



CAMP MOKULEIA EPISCOPAL CAMP & CONFERENCE CENTER TERMS & CONDITIONS OF CONTRACT / CAMP RULES

This document is a contract between the Episcopal Camp & Conference Center at Mokule`ia and the Guest or Guest Representative undersigned. The terms and conditions of this document are binding on parties, their successors. No reservation is confirmed until this contract is signed by the Guest or Guest Representative and returned to the address specified or when a deposit is paid. Any outstanding balance due must be paid within 30 days of your scheduled reservation date.

Cancellation Policy: A fee of \$100 will be deducted from all refunds. If your group cancels less than 90 days prior to the reservation date, you or your group will be charged 100% of the reservation. If your group cancels 91 to 180 days prior to the reservation date, you or your group will be charged 50% of the reservation. A \$100 fee will be charged for returned checks due to insufficient funds.

Insurance: Guests/Groups must provide a Certificate of Insurance showing that the group has a minimum of \$1,000,000 in Commercial Liability, listing Camp Mokule`ia, Inc. as additional insured. Insurance Certificate is due prior to the check in date.

These Regulations & Policies are enforced for the safety & protection of our guests & staff to help ensure that everyone has the opportunity to enjoy the Camp Mokule`ia experience.

1. All guests (or the official representative of a group) must check in with the office upon arrival. Check in time for tent campers is 12 noon and for all other guests 4 PM. Check out time is 12 noon. Please check in at the office for all reservations. All guests are required to go through a Safety Orientation at check in.
2. Every group must be accompanied and supervised by an adult (age 21). Please see the required guidelines for number of adults per child ratios on Page 1 of the Rules, Regulations and Information Safety Guideline Packet. Groups are required to: bring their own First Aid Kits, and provide adults who are currently certified in First Aid and CPR trained and are responsible for the health and emergency care of the group.
3. Access to the lodge is limited to registered lodge guests, only. Tent campers and cabin guests are restricted from accessing the lodge.
4. You & your group assume all risk associated with your stay at Camp Mokule`ia, except if such damages or claims are caused by the gross negligence or willful misconduct of the Camp or its staff.
5. Your group is responsible for Emergency Transportation and for supervising your group at all times. Camp Mokule`ia does not provide medical care or emergency transportation services to guests or visitors. Speed Limit is 5 M.P.H. must be followed.
6. You agree to be considerate of other guests. Quiet hours are 10pm to 7am. Please bring conflicts or concerns promptly to the camp staff & the problem will be addressed. See Camp office door or bulletin boards in our facilities, for Emergency cell & staff contact information.
7. If you have additional day-visitors guests please let office know as there is a fee of \$5 per day guest visitor.
8. Parking for Tent Campers is located by the tent field. The front parking lot is designated for lodge and cabins guests. Additional parking for over flow and day guests is allowed across the street outside the camp, when Camp has a Special Use Permit. Notice will be posted of office window. HPD will issue parking tickets when parked outside the gate, when camp does not have a Special Use Permit.
9. Burning of mosquito coils etc.is permissible outdoors away from any structures. Please do not use in any of the facilities.

