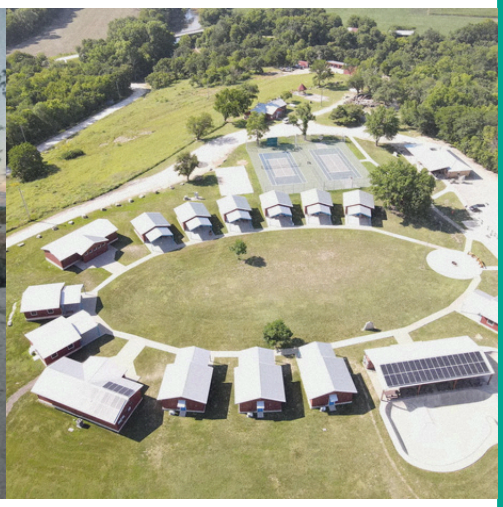
CAMP WOOD YMCA RENTAL GUIDE



BE YOU. BE ADVENTUROUS. BELONG

1101 Camp Wood Road, Elmdale, KS 66850

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WELCOME TO CAMP WOOD YMCA

On behalf of the Camp Wood YMCA staff, we would like to welcome you to our camp in the beautiful Flint Hills of Kansas. Camp Wood YMCA is a great place to explore, adventure , imagine, relax and so much more. We are thrilled that you are choosing to make us your destination of choice.

Established in 1915, Camp Wood YMCA has been serving participants of all ages, ethnic groups, and religious affiliations through its 100 year history. Located on over 800 acres of Tall Grass Prairie, there is a lot to see and so. We invite you to explore our grounds, enjoy or wonderful facilities, and maybe even take part in some of our activities.

Our staff will be here to take care of your needs during your stay.

The following pages contain information to help you with the planning of your trip to Camp Wood YMCA. Enjoy looking over this guide and if we may be of further assistance, please do not hesitate to reach out. We look forward to serving you and your group.

OVERNIGHT RENTALS

Camp Wood YMCA offers a variety of affordable lodging options with spaces suitable for both small and large groups, family reunions and weekend getaways. All overnight accommodations have built in heating and cooling. For pictures and more information on each accommodation type, please visit campwood.org/retreat-center.

Strickland Family Cabin $225/night
Sleeps up to 13 - 1 queen bed with trundle, 1 full bed, 4 twin beds all with trundles. (2 bed rooms and 2 lofted sleeping areas).

- All linens provided.
- Full kitchen, dining area, laundry room, 2 bathrooms, wood burning fire place.

Jones Lodge $35 per person / night
Sleeps up to 20 - 4 bedrooms each with 4 bunk beds. 1 lower bunk in each room is full sized.
All linens provided

- Full kitchen, dining area, laundry room, 4 bathrooms, conference rooms and mounted TV.

Stone 1 Cabin $150/night
Sleeps up to 6 - 1 bedroom with 2 full beds. 1 sleeper sofa in the living room.

- Linens provided.
- Full kitchen, dining area, living room, 1 bathroom.

Stone 2 $150/night
Sleeps up to 6 - 2 bedrooms each with 1 full bed and 1 sleeper sofa in living room.

- Linens provided.
- Full kitchen, dining area, living room, 1 bathroom.

Jones Village Cabins $30 per person/night
8 cabins, each sleep 10 (bunk beds)
2 cabins form 1 pod; each pod has 2 full bath houses.

True Blue Village Cabins $25 per person/night
12 cabins, each sleep 12 (bunk beds)
Shared bath house - 1 male , 1 female.

Yurts $20 per person/night
6 yurts, each sleep 12 (bunk beds)
Shared bath house 1 male, 1 female.

PLEASE NOTE:
All accommodation bookings will incur additional $50 cleaning fee.

DAY – LONG BUILDING RENTALS

Camp Wood also offers day-long rentals! Prices below are for DAY USE ONLY. All rentals are for up to 8 hours of use.

Ritchie Lodge $500/day
Includes Cap Fed Hall (large open area – can seat up to 250 for dining), Board Room, AV Sound system, tables / chairs.

Jones Lodge $400/day
Includes dining area for 75 people, full kitchen, 2 large conference rooms, AV sound system. TVs and related hookups, tables / chairs.

Ritchie Lodge Boardroom $75/day
Includes use of tables / chairs, whiteboard, TV and virtual meeting equipment. Professional setting. Seats up to 25 people.

ACTIVITIES / PROGRAMMING

Camp Wood is filled with activities for everyone to enjoy. Out activities are broken down into four different categories- Watersports, In The Air, Horses and On The Ground. Pricing is calculated on a group size basis.

These activities are staffed by trained YMCA personnel. Please let us know prior to booking which activities you are most interested in so that we may staff accordingly.

There are some activities available that can be self lead at no extra charge. Ask for details.

