



## Kanawha County 4-H Foundation

Operating Camp Virgil Tate  
1400 Camp Virgil Tate Road, Charleston, WV 25312

[www.campvirgiltate.org](http://www.campvirgiltate.org)

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### Rental Group Conditions

#### General Procedures:

1. **Rental Group Agreements:** Groups or individuals requesting the use of Camp facilities will receive a Rental Group Agreement. This document contains facilities being rented, services requested, prices, arrival and departure dates and times, and must be signed by the individual responsible for the Rental Group and by the Camp Manager.
2. **Deposit:** A **non-refundable** deposit will be required for each reservation. (Camps of 4 nights or longer must provide a \$1,000.00 deposit. All other deposits are half of the total amount of the final bill) The deposit is due within 14 days of signing the Rental Group Agreement to hold the date in question. **If no deposit is paid, Camp Virgil Tate will not hold your reservation date.** Deposits are applied to the Rental Group's final bill.
3. **Cancellation Policy:** Groups that cancel less than 30 days prior to arrival forfeit their deposit. Summer Camps that cancel less than 90 days prior to arrival forfeit their deposit and are subject to a cancellation fee equal to the first night's reserved lodging. Camp Virgil Tate issues no refunds.
4. **Payment for Facilities/Services:** Prompt payment is always appreciated! Rental Groups using Camp Virgil Tate facilities are asked to pay their final bill upon departure or no later than 10 days after the event.
5. **Late Payment:** If payment is not received 30 days after the last day of the event, a 1.5% late fee will be added for each additional month until payment is received.
6. **Tax Exemption:** If an organization is tax exempt, a WV Consumers Sales Tax Exemption Certificate (or another state's equivalent) for the current year must accompany the Rental Group Agreement. Otherwise, all charges are subject to a 6% sales tax.  
**\*\*PLEASE NOTE\*\*:** Hotel/Motel Occupancy Tax of 6% will be charged on all lodging regardless of exempt status, by order of the Sheriff of Kanawha County.
7. **Services/Facilities Provided:**
  - A. Beds and mattresses are provided; however, Camp Virgil Tate does not provide blankets, pillows, linens, or toiletries in the cottages. Linen service is provided in Lodge rooms only.
  - B. Housekeeping services are only offered in our Lodge, and in Bonar Cottage (for an additional fee, if indicated on the Rental Group Agreement).
  - C. No phones or TVs are provided in the Lodge rooms.
  - D. Complete dining services are available for groups of 25 or more upon request.

- E. Overhead projectors, PA System & Stereo are available upon request in the Lodge and Dining Hall. TVs and DVD players are available in each cottage.
  - F. Recreational facilities are available upon request on a first-come first-served basis.
8. **Simultaneous Bookings:** Camp Virgil Tate reserves the right to schedule additional groups simultaneously when our facilities permit. Guaranteed exclusivity of certain facilities may be available for an additional cost.
9. **Cottage Housekeeping:** Rental Groups staying in cottages are responsible for all daily housekeeping, which includes sweeping floors, making beds, picking up trash, etc. Camp Virgil Tate Staff will sanitize bathrooms and restock paper products daily.
10. **Damages Policy:** The individual who signs the Rental Group Agreement on behalf of the Rental Group will be held responsible for the group and its behavior. This includes damages to camp property caused by the group's members, guests, or pets. Charges for damages will be based on the cost of materials, labor, and transportation, and will be added to the final bill. Any group or individuals causing damages in excess of \$500.00 shall not be permitted to return to Camp Virgil Tate.
11. **Prohibited/Restricted Activities:** Gambling and the use of illegal drugs are prohibited on Camp property and/or in any Camp buildings. The use of alcohol and tobacco are not endorsed or encouraged on Camp Virgil Tate property. Consistent with Kanawha-Charleston Health Department Code, smoking of any kind, including e-cigarettes, is prohibited indoors and within 20 feet of doors and open windows. The use of firearms for program activities (i.e. Archery, air rifle) must be approved by the Executive Director prior to the event.
12. **Animal Policy:** Any animals staying at or visiting camp must be approved by the Camp Manager PRIOR to arrival and are expected to adhere to the following:
- A. **Pets are NOT permitted in the Dining Hall**; however, service animals are welcome.
  - B. Veterinary certification specifying that all vaccinations are up to date must be made available upon request. Horses visiting or staying on the premises must have a valid Coggins test.
  - C. Additional costs may apply if pets will be staying in any of the buildings (cabins or the Lodge) and/or if pets cause damage to the property.
  - D. To prevent damage, we ask that pets staying in buildings be crated or otherwise contained during the owner/handler's absence.
  - E. Pets and animals approved by the director **must be leashed and under control of the handler at ALL times, including on the grounds.** Owners that do not have control of their animal(s) may be asked to leave the premises.
  - F. Owners/handlers are expected to clean up after animals and dispose of animal waste appropriately.

