

Facility Use Rules and Procedures

It is the responsibility of the Contact Person to share these rules with all guests.

1. The Contact Person on the agreement or other designated representative must schedule an orientation with the Rentals Host regarding these policies as soon as the group has arrived. The Contact Person is responsible to ensure that all Facility Use Rules and Procedures are enforced. All guests 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 the Rentals Host about driving on Camp for unloading purposes.
3. The Wisconsin Lions Foundation, Inc. (WLF) asks guests observe the following rules:
 - a. The possession and use of illegal drugs is not permitted.
 - b. Smoking and/or vaping is illegal for those under 18 and not permitted. For those 18 and older, smoking and/or vaping is discouraged while on camp premises. It is not permitted in any of the buildings or forested areas. If you choose to smoke and/or vape, please use the designated area at the main gate and dispose of all cigarette butts or liquid cartridges properly.
 - c. ATVs or other motorized vehicles, fireworks, power tools, roller blades, scooters, skateboards, or snowboards are not permitted. Personal sports equipment such as skis, snowshoes, volleyballs, etc. can be brought to use, but WLF is not responsible for any loss or damage of the equipment. Contact the Rentals Host for questions regarding if the sports equipment is appropriate for the facility.
 - d. Campfires must be approved in advance by the Rentals Host and are permitted only in designated fire pits.
 - e. WLF bans all firearms, items that can be used as weapons and ammunition while on the camp property.
 - f. Only service animals are allowed on the camp property. No other pets are allowed.
4. Groups planning to bring alcohol to camp must notify the Rentals Host ahead of time. Alcohol must be kept and consumed only in areas designated by the Rentals Host. Any illegal use or groups that are drinking irresponsibly will be asked to leave the camp premises.
5. Rental groups are restricted to using buildings and program areas that are rented or included in their rental agreement. Prior to using a program area, groups must schedule and receive an orientation, including safety rules and procedures, for the program area to be used from a Rentals Staff.
6. The health code requires all rental groups to fill out an attendance ledger that includes the information below. This information is kept in the rental group's file and is only used in the event that contact tracing is required.
 - a. Guest's first and last name
 - b. Guardian's first and last name, if applicable
 - c. Mailing address
 - d. Phone number
7. We strongly advise the Contact Person for the group collect:
 - a. A listing of any guests with known allergies, health conditions requiring treatment, restrictions or other accommodations while on site.
 - b. Emergency contact names and phone numbers.
 - c. Signed permission to seek emergency treatment. (For those guests not supervised onsite by their guardian.)

8. Rental groups are strongly advised to bring a group member with CPR and First Aid certifications who will be on-site during the length of their program.
9. Rental groups are responsible to provide their own First Aid care, supplies, and equipment. WLF does not provide medical supplies, equipment, or treatment. Medications must be locked up. Rentals Staff can provide a lock if needed and all wardrobes can be locked.
10. Rental groups must provide their own arrangements for emergency transportation. Calling 9-1-1 activates the EMS system in Portage County with First Responders and an ambulance staffed with paramedics responding.
11. Rental groups must notify the Rentals Host when emergency situations occur, such as serious injury, lost or missing guests, fire, and anytime 9-1-1 is called.
12. For groups with guests under 18 years old, a minimum ratio of one adult to eight youth must be maintained. Guests under 18 years old and guests with disabilities must be supervised at all times.
13. A telephone is available in the offices. Phones in the cabins are available to dial 9-1-1 or inter-facility extensions. Groups should direct emergency incoming calls to the Rentals Host phone at (715) 254-5320.
14. Upon completion of the rental, all facilities and equipment used are to be left in the same condition as they were upon arrival. Please return all equipment back to its proper place after use. Rental groups who damage the facilities or who require additional clean-up will be invoiced.
15. Please do not use tape or tacks on cabin doors, walls, or floors. Poster putty or wall tape is available to hang items.
16. A certified lifeguard is required for all guests who are swimming, regardless of age.
17. All guests are required to wear lifejackets (PFDs) when boating on Lions Lake.
18. 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.
19. Boating is allowed for groups where all guests are 18 years of age or older without a lifeguard. Groups who are eligible to boat without a lifeguard, boat at their own risk and must go through a boating area orientation with the Rentals Host prior to using the boats. For groups who have any guests under 18 years of age, the boating area is restricted to use when a certified lifeguard is on duty. Outside boats are prohibited.
20. WLF reserves the right to terminate any activity, behavior or program and eject any person from the facility that is deemed potentially harmful to the guests, facilities or image of the WLF.

21. WLF screens our new paid and volunteer seasonal employees 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 returning paid and volunteer seasonal employees, and full-time and part-time year round staff on a regularly scheduled basis.

22. We strongly advise rental groups to:

- a. Have a screening policy in place for all staff and/or volunteers they bring.
- b. Ensure that staff and/or volunteers are at least 16 years old and two years older than any minors they are supervising.
- c. Ensure that staff and/or volunteers supervising guests with disabilities are at least 18 years of age.
- d. Train staff and/or volunteers to minimize the potential of a one-on-one situation with the guests they are supervising and/or working with.

23. A deposit is required to reserve the dates for the rental. The deposit will be credited to the final invoice or transferred, upon request, if rebooking for the following year.

24. Our cancellation policy is as follows:

- a. If a rental group wishes to cancel its reservation and notifies the Hospitality Director or the assigned Rentals Host in writing at least 30 days prior to the scheduled reservation start date, the deposit may be transferred to another date within the next 12 calendar months (if scheduling allows) or refunded.
- b. Cancellations that are between 14 days and 30 days before the scheduled reservation start date will result in loss of the deposit.
- c. Cancellations that are 14 days or less from the scheduled reservation start date will result in being billed for 50% of the fees based on the reserved number.
- d. Rental groups requiring snow or other special considerations to run their programs may be rescheduled up to the actual event date without penalty. These groups will have tentative make up dates made available to them at the discretion of the Hospitality Director. The deposits will be carried over to the next reservation or refunded.

25. We accept the following forms of payment:

- a. Cash
- b. Check made out to "Wisconsin Lions Foundation, Inc."
 - i. Returned checks will be subject to a \$30.00 fee
- c. Credit Card or PayPal
 - i. Payments include 2.5% for processing fees

26. Groups are not confirmed until both the signed agreement and deposit are on file.



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