

**Rental Policy
and
Use Agreement**



**Camp Wilkes, Inc.
2109 Camp Wilkes Road
Biloxi, Mississippi**

RENTAL POLICY AND USE AGREEMENT

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FOR MORE INFORMATION CONTACT

CAMP RANGER - 228-388-3736 (Please leave message and your call will be returned) OR
INFO@CAMPWILKES.ORG

I. MISSION AND AVAILABLE FACILITIES

Mission Statement: *Provide an outdoor semi-wilderness area and facilities for programs involving the youth of the Mississippi Gulf Coast and surrounding regions.*

Facilities: We have 11 dormitory style cabins for a combined sleeping capacity of 281 people. There are five covered pavilions with picnic tables, electricity, water, and scenic views. Our current dining facility overlooks Biloxi Bay and has a seating capacity of 160. It also features a full service commercial grade kitchen facility, multiple freezers and refrigerators, stocked with cooking utensils, and an ice machine. We have an outdoor seating area overlooking the Biloxi Bay that can seat approximately 400 people for campfire stories, dances, lectures, weddings, and any other event you can imagine. Also available is our swimming pool (45'x75' 10' deep), archery and bb gun ranges (must provide own equipment and range master), and a small meeting hall that is available for anything from arts and crafts, classroom lectures, business workshops, or just as a gathering place. For those events that qualify, we have a first aid building with sleeping quarters and private restroom/shower for an onsite nurse, nurse's office, and infirmary room with restroom. Basketball court, open field for different sports, volleyball poles, canoes, and rowboats are also some of the onsite equipment available as well.

II. USE AND NONUSE OF FACILITIES

Camp Wilkes campground facilities are primarily for the use and benefit of Camp Wilkes, Inc. (herein referred to as CWI) and related programs sponsored by CWI. Camp Wilkes is available for certain non-CWI functions when they do not conflict with CWI schedule of activities. Some such functions are:

1. Youth Camp Programs
2. Educational Institution Programs/Workshops
3. Team Building Workshops
4. Company Picnics
5. Wedding Receptions
6. Anniversary Parties
7. Family/School Reunions
8. Private Socials
9. Meetings
10. Activities of other nonprofit organizations

NOTE: The specific purpose of any activity must be approved by CWI. There shall be no booking for a time that will conflict with CWI programs. Camp Ranger will make the

determination based upon CWI policy and requirements.

Camp Wilkes campground is not available for:

1. Any activity that conflicts with CWI's mission or promotes violence or abuse in any form.
2. Individuals or families seeking a weekend getaway retreat.
3. Use of any ATVs or recreational camping vehicles of any sort.

III. SPECIAL EVENTS INSURANCE

An Indemnity Agreement (form attached) and a Certificate of Insurance is required. If Applicant's homeowners, or other, policy will cover the event then a certificate of insurance from Applicant's insurance company is required. The certificate list Camp Wilkes, Inc and its employees as a co-insured/certificate holder. A minimum amount of \$500,000 per occurrence is required but more is suggested to cover your group and its event. If you need assistance in purchasing coverage, please contact the Camp Ranger. The insurance company providing coverage must be acceptable to CWI.

IV. ALCOHOL BEVERAGE CONTROL AND APPLICATION

1. When an event is held at Camp Wilkes that is identified as a youth program or function, no alcoholic beverages are permitted on premises.
2. If the event is classified other than youth related, alcoholic beverages may be served but NO alcoholic beverages may be sold unless appropriately permitted by the applicable state agency. With recent legislation regarding responsibility for those serving alcoholic beverages to their guests, please make certain that alcohol is not abused on CWI property. No one under the age of 21 may serve or consume alcohol.
3. When alcoholic beverages are to be served and consumed, User is responsible for providing security to maintain peace amongst all of the User's guests.

V. SECURITY AND FIRE CONTROL

1. Smoking - All buildings and their attached porches at Camp Wilkes are "Smoke Free." Smoking is permitted outside on the general grounds and under pavilions. All "butts" are to be placed in trash receptacles and NOT on the ground. *Please do not smoke at any of the entrances to any of the buildings.*

2. Security Guard - CWI requires that a Security Guard be on duty for all activities unless excused in the rental agreement. CWI reserves the right to require additional security personnel for any function, depending on size, time (day or night) of function, etc. Security Guard is defined as person professionally trained in safety procedures, general peace keeping, and crowd control. The cost of security personnel is absorbed by the User. If assistance is needed in scheduling security personnel, please contact Camp Ranger.

VI. RULES AND REGULATIONS

1. General - Anyone using Camp Wilkes facilities must sign a Use Agreement - Section IX. User must agree to adhere to all regulation regarding liability, control of liquor use in force and in effect by CWI, and all local, state, and federal regulations, and all requirements and guidelines as delineated herein.

