

**Columbus Youth Camp
&
Reeves Conference Center**



Program and Rental Packet

Contents:

**Cover Letter
Contract
Frequently Asked Questions
Camp Rules/Guidelines
Camp Map
Contact Information**

Forms:

**Health & Risk Waiver
Demographics**

**Columbus Youth Camp
12454 W. Youth Camp Rd.
Columbus, IN 47201**

Thank you once again for choosing the Columbus Youth Camp (CYC). Please read the enclosed information carefully as it important to the safety and success of your outing.

Enclosed you will find the following materials:

- ❖ Program/Rental Contract*
- ❖ Program/Rental Guidelines
- ❖ Contact Information
- ❖ Health/Risk Waiver
- ❖ CYC Demographics Sheet

*The Rental Contract and Invoice may include 7% sales tax. While your organization may be tax exempt, it is necessary we receive a copy of your certificate for tax purposes.

Please review and sign the original Program/Rental Contract. **Return the signed, dated original Program/Rental Contract by email to:** andy@columbusyouthcamp.com

Or by mail to:

**Columbus Youth Camp
12454 W. Youth Camp Rd.
Columbus, IN 47201
ATTN: Todd Harris**

Payment of the 20% deposit or full payment should be sent to/ completed at:

**Foundation For Youth
405 Hope Ave,
Columbus, IN 47201
ATTN: Tina Cunningham**

Please call with an accurate number of participants one month prior to your camp visit. Billing will occur immediately following your visit, and will be based on the *higher* of reservation or attendance numbers.

In addition, if your group is participating in CYC provided programming, please photocopy and distribute the enclosed Health Assessment/Waiver to all program participants. ***Health Assessment/Waivers for each individual MUST be received by the program date in order for each individual to be allowed to participate.***

If you have any questions not answered in the Rental/Program Guidelines, please contact me at any time at (812) 348-4558 ext. 401. Again, thank you for choosing the Columbus Youth Camp. We look forward to seeing you.

Respectfully,



Andrew Young

Frequently Asked Questions

Where does my group meet?

Generally your group will meet at the camp entrance, Reeves Center or Noblitt Shelter. The Reeves Center is the large white house as soon as you pull through the gates. However, depending on whether or not your group is staying the night or is just at camp for a one-day program you might meet in a different location (this be will coordinated prior to your arrival).

Who is meeting my group?

If you are renting camp or using the Reeves Conference Center you will be met by our site manager Tony Hudson or by someone pre-arranged. If you are using camp for wilderness or adventure programming you will be met by Scott Wootton or a facilitator.

Can I make a payment when I arrive at camp?

Yes, only if you have pre-arranged a transaction with either Todd Harris or Scott Wootton. Checks are the preferred method of payment.

Can we use other buildings at camp?

You may use any buildings listed on your contract. If you decide while at camp you would like to utilize another building that is currently unoccupied you must contact the site manager first to get permission. Some areas such as the Pine Shelter, Council House, and Boat House are open for use as shelters.

Can we use the firepits at camp?

Yes. However, you will need to provide your own fire starting materials. We do provide firewood which can be found in stacks near each of the firepits.

Who do I call if I have a maintenance related need?

You will need to contact our site manager Tony Hudson. 812.350.7097

Can I provide my own lifeguard at the lake?

No. You will need to get a lifeguard certified through CYC. There are no exceptions to this rule as the nature of the waterfront changes daily.

Can I swim/canoe at my own risk?

No. This is for the same reasons listed above.

Can I fish the lake?

Yes! However, you may not fish in the designated swimming area. Shoreline fishing is allowed at all other parts of the lake.

What kind of kitchen utensils and cookware do you provide?

We provide basic kitchen implements such as cutlery, cookware, pots, pans, and eating utensils. We have these in limited supply so if you have specific needs please let us know before hand so we can meet your demands.

How many people can be seated/served at camp?

There is enough seating and serving ware for 90 in the Noblitt Dining Hall.
The Reeves Center supports around 50.
Firepits vary from 15-90

What kind of sports equipment do you have available?

We have basketballs, footballs, horseshoe pits, and a sand volleyball courts. Equipment often gets lost in the woods or taken home before it can be replaced. We suggest you bring your own equipment if you plan to use the basketball courts etc.

