

Camp DaKaNi

FACILITIES RENTAL AGREEMENT

Name of Sponsoring Organization: _____

Contact Person in Charge of Event: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Email: _____

Person Responsible for Financial Obligations:

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Email: _____

Dates Requested: Arrive: _____ Time: _____ AM/PM

Depart: _____ Time: _____ AM/PM

Estimated Number in Group: Adults: _____ Youth: _____ Total: _____

Please check what you would like to reserve:

YORDI TRAINING CENTER

CABINS 1 or 2

NATURE CENTER

PAVILION AND CAMP AREAS

Rental groups are responsible for taking all trash to the dumpster before departure. Dumpsters are located next to the driveway at Gate 1. Remove all tape and adhesives used for decorating. Deposits may be revoked and additional fees assigned if the facilities are not left in a satisfactory condition. Please call the Camp Ranger at (405)243-6388 upon arrival and when you are ready for check-out. No overnight stays (sleeping) in any building.

Camp Fire Heart of Oklahoma, Inc.
3309 East Hefner Road
Oklahoma City, OK 73131-4838
(405) 478-5646

Camp DaKaNi is owned and operated by Camp Fire Heart of Oklahoma, Inc. Our facilities are open to user groups upon application and approval by the CEO and the Camp DaKaNi staff (user groups include other non-profit youth agencies; educational and recreational groups, including both youth and adults; church groups; business and professional groups; family reunions; etc.)

Procedure for renting Camp Fire Heart of Oklahoma, Inc./Camp DaKaNi:

1. A verbal or written request must be made to the camp representative at Camp Fire Heart of Oklahoma, Inc. A rental agreement will then be sent to the user group. Confirmation cannot be made until the completed rental agreement is returned, and the Certificate of Insurance, the signed Hold Harmless Agreement, Policies and Procedures, and deposit are received and approved.
2. User, at their own cost and expense, shall at all times during the term of this agreement, keep in force general liability insurance against claims and liability for bodily injury and property damage arising from the use and occupancy of the camp and its facilities and amenities by user, its officers, agents, employees, staff and campers, providing protection of at least \$500,000 single limits. Certification of insurance and the signed Hold Harmless Agreement must be submitted along with the contract.

User Group Certificate of Insurance:

Name of Company: _____ **Policy Number:** _____
Type of Policy: _____ **Amount Insured for: \$** _____

3. All groups using the facilities at Camp Fire’s Camp DaKaNi must abide by the rules and policies set by Camp Fire Heart of Oklahoma, Inc., and check-in and out with Camp Fire’s representative. **Deposit may be revoked and additional fees assigned if facilities and equipment are damaged or left in an unacceptable manner as so deemed by the Camp Ranger or an agent of Camp Fire Heart of Oklahoma, Inc.** A Policies and Procedures document is included for groups when using any facility or equipment. **Please call the Camp Ranger at (405) 243-6388 or a Camp representative at 405-254-2064 when you are ready to check-out.**

Denial of Use: CFHOK reserves the right to deny use of the facilities to individuals or organizations that conduct or advocate illegal activity. CFHOK reserves the right to remove from the Camp any such individuals or organizations. In the event of the exercise of this authority, user waives all claims for damages on that account.

Payment Requirements:

A deposit of \$250.00 is required for use of facilities. This deposit is due to **Camp Fire Heart of Oklahoma, Inc. Camp DaKaNi, 3309 E. Hefner Rd, OKC, OK. 73131, 14 days prior to your event.**

ALL rules must be followed, all rental fees paid and a Camp Fire USA representative must check to see that campgrounds and facilities are left in satisfactory condition after the event. **The rental group will forfeit deposit, and/or be billed for any repairs and cleaning costs exceeding your deposit.**

Your group's total fee will be: _____ +\$250.00 refundable deposit

Please email Rentals@campfirehok.org before payment to secure your event date prior to payment for rental or deposit fees.

User shall pay to Camp Fire Heart of Oklahoma, Inc. (CFHOK), a refundable "security deposit" of \$250.00, separate from the Rental Fee, upon execution of the Agreement.

