by the camp. The group leader will need to sign a Waterfront Usage Agreement, which will be attached to your Contract. Each person must submit a signed Waterfront Waiver of Liability Form before they go canoeing at camp. Booking is required 60 days prior to retreat or event.

- Youth 12-17 must be accompanied by an adult.
- Children 6-11 must have an adult in the canoe with them
- Children under 6 are not allowed in the canoes.

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### CHALLENGE COURSE

Our challenge courses are an amazing way for your group to work on their goals, communication skills, and trust. Our High and Low Challenge courses can be reserved through our reservations office. The WWCCC will provide facilitators to work with your group or groups during their challenge. Everyone in your group must sign our Challenge Course Waiver of Liability Form, which will be attached to your Contract. Booking is required 60 days prior to retreat or event.

### CAMPFIRES

Campfires can be reserved and are allowed in designated areas on the site, only under supervision of an adult. Camp personnel will set up the campfire and leave it ready for you to light. A hose and/or buckets of water will be provided for extinguishing your fire before leaving the area. Please extinguish all fires completely before leaving your fire ring. Campfires at our camp are subject to local fire regulations. The camp may cancel your scheduled campfire with little to no notice if Lake County institutes a countywide fire ban. These bans usually occur in very dry weather when we have had little to no rain.

### GROUP LEADER INFORMATION

#### TIMES

Check in time is 3:00 PM on the scheduled day of arrival. Check out for lodging is 10:00 AM. Groups must depart by Noon. Early arrivals and late departures may be pre-arranged. Additional fees may apply.

**Group Leader Check-in ONLY:** Check-in will occur at our main office in the Barnett Lodge. For Conference Center groups, lodging room keys will either be distributed upon check-in or delivered to your meeting space depending on your check-in time.

Quiet Hours are from 11:00 pm to 6:00 am across the entire site. We do have staff that live on site year round, we kindly ask you to be respectful of their living quarters. Please do not seek out a staff member at their home, instead you are encouraged to contact our On-call Host.

#### WHILE YOU ARE HERE

- Make payment of the balance due upon arrival.
- Use only those facilities assigned to your group and inform your group of this restriction.
- Inspect each room assigned to your group upon arrival and before departure to check for damages. Report maintenance needs or faulty equipment immediately.
- Most of our air conditioning/heat units are preset, if your group is uncomfortable please have the group leader notify the camp staff and they will make adjustments as needed.
- Please turn off lights and air conditioning/heat when not needed.
- Please replace furniture to its original position.
- The floors are slippery when wet.
- Be respectful of other guests when using common areas.

**Please keep in mind that our facility is in a rustic setting along Lake Griffin. Aquatic Midges, water bugs, frogs, lizards, and snakes may be abundantly present. We do our best to keep wildlife out of rooms and meeting spaces. Please help us by keeping all doors closed and turn off lights when possible.**

#### DAMAGE

## **Guest Use Agreement and Safety Policies**

Please report damage immediately. We will contact you should we notice damage after your group's departure. All damage as a result of guest negligence is subject to additional charges.

### **STAFF ENTERING YOUR BUILDING**

WWCCC Staff retains the right of entry to all facilities at any time. This would be for the purpose of helping your group with maintenance, housekeeping issues or in the event of an emergency.

### **APPROPRIATE ACTIVITIES**

All program activities must meet with the approval of the WWCCC. WWCCC management will request curtailment of activities that are inappropriate or unsafe. Group leaders are responsible to supervise their group and its behavior and understand and enforce policies and guidelines as stated.

### **SAFETY ORIENTATION**

Group leaders are required to provide a time for orientation to camp safety regulations as outlined in this information packet. A WWCCC Staff person will be available to assist if requested.

### **SUPERVISION RATIOS**

Youth and children group leaders are responsible for the behavior of the group and for maintaining the following adult/child ratio. Contact WWCCC Staff for special needs ratios:

Age 4-5	1:5
Age 6-8	1:6
Age 9-17	1:8

Appropriate supervision of youth also includes a minimum age of 16 years old and at least 2 years older than the campers. At least 80% of your leaders should be 18 years of age or older.

Please be mindful to always minimize the potential for any adult leaders to be in one on one situations with a child/youth when out of sight of others.

Per The Florida Annual Conference of the United Methodist Church's Child Protection Policy, all adults that accompany children / youth groups must be screened through the National Sex Offender Registry and State & Local criminal background check.