13. **Concessions Policy:** Food safety is a priority at Camp Virgil Tate. Groups may be permitted to sell food or drink concessions on Camp property, however prior approval from the Camp Manager is required.
14. **Kitchen Use:** By order of the Kanawha-Charleston Health Department, **groups are not permitted to use the Dining Hall kitchen for ANY PURPOSE.** The kitchen in Lodge Side A may be used to serve covered dish meals or refreshments but is not intended for meal preparation.
15. **Refrigeration Units:** When using refrigeration units on camp property, Rental Groups are advised to frequently check the temperature of any refrigerator used. If any unit is running above 40° F, please notify a Camp Staff Member immediately.
16. **Personal Property:** Camp Virgil Tate is not responsible for articles stolen or lost on Camp property. Items left at the camp will be held and may be claimed for up to 30 days. Any items not claimed after 30 days will be donated to charitable organizations.
17. **Vehicle Policy:** Camp Virgil Tate does not provide vehicles for Rental Group use. Rental Groups should provide any and all necessary transportation, including emergency transportation services. Rental Groups should ensure that all vehicles used adhere to state standards of safety and should be equipped with all necessary safety equipment (such as seatbelts and airbags). Rental Groups should not load more persons than a vehicle is capable of transporting. The transport of participants in the beds of pickup trucks, wagons, trailers, and other vehicles where seats are not attached to the vehicles is prohibited, unless they are operated under 10 miles per hour and are outfitted with barriers to keep participants from falling out. Camp vehicles are never to be used for the transportation of unauthorized persons (i.e. Rental Group Staff or Campers).
18. **Insurance:** Camp Virgil Tate does not carry health and accident insurance. **We highly recommend that Rental Groups obtain their own health and accident insurance.**

### **Camps and Overnight Youth Group Policies:**

Camp Virgil Tate does not provide any staff for the supervision of youth. In order to provide a quality and safe camping environment for youth, we recommend Rental Groups adopt the following practices. If Rental Groups need assistance with any of the following, please contact the Camp Office. We may be able to provide helpful information, materials, and resources.

1. **Supervisory Ratios:** Rental Groups must have two adult chaperones present and in control of youth at each reserved facility **at all times.** A chaperone, (also called "Rental Group Staff" in this and other documents) is an adult 18 years & older responsible for children. There should be NO EXCEPTIONS to these minimum ratios at any time.

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
<6 years	1	5	6
6-8 years of age	1	6	8
9-14 years of age	1	8	10
15-18 years of age	1	10	12

2. **Rental Group Staff Screening:** For the safety of youth served by the Rental Group, Camp Virgil Tate STRONGLY RECOMMENDS that Rental Groups screen their staff. Screening should include background checks, a check of the Nation Sex Offender Public Website, personal references, etc. This screening should be completed prior to the date of the camp.
3. **Special Recreational Activities:** Rental Groups providing special recreational activities (fishing, horseback riding, shooting sports, etc.) are responsible for providing their own certified staff (if necessary) to facilitate and supervise these special recreational activities. In addition to providing staff, Rental Groups should ensure that all personal sports equipment that may be potentially dangerous (archery equipment, bats, fishing hooks, etc.) be stored and handled safely at all times. Groups should inspect special recreational areas for safety prior to using them and report any problems to the Camp Manager immediately.
4. **Rental Group Medical Care:** Rental Groups' Staff members should have appropriate certifications (First-aid, AED, CPR/BLS, etc.) to provide medical and emergency care for participants. Camp Virgil Tate does not provide the Rental Group with staff that have these certifications. Groups should also have a Certified Healthcare Provider on site. The Certified Healthcare Provider should be the sole keeper of youth participant AND adult medications. When not under the possession of the Certified Healthcare Provider, all medications should be stored under lock and key.
5. **Rental Group Staff Training:** Rental Groups should provide staff with training for the following prior to the camp: emergency plan for all foreseeable emergencies (weather related, intruders, missing persons, medical emergencies, etc.), emergency procedures, relevant reporting procedures, emergency communication plan, and child abuse prevention training. In developing these trainings and plans, Rental Groups should become familiar with Camp Virgil Tate's Safety Orientation Packet. Rental Groups should also educate staff to prevent child abuse by avoiding situations where their staff and campers may be in a one-on-one situation.
6. **First Aid Equipment:** Rental Groups should provide their own First-Aid equipment for each of the facilities where campers may be located. Camp Virgil Tate does not provide First-Aid kits or other medical equipment.
7. **Participant Health Records:** Rental Groups should obtain and securely store health information on all participants including:

- A. Names and addresses of participants
  - B. Emergency contact names and phone numbers
  - C. Listing of any persons with known allergies, restrictions, health conditions, or other accommodations
  - D. For minors, signed permission to seek emergency treatment OR signed religious waiver
8. **Youth Curfew Policy:** Rental Groups should ensure that all youth are in their cottages by 11:00 p.m. with lights out by midnight unless otherwise approved by the Camp Management.

### Dining Hall Procedures:

1. If a Rental Group has persons with special dietary needs (i.e. food allergies, diabetes, or any additional needs) please let us know two weeks prior to arrival so we can make accommodations.
2. Meals are typically served at the following times (unless other times are noted on the Rental Group Agreement):

**Breakfast 8:00 – 8:45 am**

**Lunch 12:00 – 12:45pm**

**Dinner 5:00 - 5:45pm**

3. Banquets may be provided upon request for an additional charge.
4. Meals are served cafeteria style with campers being asked to follow the posted instructions. Rental Groups are responsible for providing necessary leadership to ensure an orderly condition in the Dining Hall. This includes making sure trash cans are not overfilled, and that trash is taken out after each meal.

### Check-Out Procedures

1. Check out times are as follows:
  - Lodge:** Check-out time for Lodge rooms is 11:00 a.m.
  - Cottages:** The morning of departure, follow instructions posted in cottages.
2. If cottages are left in an unkempt manner that is judged by Camp Virgil Tate management to require extra cleaning time, additional fees will be assessed.