

# Lazy F

## Camp and Retreat Center

16170 Manastash Rd • Ellensburg, WA 98926  
(509) 962-2780 • Fax (509) 962-6414  
www.lazyfcamp.org • office@lazyfcamp.org

Thank you for making plans to bring your school and class(es) to Lazy F Camp & Retreat Center. Our staff is looking forward to serving your group and making your time at Lazy F rewarding. I have enclosed the following information to assist in your planning:

Reservation Agreement (please review and return)  
*Reservation Policies, Site Use Guidelines, and Emergency Procedures*

I would like to draw your attention to several specific portions of the **Reservation Policies** since they may impact your group financially:

- Unless waived, a reservation deposit is due two weeks after booking. The reservation deposit is non-transferable and non-refundable if your group needs to cancel this event.
- Unless waived, the advance payment is due six weeks prior to the scheduled event. The advance payment is non-transferable and non-refundable if your group cancels after the six-week period prior to the scheduled event.
- Your group will be required to provide the camp with a final number of guests one week before your event. This final number will be used to bill the minimum charge for meals provided, regardless of last minute individual cancellations.
- There is no lodging charge for individual cancellations unless the guaranteed minimum is not met. If your group has fewer participants than the guaranteed minimum, you will be billed for the guaranteed minimum number of full-time guests (as stated on your Reservation Agreement).

Please also remind others in your group about the following items:

- **Cell phone service is NOT available at Lazy F!** A phone outside the office is available for collect or calling card phone calls.
- Pets (except guide dogs) are not allowed at Lazy F Camp and Retreat Center.
- Guests will need to bring their own bedding or sleeping bags (except for those staying in Skyline).

Please **carefully** read over the attached Reservation Agreement and contact me if you have any questions, or want to make **any** changes. Sign a copy and return it to the camp with your reservation deposit (unless waived), and keep the a copy for your records. If you are not paying the reservation deposit yourself, please send in a request to the appropriate person or organization at your earliest convenience.

*Please provide a certificate of insurance for at least \$1 million in liability coverage that names Lazy F Camp and Retreat Center as an additional insured for the specific activity period. Please provide this document when you mail in your reservation deposit and agreement. Your group's insurance agent will be able to get this for you and will understand what is needed. Please contact our office if you have any questions.*

I am enclosing a retreat-planning checklist that defines the correspondence necessary when utilizing facilities at Lazy F. Please contact me if you need further assistance. God bless you as you plan your retreat!

Sincerely,

Dave Burfeind  
Director

**Lazy F Camp & Retreat Center**  
**(509) 962-2780**  
**School Planning Checklist**

- Upon receipt of the Reservation Agreement, check it over for accuracy (are the dates, meal times, numbers of participants correct?) and call the camp with discrepancies.
- Sign the Reservation Agreement and send one copy back to the camp along with your reservation deposit (unless waived), by the date located after the title **Reservation and Deposit Due Date**. (If you need to put in a request for the funds, please do so as soon as possible, and write a note on the Reservation Agreement letting the camp know of the situation.)
- Submit proof of non-profit status and liability insurance documentation to Lazy F Camp and Retreat Center.
- Six weeks before your scheduled event (this date is located after the title **Advance Payment Due**), send a check to the camp for the amount of your advance payment (unless waived). At this time, reassess your anticipated enrollment; you may release buildings you had previously reserved without any financial penalty if your numbers are less than the guaranteed minimum.
- Three weeks before your scheduled event, inform the camp of any group members' dietary needs, audio/visual needs, or special room arrangements.
- Seven days before your arrival date, call the camp with your final number of participants and a final meal count for each meal.
- The day of the event, check in at the Lazy F office to receive insurance forms and inform the staff of any other group needs.
- Prior to departure, have participants assist in camp clean-up: return dining room chairs and tables to storage, return furniture to original locations in other buildings, pick up litter around camp, and remove all personal belongings. Turn off lights and turn down the heat.
- The day of departure, meet with the office manager to clarify specifics of the final bill and return completed evaluations.
- Complete final payment within one month of departure.