The Security Deposit will cover cleaning and minor damage up to \$250.00. Additional fees may be applied for damages or cleaning costs in excess of \$250.00. Security Deposit is refundable if facilities are returned to a satisfactory state at checkout. Violations of contract may result in forfeiture of Security Deposit. If additional fees are accumulated, Security Deposit less accumulated fees will be returned to User.

User shall pay a Rental Fee to CFHOK for use of the facilities 7 days prior to event date. Rental fees will be assessed by Camp Fire staff according to services agreed upon by User and CFHOK.

Events may be scheduled and considered tentative, but CFHOK shall have no obligations under the Agreement until receipt of signed Agreement and Security Deposit is paid in full. Security Deposit and signed Rental Agreement are due no later than 30 days prior to your event.

Security Deposit will be returned within 30 days after event date by check if all policies contained in the Agreement are met.

If the event is cancelled one week prior to event, User may be charged a \$25.00 administrative fee.

The Council must be notified 30 days prior to the event to receive the deposit refund due to cancellation.

Signature of User Organization's Representative: _____

Date: _____

Camp Fire Heart of Oklahoma, Inc. Representative: _____

Date of Reservation: _____

Title of Council Representative: _____

Phone Number of Council Representative: _____

Attendee Information

Total number of Attendees: _____

Ages:

_____ **Children (0-12yrs)** _____ **Young Adults (13-21yrs)** _____ **Adults (22-54yrs)**
_____ **Older Adults (55+yrs)** _____ **Unknown**

Gender:

of Males _____ **# of Females** _____ **# of Unknown** _____

Ethnicity:

Caucasian _____ **African American** _____ **Latino** _____ **Asian** _____
Native American _____ **Other** _____ **Unknown** _____

Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____ (name of organization) in the city of _____, state of _____ shall be using the buildings and/or grounds (as identified on attached sheet) of Camp Fire Heart of Oklahoma, Inc. from _____ to _____, 20____, for the purpose of _____, herein referred to as "the Activity."

I/We understand and agree that neither Camp Fire Heart of Oklahoma, Inc., nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds, as well as all appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the Activity. I/We further release Camp Fire Heart of Oklahoma, Inc., its trustees, employees, agents or representatives from any claim by the undersigned organization, their estates, heirs or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize Camp Fire Heart of Oklahoma, Inc., its employees or agents, to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur while participating in the Activity.

I/We further state that I/We are authorized to sign this agreement, that I/We understand the terms herein are contractual and not mere recital, and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

Name _____
Authorized Agent (Print or Type) (Title) (Date)

Signature _____
(Authorized Agent)

Signature _____
(Camp Fire Authorized Agent) (Title) (Date)

Policies and Procedures

General

- All groups must check-in for a safety orientation with the Camp Ranger (405-243-6388) or Camp representative before any unloading takes place.
- Rental groups are responsible for their own medical emergency transport. For all emergencies please dial 911, and contact the Camp Ranger or Camp representative immediately after authorities are contacted.
- Transportation of persons in vehicles or parts of a vehicle not designed for passengers is strictly prohibited by Camp Fire Heart of Oklahoma, Inc.
- User is responsible for their own first aid and emergency care, including first aid supplies and emergency transportation. First aid supplies will not be provided or stored by Camp Fire Heart of Oklahoma, Inc. For the safety of participants, it is recommend that user groups provide individual first aid/AED/CPR from a nationally recognized provider. User groups will be responsible for reporting to the Camp Ranger or representative any significant accident, incident, illness or injury. Incident forms will be made available by the Camp.
- Building evacuation maps are posted in each building showing exit routes in the case of an emergency.
- In the event where a full site evacuation is required, the Camp Director or Camp Ranger (one of which will be onsite) will assess the situation and evacuate the camp through one of the four main gates, as accessible.
- It is recommended that user groups obtain medical information from participants (i.e., name, address and emergency contact name and numbers, allergies, medications in use, health conditions that may limit participation, and parental consent for medical treatment if the individual is a minor, etc.).
- Rental groups are responsible for supervision of group and group behavior. Camp Director and Camp Ranger can eject individuals from the property who do not follow the guidelines of Camp Fire Heart of Oklahoma, Inc., and/or the rental group. Any unauthorized persons or intruders should be reported to the Camp Ranger.
- Rental groups shall follow all state, county and city statutes, ordinances and regulations pertaining to alcoholic beverages.
- No glass containers of any kind are allowed on the premises.
- No tape or adhesives of any kind are allowed on walls, doors or ceilings.
- Absolutely no frying or deep fat frying are allowed on premises.

