

OVERNIGHT RESERVATION REQUEST FOR USE OF THE RAHR MEMORIAL SCHOOL FOREST FACILITIES

Once you have date(s) in mind, contact the School Forest Secretary (686-4777) to check availability. If the dates are available, submit the required documentation listed in this rental agreement.

Dates will not be held until all documents have been received.

Organization Name: _____

(School Forest facilities are not for private use.)

Address: _____
(Street) (City) (State) (Zip)

Phone number: _____ **Email:** _____

Leader: _____

(Leader must be 21 years old or older, be present during the entire time of use of the School Forest Facilities, and be responsible for the use and care of the district facilities.)

Type of Activity Planned: _____

Date(s) of Use: _____ **Arrival Time:** _____ **Departure Time:** _____

Number of Students (7 to 18): _____ **Number of Students (6 and under):** _____ **Number of Adults:** _____

Facilities Requested: *Fees waived for MPSD groups.*

Ehlert Lodge (\$120) overnight use ____ **Yes**

Ehlert Lodge (\$75) day use of kitchen, dining hall, lavatories ____ **Yes**

The Ehlert Lodge has a kitchen, dining hall, lavatories (no showers), two small bunkrooms (4 beds each), and two large bunk rooms (24 beds each).

Krejcarek Building (\$75) ____ **Yes**

The Krejcarek Building has a classroom upstairs, a classroom downstairs and lavatories WITH group showers on the lower level.

Environmental Learning Center (\$75) ____ **Yes**

The Environmental Learning Center has one large classroom and lavatories (with 1 handicap shower in each).

Number of Hours of Assistance Requested of the School Forest Coordinator: ____

Please call the Coordinator to see if available (920) 323-8430, \$35 hourly fee applies

I agree to adhere to all stated regulations and to assume full responsibility for any damage to or loss of equipment. I also agree to pay all required fees and follow the rules of the rental agreement. Approval of this contract is based on the condition that the renting organization agrees to indemnify and hold harmless the Manitowoc Public School District from any and all claims which may arise from any accidents or injuries to participants, spectators, and/or persons connected with the use of listed facilities.

Dated this _____ day of _____, 20____
Signature of Group Leader

Approved: _____
Authorized by School Forest Coordinator SF Secretary

OVERNIGHT WITH YOUTH UNDER 18 REQUIREMENTS AGREEMENT

The Rahr Memorial School Forest is licensed under the Wisconsin Department of Agriculture, Trade, and Consumer Protection as a Recreational and Educational Camp. Therefore, there are state regulations that govern this facility and its rentals, specifically when renting to groups with youth. Recreational and Educational Camps are regulated under Chapter ATPC 78.

Health and Medical Requirements (ATPC 78.27)

- Each group shall have a designated "Health Supervisor" responsible for routine and emergency health care and supervision at the Rahr Memorial School Forest.
- **Health Supervisor will need to provide their contact information, current certification for First Aid AND CPR (Adult, Child, and Pediatric) OR EMT Training, RN or equivalent licensing.**
- If the Health Supervisor will be distributing medication and is not an RN or Physician, they will need to complete an online training provided by the Wisconsin Department of Public Instruction called "Medication Administration Principles" **Proof of completion needs to be provided to the Rahr Memorial School Forest before reservation is finalized.** MPSD employees can verify with an email from our Nursing staff that requirements have been completed.

HOW: Complete the following Coursework; 3 online quizzes will need to be completed:

- ➤ Go to : <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>
- ➤ Scroll down and complete the training videos and quizzes for:
 - 1. Emergency Epinephrine Video and online quiz, **print certificate**
 - 2. Inhaler (Rescue) Video and online quiz, **print certificate**
- ➤ Go to : https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html.
- ➤ Click on Oral under the Outline Tab on left hand side of page and complete:
 - 3. Oral slides and online quiz; **print certificate**
 - The following sections are very beneficial to review under this link: ▪ Basic ▪ Medication Errors ▪ Documentation ▪ Administering Medications ▪ Confidentiality ▪ Medication on Field Trips ▪ 5 R's
- Each participant must bring a signed (by parent or guardian for youth) health form. **This form needs to be retained for three years (retained by you, the renter).** Please use/review this [Recommended Camper Health History Form](#)
- Each participant, staff, and volunteer must provide immunization status or a signed document by their legal guardian objecting to the immunization requirements for a camper for reasons of health, religion, or personal conviction that meets the requirements pursuant to S 252.04(3). This information is on the recommended health form.
- All medications brought to the Rahr Memorial School Forest by a camper or staff member will follow the parameters set by the state regulations regarding medication ATPC 78.27(5)(b).
 - All medication consent forms must be followed ATPC 78.28. **These documents are kept by YOU the renters organization for 3 years and must be presented upon request within 2 days.** Here is an example of a [Medication Consent Form](#).
 - In addition to this form, you must fill out *our camp medication log* of when medication is distributed including the following information: Date, time, name of camper, medication, reason for distribution. This log can be found in the bound book in the locked medication cabinet in the Ehlert Lodge Health Room.
 - In the Ehlert Lodge Health room there is a locked area for medication to be stored, key is hanging on a nail from bulletin board. Above the desk is a locked box to be used for any medication that needs to be kept refrigerated. Key for this box is on the key ring on the bulletin board.