## **Lazy F Camp and Retreat Center**

### **Reservation Policies**

*The Mission of Lazy F Camping and Retreat Ministries is to be an active extension of the United Methodist church program: providing year-round Christian programming, services, and facilities in a camp/retreat setting for persons of all ages, abilities, and cultural backgrounds.*

*Reservations for Lazy F Camp and Retreat Center are available to religious and character-building non-profit groups without regard to race, color, creed, sexual orientation, age, or national origin, disability, or veteran status.*

**RESERVATIONS ARE REQUIRED:** Reservations may be made by phone or in person at the Lazy F Camp office. Since use of Lazy F is in high demand, a booking system is in place to accommodate as many guest groups as possible.

Reservations will be accepted 50 weeks in advance by groups not currently having a reservation. Any group that wishes to reserve their same dates the following year will have two weeks from their event starting date to re-book. After this two week period expires, the dates will be available for any other groups. To confirm any reservation, the group must pay a deposit (unless waived) within two weeks of booking. This reservation deposit is determined by the estimated size of your group:

|                             |   |
|-----------------------------|---|
| 25 or less persons: \$50.00 | 76-100 persons: \$200.00                    |
| 26-50 persons: \$100.00     | 4 or more nights, any size school: \$300.00 |
| 51-75 persons: \$150.00     |   |

This deposit will be credited to your final billing, which is due in full upon departure from Lazy F Camp. **THE RESERVATION DEPOSIT IS NON-REFUNDABLE IN THE EVENT OF A CANCELLATION BY THE GROUP.**

**ADVANCE PAYMENT:** (Unless waived) twenty-five percent of the total estimated fees is due six weeks prior to your scheduled event as an advance payment. Failure to submit the advance payment by the due date will result in the loss of your reservation and forfeiture of your reservation deposit. **THE ADVANCE PAYMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE SHOULD YOUR GROUP CANCEL AFTER THE SIX-WEEK PERIOD PRIOR TO YOUR SCHEDULED EVENT.** At the point the Advance Payment is due; your group leaders need to make a final decision regarding which buildings will be reserved. If you determine that your registration is not what you expected, you will be able to “release” buildings you had previously reserved, thereby reducing the “guaranteed minimum”. When hazardous road/weather conditions cause state or county officials to close a road upon which group members will be driving, which is neither the fault of the camp nor the group, fifty percent of the advance payment will be refunded. The advance payment will be credited to your final bill. The balance of your bill is due one month after departure from Lazy F Camp and Retreat Center.

**FINAL REGISTRATION NUMBER:** You must inform the camp of the number of participants expected for your event one week before your arrival date, so we are ready for your group. Failure to provide this final number will result in the use of the estimated number of participants indicated on the Reservation Agreement as the final number for the group. No lodging charge will be assessed for last-minute individual cancellations unless the guaranteed minimum is not met. The guaranteed minimum is based upon sixty-five percent of the maximum capacity of the buildings you have reserved, and this number is noted on your Reservation Agreement. This final registration number, or any higher number given closer to the date of the retreat, will also be used to bill the minimum charge for the meals provided, regardless of last-minute cancellations. Any additional guests served will be charged; however, we only guarantee enough food to serve the number of guests reported in the final meal count. The minimum number of guests that Lazy F will serve is twenty. If your final number of participants falls below twenty, and no other guest groups are available on site to combine numbers with, your group may be asked to provide their own meals. If Lazy F continues to agree to provide meals for your group, the minimum charge will be for twenty people. Your School is responsible to pay full meal charges for persons who cancel after the final meal count is established.

**EXCLUSIVE USE:** The camp reserves the right to schedule more than one school / group at a time if space is available. Schools wishing guaranteed exclusive use of the camp are required to pay a minimum of seventy-five percent capacity at regular rates.