10. Ground fires on the beach and campgrounds are prohibited per the Fire Marshall & DLNR. Tent Campers – Please do not dump coals on the ground. Please use designated fire barrels at Site#3 and Site #5. Cabins fire barrels are located behind Cabins A “Pueo” and D “Ulu”.
11. Gambling of any kind, possession and use of alcohol, use of tobacco products, e-cigs, firearms, fireworks (including red flares) or illegal drugs, is prohibited on Camp Mokule’ia property. Camp will exercise the right to search & seize if we suspect any of these and may be asked to leave immediately, without a refund. Smoking is prohibited on Camp property or public beach. Please smoke outside the camp and across the street.
12. Cabin furnishings, including bunk bed mattresses, may not be removed or moved outdoors. Extra fees will be incurred.
13. Cooking is prohibited in the cabins, lodge, or on the lanai. Group who order meals from Camp, and arrive 30 minutes later than scheduled time, will incur a fee of \$25 per hour to keep camp staff overtime. Kitchen will close one hour after meal start time. Only meals prepared by the Camp may be eaten in the dining hall. Meals may not be eaten in the chapel.
14. Please do not use: *thumb tacks, nail, staples or tape on wall or doors of - Dining Hall, Chapel, Lanai, Lodge, Cabins. You can use sticky putty. Please do not post anything on the mural in the chapel.*
15. Pets or other animals are not allowed on Camp. If required for medical reasons, please submit medical certificate before check in.
16. Climbing or jumping off the sea walls or boat ramps is prohibited. Use of the swimming pool is prohibited unless your group has scheduled use through the Camp Office: Camp will schedule an approved, certified and currently licensed lifeguard. Ropes course are off limits for your safety unless your group has hired the Camp for Programs. Closed toed shoes are required on the basketball court. Swimming in the ocean is at your own risk as it a public beach. Camp Mokuleia is not responsible for groups using the ocean, for swimming, kayaking, canoes, or with other floatation devices. Camp recommends using an Ocean Certified Lifeguard. Renting and using Camp Mokuleia kayaks will require a Camp Approved Lifeguard (see office to schedule in advance).
17. For the safety of our guests swimming in the bay area - Fishing is allowed only from the exposed reef & toward the tent field. The bay area is reserved for swimming.
18. Violation of camp rules may lead to termination of your stay without a refund.
19. Check out time is 12:00 pm. Before your group checks out please sweep your cabins, and place all trash in the appropriate receptacles. Groups are responsible to take away all large broken items (tents, grill, chairs, etc) to avoid extra fees. If linens are rented, please follow procedures given at check in. Please do not remove linens from beds in the lodge. Any missing linens will result in fees.
20. Please return all keys to the Camp office at check out. You may drop the keys in the drop box on the office door. There will be a \$25 fee for each key not returned to the Camp office at time of check out.
21. There will be a \$50 per hour fee for excessive cleaning required to remove smoke odors or where excessive cleaning is required.
22. You agree to pay the full cost to replace or repair any facility, equipment or furnishing damaged by you or any member of your group not due to normal wear and tear.
23. If your group is interested in participating in a drawing for a camp T-shirt or Cap, please see the office.

Group Name _____ Reservation Dates _____
 Print & Sign Name _____ Date: _____
 1/2016



Rules, Regulations, Information and Safety Guide

CONTRACTS/REQUIREMENTS

To book and secure your reservation, a \$100 non-refundable payment is required. A signed contract with the first payment is due within 30 days of when reservation is booked. If reservations are less than \$300 full payment is required at time of booking. Meals may be added or removed from the contract without penalty up to 15 business days prior to the arrival date. Please refer to your invoice which will provide information regarding your reservation details, accommodations, food service and other services.

Program provided by Camp Mokule`ia such as lifeguard, ropes, kayaking must be scheduled through Camp Mokule`ia. Advance notice is required. Reservation for Programs can be scheduled by calling the Camp Office 808-637-6241.

Group/Individual Information: Groups staying at Camp Mokule`ia are responsible for the gathering and maintaining information on all members in their group. That includes name, address, emergency contact names and numbers and any allergies/health conditions requiring treatment/restrictions or other accommodations. For minors without a parent on-site, group leaders should also have signed permission to seek emergency treatment. Group leaders are responsible to inform Camp Mokule`ia of any allergies accommodations needed or restrictions of their group that may affect camp services provided, such as foodservice. Items recommended for safety are: portable radio, extra batteries, flashlights, first aid kits, during hurricane season we advise bringing extra drinking water and snacks.

American Camp Association requires the following supervision ratios:

For adequate supervision of campers, Camp Mokule`ia requires groups to comply with the ACA recommendations for persons responsible for campers in living areas and camp activities: There are no exception to this requirement. It is recommended that 80% of the leaders be over 18 year of age and two years older than the group they supervise. We require children use the buddy system and adults are never left alone with one child. Group leaders are responsible for supervision of their entire group at all times and to insure they follow Camp Rules and Regulations. ***Please see below in second table for ratios for special needs children.**

The group should consider times of the day when the supervision ratios may require greater or fewer staff than the above chart. Examples might be general camp activities that do not require special technical skills, equipment or safety regulations; campfires, nature study, singing, religious instruction. Specific program activities such as ropes course, swimming, kayaking require different ratios which may include a combination of vendor staff and group staff.

We recommend that your group/organization use appropriate screening policies (background checks, etc) for choosing adult chaperones and volunteers who will be responsible for the children.

Campers Age	# of Staff (Minimum age 18)	Overnight Campers	Day-Only Campers	Guest Initial Read
4-5	1	5	6	
6-8	1	6	8	
9-14	1	8	10	
15-18	1	10	12	

Campers with special physical, medical, cognitive, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, emotionally disturbed), the following ratios of staff and counselor-support personnel to campers are suggested:

Camper Description	Staff	Campers	Guest Initial Read
Needing constant & individual assistance or supervision	1	1	
Needing close but not constant assistance or supervision Needing occasional assistance Needing minimal assistance	1	2	

MEALS: Final meal counts must be provided for the camp office **at least 15 business** days prior to arrival. Reduction in meal counts after the cut-off period will not incur a reduction to billing.