Rules and regulations pertaining to certain items are listed as separate sections in this Rental Policy. Each page of the Rental Policy will be initialed by the User and each page will become an integral part of the Use Agreement - Section IX.

CWI reserves the right to change the rules and regulations from time to time for the protection of both parties and the safety of the property. If changes are made, User will be promptly notified.

2. Hours of Activity - The User fees cover a period of time as established with the Camp Ranger at the time the reservation is made. User for an evening event will be given the maximum time possible in consideration of prior bookings that involve the day/evening before and the morning of the desired date. User will be given sufficient time, as possible, for setup and decorations the day prior to the event. Prior bookings of other Users and CWI activities will be the consideration.

3. Tables, Chairs, and Tablecloths -

a. Camp Wilkes has a limited number of tables and chairs. If tables and/or chairs are desired for activities outside the buildings in which they are housed, User must arrange with Camp Ranger desired configuration and number of chairs/tables needed. User is more than welcome to contact a rental agency to supply more chairs/tables and User absorbs the cost of service directly to rental company.

- b. User's and Caterer's desires cannot conflict with City of Biloxi fire regulations.
- c. CWI does not furnish or place tablecloths. CWI does not receive nor be responsible for rental items. User must be available to receive such items and arrange for return in accordance with contract.
- d. UNDER NO CIRCUMSTANCES are chairs, tables, or other items to be dragged across any floors. To ensure continued safety and usage of CWI provided furnishings, if movement of items is necessary, PICK UP items with two or more people to ensure damage does not occur to the item or the floors.
- e. User is to meet or contact with Camp Ranger not later than fourteen (14) days before the event to finalize arrangements.

4. Decorations - The User shall adhere to the following guidelines for decorations used anywhere on the Camp Wilkes facilities. Please exercise special care to not damage any items or surfaces.

- a. Decorating is to be done with fireproof or fire-retardant materials.
- b. All decorations must meet Fire Codes.
- c. Candles must be contained in a fireproof holder or globe.
- d. No items whatsoever - nails, tacks, tapes, or any material that will deface the finishes are to be used on the walls, doors, beams, window casings, pavilions, table tops, or elsewhere.
- e. No decorations may be placed on glass windows.
- f. No loose glitter of any kind may be used.
- g. No decorations may be used that will stain the tables or the floors.
- h. All decorations must be removed from the facilities immediately after the event.

5. Kitchen Facilities -

- a. User and/or caterer is responsible for cleaning all items used in kitchen areas including broom sweeping the floor and placing refuse in dumpster located to the north west of Hiller Hall.
- b. An inventory of items in the kitchen of Hiller Hall is maintained by the Camp Ranger. Please make note of any items you may have used from the kitchen area and make sure they are returned to the same place after cleaning. When the Camp Ranger inspects the facility after the event, any missing items must be

replaced by the User.

c. Any leftover food items are to be taken with you or disposed of in the dumpster. All refrigeration/freezer units are to be wiped out at the end of the event.

6. Pets - None allowed at Camp Wilkes. The exception is guide dogs for blind or sight impaired persons.

7. Parking - All guests are required to park their vehicles in the parking lot areas at the entrance of the main camping area. This is especially important when operating a youth oriented program as licensed by the State. There is a limited amount of parking available for disabled persons at the rear of Hiller Hall.

8. Going Away Vehicle (Weddings, Wedding Receptions) - Vehicle may be decorated in the parking lot. However, all such decorations must be cleaned up and removed from parking lots/roadways. Any damage to the parking lots/roadways will be the responsibility of the User. Decorating the vehicle must not trash the campground facilities in any manner.

9. Cleanup - The User is responsible for all cleanup of the facilities/areas used. All trash receptacles are to be emptied into the dumpster located on the north west side of Hiller Hall. All personal property of User and Guests including rental items must be removed at the conclusion of the event unless other arrangements are agreed upon in writing with the Camp Ranger. Cleanup must occur prior to check out and final payment.

10. Damages to Facility - At the end of the scheduled event, the Camp Ranger will inspect the Camp Wilkes facilities/property/equipment used to assess and ascertain, in his/her sole discretion, whether any damage to the Camp Wilkes facilities/property/equipment was caused by or during the event, excluding any normal wear and tear. If the Camp Ranger determines that no damage to the Camp Wilkes facilities/property/equipment was caused by or during the scheduled event other than normal wear and tear, the security deposit, in full, will be credited to the User's final bill as long as the other check out procedures/requirements are met. If the Camp Ranger determines in his/her sole discretion that there is damage to the Camp Wilkes facilities/property/equipment other than normal wear and tear, the security deposit will be deducted with reasonable costs of replacement/repair. If the Camp Ranger determines that the damage other than normal wear and tear is greater than the security deposit, the User shall forfeit the security deposit AND shall be liable and responsible for the difference between the reasonable costs of repair and the amount of the damage deposit. An additional amount

shall be due and payable within fourteen (14) days of date of notification of completed repairs and the costs thereof.