- Each rental group shall have a designated vehicle to be used in emergency situations. This vehicle must remain on-site at all times.
- The Rahr Memorial School Forest has an automated external defibrillator (AED), epi-pens, severe bleeding kit and basic first aid supplies available for use by the Health Supervisor and/or First Aid Coordinators. These items are stored in the Ehlert Lodge Health Room.
- Any incident resulting in serious injury, illness, or death **where an emergency medical service response is needed** is required to be reported to Rahr Memorial School Forest Coordinator as soon as reasonably possible. Renters shall complete an incident form located in the *first aid room, top drawer of the desk* and return it to the School Forest Coordinator. (School Forest Coordinator must notify DATCP of the incident by the following business day.)
- The Manitowoc School District's consulting physician is Dr. Greene, to reach Dr. Greene please call Nurse Hinz at 920-323-7445.

Camper Supervision and Safety (ATCP 78.25 and 78.26)

- A camp renter shall maintain a written or electronic camp register listing the following information for each camper and staff/volunteer member: Legal name, home address, phone number, email address, and emergency contact information. The camp health forms usually meet this requirement for campers. Note staff/volunteers must also be on register. **The record retention for the camp register is 3 years by YOU the renter.**
- Any camper entering or exiting camp outside of initial drop-off and pick-up as well as any visitors, vendors or contractor services should be noted on a [Camp Log](#). Note: any adult picking-up a camper **MUST** provide identification. **This log should be maintained for 3 years by YOU the renter.**
- Adult-to-camper ratio requirements shall be as required pursuant to ATCP Table 78.25:

Camper Age	Number of Adult Camp Staff	Campers
7-17	1 adult	for every 10 campers or fraction thereof, i.e. 1-10 campers = 1 adult, 11-20 campers = 2 adults, 21-30 = 3 adults
6 and Under	1 adult	for every 4 or fraction thereof, i.e. 1-4= 1 adult 5-10= 2

- Volunteers, staff, and supervisors over the age of 14 working with youth are required to have a background check completed, and proof needs to be provided to YOU the Camp Staff. [Wisconsin Background Check Information](#) [Background Check Requirements](#) [Sex Offender Registry](#)
 - *If background checks have already been done by your organization on staff helping with camp within the last two years you do not need to do another background check.*
 - *Background checks must be done by YOUR organization. They will not be done by MPSD.*
- Volunteers, staff, and supervisors working with youth are required to complete a yearly training for Camper Sexual Abuse Prevention. Proof of completion needs to be provided to YOU the Camp Staff. If your organization already offers this training, please review [this document](#) on training requirements. The [Redwoods Institute](#) provides free on-line training. To complete the training, click the log-in button - create a new account - select browse all courses - scroll down to the Child Sexual Abuse Prevention at Camp (14 minutes) and Peer-to-Peer Sexual Abuse Prevention at Camp (12 minutes) These are great informative videos. A certificate of completion will be emailed to the participant that can easily be emailed to YOU for proof of completion.
- Activities held in special use areas must be directed by a trained/certified instructor. (example: archery range requires National Archery in our Schools Training). Documentation of training/certification to be provided to Camp.

Food Service and Food Handling (ATCP 78.23)

- If serving and handling food you are required to read through the [Kitchen Operations/ Safe Handling Manual](#) OR or hold a ServSafe Manager's Certificate. Proof of Certification or signing off on having read through the kitchen safety manual is required.