Vegetarian meals and special restrictions can usually be accommodated with proper notification. Some special requirements may incur additional charges.

The kitchen is open ONLY when a minimum group of 14 has reserved meals. If the kitchen is open individual guests may purchase meals if advance and notice is given to camp office or kitchen. **Additional fees of \$25.00 per staff/hour will be added for groups delaying meal times (30 minutes or more) resulting increased staffing hours. Kitchen closes 1 hour after meal start time.**

CHECK IN/CHECK OUT: Check in time is 4 PM. Check out time is 12 noon. Early arrivals are welcome yet facilities are not available until check in time of 4 PM. If you are planning to arrive after 5 PM you must make arrangements with the camp office; for check in and key pick up. All guests must register with the office upon arrival. All guest group leader/s are required to go through a Safety Orientation at check in.

Safety Items to bring to Camp: portable radio, extra batteries, flashlights, first aid kits, during hurricane season, we recommend that you bring extra drinking water and other rations your group may need.

EMERGENCY CONTACTS: At “Check In” group leader/s will be given a “Safety Orientation” which will include emergency procedures for your stay at the camp. Emergency information is posted in all facilities and includes staff emergency contact numbers and safety information. **Please review the information posted in the facilities where you are staying and observe where all exits and fire extinguishers are located.**

INTRUDERS should be reported to staff 808-454-7139 or call 911!

PHONE CALLS/MESSAGING: Guests are encouraged to bring cellular communication devices if they require outside communication. Payphone is located on the lanai. The office does not provide telephone service for non-emergency calls.

FIRST AID/CPR: Groups are required to bring their own First Aid Kits and provide adults who are currently certified in First Aid and CPR, who are responsible for the health and emergency care of the group. It is suggested that user groups have at least 2 adults who are certified in CPR and First Aid available during your event. One trained person must be on duty with the group at all times. For First aid and CPR Certification call Red Cross or American Heart Association.

TRANSPORTATION: Transportation is the responsibility of user groups or individuals. Groups must follow guidelines that require any vehicle transporting fifteen (15) or more campers carry, in addition to the driver, a camp staff member who has been trained in safety responsibilities and group management. All passengers are required to wear restraint devices when provided & required and remain seated while the vehicle is moving. Follow convoy travel procedures when applicable. A list of individuals on each trip is readily available in vehicle or your home office. If transporting persons in wheelchairs they are required to be seat belted in and the chair in a locked position and secured to the vehicle. Avoid any instance when a child would be left alone in a vehicle with only one staff member. Camp Mokule'ia does not provide transportation services to and from camp. Camp Mokule'ia does not provide emergency medical or any transportation services. For emergency medical care Wahiawa Hospital (Phone 808-621-8411 located in Wahiawa at 128 Lehua Street) is the nearest hospital and it is the responsibility of the group to provide transportation to the hospital. Please advise office staff or security if you have called an ambulance or police, we can meet them at the gate and direct them to you.

In the event of a natural disaster emergency, it is the responsibility of user groups to provide transportation for evacuation. Emergency information is posted in all facilities bulletin board.

For police, fire or ambulance, call 911 tells your Emergency. Camp address is 68-729 Farrington Hwy.

. *The nearest bus stop is 4 miles from camp in Waialua.

Evacuation Procedures: In the event of Fire, Civil Defense Evacuation or Power Failure at Camp Mokuleia please follow the Evacuation instructions below:

In the event of a Fire or Civil Defense Evacuation, follow the Evacuation Procedures.

1. Camp Staff will ring the "dinner bell" calling out Fire or Evacuation.
2. For **Fire evacuation** all guests must evacuate to the tent field. Be sure you have every person accounted for in your group. Using the buddy system helps cut down on the time it will take for the evacuation.
3. **For Civil Defense Evacuation** (The Siren sounds monthly for testing on the first day of each month at 12 noon). If the Siren sounds on a day other than the first of the month; please have your group meet at the loading ramp between the Lodge and Kitchen. Staff will give further instructions. The siren sounds for hurricane, flooding or tsunami. If you have a portable radio tune into KSSK AM or FM and bring with you. A "watch" means that an event may happen and they are keeping an eye on the weather. A "warning" means the event will happen and you will need to evacuate the Camp immediately. The Public Shelter is at the Waialua Intermediate and High School Gym. If there is not enough, time to transport all group members to the Gym, Camp Staff will lead a fairly long walk to higher ground toward the mountain walking quickly on the cane road.
4. **Power Failure at Camp-** If Camp has a power failure please use your flashlights. Do not use candles inside the facilities. The Camp Staff will bring battery powered lanterns. It is advisable for your group to bring flashlights, and battery powered lanterns as the Camp has a limited amount of lanterns.

