



Kanawha County 4-H Foundation

Operating Camp Virgil Tate

1400 Camp Virgil Tate Road, Charleston, WV 25312

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Rental Group Conditions

General Procedures:

- 1. Rental Group Agreements:** Groups or individuals requesting the use of Camp facilities will receive a Rental Group Agreement. This document contains facilities being rented, services requested, prices, arrival and departure dates and times, and must be signed by one 'group contact' who will be considered the individual responsible for the Rental Group. This document must also be signed by the Kanawha County 4-H Foundation Executive Director in order to be valid.
- 2. Deposit:** A deposit will be required for each reservation. Camps must provide a \$1,000.00 deposit. All other deposits are \$200.00. The deposit AND Rental Group Agreement are due within 15 days of issuance to hold the date in question. **Camp Virgil Tate will not hold a reservation date unless both the signed Rental Group agreement AND the required deposit are received within 15 days.** If the signed Rental Group Agreement and deposit have not been received after 15 days, the agreement is considered null and other events will be given priority. A new agreement may be issued if the date in question is still available. Deposits are applied to the Rental Group's final bill.
- 3. Refunds and Cancellations:** Groups that cancel 30 days prior to the first day of their event are eligible for a refund. Cancellations within the 30 days (prior to the first day) of the event are not eligible for refunds and their deposit will be held. If a group elects to reschedule to another available date within 12 months, their deposit will be applied to their final bill. If a group reschedules and later cancels, they are not eligible for a refund.
- 4. Meals refunds.** Meals and meal costs are not eligible for refunds even in the case of rescheduling an event. If a group cancels prior to the finalized meal quantity deadline (Meal Policies #2 on pg. 5 of this agreement) they will be eligible for a refund. A group that cancels after the finalized meal quantity deadline (Meal Policies #2 on pg. 5 of this agreement) will NOT be eligible for a refund AND will be responsible for paying 50% of the total meal cost as listed on the finalized meal quantity deadline.
- 5. Payment for Facilities/Services:** Prompt payment is always appreciated! Rental Groups using Camp Virgil Tate facilities are expected to pay their final bill upon departure or no later than 10 days after the event. Any group failing to pay by 30 days after their departure will be subject to additional late payment fee. Those who chose to pay with credit card will be subject to a 4% surcharge. Checks and cash are not subject to the 4% surcharge, however an additional \$20.00 fee will be charged for bounced checks.

6. **Late Payment Fee:** If payment is not received 30 days after the last day of the event, a 10% late fee will be added for each additional month until payment is received.
7. **Tax Exemption:** If an organization is tax exempt, a WV Consumers Sales Tax Exemption Certificate (or another state's equivalent) for the current year must accompany the Rental Group Agreement. Otherwise, all charges are subject to a 6% sales tax.
****PLEASE NOTE**:** Hotel/Motel Occupancy Tax of 6% will be charged on all lodging regardless of exempt status, by order of the Sheriff of Kanawha County.
8. **Services/Facilities Provided:**
 - For cottages: Beds and mattresses are provided. Camp Virgil Tate does not provide blankets, pillows, linens, towels, or toiletries in the cottages. The minimum rental for cottages is 12 guests. A minimum of 25 guests is required to open both sides of the cottage.
 - For Lodge Rooms: Linen service and housekeeping is provided in Lodge rooms. No phones or TVs are provided in the Lodge rooms. Wifi is available.
 - Complete dining services are available for groups of 25 or more upon request at an additional fee. See "Dining Hall Procedures" section below.
 - Overhead projectors, PA System & Stereo are available upon request in the Lodge and Dining Hall.
 - Other recreation facilities available include board game closet, outdoor play area, and a lending library. Please be respectful of these spaces. Groups should clean up, organize, and return borrowed equipment after use.
9. **Simultaneous Bookings:** Camp Virgil Tate reserves the right to schedule additional groups simultaneously when our facilities permit. Exclusivity of certain facilities is not guaranteed with your rental. However, you may request exclusivity at an additional cost.
10. **Housekeeping:** Please try to leave our spaces as you found them. If a rental group leaves a mess that is judged by Camp Virgil Tate management to require extra cleaning time, the rental group contact (the individual who signs the Rental Group Agreement on behalf of the Rental Group) will be charged a \$125 fee plus the cost of additional cleaning labor. Additional housekeeping directions are below:
 - Cottages: Rental Groups are responsible for all daily housekeeping which includes sweeping floors, making beds, picking up trash, cleaning kitchens, etc. Camp Virgil Tate Staff will sanitize bathrooms and restock paper products on select days (non-holidays) during your event.
 - Dining Hall: Rental Groups are responsible for all daily housekeeping of the main dining area which includes sweeping floors, wiping down tables, picking up trash, mopping, etc. Camp Virgil Tate Staff will sanitize bathrooms and restock paper products on select days (non-holidays) during your event.
 - Lodge Conference Rooms: Rental Groups are responsible for all daily housekeeping which includes sweeping floors, picking up trash, mopping,