- Trash is to be taken to the dumpsters located next to the road at Gate 1, close to the Main Office. Do not leave trash in the buildings, porta-potty, Pavilion trashcans or in the bathhouse. There will be additional fees for trash left behind.
- All vehicles are the responsibility of the owner and driver. Camp Fire Heart of Oklahoma, Inc. does not provide transportation.
- Parking is allowed in the Sports Field, the gravel lot by the Yordi Training Center and designated areas by the Nature Center. Handicapped parking is available by the bathhouse and Nature Center.
- Smoking is prohibited on camp property.
- Fires may be built in the Pavilion, in the pit by the red cabin and in the cleared areas throughout camp. The Camp Fire Area will not be used for cooking. Please fill in fire holes completely.
- No fires during burn bans (please check state and local info before arrival). Do not leave fires unattended.
- For the safety of individuals, please walk and do not run while on the premises.
- Use caution on swings. Please have an adult present when in use.
- No outside animals are allowed without permission from Camp Ranger and they are the sole responsibility of the owner.
- No illegal firearms or weapons.
- **No Illegal drugs.** All medications must be stored in the original container or fully labeled with the pharmacy Rx label if it is a prescription.
- Do not flush sanitary napkins or tampons down toilets.
- Do not remove anything from camp. This includes nature items and animals.
- The islands and bridges near the ponds are off limits.
- No swimming in the pond or creek.
- Rental Groups must supply their own cooking supplies and camping materials.
- Camp Fire does not assume responsibility for any use of personal equipment. Please contact the Camp Ranger for more information on obtaining approval for equipment. Each person is responsible for keeping personal items stored and their safe use for the protection of all people, as well as for any photos taken. Cameras cannot be used in bathrooms.

Rental Groups with Minors

Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors to adhere to the following ratios of staff who are on duty with campers in units or living groups and in general camp activities:

OVERNIGHT CAMPERS

5 years and younger, 1:5 - staff:camper ratio

6–8 years, 1:6 - staff:camper ratio

9–14 years, 1:8 - staff:camper ratio

15–18 years, 1:10 - staff:camper ratio

DAY CAMPERS

5 years and younger, 1:6 - staff:camper ratio

6–8 years, 1:8 - staff:camper ratio

9–14 years, 1:10 - staff:camper ratio

15–18 years, 1:12 - staff:camper ratio

- Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors that at least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff are eighteen (18) years of age or older.
- Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors that all staff including rental group leaders are at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working.
- Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors to identify exceptions (if any) to the general ratios for segments of the day when greater or fewer staff are required for supervision. Any exceptions to the general ratios should be in accordance with the type of activity, the area, and the characteristics of the participants.
- When the group serves campers with special physical, medical, cognitive, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, emotionally disturbed), the following ratios of staff and counselor-support personnel to campers are suggested:
 - Needing constant and individual assistance or supervision;
1/1 - Staff/Camper ratio
 - Needing close, but not constant assistance or supervision;
1/2 - Staff/Campers ratio
 - Needing occasional assistance;
1/4 - Staff/Campers ratio
 - Needing minimal assistance;
1/5 - Staff/Campers ratio

- Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors to identify activities, locations, or situations where a minimum of two staff members are required to be present. Determine when at least two staff persons are required to be present with camper groups, both for the sake of safety and to prevent situations with opportunity for child abuse. Examples of relevant activities and situations include overnights, trips and showers.
- Camp Fire Heart of Oklahoma, Inc. advises rental groups to do background checks on staff and volunteers, including national sex offender database checks and national criminal background checks on all person with access to campers/minors.
- Camp Fire Heart of Oklahoma, Inc. advises all rental groups to make sure medications will be locked in a safe place away from campers. The rental group leader or their designee is responsible for giving medications and maintaining a health log. No campers will be medicated at camp without written permission from a parent or guardian. All camper medications must have the following:
 - The first and last names of the camper on the container
 - The original package or container
 - The date the prescription was filled
 - Expiration date
 - Specific instructions for giving medication
 - A childproof container
- Camp Fire Heart of Oklahoma, Inc. advises all rental groups working with minors to have written permissions from parents or guardians before giving campers over-the-counter medication.

