



RESERVATION INFORMATION FOR GROUPS



Camping & Outdoor Experiences
YMCA of Pueblo
3200 E. Spaulding Avenue, Pueblo, CO 81008
Phone: (719) 543-5151 Fax: (719) 544-3780
Email: douglas@campjackson.com
Website: www.CampJackson.com

Welcome,

A tradition since 1916...YMCA Camp Jackson provides opportunities for people of all ages to experience the great outdoors, learn new skills, make friends and grow spiritually, mentally and physically. Camp Jackson has served thousands annually through youth summer camps, weekend retreats, outdoor environmental education, leadership, team building and family camps. Camp Jackson is available to YMCA, church, school, family retreat, and other non-profit groups.

Please look through this group reservation packet. We encourage group leadership to tour our facility and to discuss your goals prior to confirming your reservation. For additional information, sample schedules or to schedule a camp tour please call us.

If you are ready to confirm your dates, please fill in the group camping agreement form in the back of this packet and return it to us along with a **\$250.00 deposit and a certificate of insurance**.

We look forward to serving your group at YMCA Camp Jackson.

Sincerely,



Douglas Lauritzen
Executive Director of Camping
YMCA of Pueblo
3200 E. Spaulding Ave
Pueblo, CO 81008
Phone: (719) 543-5151
Fax: (719) 544-3780
Email: douglas@campjackson.com

OUR FACILITIES

Jackson Lodge: Jackson Lodge is a large two level facility. The main level includes an indoor fireplace, rest rooms, camp store, infirmary, meeting room and open area for groups of up to 150. The lower level has two dormitories, each with housing up to 16 people.

Dining Hall: Our spacious new dining hall has a seating capacity of 150. Meals are served family style and are served at 8:00 am, 12:00 noon and 5:30 pm. Menus are nutritionally balanced and appetizing, with your group in mind. Special diets and vegetarian menus are available with advanced notice. Groups assist in building their community by helping with setting and cleaning the tables before and after meals.

Environmental Center: The original Rood Lodge, built in 1923, serves as both environmental center and arts building. All overnight tent camping trips and environmental activities are run out of this building.

Cabins: Six winterized cabins sleep a maximum of fourteen participants per cabin in seven sets of bunks (two cabins can house 16 individuals). Camp Jackson can house up to 150 participants in winterized facilities. Bunk beds and mattresses are provided, while participants must bring their own bed linens and towels. Two large shower house facilities are within easy walking distance from the cabins. Groups are responsible for assigning group members to designated cabins.

Cappor Ricci Teen Center: The teen center is a facility that sleeps thirty-two participants in two wings with eight bunks in each wing. A central meeting space that is furnished with a couch, chairs, and a table joins the wings. The rock fireplace is the centerpiece of this beautiful room.

Outdoor Sports Area: Camp Jackson has a volleyball and soccer area. Archery and riflery ranges are also available. Equipment is provided. Camp Jackson staff must supervise archery and riflery activities.

Challenge Courses: Camp has a group challenge course, consisting of both high and low elements that work to improve group cooperation and leadership. Camp staff must be present and lead this activity. All participants must sign a risk waiver to participate in the high elements challenge course.

Environmental Areas: Camp Jackson has over nine miles of hiking trails as well as San Isabel national Forest hiking trails adjacent to the Camp's property. Mountain vistas and streams complement the grounds. Eight group tent camping sites are arranged throughout camps property. These areas are also the sites for our outdoor education lessons.

Horseback Riding: Horseback riding is available (seasonal only) to all groups. The minimum number of participants per ride is ten. Each participant must be at least four feet tall, wear long pants, heeled boots and a safety helmet (provided). Trail rides are scheduled at ninety minute intervals with actual riding time being forty five minutes. Corral rides are adult-led rides for younger children. YMCA Camp Jackson trained staff leads each horse activity and no horseback riding experience is necessary. Participants must sign a risk waiver to participate in horseback riding.

Canoeing: Canoeing on Lake Beckwith is available (seasonal only) to all groups. Trained YMCA Camp Jackson staff is required to lead and a certified lifeguard is required at all canoeing activities. All participants must sign a liability waiver to participate in canoeing activities.

Swimming: The camp pool opens in summer and is available for group use. The pool can accommodate up to 25 swimmers at a time. This activity must be supervised by a YMCA Camp Jackson lifeguard.

RESERVATION INFORMATION

Group Camping Agreement: Reservations are usually made no more than one year in advance of your expected dates of use. **All reservations will be considered tentative until the properly executed copy of the Group Camping agreement and the \$250.00 non-refundable deposit is received.** Fifty percent of the balance is due thirty (30) days before your group's arrival, and the balance is due upon departure. Please read the group camping policies as you and your group will be responsible for these during your stay.

Schedule Logistics: After signing the Group Camping Agreement and setting a date for your retreat, a tentative schedule should be determined and goals for the retreat established. Approximately one week before your arrival, you must contact the Camp Director and finalize your schedule and attendance for meal counts. Cabin assignments and other applicable information will be confirmed at this time.