cleaning kitchens, etc. Camp Virgil Tate Staff will sanitize bathrooms and restock paper products on select days (non-holidays) during your event.

- Lodge Rooms: Linen service and housekeeping is provided in Lodge Rooms. Please leave linens and pillows on the bed. Follow instructions posted in rooms for dirty towels. Camp Virgil Tate Staff will sanitize bathrooms and restock towels and paper products on select days (non-holidays) during your event.

11. **Damages Policy:** The rental group contact will be held responsible for the group and its behavior. This includes damages to camp property caused by the group's members, guests, or pets. Standard damages fee is \$125, plus the cost of the repair. Charges for damages will be based on the cost of materials, labor, and transportation, and will be added to the final bill. Any group or individuals causing damages in excess may not be permitted to return to Camp Virgil Tate at the discretion of the Executive Director. It is the responsibility of each group to provide their own personal liability insurance. A copy of that policy will need to be included with the reservation request for a group.

12. **Prohibited/Restricted Activities:** Gambling and the use of illegal drugs are **prohibited** on Camp property and/or in any Camp buildings. The use of alcohol and tobacco are not endorsed or encouraged on Camp Virgil Tate property. Consistent with Kanawha-Charleston Health Department Code, smoking of any kind, including e-cigarettes, is prohibited indoors and within 20 feet of doors and open windows. The use of firearms for program activities (i.e. Archery, air rifle) must be approved by the Executive Director prior to the event.

13. **Animal Policy:** Any animals staying at or visiting the camp must be approved by the Executive Director PRIOR to arrival and are expected to adhere to the following:

- A. **Pets are NOT permitted in the Dining Hall**; however, service animals are welcome.
- B. Veterinary certification specifying that all vaccinations are up to date must be made available upon request. Horses visiting or staying on the premises must have a current (within the past year) negative Coggins test.
- C. Additional costs may apply if pets will be staying in any of the buildings (cottages or the Lodge) and/or if pets cause damage to the property.
- D. To prevent damage, we ask that pets staying in buildings be crated or otherwise contained during the owner/handler's absence.
- E. Pets and animals approved by the director **must be leashed and under control of the handler at ALL times, including on the grounds.** Owners that do not have control of their animal(s) will be asked to leave the premises.
- F. Owners/handlers are expected to clean up after animals and dispose of animal waste appropriately.

14. **Concessions Policy:** Food safety is a priority at Camp Virgil Tate. Groups may be permitted to sell food or drink concessions on Camp property, however prior approval from the Executive Director is required.