Am I responsible for cleaning up after myself?

Yes. You are required to remove trash bags from bins and place them in the dumpsters on site. Cleaning duties for each building being utilized are listed individually. If a building is left in poor shape or in disrepair a charge of \$50 is applied (as designated in your rental/program agreement). We are able to provide camp at a lower cost by limiting need for cleaning staff.



Columbus Youth Camp - Program/Rental Guidelines

General Rules

- Please leave plants and animals undisturbed.
- Take nothing but pictures, leave only footprints.
- Please do not litter.
- Group is responsible for the behavior of Campers. Campers will be accompanied by an adult at all times.
- Group is responsible for leaving camp as clean as it was on arrival.
- Make sure all trash is inside dumpsters. Please recycle.
- Campfires should be built in designated firepits only. Do not leave fires unattended.
- Respect all private residences on and around camp.
- **Smoking is prohibited in all camp buildings.** A designated smoking area, for adult groups and when children are not present, is located on the back porch of the Noblitt Shelter. Please extinguish all smoking materials completely and dispose of properly.

Basic Safety

- Use the buddy system. Orient campers to area upon arrival.
- Do not leave campers alone. Always have an adult present.
- However, never leave an adult in a 1 to 1 situation with a child. There should always be another adult and/ or camper present. This includes taking a camper to the bathroom or pulling them aside for a talk. A private talk can be achieved by being away from the group but in plain sight of everyone.
- We recommend a background check on your adults. A check of the Nation Sex Offender Registry is free, but a check through the state police or other service is more thorough.
- Camp activities can be strenuous, especially in hot weather. Allow for rest and water breaks to prevent heat-related illness.
- Throwing stones, carrying sticks, and running on trails should be discouraged.
- Campers are not allowed on challenge course w/o CYC staff, or on camp roofs.
- Kitchen cleaning products must be stored out of reach of young campers.
- If there is a power outage, please notify a CYC staff. If the Noblitt Kitchen begins to smell of gas, please exit the building and if a CYC staff isn't present, please contact emergency services and stay out until authorities have given the all clear.
- Park only in designated areas, **DO NOT block roadways.**
- Speed limit in camp is 10 (ten) mph.
- Transporting campers in open-bed trucks is not permitted.

Personal Belongings and Prohibited Items

- Group is solely responsible for any personal property brought to camp.
- Visitors may bring personal sports equipment except archery gear. Please follow all common safety rules as designated by the equipment and keep away from youth too young to use the equipment.
- Any flammable liquids are to be stored safely in the proper container away from campers and cabins. Power tools should be kept from campers.
- No firearms of any kind or hunting are allowed on camp property.
- No domesticated animals (pets) allowed.
- Alcoholic beverages and illegal drugs are not allowed at camp.

Waterfront Safety Guidelines

- All aquatic activities (swimming & boating) require that a CYC lifeguard be present for every 20 participants.
- At least one supervising adult must accompany group while at waterfront.
- An emergency vehicle must be present at the lake.
- Anyone using a wheelchair must remove all seatbelts and ties.
- No fishing is allowed near the swimming or boating areas.
- Follow all waterfront rules posted at the boathouse and all instructions from Lifeguard.
- Lifeguard decisions are final.

Swimming

- Swimming is allowed only in designated areas.
- The deep swim area (in front of the boathouse) is for use by persons completing a swimming proficiency test.
- The shallow swim area (beach) will be used for non-proficient swimmers.
- Only one person at a time on each diving board. Swimmers should be clear of dive area before next person dives.
- Dunking and rowdy behavior is not allowed.

Boating

- A separate Lifeguard is required for swimming and boating to occur at same time.
- No motors are allowed.
- Each person must WEAR an approved personal flotation device that is properly fitted and secured.
- No boats are allowed in the swimming area.
- Horseplay and ramming will result in loss of boating privileges.
- Please store all boats and related gear in the proper place when finished.