### **GROUP BEHAVIOR**

Group leaders are responsible for the behavior of the group.

Any violations of the policies listed may result in the individual or group being asked to leave the premises immediately. At the discretion of the site Director, and in consultation with the group leader, this may also result in a forfeiture of fees paid or a prohibition on future visits to the site.

### **NO SMOKING IN BUILDINGS**

Smoking is not allowed inside any buildings. Smoke only in designated outdoor area.

### **KEYS**

Conference Center groups: lodging room keys will either be distributed upon check-in or delivered to your meeting space depending on your check-in time. On day of departure please collect keys in your meeting space and call the On-call Host 30 minutes prior to leaving so keys can be collected. It is the group leader's responsibility to make sure all keys are accounted for. You will be charged \$25 per room key that is not returned.



## **Guest Use Agreement and Safety Policies**

### **KEYS (cont.)**

Camp groups: keys are available to your spaces upon request. Keys will be signed out when going over your Welcome Packet during check-in. On day of departure call the On-call Host 30 minutes prior to leaving so keys can be collected. You will be charged \$25 per key that is not returned.

WHEN IN DOUBT...PLEASE ASK about anything regarding your stay, needs, concerns, problems, or questions.

### **WHAT TO BRING**

#### **WHAT TO BRING**

Camp guests must provide their own bedding, pillows, towels, and toiletries. Shoes or sandals must be worn at all time outdoors. Each group should have their own First Aid kit.

#### **WHAT NOT TO BRING**

We are a drug-free, alcohol-free and firearm-free facility.

Alcoholic beverages, illegal drugs, fireworks, guns, weapons, and pets (except service animals) are not allowed at WWCCC. Florida law prohibits persons under the age of 18 years of possessing tobacco products. Smoking and vaping are prohibited in all indoor spaces.

### **VEHICLES AND PARKING**

#### **SPEED LIMIT**

The speed limit posted on property is 10 MPH.

#### **PARKING & DRIVING ON PROPERTY**

All vehicles must be parked in designated parking areas. Please do not drive your vehicles outside of the designated driving or parking areas. For persons with limited mobility, or to load or unload large amounts of equipment for your retreat, please contact the On-call Host for appropriate parking, loading and unloading information.

#### **GOLF CARTS**

Golf Cart rentals will only available through an outside vendor, beginning January 2017 due to changes in our liability insurance. Please make us aware of all rentals and be present to sign all rental agreements. WWCCC Staff will NOT sign rental agreements or any agreements that may bestow liability on the WWCCC or the Florida Conference of the United Methodist Church. Operators must have a valid driver's license, must observe 10 mph speed limit and only allow the number of passengers for which there are seats. Pedestrians have the right of way. WWCCC Staff has the right to revoke golf cart privileges at any time due to unsafe practices or failure to follow the above policy.

#### **TRANSPORTING PEOPLE**

Transportation of persons in vehicles not designed for passengers or in the back of pick-up trucks is prohibited.

#### **PEDESTRIANS**

We have a great deal of traffic coming and going. Pedestrians please watch out for vehicles, and vehicles please yield to pedestrians at all times.

## **Guest Use Agreement and Safety Policies**

### **TRASH, CLEANING, & RECYCLING**

#### **Site wide Environmental Policy**

The management staff of the Warren Willis United Methodist Camp and Conference Center believe that to achieve our mission of cultivating a natural, sacred space in Florida, we must lead not only economically, but environmentally and socially as well. WWCCC understands that we are in a prominent position to impact the environment of the state of Florida both through our policies and by educating the adults, youth, and children who enjoy these spaces.

It is the intent of this policy and a separate Action Plan to offer a stewardship framework for our camp and conference ministry properties. Creation Care – born of God’s mandate to steward God’s earth and love our neighbor - touches the elements of people care, earth care and the space between. As children of God and United Methodists, we recognize that we are caretakers of God’s earthly kingdom. We mean for this document to serve as a covenant with our staff, guests, and Creator. The principles and actions laid out are intended to make us more mindful inhabitants and consumers of this world.

***If you are interested in learning more about how your group can assist us in making your stay more environmentally conscious, please visit: [www.warrenwilliscamp.org/creation-care](http://www.warrenwilliscamp.org/creation-care)***

#### **Conference Center**

##### **CLEANING**

Thank you for your help in keeping our Center clean and in good condition for everyone’s enjoyment. All groups are asked to leave the Center the way they found it.