VII. FEES

The fees required for the use of Camp Wilkes facilities are used toward the payment of ongoing expenses, i.e.; utilities, insurance, maintenance, and general upkeep of the facility.

In the case of members of CWI, the fees required for the personal use of the Camp Wilkes facilities, have no relation to the member's support, dues, or contributions to the Camp Improvement or Building Funds.

DAILY ACCESS FEE

Mon - Thur \$1 per person

Fri - Sun \$2 per person

Swimming Pool \$1 per person

*Visitors who take part in event activities are required to pay a day rate of \$1 each.

Visitors must check in at Camp Wilkes office unless prior arrangements have been with caretaker by group using the site.

FACILITY RENTAL FEE

Hiller Hall (Kitchen/Dining Facility with capable of seating 200 people)	\$75 per day
Hart Hall (AC/Heat Meeting/Crafts Building)	\$75 per day
A.J Lodge (inside showers/toilets, AC/Heat, up to 32 people)	\$75 per day
Lions Cabin (inside showers/toilets, AC/Heat, up to 32 people)	\$75 per day
Kline Coquet (AC/Heat, small kitchen, inside showers/toilets, up to 29 people)	\$75 per day
Hanson (AC/Heat, inside showers/toilets, up to 32 people)	\$75 per day
Big Jo (AC/Heat, small kitchen, inside showers/toilets, up to 18 people)	\$75 per day
Wichaka (AC/Heat, inside showers/toilets, up to 30 people)	\$75 per day
J.D. Trail (sleeps up to 40 people, detached showers/latrines)	\$40 per day
First Aid Building (see ranger for full description and conditions of use)	\$75 per day
Lion Burkhart (sleeps up to 16 people, detached showers/latrines)	\$25 per day
Rotary (sleeps up to 18 people, detached showers/latrines)	\$25 per day
Exchange (sleeps up to 18 people, detached showers/latrines)	\$25 per day
Kiwanis (sleeps up to 18 people, detached showers/latrines)	\$25 per day

Canoe/Row Boat Rental (2 PFDs included)	\$5 per boat/day
Extra PFD	\$1 per PFD

STATE LAW REQUIRES ALL PERSONS 16 YEARS OF AGE AND YOUNGER TO WEAR A PFD AT ALL TIMES

PICNICS

State Law limits Camp Wilkes to 400 people due to the number of latrine facilities. Picnic groups must vacate the camp before dark. Extended hours are available by special arrangement only. Picnic groups who use facilities other than the picnic area(s) must pay the camper fee for their use. Picnickers who use the pool must pay the \$1.00 pool fee for each swimmer in addition to the picnic rate.

Picnics and Pool Usage Rates

Clubs, Businesses, Fraternal Organizations and Auxiliaries	\$1 per person/min \$100
Schools, Churches, and Family Groups	\$1 per person/min \$50
Weddings / Wedding Receptions (<i>when outdoor only not utilizing buildings</i>)	\$1 per person/min \$100
Pool Usage (in addition to any other charges)	\$1 per person/min \$50

EXCLUSIVE USE POLICY

We do have a policy that permits the renting of all facilities in the Main Camp. (Not including the wilderness area where tent camping is permitted.)

Mon - Thur \$650 per day

Fri - Sun \$850 per day

Daily use fee reduced by \$100 if pool not available. Exclusive Use requires a \$200 (two hundred dollars) security deposit. This fee is held as a cleanup / damage guarantee that is forfeited in the event the facilities are not left cleaned, in good repair, or the group fails to check out with the Camp Ranger.

Campers in the wilderness area will be informed that the Main Camp area has been rented to another group. Campers in the wilderness area are then required to obtain permission prior to entry into the Main Camp area located south of the parking lot(s). Water for wilderness campers is available on the rear of the Harrison Building located right next to the parking lot.

FEE SCHEDULE

Payment of fees/deposits:

There shall be a refundable (less \$25 non-refundable application fee) security/cleanup guarantee deposit of \$100.00 due upon signing the contract. If you intend to utilize the Exclusive Use rental availability, a security/cleanup guarantee deposit of \$200.00 is due upon signing the contract. The remaining fees are due at time of checkout at the end of the event.

NOTES:

1. Units from the Boy Scouts of America and Girl Scouts of America are exempt from requirement of the security/cleanup guarantee unless renting by Exclusive Use rental agreement.
2. Insurance is required by Camp Wilkes Incorporated and is an additional expense and is the total responsibility of the User. Scout Units are required to place a completed copy of their BSA Tour Plan or GSA equivalent on file in place of Certificate of Insurance.
3. Alcohol/Wine and Beer permits (if required) and the fee for the same are the total responsibility of the User. Permit due to the Camp Ranger thirty (30) days prior to the event. NO PERMIT IS REQUIRED if stated beverages are not to be sold.

