



# Tecumseh Leadership Center

Camp Tecumseh YMCA

12635 W. Tecumseh Bend Road, Brookston, IN 47923

Phone: 765-564-2898 • Fax: 765-564-3210

[www.camp Tecumseh.org](http://www.camp Tecumseh.org)

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## Policies & Guest Information

### Reservation Fee

Please sign and return both copies of your contract along with your reservation fee. Upon acceptance Camp Tecumseh will sign both and return one copy for your records. This reservation fee will be included as payment towards your total fee for the dates listed herein. The reservation fee is nonrefundable and is nontransferable to other dates unless the cancellation is received more than 60 days prior to the event.

### Rates

Rates are determined according to the nature of the program, meeting room costs, meals and accommodations. There is a "15 person minimum charge" for groups smaller than 15. The actual cost of the program is based on a group's *guaranteed number and actual count*. An estimated number is required at the time of reservation. Final billing is based on the guaranteed number plus a 5% shrinkage allowance based on the difference between your guaranteed number and actual count. When applicable, a no show fee may be added in situations where there is a major discrepancy between the estimated number given at registration and the final actual count.

### Billing Procedure

You will be billed for the balance. Payment is due 30 days after your departure date. Interest at the rate of 1.5% per month (18% annual rate) will be charged on all unpaid balances after the 30-day period.

### Risk Awareness

Certain elements of the Retreat programs are physically, mentally, socially, and emotionally demanding. While the staff will make every reasonable effort to minimize the exposure to the known risks associated with these activities, all hazards associated with Tecumseh Leadership programs cannot be foreseen. The group agrees to make all participants aware of the possible hazards associated with participation in outdoor activities.

### Health Information

Group leaders should have in their possession:

1. Emergency contact information for all participants in the group.
2. A listing of any persons with known allergies or health conditions that requires treatment or restriction while on site at Camp Tecumseh YMCA.
3. Signed permission to seek emergency treatment for any minor that is present at camp without a parent on-site.

### Insurance

YMCA Camp Tecumseh carries liability insurance. Camp Tecumseh does not carry participant accident insurance, which is the responsibility of the participant.

### Emergency Contact Information

During weekday business hours, a staff person can be reached at our main office number: 765-564-2898. For assistance while in camp, please call the camp office number and leave a message on our emergency paging system. The answering system will direct you through the process necessary to leave an emergency page. In case of a serious emergency, call 911, and then contact the on-duty staff person to notify them that 911 has been called.

### Supervision

Groups composed primarily of individuals under the age of 18 should be accompanied by adults at a ratio of no less than 1 adult for every 15 minors.

### Early Arrival

Please do not arrive more than 30 minutes before scheduled arrival. Camp staff will be unable to greet clients before this time since they will be involved in preparation.

## **Personal Property**

Camp Tecumseh YMCA assumes no responsibility for personal property brought into the facilities by any person. Persons bringing personal property into the Camp Tecumseh YMCA facilities assume all risks with respect to that property.

## **Quiet Hours**

Groups should respect the quiet hours between 10:00 PM and 7:00 AM. Please be aware that there are other groups in camp and staff members that live on site.

## **Accommodations**

Groups will be accommodated in rooms of the Leadership Center with a maximum of 10 people in each room. The entire facility is equipped with heating and air conditioning.

## **Linen Service**

Linen service (sheets, blanket, pillow, and towels) is available to groups requesting this service in advance. Group leaders are responsible for informing participants to bring bedding and towels if they will not be provided by the Leadership Center.

## **Meal Times/Dietary Restrictions**

Please notify the Leadership Center staff and Food Service Director of any personal dietary restrictions (i.e. food allergies, diabetic, etc.). We will do our best to provide healthy alternatives. Please keep in mind that our Food Services Department is somewhat limited in their ability to cater to all dietary needs. **Meal times are as follows: breakfast 8:00 am, lunch 12:00 pm, dinner 5:30 pm.** Meal times may be adjusted with **advance** notice.

## **Campfires/Ground Fires**

Campfires/ground fires are permitted only in areas specifically designated by Camp Tecumseh. A campfire may be scheduled at one of the fire sites designated by camp with prior permission from Camp Tecumseh staff.

## **Damages**

Groups shall leave the facilities in as good a state and condition as they were in the beginning of the use period. Buildings will be examined before and after your stay. **Taping or pinning materials to the walls is prohibited.** In the event of damage to the buildings and/or facilities, groups are responsible for the cost of repairs. There is a \$50 minimum charge for each incident of property damage. Damage charges include labor and materials.

## **Alcohol/Drugs**

The possession or use of alcohol by any member of a group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the group leadership, and may be reported to the sponsoring organization and/or the local authorities. The possession or use of illegal drugs by any member of any group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the local authorities. Camp Tecumseh reserves the right to ban groups from returning to Camp Tecumseh if they decide to violate our alcohol/drug policy.

## **Smoking and Tobacco Use**

Smoking and tobacco use is prohibited in all program areas and public areas of camp. Adults who must smoke should do so discretely outdoors away from the presence of youth. Please make sure that cigarettes are completely out before disposing of them in a trashcan. Thank you for helping to protect our children and our natural environment from fire and debris.

## **Additional Items Not Permitted at Camp Tecumseh YMCA**

Fireworks, pets, firearms, and weapons of any kind are not permitted on the property of Camp Tecumseh YMCA.

## **Vehicles**

- Please observe the speed limit of 10 mph or less.
- Parking is permitted in the parking lots. There is a parking lot for Leadership Center guests located directly in front of the building. Please read and follow posted parking signs.
- Please do not drive your vehicle over the grounds.
- **It is the policy of the camp and the law of the State of Indiana to prohibit the transportation of people in vehicles not designed for passengers; this includes the back of pickup trucks.**

## **Phones**

There is a phone for guest use in the main lobby of the Leadership Center. Phones are also located in the fellowship rooms of both the River Village and the Lake Village dining halls. Cell phone reception is very location and weather dependent here. Please put your cell phone on silent or vibrate while in camp out of respect for those who come to camp to get away from these distractions.

## **Photo/Video/Digital Media Policy**

YMCA Camp Tecumseh may on occasion take photographs and/or video of its program participants for use in print or electronic materials. Entry onto Camp Tecumseh property and/or participation in YMCA programs by anyone in a participating group/school automatically grants permission for YMCA Camp Tecumseh to use these images in its marketing and public relations efforts. No person's name will be used without permission.