PLEASE NOTE: Not all activities are available throughout the year, or for groups smaller than 10. Please inquire what activities will be available when booking.

Area	Individual Activity	Group Size			
		10-25	26-50	51-75	76-100
Watersports	Boating	$140 per activity	$215 per activity	$290 per activity	$365 per activity
	Swimming				
	The Jim				
In the Air	Climbing Wall	$190 per activity	$315 per activity	$440 per activity	$565 per activity
	Giant Swing				
	Zip Line				
	High Ropes				
Horse	Pony Ride	$125	$175	$225	$275
	Trail Ride	$275	$425	$575	$725
On the Ground	Archery	$95 per activity	$175 per activity	$240 per activity	$320 per activity
	Team Building				
	Arts and Crafts				
	BB Guns				

Activity Cancellations: If there is a change of plans, please contact camp no later than 10 days in advance of your arrival. If a cancellation falls within 10 days of arrival, the group is responsible for paying for the activity.

GROUP MEALS

Camp Wood YMCA has fantastic meal options available to our groups! We can provide groups with up to 3 meals per day and provide for most dietary restrictions.

Please Note:

- Meals are subject to availability, please check at time of booking.
- Meals require a 25 person minium.

Breakfast: $8 per person
Lunch: $12 per person
Dinner: $15 per person

Below you will find examples of the kind of meals we serve. Please note that the meals provided are chosen by the Food Service Director.

Group Leaders are required to provide a list of dietary requirements 2 weeks prior to arrival date. Failure to do so may result in dietary restrictions being unable to be fulfilled.

Breakfast: Yogurt, fruit, cereal, scrambled egg, sausage.

Lunch: Salad bar, chicken strips, fries

Dinner: Spaghetti, garlic bread, salad bar

Coffee Bar is also available to groups. Pricing is based on group size – please inquire at the time o f booking.

PLANNING YOUR EVENT

We're here to help. Some of our group leaders feel comfortable planning their event and making a schedule on their own, while others prefer more guidance. As always, we can be reached by phone (620-273-8641) or email (ksutton@campwood.org). We are happy to guide you through the process.

Our activities may be limited dependent on season and usage by other groups. We will notify you of any activity restrictions while planning your event.

Creating a schedule is a good first step in planning your visit! A well thought out schedule will help to ensure an enjoyable stay for your group. Please review the available options for your group and consult with Camp Wood YMCA staff in order to create an optimal schedule. Below are some helpful tips in beginning to plan out your time at camp.

-Decide your arrival and departure times.
-Typical medal times are
    -Breakfast 8am
    -Lunch 12pm
    -Dinner 6pm
-Choose times and meeting spaces for special programs.
-Determine preferences for recreation and relaxation.
-Make a plan for adult supervision and ratios.

Please note: all schedules must be approved by Camp Wood YMCA 2 weeks prior to arrival.

WHAT TO PACK

The following is a suggested list, it is not a must to have all of these items. Keep in mind the number of days you will be at camp, and pack accordingly. Also note that we are an outdoor environment where you can (and often do) get muddy, sweaty, wet and dirty.

- Sleeping bag / Sheets
- Pillow
- Shoes
- Long Pants / Shorts
- Shirts
- Sweatshirts
- Socks
- Underwear
- Pajamas
- Rain Jacket
- Towels
- Personal Hygienic Items
- Flashlight
- Sunscreen
- Bug Spray
- Waterbottle

What NOT to bring.

Computers,tablets,TV
Expensive nice jewelry/watches
guns,knives or weapons of any kind
Tobacco,alcohol or drugs of any form
Fireworks
Specialized or dangerous sports equipment (such as climbing ear, bows or horse tack)

SAFETY INFORMATION

Emergency Contacts for Participants

It is the group leader's responsibility to gather important guest information including: name, age, address, emergency contact names and phone numbers, a list of any known allergy or health condition requiring treatment. If participants are minors the group leader is required to gather signed permission form to seek emergency treatment from the parents or legal guardians, prior to their stay at camp.

Medications for Minors

Participant medications are the responsibility of the group leaders. You are asked to designate a nurse, parent, or other adult as the medical contact and responsible for all youth medications (if their parent is not at camp). Camp Wood staff is not responsible or able to give medication to participants.

First Aid and CPR

Camp Wood YMCA advises the user group to provide medically trained adults and certified personnel (minimum of CPR for the Professional Rescuer & Basic First Aid or higher to treat illness and injury for appropriate age level of participants). As such, you are responsible for health care and sudden illness or injury of their participants.