In order to avoid arrival/departure conflict between groups and to allow time enough for our staff to prepare camp, it is important that your group not arrive before the prearranged time. If possible, the Group Leader or delegate should arrive "shortly" before the group to orient him/herself to the camp and to prepare for the arrival of the group. Camp maps and cabin assignments are typically available for group members. The Group Leader should check in with the Camp Director upon arrival. The leader should present the Camp Director with an accurate count of all participants, copies of schedules and other prepared materials for the event. Time should be set aside by the Group Leader to review the schedule with the Camp Director.

Departure: In order to avoid lost articles, the Group leader should be prepared to check all cabins and buildings used for these "left behind" items. If a group member leaves something behind, it is best to call immediately, as other groups occupy the camp. All YMCA equipment must be returned to its proper storage area or to the Camp Director. **Lost or damaged equipment or facility damages will be charged to the group.**

All facilities should be left in broom-clean condition. We believe that this helps to instill values and a sense of community in our groups. A check out sheet is available on cabin doors. **Groups leaving the facility in poor condition will be subject to an additional \$250.00 cleaning charge.** This will be at the sole discretion of the YMCA unless the Group Leader confirms with the Camp Director and returns the facilities in satisfactory condition prior to departure.

Marketing: When printing brochures and flyers for your retreat, we prefer you list our Camp as YMCA Camp Jackson, Pueblo, Colorado. Please do not list our telephone number with your registration, as we cannot answer questions about your retreat. You may list our telephone number as an emergency contact during the retreat. Please use 719-489-3822.

EMERGENCY PROCEDURES

All groups are responsible for the general first aid needs of their group and transportation to the medical facilities in case of an accident or illness. YMCA Camp Jackson recommends that at least one adult be certified in CPR and First Aid. We suggest that the group bring a general first aid kit with band-aids, cold packs, etc for the general needs of the participants. The YMCA is not able to supply those general needs.

All group participants must have a health history on file. This includes name and address of participant's emergency telephone numbers, parent authorization to treat at the local hospital and a general health history, listing allergies or health conditions requiring treatment, restriction, or other accommodations while at camp.

In the event of an accident that requires medical treatment, the participant or group leader would notify the Camp Director of the need. The Camp Director can assist in general first aid, CPR, sickness, ice and other general needs.

YMCA CAMP JACKSON GROUP RENTAL FEE SCHEDULE

DAY USE: For those persons utilizing the grounds, Jackson Lodge, program areas, hiking trails, pavilion or dining hall for any part of a single day, but not overnight:

Per person per day fee: \$15.00
Minimum fee per group per day: \$250.00

FACILITIES ONLY: (Overnight stay, meals NOT included)

Per person per night fee: \$35.00
Minimum Per Group Per Night Fee: \$500.00

FACILITIES & CATERED: (Overnight stay, three meals per night included)

Per person per night fee: \$50.00
Minimum per group per night fee: \$750.00

FACILITIES, CATERED & FULL PROGRAMMING: (Overnight stay, three meals per night and all programming included)

Per person per night fee: \$65.00
Minimum per group per night fee: \$1000.00

PROGRAMMING ACTIVITIES:

- Canoeing at Lake Beckwith (Seasonal)
- Horseback riding (Seasonal)
- Team building / High and Low challenge course
- Rock climbing
- Archery / Riflery
- Outdoor Education and Environmental Center
- Leadership Development

Programming areas are scheduled for 90 minute rotations with ten to fourteen participants per rotation.

Ropes course activities are a double rotation at three hours to include time for teambuilding and instruction.

Canoeing is a double rotation at three hours to include transportation time.