Emergency and First Aid Guidelines

- An emergency plan should be arranged prior to arrival.
- Each group will have emergency phone #'s, Hospital, and Physician contact information posted by the visitor's phone.
- Each group should have permission to treat from guardians of minors and a list of attendees with health conditions.
- Each group will have a certified 1st Aid/CPR person on site at all times and will be responsible for bringing their own First-Aid Supplies.
- Each group will have a vehicle and driver available for emergency transportation.
- Should a serious injury occur, proper First Aid should be administered. Immediate action should be taken to either move the victim to a hospital or make them secure/comfortable at the site of the accident. Please contact a representative of the Foundation For Youth as soon as possible.

Emergency Calls

Bartholomew County Sheriff
Columbus Regional Hospital
CYC Director
CYC Site Manager

911

379-1650
379-4441
343-0651
350-7097

Emergency Procedures

- In case of FIRE, SEVERE STORM DAMAGE, SERIOUS ACCIDENT, or CRIME, call 911. Stay on the line and explain the situation. Wait for the operator to hang up first.
- Render the appropriate First Aid immediately.
- Have two persons (one adult) meet the emergency vehicles at the gate and direct them to the accident.
- Have all roads clear for emergency vehicles.
- Give information only to Emergency officials or a representative of the Foundation For Youth.

Fire

- In case of building fire, evacuate the building and move to nearest safety zone. Take a head count.
 - Cabins with only one door have a designated exit window. Do not block exits.
- In case of forest fire, evacuate area and gather at the nearest safety zone. Take a head count.
- Safety zones include: boathouse, open field by Noblitt building, dam, open field by maintenance shed, parking lot.
- If the roads to evacuate camp are blocked by fire, proceed to the lake and be prepared to enter shallow end with everyone locking arms.
- If someone is missing notify the fire department.
- **DO NOT SEARCH SMOKE FILLED AREAS OR LEAVE THE GROUP!**
- Do not attempt to contain fires on your own. Under no circumstances should anyone be put in further danger.