VIII. RESERVATIONS

1. No reservations for use of the Camp Wilkes facilities or any part thereof may be made more than twelve (12) months in advance. The only exception is BSA Troop 212's Annual Summer Camp, del'Epee Deaf Center's Camp, Sea & Sun Camp sponsored by the Lions Club, and CWI annual reserved dates.
2. Requests for use of Camp Wilkes will be considered on the basis of eligibility as outlined in Section II above and on a first requested and paid basis.
3. Anyone using Camp Wilkes must sign a Use Agreement and pay deposits as indicated herein. User must agree to adhere to all regulations regarding liability and liquor use in force and in effect by CWI, and all local, state, and federal regulations, and all requirements and guidelines adopted by CWI.

IX. AGREEMENT REGARDING USE OF CAMP WILKES

CWI agrees to provide its Camp Wilkes facilities for your use at your event on the terms and conditions provided within the foregoing Rental Policy and/or as otherwise expressed in this Agreement.

1. AREA AVAILABLE FOR USE: The following areas are designated for use with this contract. User and Camp Ranger only will initial appropriate areas based upon fees as agreed to by User and Camp Ranger. No other areas will be used.

Building/Area		Building/Area	
	Hiller Hall (Dining Facility)		Hurvey Purcell Pavilion
	Hart Hall (Meeting Bldg)		Tom Varble Pavilion
	AJ Stanovich Cabin		Emit Thompson Pavilion
	Lions Cabin		Zonta Pavilion
	Rotary Cabin		Vincent Pavilion/ BB Gun Range
	Amphitheater Area		OA Bldg / Control Tower
	Exchange Cabin		Swimming Pool
	Kiwanis Cabin		Hiking Trails
	JD Trail Cabin		Large Field for Activities
	Lion Burkhardt Cabin		First Aid Cabin
	Kline Coquet Cabin		Canteen Building
	Wichaka Cabin		Tent Camping on Trails
	Hanson Cabin		Tent Camping West Side
	Big Jo Cabin		Archery Range
	Other _____		Other _____

Parking is provided in the area next to Harrison Building near the front of the camp property on the East side of the entrance road and is on a space available basis except for times for regularly scheduled meetings - at such times the guests of the renting party are instructed to park only in the large field across from the Harrison Building on the West side of the entrance road. (Camp Ranger will clarify at time of reservation)

2. FEES AND DEPOSITS: Reference Section VII of foregoing Rental Policy. The Camp Ranger will complete the blanks at the time reservations are made.

a. Security Deposit and Application Fee: There is a required refundable deposit of \$_____ toward the use fee (less \$25 non-refundable application fee). The deposit is payable at the time this Rental Agreement is signed and executed.

3. UTILITIES: CWI is responsible for utilities costs.

4. LIMITATIONS ON USE: The User may use the premises only for lawful purposes. The following purposes, although possibly lawful, are prohibited.

1. Any use of which promotes, supports or funds activity which is in direct contradiction to established policies of CWI.
2. Any use determined inappropriate in the sole discretion of the Camp Ranger and/or Management of CWI.
3. Any use which requires a permit issued by an agency of a federal, state, or local government body unless such permit has been issued and a copy supplied to the Camp Ranger prior to the beginning of the event.

5. MAINTENANCE AND REPAIRS: The User acknowledges that the premises are in good order and repair. The User agrees to accept responsibility for all damages occurring during the term of the use of the facility, without exception. Unless actively caused by the negligence or willful act or failure to act of CWI or its agents or employees, the User waives all claims against CWI and its agents or employees for all damages to the property of the user resulting from the building or its equipment being out of repair, from theft in or about the building or from any personal injury suffered by the user or anyone coming onto the premises during the period of use.

6. INSURANCE: It is the responsibility of the User to secure insurance for the term of its use. Such insurance must provide full protection against all claims for personal injury, death, or property damage occurring in, on, or about the facilities and the property of Camp Wilkes. Certification of such insurance must be provided as directed in Section III of the foregoing rental policy.

7. HOLD HARMLESS: The User agrees to hold CWI as well as its employees and agents harmless for any claim asserted as a consequence or incidental to the rental party's use of the facility or arising during the period of the User's use of the facility which is not expressly covered under the existing insurance coverage available to CWI. Reference Section III of the foregoing Rental Policy.

8. ASSIGNMENT OF USE RIGHTS: The User shall not have the right to assign the privilege to use the premises without the express written consent of the Manager(s) of CWI. In the event any assignment is permitted, the User shall remain primarily liable for all obligations contained in this agreement.

