

KANAWHA COUNTY 4-H FOUNDATION
Operating Camp Virgil Tate
1400 Camp Virgil Tate Road, Charleston, WV 25312
304.984-3311
FAX 304.984.1171 Web Site: www.campvirgiltate.org
Office Hours Monday through Friday 8:00 a.m. to 4:00 p.m.

The staff of Camp Virgil Tate welcomes all participants to it's site. Our goal is to provide you with a wonderful outdoor experience, good food, and a clean and healthy environment.

If you have persons with special needs (i.e. food allergies, diabetes, or physically challenged) please let us know two weeks prior to arrival.

CAMP POLICIES

1. Preference for usage of Camp Virgil Tate will be given in the order of: Kanawha County 4-H Groups, Kanawha County Residents, and West Virginia Residents. Any group who brings a negative financial impact or damage to the public image of Camp Virgil Tate or Kanawha County 4-H Foundation shall be prohibited from renting this facility.
2. **Contract:** Groups requesting the use of any camp facilities will be mailed a contract. This contract must be signed, completed and returned to us along with the **specified deposit within 15 days of receipt to insure reservation.**
3. **Deposit:** A **non refundable** deposit (\$100.00 for all groups except summer camps of 4 nights or longer which is \$1,000.00) will be required for each reservation. This deposit will be applied to the group's final bill. **Groups that cancel less than 30 days prior to arrival (or 90 days for summer camps) are subject to a cancellation fee equal to the first night's reserved lodging.**
4. Camp Virgil Tate reserves the right to schedule additional groups simultaneously when our facilities permit.
5. Each youth group must have adequate adult chaperones (21 years or older) present and in control at each reserved facility at all times during their stay.
6. Each group staying in dormitory cottages is responsible for all daily housekeeping, which includes sweeping, making beds, picking up trash, etc. The camp staff will sanitize bathrooms and restock supplies daily.
7. Groups scheduling the camp will be responsible for all damages to camp property by members of their group. Charges for damages will be based on the cost of materials, labor and transportation. Cottages will be inspected before and after use by each group. A walk-through inspection will be conducted by the camp management and leader of each group upon arrival to insure quality control. Charges for damages will be added to the final bill. Any group causing damages in excess of \$500.00 shall not be permitted to return to the camp.
8. Gambling and the use of alcoholic beverages, firearms or illegal drugs are prohibited on the camp grounds and/or in any camp building.
9. Pets are not permitted in any camp building or unleashed on the grounds with the exception of service animals.
10. All youth groups must be in their cottages by 11:00 p.m. with lights out and quiet by midnight unless otherwise approved by the camp management.
11. Groups are not permitted to sell food or drink concessions on camp property without prior approval.

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12. Groups are not permitted to cook their own meals in our dining hall kitchen. The lodge kitchenette may only be used to serve covered dish meals or refreshments and is not intended for meal preparation.
13. Camp Virgil Tate is not responsible for articles stolen or lost on our camp premises.
14. Camp Virgil Tate does not carry health and accident insurance for groups renting the camp. We highly recommend that groups obtain their own health and accident insurance.
15. Camp Virgil Tate will provide the following:
 - A. Assembly room or classroom upon request for groups of 25 or more.
 - B. Beds are provided, however, **Camp Virgil Tate does not provide blankets, pillows or linens in the dorm cottages.**
 - C. Maid service in our lodge, and in Bonar Cottage from Labor Day weekend to Memorial Day weekend.
 - D. No phones or TV sets are provided in the sleeping rooms.
 - E. Complete dining service for groups of 25 or more.
 - F. Movie, slide or overhead projector, VCR, D.V.D. Player, P.A. System & Stereo, Video Projector with large screen and flip chart stand are available upon request.
 - G. Recreational facilities and equipment upon request. **Archery equipment is no longer available.**

Dining Hall Procedures:

1. Meals are served cafeteria style with campers being asked to follow posted instructions. Each group will provide necessary leadership to assure an orderly condition in the dining hall.
2. Meals will be served at the following times, unless other arrangements are made prior to arrival.

Breakfast: 7:30 – 8:00 a.m. Lunch: 12:00 – 12:30 p.m. Dinner: 5:00 – 5:30 p.m.
2. Banquets may be provided upon request.

CHECK-OUT PROCEDURES:

Lodge: Check-out time is 11:00 a.m.

Cottages: Early on the morning of departure, dormitory campers should place trash in receptacles and sweep cottage.

Note: If cottages are left in an unkempt manner that is judged by Camp Virgil Tate management to require extra cleaning time, a fee of \$50.00 per cottage will be assessed.

ITEMS LEFT AT CAMP:

Items left at the camp will be held and may be claimed for one month. Any items not claimed at the end of one month will be donated to charitable organizations.

SWIMMING:

The pool may be used only when Camp Virgil Tate pool staff is on duty, and only during daylight hours. Pool management reserves the right to refuse access to the pool to any person who willfully breaks pool safety rules which are posted at the pool.

PAYMENT FOR CAMP FACILITIES:

All groups using Camp Virgil Tate facilities are expected to pay their final bill upon departure or no later than 10 days after the event.

Camp Virgil Tate is open to all persons regardless of race, color, sex, age, disability, religion, national origin, veteran status, or sexual orientation.