## **SITE USE GUIDELINES and SAFETY REGULATIONS**

*In the close community relationship that exists in a camp setting, consideration of others is essential as you pursue your own recreation and renewal.*

### **RESPONSIBILITY OF GROUP LEADERS:**

1. Understand the reservation policies, and ensure deposit, advance payment (unless waived), and contacts are made to the camp.
2. Ensure that your school understands the camp policies/guidelines and abides by them. Monitor the behavior of the group members and discipline in an appropriate way, which may include dismissal from the camp.
3. Send a copy of your schedule to the camp prior to your arrival so we may better assist you and help eliminate conflicts with other groups that may be using the site.
4. We advise that the group leader gather the following information:
  - a. Names and addresses of all participants,
  - b. Emergency contact names and numbers,
  - c. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site,
  - d. For minors without a parent on site, a signed permission to seek emergency treatment.
5. For youth camps, provide supervision in living groups and in general camp activities in the following ratios

| <u>Student Age</u> | <u>Number of Staff</u> | <u>Overnight Campers</u> | <u>Day-Only Campers</u> |
|--------------------|------------------------|--------------------------|-------------------------|
| 4-5 years          | 1                      | 5                        | 6                       |
| 6-8 years          | 1                      | 6                        | 8                       |
| 9-14 years         | 1                      | 8                        | 10                      |
| 15-18 years        | 1                      | 10                       | 12                      |

  - a. The persons counted towards these supervision ratios must all be at least 16 years of age, and at least two years older than the minors with whom they are working. At least 80% of the persons must be 18 years of age or older.
  - b. In order to alleviate the possibility of child abuse, we ask group leaders to consider supervision of children that includes at least 2 adult leaders present at all activities.
6. Check in with one of the camp staff (usually in the office) immediately upon arrival.
7. Allow for the required orientation to the camp's safety features and regulations, to be given by a camp staff person. This orientation generally happens at the dining hall just prior to the first group meal.
8. Complete insurance form (given to you upon arrival at camp) with the name of EACH participant, including infants and guest speakers.
9. Plan cleaning time (about 1/2 hour) into your schedule the last day. This includes picking up litter and garbage, consolidating the garbage, checking for lost and found, returning furniture to the original locations, and washing dishes.

### **FACILITY USE:**

1. Please use only those facilities assigned to your group. Unforeseen needs for additional or different facilities may be arranged with camp staff.
2. Camp staff retains the right of entry to all facilities at any time.
3. Please leave camp the way you found it (clean, furniture in place, etc.).
4. Damages to facilities, grounds, or equipment incurred by the group will be charged to the group billing.
5. Lazy F is not liable for personal belongs that are lost, stolen, or left behind at the camp.
6. Please avoid undue energy loss by closing doors, turning off lights, and turning down heat.
7. Littering around camp grounds is not acceptable. Numerous recycling receptacles are available.
8. Please maintain relative quiet from 10:00 p.m. to 7:00 a.m.

### **SAFETY REGULATIONS:**

1. Guest groups may not bring gas or any flammable material, explosives, poisonous materials (cleaning agents), or power tools onto camp property.
2. Please be careful with fire. No fireworks are allowed. Open fires allowed only in designated campfire areas.
3. Do not drink water from hoses, creek, or pond.
4. Animals and pets should not be brought to camp unless the Director grants prior special permission. No animals or pets allowed in buildings, except seeing eye or hearing-ear dogs.
5. **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, FIREARMS, AND AMMO ARE STRICTLY PROHIBITED ON CAMP PROPERTY!**
6. **SMOKING IS DISCOURAGED** for reasons of health, safety, and fire hazard. **SMOKING IS LIMITED TO THE FIRE CIRCLE NORTH OF THE LODGE.** The Camp Director may designate other areas.
7. Rattlesnakes are occasionally seen on camp property in the summer months. If one is spotted, stay away from the snake and contact a camp staff member immediately.
8. Please properly store personal sports equipment such as archery, hockey sticks and climbing gear so to insure the safety of children in your group.

9. Creek and Pond safety regulations:

- a. All pond and creek activities require a person present with (at minimum) current American Red Cross Standard First Aid and CPR (for the appropriate age level) or equivalent certification.
- b. Seatbelts and ties should be removed from all persons in wheelchairs when near the creek or pond.
- c. It is advised that shoes should be worn when playing in the creek.

**DINING HALL PROCEDURES:**

Lazy F Camp takes special pride in the quality of meal service we provide our guests. Homemade breads and “from scratch” cooking, with plenty of in-season fresh fruits and vegetables are the mainstays. Meal service may also include beverages in your meeting area by request.