9. ADDITIONAL RIGHTS OF OWNER OF FACILITY: CWI shall have the following additional rights:

- a. To cancel any unused portion of the use term for any inappropriate use as determined in the sole discretion of the Management of CWI and/or the Camp Ranger.
- b. To assert claims against the User for any and all violations of the agreement.
- c. To assert claims against the User to acquire the benefit of any right created under this agreement.
- d. Require the user to better particularize its intended or ongoing use of the premises.

10. RULES: The following rules apply without exception:

- a. CWI is not responsible for personal and/or food items left on the property. Please take them with you when you leave.
- b. Check and double check to be sure that the stoves, ranges, flattops, and ovens are turned off when you leave. Microwaves are to be unplugged as well.
- c. If keys were issued, leave keys with Camp Ranger during checkout of event and bill finalization. DO NOT MAKE ANY COPIES OF KEYS! NO EXCEPTIONS!
- d. No person below the legal age to consume alcoholic beverages shall be dispensed or otherwise allowed to consume alcoholic beverages anywhere on Camp Wilkes property.
- e. NO SMOKING inside any building or on any porches attached to buildings. Please limit smoking to areas under pavilions when weather is inclement otherwise please maintain a minimum 50 feet from any building when smoking. Refer to Section V of the foregoing rental policy.
- f. Upon checkout inspection with Camp Ranger, make sure all lights are turned off, and all windows doors are closed and locked.
- g. See attachments for any additional rules/regulations.
- h. All rules and requirements delineated in the foregoing Rental Policy.

12. EXPENSES: In the event it is necessary for CWI to assert its rights under this agreement (to include the terms of the Rental Policy Sections I-VIII); any expenses incurred, including a reasonable attorney's fee, shall become the financial responsibility of the User and shall be deemed payable on demand.

13. SAVINGS CLAUSE: If any provision of this use agreement is invalid or unenforceable, the remainder of this use agreement will not be affected but will remain valid and enforceable to the fullest extent permitted by law.

Name of User/User Organization: _____

Date and hours of use: _____

Name, address, and telephone number of person making application for use:

The undersigned User intends to use the Camp Wilkes facilities only for the following use(s):

The terms, provisions and rules are expressly accepted by the undersigned User on this the ____ day of _____, 20__.

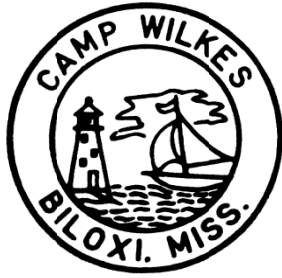
Renting Party/User

If renting party is a corporate entity, the undersigned person(s) individually and personally guaranty all terms and provisions of this agreement.

Agreed and accepted on behalf of Camp Wilkes, Incorporated.

Camp Ranger or Manager

Thank you for using Camp Wilkes for your event. We hope that your event is a huge success and that you enjoy your time here on our facilities.



CAMP WILKES INC.

2109 Camp Wilkes Road

Biloxi, MS 39532

(228) 388-3736

<http://campwilkes.org>

CAMP WILKES FACILITIES USAGE / INDEMNITY AGREEMENT

This signed Indemnity Agreement and a Certificate of Insurance – naming as an “Additionally Named Insured” – Camp Wilkes Incorporated – must reach the Camp Ranger’s office at least 15 days in advance of use.

User of facilities: _____
Arrival Date: _____ Arrival Time: _____
Departure Date: _____ Departure Time: _____
Purpose of usage: _____
Number of Participants: _____

It is hereby agreed between CWI and User of facilities that the Camp Wilkes facilities are reserved on the above date and time and for the above purpose only.

The User of the facilities agrees to accept responsibility for any loss or damage done to the facility or equipment and other CWI property as a result to their use of the facilities. The User agrees to maintain order and control over persons in attendance and to abide by all policies and procedures of CWI.

User agrees to protect, defend, hold harmless, and fully indemnify CWI for any claim or cause of action whatsoever arising out of or related to the usage, which takes place during the above identified date(s) of facilities usage. The User further agrees to defend CWI against any action that is brought against CWI by the above named User and/or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members, or associates even if such claim arises from the alleged negligence of CWI, its employees, or agents, or the negligence of any other individual or organization.

Signature of User: _____ Date: _____

Name of User (Please Print): _____

Signature of Camp Ranger/Manager _____ Date: _____

Printed Name of Camp Ranger/Manager _____



CAMP WILKES INC.

2109 Camp Wilkes Road

Biloxi, MS 39532

(228) 388-3736

<http://campwilkes.org>

POLICY ON THE USE OF ALCOHOL

Camp Wilkes Incorporated, herein referred to as CWI, does not wish to encourage the use or abuse of alcohol; therefore, publicity for events on Camp Wilkes facilities or sponsored by CWI entities should not appear to do so. The following policy is intended to provide for the responsible use of alcohol at CWI sponsored functions.