Additional Information

- Camp does NOT provide cleaning services during camp. Renters are responsible for maintaining cleanliness of the camp during the session and before leaving Camp. If the services of a custodian are required at the end of the rental period, user will be billed for the cost of such custodial services.
- Camp does NOT provide bedding, personal care items, kitchen washcloths or towels.
- Recreational Equipment is not automatically provided. Requests should be made for all equipment.
- No Heaters or AC units are permitted in cabins.
- User agrees that buildings will not be used for activities other than those requested on application.
- User understands that there is **NO SWIMMING** allowed at the School Forest
- User agrees to only enter the buildings they request on application. Lock the building if no one is present at the buildings.
- It is understood that authorized district employees have the right to enter rented facilities at any time.
- A set of rules and regulations relating to the use of the buildings are posted at the School Forest. Please read it thoroughly and respect all rules and regulations.
- When using the kitchen please use the binder on the kitchen counter as a guide. This information must be followed. It is from the health department and is required for School Forest to maintain its permit.
- Smoking is **prohibited** on any school district property by school board policy and by state law. 16.
- No alcoholic beverages or other controlled substances allowed on district property at any time.
- **Parking of cars is limited to the parking area only.** In order to make it possible for fire and rescue equipment to operate, service cars only are permitted in the area adjacent to the buildings. No parking is permitted along the driveways.
- Campfires can be started outside in the campfire ring, located along the trail past the flagpole. Fires should be smaller than 3 feet wide and tall. You must have firefighting tools at the fire ring before starting the fire (ex. Water bucket). No people or combustible materials should be near the fire area. Please put the fire out completely before leaving the campfire ring.
- Plants or trees may not be cut or removed and directional and educational signage is not to be disturbed or mutilated.
- All-terrain vehicles, snowmobiles, and firearms are not permitted on premises at any time.
- Hunting or trapping of wildlife is prohibited at all times.
- Hiking and cross-country skiing is permitted on trails.

When premises are vacated:

- Garbage must be picked up (outside, inside, near fire pit)
- Garbage bags must be closed and put into the dumpster
- Clean the building so you are not charged custodial fees
- All lights must be turned off
- Heat must be turned down to 50 degrees
- All kitchen equipment and faucets must be turned off (kitchen supplies/dishes put away in proper order)
- Take home all leftover food
- All exterior doors must be closed tightly and locked
- All windows must be closed tightly and locked
- Check fireplaces to make certain all fire is out and dampers are closed
- The driveway gate must be closed

Record Retention Requirements by YOU the renters *By checking the boxes below I agree to maintain and retain these records for the allotted time.*

- ☐ Copy of this Reservation Request and Agreement, I will retain these records for three years.
- ☐ Camper health forms, I will retain these records for three years.
- ☐ Medication Consent Forms, I will retain these records for three years.
- ☐ Camp register: each camper and staff/volunteer member: Legal name, home address, phone number, email address, and emergency contact information. I will retain these records for three years.
- ☐ Camp Log of any camper entering or exiting camp outside of initial drop-off and pick-up as well as any visitors, vendors or contractor services at camp. I will retain these records for three years.

Documentation required by ATCP 78 *(Does **not** need to be submitted to the School Forest)*

By checking the boxes below I am acknowledging that these records have been obtained and requirements met.

- ☐ Background checks have been completed on all volunteers, staff and supervisors over the age of 14 within the last two years. I will retain these records for three years.
- ☐ Camper Sexual Abuse Prevention training has been completed by all volunteers, staff, and supervisors working with youth. This needs to be done yearly. I will retain these records for three years.
- ☐ I Hold a ServSafe Manager's Certificate OR have read through the [Kitchen Operations/ Safe Handling Manual](#) and will follow all procedures.

Documentation to be provided to the Rahr Memorial School Forest

By checking the below boxes I am acknowledging that this information has been provided to the Rahr Memorial School Forest staff with my reservation request.

- ☐ The Health Supervisor contact information, current certification for First/Aid/CPR (Adult, Child, and Pediatric), EMT Training, RN or equivalent licensing.
- ☐ I am not doing any special use activities or I have provided training/certification for any special use areas which must be directed by a trained/certified instructor. (example: archery range).
- ☐ Certificate of Insurance. *Manitowoc Public School District groups do not need to submit, they are covered under district insurance.*

Medication distribution and Illness and Injury Protocol, please check one of the boxes below.

- ☐ I will be distributing medication during camp. I am a Registered Nurse OR I have provided a copy of certificate of training for "Medication Administration Principles" to Rahr Memorial School forest staff with my application.
- ☐ I will NOT be distributing medication during camp.
- ☐ I agree to follow the Wisconsin Improving School Health Services (WISHES) injury and illness protocol located in the Red Binders in every first aid/CPR cabinet and the health room.

Signatures - I have read and understand the information provided above and am certifying I have records of the information checked off above.

Printed Name: _____

Signature: _____ Date: _____

School Forest Representative Signature: _____ Date: _____