YMCA CAMP JACKSON - Group Camping Agreement

Group Name: _____ Today's Date: _____

Person Responsible: _____ Day Phone: _____

Evening Phone: _____ Best time to call: _____

Organization Address: _____

Describe your program purpose and content: _____

Arrival Date / Time: _____ First meal provided: B L D

Departure Date / Time: _____ Last meal provided: B L D

Cost per day/night per person: _____ Total number of meals provided: _____

Maximum number estimated: _____ Total number of nights: _____

Minimum number guaranteed: _____ Transportation Requested: Y N

If yes, pick up time: _____ Pick up location: _____

GROUP FEE ESTIMATOR

Day Use: \$15

Overnight Use, Facilities Only: \$35

Overnight Use, Facilities and Catering: \$50

Overnight Use, Facilities and Programming: \$50

Overnight Use, Facilities, Catering & Programming: \$65

Cost per person \$ _____ X number of nights _____ = \$ _____ Cost per person

Cost per person \$ _____ X Minimum # of Attendees _____ = \$ _____ Group Minimum

Transportation: \$2.00 / mile X _____ miles = \$ _____ Transportation Fee

Group minimum \$ _____ + Transportation: _____ = \$ _____ Estimated Total

A **non-refundable deposit of \$250.00** is due with this agreement to secure your reservation. The total deposit shall be considered a damage deposit until a final walk-through is made at the end of the group's stay. At that time, if no damages are a result of the group, the deposit shall be considered part of the total fee except in case of cancellation, which results in loss of deposit. The booking fee of 50% is due thirty (30) days prior to your group's arrival and final payment is due on departure. In signing this agreement, I acknowledge I have read and understand both sides of this agreement, have read and understand the "Reservation Information for Groups" packet and that I have shared both with all group members and I am the person duly authorized to bind the organization or group to this agreement. The contracting group agrees to furnish a **Certificate of Insurance** evidencing their public liability coverage **with minimum limits of \$1,000,000.00** combined for bodily injury and property damage and naming the YMCA of Pueblo as an additional insured.

To be returned with signed contract: \$250.00 Non-refundable deposit Certificate of Insurance

Group Authorized Signature: _____ Date of Application: _____

Camp Jackson Signature: _____ Date Received: _____

YMCA Camp Jackson - Group Camping Policies

1. YMCA Camp Jackson or the YMCA of Pueblo assumes no responsibility for personal property.
2. The YMCA shall maintain a current license to operate a camp in the state of Colorado. The YMCA will further maintain liability insurance coverage normal in the operation of a resident camp. The YMCA will not provide individual participant health and accident insurance, including sickness and related prescription medication. **The contracting group is responsible for health care, emergency care and emergency transportation of their participants.**
3. The contracting group's deposit will act as a damage fee to cover breakage, loss of equipment and defacing of property caused during occupancy. Groups are to leave the facility in broom clean condition at the end of their stay. **A fee of \$250.00 will be charged to the contracting group if not in reasonably clean condition.**
4. Pets, firearms, alcoholic beverages, tobacco products, chain saws, ATV's, Fireworks and flammable materials are prohibited. Any group bringing or possessing these items will forfeit their deposit and/or be fined a minimum of \$250.00. YMCA vehicles may not be used to transport participants except in case of an emergency.
5. Contract and deposit must be returned on or before the specified time or you may lose your priority position.
6. The contracting group will be responsible for the total payment of fees of the minimum number guaranteed, however, 10% variance will be allowed for estimation error. Groups will be responsible for 50% of payment of those not falling within the 10% allowance. (Example: Guaranteed 100 people, 60 attended. 100 less 10% is 90..therefore, the contracting group must pay for 60 people at full price and 30 people at 50%.) If group exceeds maximum estimated please contact the Camp Director for further information.
7. The contracting group will be responsible for payment in full if cancellation is made one month or less prior to scheduled date of attendance. (Acts of God are taken into consideration: snow, fires, death, etc. If such circumstances occur, both parties shall cooperate to reschedule arrival date.)
8. The YMCA reserves the right to cancel this contract if the camp becomes substantially inoperable due to fire or other natural or accidental causes.
9. The Camp Director shall designate use of buildings, facilities and grounds. The decision of the YMCA Camp Director will be final.
10. All program and facility usage ends after the group's final meal. Additional usage is available for additional charge. Contact the Camp Director for details.
11. All program and facility arrangements must be completed one week before arrival date.
12. The full responsibility for the supervision of all individuals in attendance is carried by the Group Leaders and designates. The YMCA assumes no responsibility for the conduct of group members in general, but does reserve the right to deny access of participation in an activity by individuals who, in the sole opinion of the YMCA, may be conducting themselves in such a way as to compromise either the safety or full enjoyment of the activities by others. The YMCA requires youth groups to provide an adult to youth ration of 1:5 for youth under the age of 5, 1:6 for youth ages 6-8, 1:8 for youth 9-14, and 1:10 for those ages 15-18. The only exception to this may be when campers are sleeping and the ration may be 1:12 for all ages. Two adults are required during all horseback riding, canoeing, high ropes course, swimming, hiking and overnight camp out activities. Any supervisor is required to be at least sixteen years old and be at least four years older than the group with whom they are working with. At least 80% of the staff need to be eighteen years or older. All staff shall be advised that at no time should there be a 1:1 ratio with campers and staff when out of line of sight of others.
13. All minors under the age of 18 must have a properly signed emergency medical treatment form, emergency contact names, numbers, and a health history form. These forms are available from the camp office.
14. The group listed on the reverse side of this sheet agrees to hold harmless the YMCA of Pueblo, Colorado, YMCA Camp Jackson, its agents and employees, for all claims alleging bodily injury, including death or property damage occurring while the undersigned uses facilities owned or rented by the YMCA or is a participant in an activity sponsored by the YMCA. The group listed on the reverse side of this sheet does not hold the YMCA from any liability or injury arising out of negligence of the YMCA.
15. **The contracting group agrees to furnish a Certificate of Insurance evidencing their public liability coverage with minimum limits of \$1,000,000.00 combined for bodily injury and property damage and naming the YMCA of Pueblo as an additional insured.**