Unless special arrangements are made in advance with the Director, all groups with 40 or more persons will be served meals by the camp. Groups with 40 or less may choose to use one of the small kitchens and do their own cooking, or partake of camp meals provided there are at least 20 total persons served (including any other group on site).

If the group anticipates any special dietary needs and/or preferences, we will gladly accommodate you **as long as we are notified three weeks in advance**. Please indicate on the back of the Reservation Agreement any special needs or preferences. Meals are usually served buffet style. Meals are generally served at 8:00 am, noon, and 5:30 pm, unless more than one group will be using meal service. In this case, the camp staff will coordinate meal times and have two meal shifts.

**AT MEALTIME:**

- 1) After the group is seated, announcements may be made, and leaders are encouraged to lead Grace or a moment of silence before the meal.
- 2) Group leaders then excuse tables to the buffet line.
- 3) Individuals are to bus own dishes. During the meal, bussing procedures will be explained to the group.
- 4) After the last meal, please have your group put away the tables and chairs.

**THANK YOU FOR YOUR HELP!**

**VEHICLES AND PARKING:** *Drive slowly* in camp and be careful of pedestrians. All vehicles must be parked in the designated parking area on the north side of camp. Vehicles may drive across the bridge to the south side of camp for loading/unloading only. Persons are expected to walk to and from areas and buildings in camp, and not use vehicles for this purpose except for persons with limited mobility. Transportation of persons in vehicles not designed for passengers is prohibited (i.e.: back of pickups).

**CAMP TELEPHONE:** The phone number at Lazy F is (509) 962-2780. There is a public credit card/collect phone at camp located on the North wall of the office for private use. Use of camp phones must be restricted to emergency calls only. All long-distance calls must be made collect or calling card.

**HEALTH SERVICES:** *All groups are responsible for their own health services and supplies and must provide a person currently certified at least in Red Cross Standard First Aid and CPR to be present at all times when participants are present.* The nearest hospital is Kittitas Valley Community Hospital in Ellensburg (15-20 minutes). Schools are to provide their own emergency transportation or call an ambulance (911) if necessary.

**EMERGENCY NUMBERS**

**EMERGENCY PROCEDURES AND NUMBERS ARE POSTED IN MOST BUILDINGS**

|                |   |
|----------------|---|
| 911            | Fire, Medical Emergency, Ambulance, Police, or Sheriff                                |
| (800) 562-6010 | Forest Fire (Department of Natural Resources)   |
| (800) 732-6985 | Poison Center   |
| 962-9841       | Kittitas Valley Community Hospital  |
| 925-8534       | Sheriff Emergency Phone (Call for Search & Rescue in case of lost or missing persons) |

PLEASE NOTIFY THE DIRECTOR IMMEDIATELY IN CASE OF ANY EMERGENCY. Try the camp office, Director’s House, and/or the main kitchen to locate staff. If Director or other camp staff cannot be located, please phone Karen Anderson, Guest Services Coordinator at (509) 962-9390. The telephone number for the Director in case of an emergency is (509) 925-4661. In an emergency situation, the camp bell will be rung continually and all guests should report to the playfield by the camp office.

## **EMERGENCY PROCEDURES**

The nearest hospital is Kittitas Valley Community Hospital in Ellensburg (20 - 30 minutes away from the camp). **Groups are to provide their own emergency transportation or call an ambulance (911) if necessary.**

### **EMERGENCY NUMBERS**

- 911 - Fire, Medical Emergency, Ambulance, Police, Sheriff
- (800) 527-3305 - Forest Fire (Department of Natural Resources)
- (800) 572-9176 - Poison Center
- 962-9841 - Kittitas Valley Community Hospital
- 962-7528 - Sheriff Emergency Phone (call for Search & Rescue in case of lost or missing persons)

### **PLEASE NOTIFY THE ON-SITE DIRECTOR (DAVE BURFEIND) IMMEDIATELY IN CASE OF ANY EMERGENCY!**

Try the camp office, the main kitchen, or the Director's house. If the Director or other camp staff cannot be located, please phone Karen Anderson, Guest Services Coordinator: 962-9390 (next door to the camp).