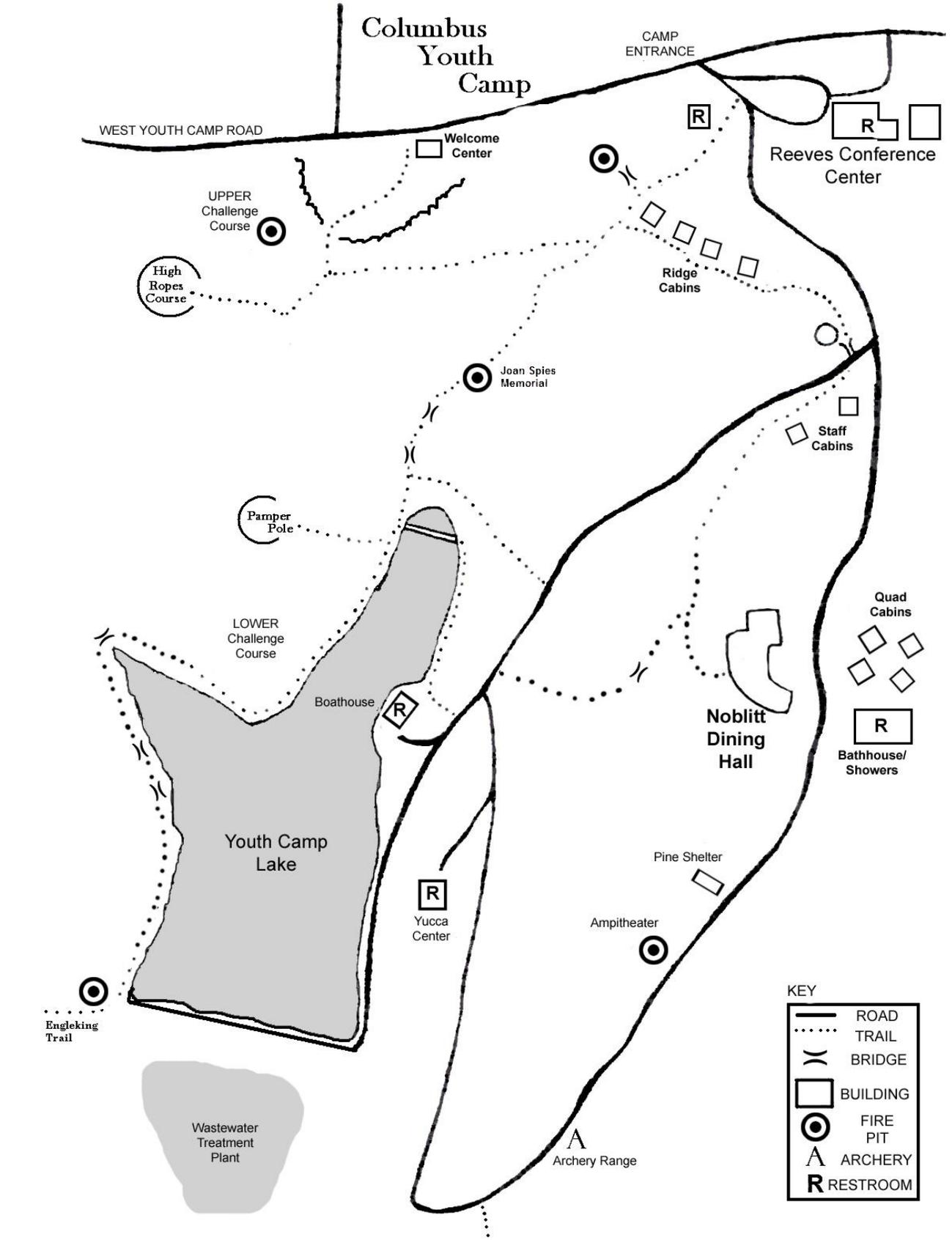
Tornado or Severe Storm

- When severe weather conditions exist, keep a portable radio on for weather warnings.
- If severe weather hits, everyone should be either in the boathouse, Noblitt shelter, maintenance shed or bathhouse.
- Take a head count. If someone is missing, call 911.
- Stay near the phone for emergency calls.
- Those unable to reach those places should seek cover in ditches or ravines and lock arms.

Missing Camper Procedure

- If a camper is suspected missing, ring Noblitt Shelter bell to bring entire group together.
- Check attendance to verify missing camper.
- Collect the following information: Where last seen? Wearing what? With whom? How long ago?
- Leave adults with assembled group and send others (with adults) to search areas of camp being used by your group.
- Have someone by the phone and an emergency vehicle ready.
- If camper is not located within 20 minutes, send for emergency assistance (911) and notify a member of FFY staff.

Columbus Youth Camp



KEY

| | |
|--|----------|
| | ROAD |
| | TRAIL |
| | BRIDGE |
| | BUILDING |
| | FIRE PIT |
| | ARCHERY |
| | RESTROOM |

Overnight Accommodations

Four Historic Log Cabins – 12-14 person capacity each (year round)
Four Quad Cabins - 16 person capacity each (year round)
Rotary Cabin- 12 person capacity (year round)
Primitive Camping Areas
Two Bath Houses

Meeting & Dining Facilities

Noblitt Shelter House – Indoor/Outdoor activity shelter
Dining Hall and Commercial Kitchen - Full dining capacity for 100 people
Lois Wetz Memorial Building - Indoor theater with stage and activity hall
Reeves Conference Center – meeting space, dining area, and kitchen

Outdoor Recreation Areas

Amphitheater- Tiered seating with a firepit and stage
Lake & Beachfront Boathouse - Swimming, canoeing, and fishing
Campfires, cookouts, hiking
Council House – Campfire area with sheltered, tiered seating for 60 people
The Pine Shelter - Covered picnic shelter with campfire area
Athletic Field - Four acres with softball backstop
Basketball Court, Sand Volleyball Court, Outdoor Chapel, and a Frisbee Golf Course.



Contact Information/ Future Reservations

You may reserve the Columbus Youth Camp for your organization up to one (1) year in advance. A twenty (20) percent deposit is required to hold your reservation and will be applied to your final charges.

If you have any questions about Columbus Youth Camp at any time please feel free to contact any of the following:

Contract Questions or Scheduling:

Andrew Young

Associate Director

812)348-4558 x401

andy@foundationforyouth.com

Program Questions and Teambuilding:

Brian Cain

Program Director

(812) 371-4031

brian@columbusyouthcamp.com

Columbus Youth Camp

12454 W. Youth Camp Road

Columbus, IN 47201

Website:

www.columbusyouthcamp.com

Foundation for Youth

405 Hope Ave.

Columbus, IN 47201

(812) 372-7867