##### **TRASH**

Please place all trash in appropriate places to limited unwanted visitors. If the garbage container is full, please contact the Staff for assistance.

##### **RECYCLE**

Recycle-glass, aluminum cans, paper, cardboard and plastic. These containers are located in front of all lodging buildings and meeting spaces.

#### **Camp**

##### **CLEANING**

Thank you for your help in keeping our Camp clean and in good condition for everyone’s enjoyment. All groups are asked to leave the camp the way they found it. All lodging and meeting areas have cleaning supply closets with vacuum cleaners and/or brooms to clean up spills or excessive sand/leaves. If your groups lodging and meeting area is not left in reasonable condition, a cleaning fee of up to \$200 may be charged.

##### **TRASH**

Please remove all trash from the kitchen (if applicable) and bath areas and place outside on the front porch before your group’s departure.

##### **GARBAGE**

Garbage containers must be tied or covered when not in use. If garbage container is full, you may take garbage to the dumpster behind the kitchen, or notify a camp staff person to do this for you. If you have to empty your garbage cans during your stay we ask that you replace the garbage bag in the cans. Additional bags are provided in the housekeeping closet, or upon request.

## **Guest Use Agreement and Safety Policies**

### **RECYCLE**

Recycle—glass, aluminum cans, paper, cardboard and plastic. Blue recycle containers are located in all cabins, lodges and meeting areas.

### **HEALTH, SAFETY & FIRST AID**

#### **AT YOUR OWN RISK**

Activities are solely at your own risk.

Groups are responsible for their own program needs, as well as risks involved with those programs and associated persons.

Groups must have with them a person (at the minimum) certified by American Red Cross in Standard First Aid and CPR for the appropriate age level.

WWCCC is not responsible for any personal property.

#### **PROHIBITED**

Alcoholic Beverages, Illegal Drugs, Firearms and other Weapons, Ammunition, Explosives, Knives or Switchblades, Fireworks, Pets (except service animals) and Gambling are prohibited on site.

#### **REPORT INCIDENTS/INTRUDERS**

Please report any accidents or “incidents” to Camp Staff immediately. This may range from intruders to inappropriate behavior by other guest groups or staff or any situation that may threaten the safety of our guests.

#### **LOCATING STAFF**

The main office is located in the west wing of the Barnett Lodge.

On-Call Host Phone Numbers:

Camp - (352) 978-9014

Conference Center - (352) 409-7871.

For your convenience, these phone numbers are posted in multiple locations around our site.

#### **PERSONAL SPORTS EQUIPMENT**

Equipment must be stored and handled safely for the protection of all people.

#### **CROSSING THE ROAD**

Children and youth are not to cross the road between the Camp and Conference Center without adult supervision. We ask everyone to use caution when crossing Picciola Road.

#### **SHOES**

Shoes or sandals must be worn at all times while outdoors or in the Dining Hall. For all our guests' safety, WWCCC staff reserves the right to ask guests to put on appropriate footwear.

#### **FIRST AID PERSON**

Guest groups are required to care for their own medical emergencies. At least one adult certified by the American Red Cross in Standard First Aid and CPR must accompany your group. Please identify your First Aid person to your group immediately upon arrival.

#### **EMERGENCY EXITS**

Windows and doors in all buildings serve as emergency exits. Leaders, please supervise your group and do not allow entering and exiting buildings via windows except in an emergency.

## Guest Use Agreement and Safety Policies

### ADDITIONAL EMERGENCY EXITS – CONFERENCE CENTER LODGING

Windows serve as emergency exits in each lodging room; all lodging buildings have staircase exits on either side.

### HAZARDOUS OR FLAMMABLE LIQUIDS & POWER TOOLS

All hazardous or flammable liquids must be clearly marked and stored in a locked location. Power and hand tools must be equipped with appropriate safety devices and locked up and used only by trained persons.

### EMERGENCIES

After consulting with your own First Aid person, call 911 if appropriate. The Lake County Fire Department and Lake County Paramedics have emergency medical personnel on call 24 hours a day. Please call 911 when needed. If a call is placed to 911, please notify the On-call Host immediately so they can meet the emergency vehicles at the gate and direct them to site of the problem.

### REPORT ACCIDENTS TO CAMP STAFF

Camp staff must be informed of any accidents or incidents and the appropriate forms must be completed while on site.