IN AN EMERGENCY SITUATION, THE CAMP BELL WILL BE RUNG CONTINUALLY AND ALL GUESTS SHOULD REPORT TO THE PLAYFIELD BY THE CAMP OFFICE.

### **NOTIFYING OTHER PERSONS OF EMERGENCY SITUATION**

1. In any emergency situation listed below, if any person has been lost, injured, or threatened by the incident, the group leader notifies:
  - a) the individual's parents or emergency contact
  - b) the Camp Director
2. The Camp Director notifies:
  - a) the Executive Director for Camping and Retreat Ministries
  - b) an official from the Lazy F Camp Site Advisory Team
  - c) the Camping Board of Stewards
  - d) the insurance agent, if applicable
3. The group leader and Director fill out an emergency report.
4. If a youth event, it is a good idea to inform all parents of the incident by drafting a written report to be mailed or handed out on the last day of the event. This should be a joint effort of the group leader and Director.

### **MEDICAL EMERGENCY, FIRST AID**

1. See above for emergency numbers.
2. Hospital directions are given to group leaders and posted by office pay phone.
3. Each group is to have a designated person who is to respond to health issues, this person is to be contacted.

### **SERIOUS ACCIDENTS (INCLUDING NEAR-DROWNINGS)**

1. Move victim only if in a hazardous situation.
2. Use extreme caution if any sign of back or neck injury.
3. Treat victim for life-threatening injuries sustained in the accident.
4. Immobilize victim in position found: do not attempt to "fix" anything, and do not remove any item lodged in the body unless it obstructs breathing.
5. After consultation with the group's Health Care Provider, the Camp Director or a camp staff person will arrange transportation for injured person to medical facilities, if appropriate.

### **EVACUATION**

In the event an evacuation of the camp becomes necessary or prudent, all persons will be evacuated to the First United Methodist Church in Ellensburg.

### **FIRE**

1. Call 911 for the Ellensburg Fire Department if a structural fire or the DNR if a forest fire.
2. Ring camp bell.
3. All persons report to the playfield by the main entrance to Camp.
4. Group leaders conduct roll call, accounting for each person.
5. The Director reports the fire to DNR and to the Kittitas County Sheriff.
6. The Director move emergency vehicle to safe place.
7. Persons will remain at the field until the fire is out unless otherwise directed by camp staff or fire officials.
8. Camp staff will start pump any deploy fire hoses is necessary.

### **LOSS OF ELECTRICAL POWER**

1. Call the local Public Utility district (PUD): 925-3164 to report the power failure and get an estimate of how long before power is restored.
2. To prevent food spoilage, all refrigeration units should not be opened until power is restored.
3. Water provisions are limited in a power outage. Persons and guests will be instructed to not use water except for drinking, until power is restored. Supply pails to carry water from the creek to flush toilets.
4. Should the PUD be unable to restore power within a reasonable length of time (half a day), the Camp Director must decide if the camp must close. Other options may be explored with the group leader(s), such as the group going off-site for another activity during the day.

### **LANDSLIDES**

1. Go to either the field by Manastash Road or the field by the Lodge, whichever is on the opposite side of the creek from the landslide.
2. Group leaders take roll call and account for all persons.
3. The Director will seek professional advice as to the safety of the landslide area, and will inform the group leaders of further precautions and instructions.

### **EARTHQUAKE**

1. Stand in doorway of building, away from windows.
2. In dining hall get under tables, protecting your head.
3. Following quake, all persons report to playfield near camp entrance.
4. Group leaders take roll call. Account for all persons. Stay calm.
5. Keep away from buildings and tall trees.
6. Fill containers with fresh water in case of loss of electrical power.
7. Obtain instructions from emergency personnel.

### **FLOOD**

1. Evacuate guests from all cabins in the flood plain (includes all buildings except the main Lodge, Ridgeview, Skyline, and Saddle Pockets).
2. Local authorities (Sheriff or Kittitas Emergency Dispatch) should be notified for further instructions as to appropriate course of action.
3. Fill containers with fresh water in case of loss of electrical power.
4. Beware of landslides and falling trees.
5. Should the bridge be washed out, Manastash Road crosses the creek on the west end of camp property.