15. **Kitchen Use:** By order of the Kanawha-Charleston Health Department, **groups are NOT permitted to use the Dining Hall kitchen for ANY PURPOSE.** However, there are other kitchens on site that may be rented. These rentable kitchens are located in the Lodge and Ross Bonar cottage. Rented kitchens are NOT health department regulated. Groups using the rented kitchens are responsible for following all necessary food safety standards as determined by the Kanawha-Charleston Health Department. This includes but is not limited to obtaining food handler's permits, cleaning, sanitizing, using reputable food sources, obeying food safe handling, time and temperature regulation, pest monitoring, handwashing, and other safe practices when using the rented kitchens. Questions about appropriate food safety practices should be directed to the Kanawha-Charleston Health Department. **Rental groups agree to use rental kitchens at their own risk. Camp Virgil Tate is NOT liable for any injuries, accidents, damages, fires, food-borne illness, or death resulting from the use of rented kitchens by rental groups. Any groups causing damages (i.e., fires, damaged equipment, etc.) will be subject to the damages policy (item #10 above).**
16. **Refrigeration Units:** When using refrigeration units on camp property, Rental Groups are advised to frequently check the temperature of any refrigerator used. For food safety reasons, if any unit temperature is above 40° F, please notify a Camp Staff Member or the Executive Director immediately.
17. **Personal Property:** Camp Virgil Tate is not responsible for articles stolen or lost on Camp property. Items left at the camp will be held and may be claimed for up to 30 days. Any items not claimed after 30 days will be donated to charitable organizations.
18. **Vehicle Policy:** Camp Virgil Tate does not provide vehicles for Rental Group use. Rental Groups should provide any and all necessary transportation, including emergency transportation services. Rental Groups should ensure that all vehicles used adhere to state standards of safety, are insured, and are equipped with all necessary safety equipment (such as seatbelts, car seats, and airbags). Rental Groups should not load more persons than a vehicle is capable of transporting. The transport of participants in the beds of pickup trucks, wagons, trailers, and other vehicles where seats are not attached to the vehicles is prohibited, unless they are operated under 10 miles per hour and are outfitted with barriers to keep participants from falling out. Camp vehicles are never to be used for the transportation of unauthorized persons (i.e. Rental Group Staff or Campers).

19. **Insurance:** Camp Virgil Tate does not carry health and accident insurance. **We require that Rental Groups providing youth programming or those providing equine activities for any age level obtain their own health and accident insurance.** These organizations or events are required to submit a certificate of insurance to Camp Virgil Tate with a signed Rental Group Agreement that includes the following:

- The name of the insured
- The policy number of insured organization
- A rider listing Camp Virgil Tate as the additional insured

Meal Service Policies:

1. **Meal service minimum:** The minimum number for meal service must be at least 25 meals. Meal service cannot be provided to groups of less than 25.
2. **Finalized meal quantity deadline:** The final number of meals to be served must be submitted in writing or by email to the Executive Director **no later than three weeks before the event.** Any special accommodations or allergies (see below) should also be submitted at this time. This ensures that Camp Virgil Tate staff has enough time to complete a food order and receive a food delivery. We advise that rental groups add 5-10 additional meals. **If a rental group fails to inform the Executive Director of the final number of meals before this deadline, meal service cannot be provided.**
3. **Special dietary needs:** Please include any special dietary needs (diabetic, vegetarian, religious preferences) or food allergies to be accommodated when submitting the finalized meal deadline three weeks before the event. We make every effort to ensure that individuals with these needs are accommodated. Due to increased cost of specialty food items and limited availability if specialty food products are required (gluten free pastas, dairy free milk/cheese substitutes), please contact food service staff or the Executive Director to discuss available options. If staff are not made aware of allergies or special dietary needs three weeks in advance of the event, we cannot guarantee their accommodation. **If a group fails to notify staff of a special dietary need prior to the 3-week deadline, accommodation cannot be guaranteed.** If this becomes the case, we advise that the Rental Group contact make separate arrangements to accommodate those individuals.
4. **Payment for meals:** Invoices will reflect the number of meals specified by the Rental Group contact three weeks prior to the event, no exceptions. If the group is smaller than reported, Camp Virgil Tate staff will serve seconds of the remaining portions after service to reduce food waste. If a group is larger than reported, it is the Rental Group contact's responsibility to inform participants and make arrangements for extra meals. Camp Virgil Tate will prepare the number of meals specified by the Rental Group contact three weeks in advance. Therefore, if you are unsure of your group size, it is better to overestimate and have extra meals.