This policy is in addition to all applicable state and federal laws,* and applies to any function sponsored by any function or event of CWI whether on Camp Wilkes premises or elsewhere.

The term "alcoholic beverage" refers to liquor, beer, and/or wine and includes beverages or other concoctions containing liquor, beer, and/or wine when these can have an intoxicating effect.

1. No one under the age of 21 is permitted to consume, handle, or serve alcoholic beverages even with permission of parent(s) or guardian(s), whether or not the function takes place on CWI property. Alcoholic beverages may be self-serve only at gatherings where no one under 21 is admitted.
2. Because of the difficulties involved in assuring that persons do not become intoxicated and that those under 21 do not consume alcohol, Bring Your Own Bottle ("BYOB") functions are prohibited.
3. Beer and/or wine may be sold if food is also served at the function.
4. Sale of liquor and concoctions containing liquor that can have an intoxicating effect is prohibited at any function, whether or not the function takes place on CWI property. Any exchange of tickets, free will offerings, etc. for an alcoholic beverage is considered to be a sale.
5. Containers of beer and wine are to be clearly labeled and supervised by an adult.
6. Alcoholic beverages are to be refused to anyone who appears to be intoxicated. Alcoholic beverages are to be distributed by individual servings. Any sale of a ticket entitling a person to multiple alcoholic drinks is prohibited.
7. There is to be a plan in place in the event that anyone appears to need transportation as a result of consumption of alcohol.
8. When Camp Wilkes facilities are rented or loaned for private events, the responsible adult organizer is to sign a copy of this policy indicating understanding and agreement; this same person is to assure that a copy of this policy is provided to all relevant parties, e.g., bartender, other organizers, etc. Other CWI policies are applicable when participants at an event exceed agreed upon number in Rental Agreement.

* See "Distribution of Beer and Light Wine – Legal Considerations"

I have read the above policy, and understand and agree to comply with my obligations herein.

Signature / Printed Name / Date

Effective November 1, 2010

DISTRIBUTION OF BEER AND LIGHT WINE – LEGAL CONSIDERATIONS

These are applicable legal considerations only and must be read together with the Camp Wilkes “Policy on the Use of Alcohol.”

To sell beer or light wine it is necessary to obtain a permit through the State Tax Commission. Without a permit, penalties can include a \$1000.00 fine and one year in jail for the responsible person (User/Person signing application). A permit is not required if the beer or wine is given away free of charge.

It is not legal to provide beer, light wine, or liquor to any person known to be under the age of 21. An exception is that, in Mississippi, the law allows *parents* to legally provide their children who are between the ages of 18-21 with beer and wine. *

Persons giving any alcoholic beverages to those under 21 are to be stopped, and, if necessary, police should be called.

If the beer or wine is provided without cost or sold with a valid permit to those who may lawfully consume it, the provider may have a measure of immunity from a lawsuit. This immunity is lost if it is provided to those under 21 or to persons visibly intoxicated.

If beer or wine is sold to someone already visibly intoxicated, the provider may be held liable for any injuries, damage, or death(s) caused as a result.

There is a potential for liability when third parties renting or using Camp Wilkes facilities hold functions involving alcohol. Insurance coverage noting the distribution of alcohol for these special events is to be required of third parties if any alcoholic beverages are consumed at their events. Insurance coverage is the responsibility of third party User and must be acceptable to Camp Wilkes Inc.

**** Despite this exception in state law which can affect legal liability, note that the Camp Wilkes “Policy on the Use of Alcohol” does not allow anyone under 21 to be provided with beer, wine, or liquor by anyone.***

CAMP WILKES CAMPER ILLNESS/INCIDENT REPORT

GROUP NAME _____ DATE _____

CAMPER NAME _____ AGE _____ SEX _____

Activity & Description of incident: _____

What treatment was given to camper as result of incident? _____

If treated at a Hospital

Name of Hospital _____

Phone Number _____ Treatment Date _____

Health Supervisor/Person in Charge Signature _____

Today's Date: _____

Contact Information:

If more information is needed at a later date, this is the person Camp Wilkes, Inc. or the State of Mississippi is to contact

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone () - _____



MISSISSIPPI STATE DEPARTMENT OF HEALTH
Program Manager Permit Application

Camp Name _____ (Camp Wilkes, Inc.) County Harrison
Camp Location Address 2109 Camp Wilkes Road Phone 228-388-3736
Camp Mailing Address 2109 Camp Wilkes Road, Biloxi, MS 39532
*Camp Director (if different from manager) _____
Address _____ Phone _____
***Program Manager** (Applicant) _____ **Phone** _____
Address _____

*Program Manager Permit "is the permit to operate a camping facility. This individual is responsible for the staff supervision and program administration. The above may or may not be the Camp Director." The Program Manager and Camp Director may be interchangeable and in those instances (group rental, etc.) the Program Manager must document the same qualifications as the Camp Director.