In the Event of an Emergency

Camp Wood will not transport participants. You must designate vehicle(s) for emergency transportation. Camp Wood is located in the Chase County 911 System.
The nearest emergency room is located at:
Newman Regional Health
1201 W 12th Ave
Emporia, KS 66801

Accidents and Incidents

Camp Wood YMCA must be notified of any accidents requiring medical attention, incidents requiring follow-up, and accidents regarding camp safety that were not attended to by a Camp Wood staff member. This also includes any incidents that occur as a result of your stay at Camp Wood YMCA upon your arrival back home.

Child Abuse Prevention

As an organization that develops youth, protecting campers is taken very seriously. We recommend that all chaperones supervising children other than their own take some sort of Child Abuse Prevention training. Many organizations already require their volunteers to take Child Abuse Prevention training. If you would like to learn more about these training's or a sample code of conduct for volunteers, please Camp Wood YMCA staff.

CAMP POLICIES

• Please submit a roster listing everyone attending camp including any leadership or support staff. We must have the following information on file for all individuals attending camp...
Name, Age, Gender, Address & Phone number.
Emergency contact name, relationship and phone number.
List of allergies, health conditions, restrictions, medications, dietary restrictions.
Signed permission to provide emergency care and/or seek emergency treatment.
Signed copy of the hold-harmless release form.
An equestrian release form (if participating in horseback riding).
• Decorations may not be secured with tape, staples, nails or any other object that may damage walls or surfaces. Decorations must be approved prior to event.
• There are no fires outside the designated areas. Camp Wood YMCA Staff will provide locations of designated fire and/or raised pits for group use. Any fire in undesignated areas will result in a fine up to $1000. Camp Wood YMCA will comply and inform a group leader should there be a burn ban issued by Chase County. Any violation will result in immediate expulsion from camp and possible fines of up to $10,000 and possible confinement.
• Pets, firearms, alcoholic beverages, illegal drugs, weapons or knives, chain saws, flammable materials (to include fireworks) and power tools are prohibited on site.
• Camp Wood recommends participants do not bring high-value personal items on site. We assume no responsibility for lost, damaged or stolen items.
• Participants may not violate any city, county, state, or federal law while on premises.
• If your group includes minors, you will need appropriate adult supervision. We recommend an adult to camper ratio in accordance with American Camping Association standards. We require that staff/chaperones be at least 18 years of age. Adult supervision is required at specialized recreational activities (archery, challenge course, swimming, boating, and climbing wall) to supplement Camp Wood staff.

Camper age	Staff/Chaperone	Overnight Campers	Day-Only Campers
4-5 yrs	1	5	6
6-8 yrs	1	6	8
9-14 yrs	1	8	10
15-18 yrs	1	10	12

• Camp Wood reserves the right to cancel the contract if camp becomes substantially inoperable due to natural circumstances (flooding, fire, natural disaster or destruction due to accidental causes). If those conditions arise, Camp Wood will provide due diligence to reschedule the event; however non-refundable deposits may not be returned.
• Camp Wood reserves the right to amend or cancel the booking contract based on the needs of Camp Wood. The User group will be informed of any changes as well as be required to sign a newly revised agreement.
• For specific additions/addendum not listed in the contract the group leader is responsible for bringing requests to the attention of your Camp Director
• Camp Wood staff reserves the right to remove guests from activities and/or Camp Wood facilities due to unsafe or inappropriate behavior. No refunds will be offered in these cases.
• The group leader/contact will communicate to all members of the group the camp policies and procedures as outlined above.