5. **Menus:** Camp Virgil Tate staff is always happy to help you plan your menu. The rental group contact should contact the Executive Director as far in advance of the event as possible to select menu options. Due to the food ordering process, NO changes can be made to the menu after the three-week meal quantity deadline. Camp Virgil Tate aims to provide groups with affordable, crowd-pleasing menu options. If a custom menu or specific item is requested, the price of meals will change. If no menu is selected by the three week meal quantity deadline, the group will be served from the menu sent, at the prices indicated on the menu.
6. **Meal service times:** Meals will be served at the following times, unless another time is noted on the Rental Group Agreement: Breakfast at 8:00 am, Lunch at 12:00 pm, and Dinner at 5:00 pm.
7. **Meal service protocol:** Meals are served cafeteria style with diners being asked to follow the posted instructions. Rental groups with children should provide necessary leadership to ensure an orderly condition in the Dining Hall. Summer camps should wipe down tables, sweep, and take out trash after each meal.
8. **Banquet and other service requests:** We understand that cafeteria style may not be appropriate for some groups. If you would prefer, banquets may be provided upon request for an additional charge which will be reflected on your Rental Group Agreement and final invoice. Please follow all above listed requirements and have this request submitted as far in advance as possible (but no later than 6 weeks prior to the event) to the Executive Director.
9. **Unauthorized persons:** Our Dining Hall is under the jurisdiction of the Kanawha-Charleston Health Department. Per food safety regulations, we CANNOT rent our commercial kitchen facility to outside groups under any circumstances. Additionally, individuals without food handlers' cards are NOT permitted to enter the kitchen. Food safety is our highest concern when serving any group, and we ask that you help us keep your food safe by respecting the boundaries of our kitchen. Rental Group contacts should please inform all group members that only authorized persons may enter the commercial kitchen.
10. **Use of meeting space:** We understand that some groups will choose to use the Dining Hall as a meeting space. When using this space, rental groups should NOT engage in extremely loud activities while meal preparation is ongoing. Loud activities make it difficult for staff to communicate and poses a safety risk. Likewise, groups who need quiet for activities should consider using another space, as meal preparation is far from quiet. Please do not close (or ask staff to close) the service windows to reduce noise. This restricts ventilation, making our equipment work harder and is a hazard to staff.

Check-Out Procedures

1. Check out times are as follows:

Lodge: Check-out time for Lodge rooms is 11:00 a.m., following instructions below.

Cottages: The morning of departure, follow instructions below.

2. For Cottages: Please remove all belongings and decorations from the cottage. Don't forget to remove any items from restrooms, kitchens, and common rooms. Do not leave unused food items in the kitchen. Opened food items should be thrown away. Please consider donating unopened food items to the Aldersgate Food Pantry. Items lost may be turned in to the lost and found. Items in lost and found will be kept for 30 days before being donated to charitable organizations. Sweep floors and gather trash. Trash may be placed in bags in the dumpster. Please leave the space as you found it. If spaces are left in an unkempt manner that is judged by Camp Virgil Tate management to require extra cleaning time, a fee of \$125 plus labor will be assessed.
3. For Lodge Rooms: Please leave the Lodge rooms as you found them. DO NOT strip beds or place linens in the hallways. Please leave linens and pillows on beds. Do not remove linens from rooms. Failure to follow this policy will result in a \$200 charge. Fees will also be assessed for any missing items such as towels, washcloths, pillows, and linens. If rooms are left in an unkempt manner that is judged by Camp Virgil Tate management to require extra cleaning time, a fee of \$125 plus labor will be assessed.
4. For Lodge Conference Rooms & Dining Hall: Please remove all belongings and decorations from room. Don't forget to remove any items from restrooms and the kitchen. Do not leave unused food items in the fridge or pantry. Opened food items should be thrown away. Please consider donating unopened food items to the Aldersgate Food Pantry. Items lost may be turned in to the lost and found. Items in lost and found will be kept for 30 days before being donated to charitable organizations. Sweep floors and gather trash. Trash may be placed in bags in the dumpster. Please leave the space as you found it. If spaces are left in an unkempt manner that is judged by Camp Virgil Tate management to require extra cleaning time, an additional fee of \$125 plus labor will be assessed.