Specialty Activity Areas

Please see Camp Staff Manual for detailed policies and procedures.

The following areas are off limits without certified instructor, and will incur additional fees:

(For more information, contact 405-254-2064)

- Challenge Course
- Fishing Pond
- Canoes and Kayaks
- Creek Low Water Crossing
- Archery Range
- Rock Wall
- Zip line
- All specialized activity areas listed above have signs posted, stating they are not to be used without authorized personnel. Boating, archery, zip line, rock wall, and fishing equipment is locked up when not in use. There are many guidelines we follow not listed here that the activity area personnel will know and share with participants. Anyone found using or entering these areas or using this equipment, without the proper staff, will be asked to leave the camp.

Kitchens and Food Handling

- Refrigerators/Freezers can be found in the Nature Center kitchen and Yordi kitchen.
- We understand that, on occasion, groups might want to serve food at a rental event. Groups are solely responsible for food safety at your event. These guidelines are intended as informational only, and are not a comprehensive list.

Safe Steps:

- Clean — Wash hands and surfaces often. Allow only clean and sanitized food to contact surfaces, utensils, and equipment for food preparation and clean and sanitize surfaces and equipment before and after each use with the chemical sanitizer provided. Refer to Dishwashing for detailed instructions on how to sanitize utensils and equipment.
- Separate — don't cross-contaminate.
- Cook — cook to the appropriate temperature.
- Chill — refrigerate promptly.

Storage:

- Always refrigerate perishable food within 2 hours—1 hour when the temperature is above 90 °F (32.2 °C).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below. Please write temperature on provided check list daily.
- All milk or milk products, eggs, meat, poultry, fish, and shellfish should be kept at temperatures no higher than 40 °F. All refrigerators/freezers should be equipped with thermometers, which should be checked daily during the rental.
- If a refrigeration unit fails and temperatures rise above 40F, any potentially hazardous foods will be disposed of if not used within 1 hour of entering the Food Danger Zone of 41 °F to 135 °F. Contact the Camp Ranger if refrigeration units fail and rise above 40 °F.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork within 3 to 5 days.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- Canned foods are safe as long as they are not exposed to freezing temperatures, or temperatures above 90 °F. If the cans look intact and have not expired, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned

food (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.

Preparation:

- Always wash hands with warm water and soap for 20 seconds before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and countertops with hot, soapy water. Rinse well in hot water.
- Marinate meat and poultry in a covered dish in the refrigerator.

Thawing:

- **Refrigerator:** The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- **Cold Water:** For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- **Microwave:** Cook meat and poultry immediately after microwave thawing.

Cooking:

- Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C), as measured with a food thermometer, before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.

Ground meats: Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C), as measured with a food thermometer.

Poultry: Cook all poultry to an internal temperature of 165 °F (73.9 °C), as measured with a food thermometer.

Serving:

- Hot food should be held at 140 °F (60 °C) or warmer.
- Cold food should be held at 40 °F (4.4 °C) or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature—1 hour when the temperature is above 90 °F (32.2 °C).

Leftovers:

- Discard any food left out at room temperature for more than 2 hours—1 hour if the temperature was above 90 °F (32.2 °C).
- Place food into shallow containers (NOT glass) and immediately place in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F (73.9 °C)

Dishwashing:

- Wash and sanitize all dishes, eating utensils, and food service utensils in a three compartment sink.
- Wash and initial rinse temperatures are at least 100°F.
- Second rinse process is used with approved chemical sanitizer.

Dish Drying and Storage:

- All dishes and food service utensils are to be air dried on the drying rack at the end of the counter. After they are dry, they are to be protected from dust and contamination between uses by putting them away in the pantry or appropriate cabinet.

- I have read and understand the above listed Policies and Procedures for Use of Camp DaKaNi.
- I have been given a copy of the Camp DaKaNi Staff Manual, and understand that I have been advised to follow all policies and procedures listed in the staff manual (as if I were a member of the Camp DaKaNi staff) not covered in the above policies and procedures.

Printed Name: _____

Signature: _____ Date: _____