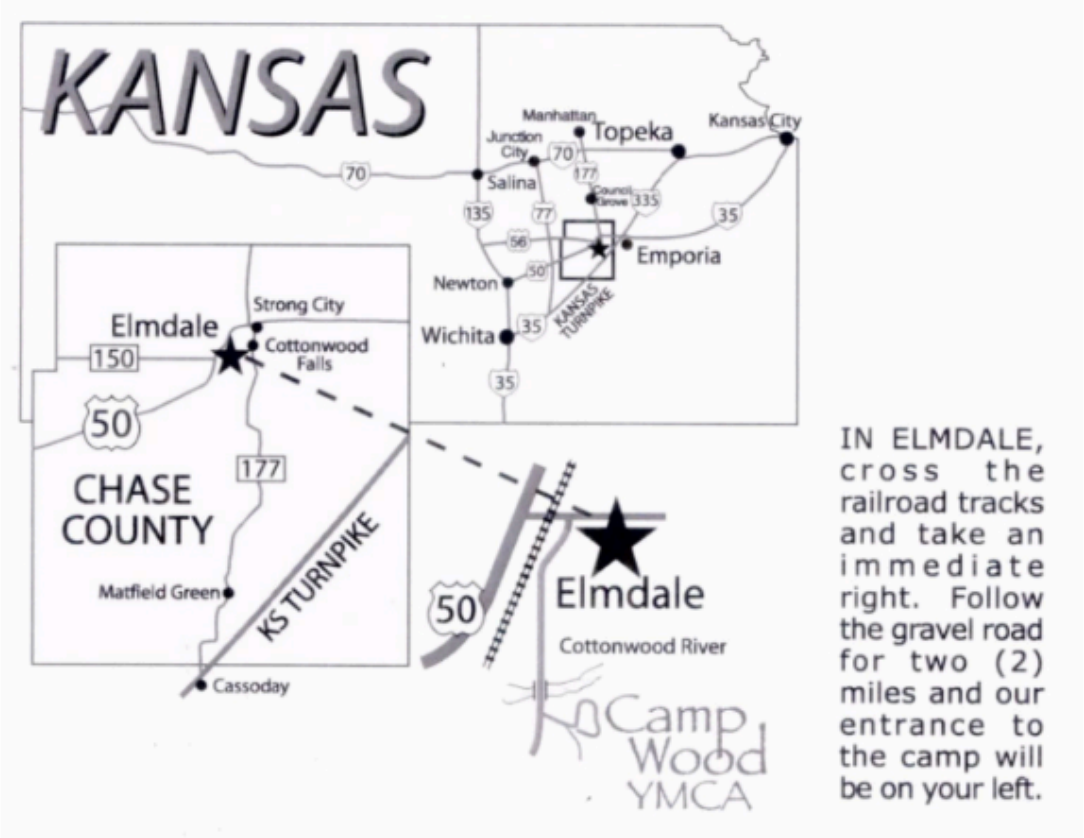
RENTAL DETAILS & CANCELLATIONS

• Camp Wood is available for use by groups of at least 25 guests. We may be able to accommodate groups of fewer than twenty-five by combining groups of similar nature and programming needs.
Food Service provided by Camp Wood YMCA requires a minimum charge of 25 guests per meal.
• Exclusive use of Camp Wood is dependent upon group numbers (minimum of 150 overnight guests), season, and programming needs. No exclusive use is promised or implied unless stated in the your contract.
• You may provide your own liability and accident insurance coverage for up to one million dollars to cover any damage to Camp Wood property, buildings or equipment. Camp Wood does not provide insurance coverage or benefits for illness or injury of group members.
• To begin the booking process we ask that you contact Katie Sutton (ksutton@campwood.org). From here, we will reach out to gather any additional information. Make sure to include your preferred dates, number of participants, and specific needs.
• Rates will vary depending upon the number of people, length of stay, meals, and activities.
• Upon receipt of the contract, your organization will have two weeks to return the document and a deposit of 30% of the guaranteed minimum to secure the selected event date.
• The final payment should be made prior to or upon the departure date. If the actual number of participants falls below the guaranteed minimum you are still responsible for paying for the guaranteed minimum number stated on the contract.
• You are responsible for the entire cost of rental if canceled 10 business days or less before the day of arrival. You are responsible for 50% of the estimated total if canceled 30 business days or less before the day of arrival.
• Please be advised that for all retreats and events a guaranteed minimum charge will be established based on the estimated number of attendees provided at the time the reservation is made.
• Camp Wood YMCA does not allow alcohol. Violation of this policy will result in a $500 charge and the immediate removal from the premises.
• All State tax is applicable to all retreat rentals unless a tax-exempt certificate is provided at the time the reservation is made.
• Rental booking is secured by signing a Rental Agreement and a 30% down deposit in the form of a check to Camp Wood YMCA, and we do not pull a date from the calendar until this process is finished.
• Please be advised that the rental party is responsible for the entire cost of rental if canceled 10 business days or less before the day of arrival. The User Group is responsible for 50% of the estimated total if canceled 30 business days or less before the day of arrival. The user group forfeits any nonrefundable deposits made if cancellation occurs more than 30 business days of arrival.

Please make checks payable to "Camp Wood YMCA" and mail to
Camp Wood YMCA
1101 Camp Wood Rd.
Elmdale, Kansas 66850

GETTING TO CAMP WOOD YMCA

From Kansas City Get on I-35 S and follow to Emporia. Take exit 127A from I-35 S onto Hwy 50 and follow US-50 W to Main St in Elmdale (look for the large Camp Wood YMCA sign on the South side of Hwy 50).

From Topeka Merge onto I-470 W /Kansas Tpke W via EXIT 366 toward Wichita. Take I-335 S/Kansas Tpke S toward Wichita (Portions toll). Merge onto I-35 N via EXIT 127 toward Emporia. Enter next roundabout and take the 1st exit onto US-50 W. follow US-50 W to Main St in Elmdale (look for the large Camp Wood YMCA sign on the South side of Hwy 50).

From Wichita Get on I-135 N/KS-15 N/US-81 N Follow I-135 N/US-81 N and US-50 E to Main St in Elmdale (look for the large Camp Wood YMCA sign on the South side of Hwy 50).