PARKING

Please park cars in designated parking stalls and if possible back into parking spot. Lodge & cabin guests, when entering the gate, turn right to parking lot. Parking in this lot is for lodge and cabin guests. Tent campers are required to park in the tent camping parking lot. Tent Campers please park tandem with your family to save parking space. **Vehicles are not allowed on grassy areas. Due to the septic systems in the ground throughout the camp – Driving on lawns or behind Cabins is prohibited.** Parking is allowed in designated areas only and strictly enforced. Additional parking is available across the road, when Camp has a "Special Use Permit" (will be posted on office window). HPD will issue parking tickets as parking is NOT allowed outside or across the street of the Camp.

LOADING AND UNLOADING: Groups should load and unload in the two designated and marked loading zones. Loading zones are: (1) for unloading into the Lodge and Chapel please use the area located between the kitchen and lodge on the ramp (2) for unloading to the Cabins please unload in the area located just past the lodge on the street side of the lodge. Please do not park on the lawn while unloading. Tent Campers-vehicles are not allowed on the tent field. Buses may either enter the Camp and unload or park out side and unload on the east side (Mauka – mountain side) of the gate. Office will provide group leader with pedestrian and vehicle gate codes.

VEHICLES- Riding in the back of pick up trucks is prohibited on the Camp property. **The speed limit while driving on the Camp is 5 MPH**

Camp Lead Programs/Activities: Activities must be scheduled in advance of arrival. For use of pool, ropes course, kayaks, or other equipment prior arrangements must be made with the Camp office. Only certified Program Instructors may facilitate all programs, lifeguarding, ropes, kayaking etc. . User groups are not permitted to provide their own life guards for use at the camp swimming pool. Fees for activities are available at the Camp Office. Ropes Couse area is off limits unless Program is ran by Camp Staff.

DO NOT BRING: Weapons of any kind, fireworks, illegal drugs or paraphernalia, alcohol, illegal items, valuables or personal sports equipment. Golf carts or other motorized equipment may not be brought to the Camp. The Camp will exercise the right to search and seize if we suspect any type of weapons, fireworks, illegal drugs or alcohol. The Police will be contacted. Violation of this rule will result in asking your group to vacate the Camp property and loss or your fees. Do not bring Personal Sports equipment such as: archery equipment, bats, hockey sticks, climbing gear, ropes, which could cause harm to other guests.

Smoking: Camp Mokule`ia is a Smoke Free facility. Smoking is strictly prohibited in any buildings or on the Camp Mokule`ia grounds.

Alcohol or Illegal Drugs: Camp Mokule`ia is an Alcohol & Drug Free facility. Alcoholic beverages, illegal drugs or persons under the influence of alcohol or illegal drugs will not be permitted on the property.

Animals (except Service Dogs) are not permitted on Camp Mokule`ia premises. Prior to check in please submit service dog certificate of authorization and license of service dog. Please, fax, email or drop off in advance to the Business Office. It is the responsibility of the group leader to advise their group of the Animal Policy.

Camp Mokule`ia will not be responsible for damaged, stolen or lost items. The lost and found will hold “found” items for 10 days. Unclaimed items will be donated after 30 days. It is the responsibility of the owner to retrieve items from lost and found. Camp Mokule`ia will assume no cost or obligation to return items.

Items Suggested Bringing to Camp:

- * Clothing, swimwear, pajamas
- * Jacket and hat
- * Camera/film
- * Beach towel (beach towels are NOT provided by the Camp Mokule`ia
- * Toiletries, shampoo, soap, toothbrush
- * Reading material
- * Flashlight/lanterns
- * Identification and emergency contact numbers
- * First aid kit (Camp does not provide any medical services, medications or transportation)
- * hiking shoes and slippers
- * day backpack
- * sunscreen
- * bath towel
- * bug repellent
- * bed roll and pillow (1 – 2 sets)
- *Emergency supplies
- *Dish soap, paper towels, etc

Thank you for choosing Camp Mokule`ia!!!