Camps and Overnight Youth Group Policies:

The following policies apply to Rental Groups holding events for children under the age of 21.

Camp Virgil Tate does not provide any staff for the supervision of youth. In order to provide a quality and safe camping environment for youth, we recommend Rental Groups adopt the following practices. If Rental Groups need assistance with any of the following, please contact the Camp Office. We may be able to provide helpful information, materials, and resources.

1. **Supervisory Ratios:** Rental Groups must have two adult chaperones present and in control of youth at each reserved facility **at all times**. A chaperone, (also called “Rental Group Staff” in this and other documents) is an adult 18 years & older responsible for children. There should be NO EXCEPTIONS to these minimum ratios at any time.

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
<6 years	1	5	6
6-8 years of age	1	6	8
9-14 years of age	1	8	10
15-18 years of age	1	10	12

2. **Rental Group Staff Screening:** For the safety of youth served by the Rental Group, Camp Virgil Tate **STRONGLY RECOMMENDS** that Rental Groups screen their staff. Screening should include background checks, a check of the Nation Sex Offender Public Website, personal references, etc. This screening should be completed prior to the date of the camp.
3. **Special Recreational Activities:** Rental Groups providing special recreational activities (fishing, horseback riding, shooting sports, etc.) are responsible for providing their own certified staff (if necessary) to facilitate and supervise these special recreational activities. In addition to providing staff, Rental Groups should ensure that all personal special recreational equipment that may be potentially dangerous (archery equipment, bats, fishing hooks, etc.) be stored and handled safely at all times. Groups should inspect special recreational areas for safety prior to using them and report any problems to the Executive Director immediately.
4. **Rental Group Medical Care:** Rental Groups’ Staff members should have appropriate certifications (First-aid, AED, CPR/BLS, etc.) to provide medical and emergency care for participants. Camp Virgil Tate does not provide the Rental Group with staff that have these certifications. Groups should also have a Certified Healthcare Provider on site. The Certified Healthcare Provider should be the sole keeper of youth participant **AND** adult medications. When not under the possession of the Certified Healthcare Provider, all medications should be stored under lock and key.

5. **Rental Group Staff Training:** Rental Groups should provide staff with training for the following prior to the camp: emergency plan for all foreseeable emergencies (weather related, intruders, missing persons, medical emergencies, etc.), emergency procedures, relevant reporting procedures, emergency communication plan, and child abuse prevention training. In developing these trainings and plans, Rental Groups should become familiar with Camp Virgil Tate's Safety Orientation Packet. Rental Groups should also educate staff to prevent child abuse by avoiding situations where their staff and campers may be in a one-on-one situation. Rental Groups should train staff on how to handle and report suspected abuse.
6. **First Aid Equipment:** Rental Groups should provide their own First-Aid equipment for each of the facilities where campers may be located. Camp Virgil Tate does not provide First-Aid kits or any other medical equipment.
7. **Participant Health Records:** Rental Groups should obtain and securely store health information on all participants including:
 - A. Names and addresses of participants
 - B. Emergency contact names and phone numbers
 - C. Listing of any persons with known allergies, restrictions, health conditions, or other accommodations
 - D. For minors, signed permission to seek emergency treatment OR signed religious waiver
8. **Youth Curfew Policy:** Rental Groups should ensure that all youth are in their cottages by 11:00 p.m. with lights out by midnight unless otherwise approved by the Executive Director.