

## **Wisconsin Lions Camp**

### **Facility Use Rules and Procedures**

*It is the responsibility of the group leader to share these rules with all participants.*

1. The Contact Person mentioned on the agreement for use or other designated representative will arrive 30 minutes before the anticipated group arrival and will schedule an orientation with Camp Staff regarding these policies as soon as the group has arrived. The Contact Person is responsible to ensure that all Facility Rules and Procedures are enforced. All participants are asked to check in upon arrival at the pre-arranged location.
2. No driving or parking is permitted on Camp except in the designated parking lots. Please check with camp personnel about driving on camp for unloading purposes as needed.
3. The Wisconsin Lions Camp asks that visitors adhere to the following guidelines:
  - a. The possession and use of illegal drugs is not permitted. Smoking is discouraged and is not permitted in any of the buildings or forested areas. Please smoke only in designated area at the main gate and dispose of all cigarette butts properly.
  - b. No ATVs or other motorized vehicles, fireworks, pets, power tools, roller blades, scooters, skateboards or snowboards are permitted. Personal sports equipment can be brought to use, but the Wisconsin Lions Camp is not responsible for any loss or damage of the equipment.
  - c. Campfires must be approved in advance by camp personnel and are permitted only in designated fire pits. Please consult camp personnel for more information.
  - d. The Wisconsin Lions Camp bans all firearms, weapons and ammunition while on the camp property.
  - e. Only service animals are allowed on the camp property. No other pets are allowed.
4. While alcohol is allowed on camp property, we ask that it be kept and consumed only in areas designated by Wisconsin Lions Camp Staff. Any illegal use or groups that are not drinking responsibly will be asked to leave the camp premises. We ask that groups planning to bring alcohol to camp please notify the Wisconsin Lions Camp Staff ahead of time.
5. Only prearranged buildings, facilities and equipment are available for user groups; other facilities and equipment may not be used unless authorized by Wisconsin Lions Camp Staff. Entry into Dining Hall food preparation areas is prohibited. Usage of all challenge courses and aquatic program areas are restricted. User groups that have made arrangements in advance to have a Wisconsin Lions Camp Facilitator or Lifeguard present may utilize these areas. **Lifejackets (PFDs) must be worn by ALL persons for boating activities.** Safety rules and procedures for each area to be used will be reviewed upon the group's arrival.
6. It is the recommendation of the Wisconsin Lions Camp that the Group Leader gather the following information on each participant.
  - a. Names and addresses of all participants.
  - b. A listing of any persons with known allergies, health conditions requiring treatment, restrictions or other accommodations while on site.
  - c. Emergency contact names and phone numbers.
  - d. Signed permission to seek emergency treatment. (For those participants not supervised on the Wisconsin Lions Camp site by his or her guardian.)
7. Although the camp program personnel are certified in CPR and First Aid, user groups are **strongly advised** to bring a group member with these certifications who will be on-site during the length of their program.
  - **User groups are responsible to provide their own First Aid care, supplies and equipment.**  
The Wisconsin Lions Camp does not provide medical supplies or equipment. Medications must be locked up. Camp staff can provide a lock for a deposit fee if needed and all wardrobes can be locked.
  - User groups must provide their own arrangements for emergency transportation. Calling 9-1-1 activates the EMS system in Portage County with First Responders arriving within 5 minutes and an ambulance staffed with paramedics arrives within 20 minutes.

8. For groups with youth under 18 years old, a ratio of at least one adult to eight youth must be maintained. **Youth and persons with special needs must be supervised at all times.**
9. User groups must notify camp personnel when emergency situations occur, such as serious injury, lost or missing participants, fire, etc. User groups will be notified and instructed by camp personnel to respond appropriately to reasonably foreseeable emergencies, severe weather and natural disasters.
10. Telephones are available for your use for both outgoing and incoming calls. Emergency camp personnel numbers are listed by each phone and a Wisconsin Lions Camp staff member will be available during the course of your stay. Groups should direct emergency incoming calls to the Camp Office at (715) 677 – 4969. Outgoing long-distance calls need to be made with a calling card, credit card or by calling collect.
11. Upon completion of your camp session, all facilities and equipment used by your group are to be left in the same condition as they were upon your arrival. Please return all equipment back to its proper place after use. User groups who damage the facilities or who require additional clean-up will be charged accordingly. **Please do not use tape or tacks on cabin doors, walls or floors.** Poster putty is available from the office for your use if you wish to hang items.
12. All Wisconsin fishing rules and regulations apply while fishing on Lions Lake. Use of minnows is strictly prohibited in Lions Lake; other live bait is acceptable. We strongly encourage catch-and-release.
13. The Wisconsin Lions Camp reserves the right to terminate any activity, behavior or program and eject any person from the facility that is deemed potentially harmful to the participants, facilities or image of the Wisconsin Lions Camp.
14. The Wisconsin Lions Camp screens our paid and volunteer seasonal employees annually using the following:
  - a. A voluntary disclosure statement
  - b. Criminal background check
  - c. Check of the National Sex Offender Public Registry
  - d. Personal interviews
  - e. Reference checks of at least two references

We also screen our full-time and part-time year round staff on a regularly scheduled basis. We strongly recommend our user groups to have a screening policy in place for any staff they may bring. We also recommend that any staffing provided by user groups are a minimum of 16 years old and two years older than the minors they are supervising, and at least 18 years old for supervising persons with special needs.