### FIRST AID SUPPLIES

Groups must supply their own First Aid supplies including, but not limited to:

Disposable Latex Gloves	Assorted gauze and bandages
Antiseptic/alcohol wipes	Adhesive tape
Bee sting relief Pads	Antibiotic ointment
Cold compress	Scissors
CPR barrier	

### EMERGENCY TRANSPORTATION

You are responsible for providing your own medical transportation for minor incidents. Maps and contact information for local hospitals are available in the main office located in the west wing of the Barnett Lodge. There is also a phone available in the main office at Camp and in the lobby of the Conference Center for local and emergency calls only.

### CAMPER HEALTH INFORMATION

Group leaders should have available for all participants: Names and addresses of all participants Emergency contact names and numbers.

A listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodations while on site.

For minors without a parent on site: signed permission to seek emergency treatment or a signed religious waiver.

Whoever is responsible for providing emergency care should have immediate access to this information.

### SERVICE ANIMALS & PET POLICY

Here at WWCCC we have a strict No Pet Policy. Our exceptions include guests in a R.V. and the approval of Service Animals. Under Florida law and the federal Americans with Disabilities Act (ADA), people with disabilities may bring their service animals to all "public accommodations" such as dining halls, rooming spaces, and meeting rooms. A guest with a disability that is accompanied by a guide dog, service animal or service dog will be allowed access to premises that are open to the public. "No pet" policies do not apply to guide dogs, service animals and/or service dogs. Please refer to Florida Statute 413.08 for more information regarding the rights of Guide Dogs, Service Animals and Service Dogs.

***If you or someone in your group would like more information regarding this policy, please contact a Group Services Representative for our full "Pet Policy" document.***

## **Guest Use Agreement and Safety Policies**

### **SAFETY AROUND THE SITE**

#### **WATERFRONT AREA**

Lake Griffin is a fresh water lake - home to many fish and animals including alligators and snakes (including poisonous snakes). Swimming is not allowed in the lake.

#### **DOCK**

Anytime around water, there is potential for injury or death. Guests should not sit or play in a way that may cause someone to fall in the water.

**WHEELCHAIRS**—If possible, persons in wheelchairs should not be strapped into their chairs when near water. They must be accompanied at all times and have direct supervision.

#### **THINGS THAT CRAWL AND THINGS THAT FLY...**

such as Spiders, Ants, Mosquitoes, Hornets, Yellow Jackets, and other various creatures of entomology and other species...No building or place on Camp property is exempt from these creatures. We are living in their home! Wipe on repellents are recommended. Persons with mild to severe reactions should see their First Aid Person.

#### **ALLIGATORS**

Please be aware of the presence of alligators. If you see an alligator, move away from the area. Alligators are protected wildlife and it is unlawful to feed or harass them. If there is a sighting outside of Lake Griffin, please call the On-call Host so they can contact the appropriate wildlife department.

#### **SNAKES**

There are poisonous snakes (coral, water moccasin) along with non-poisonous snakes on property. We ask you to use caution in all outdoor activities. If you see a snake, move away from the area and call the On-call Host for removal. If a snake bites you, see your First Aid Person immediately. Notify camp staff of any snakebite.

#### **PLANTS, TREES AND SHRUBS**

Part of the beauty of WWCCC is its large variety of both wild and domestic plants, trees and shrubs on the site. Some fallen and dead trees are left in the forest for animal housing and as part of the natural eco-system. We ask that do not eat any plants found on property.

#### **CONSTRUCTION**

WWCCC is continually upgrading and improving. Buildings, facilities, and areas under construction are off limits at all times and are indicated by "keep out" signs and barrier screening.

#### **BUILDINGS**

Guests are not allowed on roofs of any cabins, under buildings or in rafters of buildings with open ceiling.

#### **UTILITY FAILURE WATER**

WWCCC has its own well that is used across the entire 300 acre site. In an effort to be good stewards of the earth's resources, we ask groups to practice conservation in their use of water. If at any time during your stay you experience a loss of water pressure or no water at all, please notify On-call Host immediately.

## **Guest Use Agreement and Safety Policies**

### **UTILITY FAILURE ELECTRICITY**

Power outages may affect one building or the entire site. Report outages to the On-call Host. Please note that an electric pump operates our well, therefore power outages may cause water outages. Please be patient while these problems are fixed, and conserve water while the power is out.

### **EXITS AND EXTINGUISHERS**

Make certain everyone in your group knows where all available building exits are in case of fire. Also, please make certain that several adults know where to locate fire extinguishers.