As per the regulations:" Each residential camp shall have a Camp Director on premises who shall meet at least two of the following criteria"

- A.** Be at least 25 years of age: 25 or over ____ Yes ____ No
- B.** Have successfully completed a course in camping administration such as those offered by national professional camping association; national agencies or their equivalent.
Course _____ Agency _____ Date _____
- C.** Have had at least two years previous experience as part of the administrative staff of a youth camp.
Camps _____ Date _____
Aquatics Director _____ Age _____
Certification Agency/Level _____ Expiration Date _____
- The camp session will begin** _____ **and end** _____
- Will aquatics activities be offered? ____ yes ____ no
- Will watercraft activities be offered? ____ yes ____ no
- Estimated number of campers per session**
- Estimated number of staff per session**

I have been issued copies of **Rules and Regulations Governing Licensure of Youth Camps**. I have read the regulations and hereby certify the camping program is in compliance with the said regulations. I understand the permit issued on the basis of this statement is subject to revocation if it is established that any of the rules and regulations have not been met.

Signature of applicant _____ **Date** _____

!!CABIN RULES!!

1. ALL WINDOWS/SHUTTERS MUST BE SHUT AND LOCKED BEFORE CHECKING OUT.
2. CABIN MUST BE SWEEPED OUT (MOPPED IF NECESSARY, **HOWEVER, BATHROOMS AND SHOWERS ARE MANDATORY**) BEFORE CHECKING OUT.
3. BUNKS ARE TO BE ARRANGED BACK TO HOW THEY WERE FOUND UPON CHECKIN. BUNKS MAY BE REARRANGED DURING YOUR STAY BUT THEY MAY NOT BLOCK THE EXITS.
4. TRASH CANS ARE TO BE EMPTIED BEFORE CHECKING OUT. TRASH IS TO BE EMPTIED INTO THE DUMPSTER BEHIND THE MESS HALL IN THE CENTER OF CAMP.
5. **NO BUNKS OR MATTRESSES ARE TO BE REMOVED FROM CABINS. NO EXCEPTIONS!** THIS INCLUDES REMOVING MATTRESS FROM ONE BUNK AND PLACING ON ANOTHER LEAVING JUST RAILING/SLATS EXPOSED!
6. **MATTRESS COVERS ARE NOT TO BE REMOVED OR TO SLEEP ON.** THEY ARE PROVIDED TO PROTECT THE MATTRESS. YOU ARE RESPONSIBLE FOR PROVIDING YOUR OWN BEDDING TO SLEEP IN/UNDER.
7. IF CABIN/RESTROOM NEEDS MORE TOLIET PAPER OR TRASH BAGS, SEE CAMP RANGER.
8. IF ANYTHING IS DAMAGED OR MISSING IN THE CABIN (I.E., BUNKS, CLEANING TOOLS, MIRRORS, WINDOWS, DOORS, ETC.) A REPAIR/REPLACEMENT FEE WILL BE ADDED TO YOUR GROUPS FINAL BILL.
9. IF THE CABIN IS NOT CLEANED AND PUT BACK IN ORDER, YOUR GROUP WILL FORFIET ITS SERCURITY DEPOSIT AS STATED IN THE RESERVATION APPLICATION.
10. CABIN MUST BE INSPECTED AND APPROVED BY THE CAMP RANGER BEFORE YOUR GROUP IS ALLOWED TO CHECK OUT OF CAMP AND FINALIZE IT'S BILL.

** THESE RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THEREFORE USE THEM AS A GENERAL GUIDELINE AND AS A REMINDER TO USE COMMON COURTESY IN RESPECTING THE FACILITIES. **

THANK YOU,

CAMP WILKES MANAGEMENT & CAMP RANGER

RULES OF USE FOR CAMP WILKES

February 26, 2010

Organizations/Events are **responsible** for their campers' conduct and any damages to physical property while in camp. Damage observed at checkout will require that a fee be added to your cost before departure.

Each organization/event must have an adult **Group/Event Leader** assigned and this leader must check in with the caretaker upon arrival and must be present in camp at all times.

The assigned **Group/Event Leader** must check out with the caretaker prior to departure. At this time, all facilities used must be returned to the same or better condition than they were in when your organization/event arrived. For example, the following will be checked:

- In all cabins used, the bunks will be checked to see that they have been swept off and the floor swept (even under the bunks) and mopped if necessary (latrines and showers must be mopped).
- In all latrines used, the floor must be swept and mopped, commodes flushed and scrubbed, sinks wiped cleaned, and mirrors wiped clean.
- In the dining hall (if used) the following will be checked:
 - A. Refrigerators/Freezers are emptied and wiped out.
 - B. Stoves, ovens, grill, fryer, and grease receptacle cleaned.
 - C. Dining area and kitchen swept and mopped. Dining area is mopped when necessary, kitchen mopping is a must.
 - D. Dishes and pots are cleaned and returned to the pantry.
 - E. Garbage cans (if used) emptied and cleaned out. If food is spilled inside can, it must be washed out.
 - F. Garbage is to be placed into bags, put into the dumpster, and the dumpster is to have its doors closed.

Failure to comply with this rule will result in a request for a repeat cleaning, a forfeiture of your reservation fee, or both.

If the assigned **Group/Event Leader** leaves camp, another adult must assume this responsibility and the Camp Caretaker must be notified of this change.

MALES and FEMALES will not be housed overnight in the same cabin, unless the organization charter or event coordinator permits this type of housing. A copy of the organization's charter showing this allowance must be attached to the Application for Reservation if males and females are to be slept inside the same cabin.

BOATS or CANOES will not be removed from Camp Wilkes property, and they will not be taken out of the permitted usage area in the Back Bay of Biloxi assigned by the managers of Camp Wilkes.

A **CERTIFIED LIFE GUARD** (with proof of current certification attached to Application for Reservation) must be on duty at all times in the pool enclosure when the pool is in use.

POOL GATE must be **CLOSED** and **LOCKED** at all times when the pool is not in use.

CAMPFIRES and **COOKING FIRES** must be in fire circles and be attended at all times when burning. A smoking fire may still be burning.

Only **CEREMONIAL FIRES** are permitted in the amphitheater fire pit.

BONFIRES ARE NOT PERMITTED at Camp Wilkes due to city fire regulations.

After your area has been policed, the TRASH and GARBAGE must be placed in cans, carried to the dumpster and emptied, and then the can is to be returned to the cabin, building, or shelter from which it came.

The restroom facilities are designed for receipt of human waste only. **DO NOT** place anything other than supplied toilet paper into commodes. **FEMALE SANITARY ITEMS and PAPER TOWELS and NAPKINS** are to be placed into trash cans for proper disposal.

Camp Wilkes is located within the City of Biloxi where it is illegal to discharge firearms. Therefore, **GUNS¹ ARE NOT** permitted on Camp Wilkes property.

FIREWORKS are illegal in the City of Biloxi and are not permitted on camp property.

The City of Biloxi has a Leash Law. So, for the safety of our campers, **Dogs, Cats, and Other Pets** are **NOT** permitted on camp property. This protects your pet, our campers, and many kinds of wildlife that naturally exists on Camp Wilkes property.

City fire codes require **FIRE EXTINGUISHERS** in all facilities. Discharge of fire extinguishers for any purpose other than a fire will require a fee of \$20.00 per extinguisher to pay for the recharge of the canister.

City fire codes require **SPRINKLER SYSTEMS** in all newer dormitory facilities. Discharge of these systems for any purpose other than a fire will require a fee of \$1000.00 per system to pay for a reset of the system and you will be billed for any water damage to Camp Wilkes' property inside these dormitories.

Mississippi State Laws governing Youth Camps states that **NO VEHICLE** will be operated in a youth camping area except Maintenance and Emergency vehicles. **ALL VEHICLES MUST BE PARKED IN THE PARKING LOT. NO EXCEPTIONS!**

A day rate of \$1.00 per day is charged on each **Visitor/Guest** who comes to camp to participate in your event/activity.

A pool fee of \$1.00 per day is charged for each person who participates in pool activities.

Beds in the cabins of Camp Wilkes are **NOT** to be rearranged. They are to be left as you found them.

No items may be placed in front of the heat and air conditioning units in any building.

There **shall not be** rough housing, play fighting of any sort, or combat of any sort taking place inside any building of Camp Wilkes. All conduct of this nature is to take place in the outdoor areas of camp.

Due to the size of Camp Wilkes, no user can be guaranteed **EXCLUSIVE USE OF CAMP**. The exclusive use fee is for the cabin area only and does not prohibit tent camping north of this area.

A list of fees for common types of damages is on file in the caretakers' office. This list covers fees for incurred damages to property of Camp Wilkes and includes, but not limited to:

- Broken Windows/Doors
- Graffiti of any kind on any surface
- Misuse of a commode as a trashcan clogging the sewer system.
- Shutters that were not properly secured and damaged by the wind.
- Damaged beds/bed covers due to roughhousing

1. Exception: Hunters Education classes will have demonstration only firearms that will be empty of ammunition at all times. Summer Camp programs have permission to use BB guns under strict supervision at all times.