

## **Our Nawakwa Rental Policies**

These Rental Policies have been built from WI State statute ([ATCP 78.16](#)) Camps serving rental groups (July 2024).  
([https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/78.pdf#page=19](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78.pdf#page=19))

**All Rental Groups are responsible for reading, understanding, and complying with state requirements regarding renting camp (all state statutes are linked in this document for ease of access). In addition, all Rental Groups are required to sign a Property Rental Agreement, and provide the following:**

- ☐ Proof of at least **\$1,000,000 liability insurance** with Our Nawakwa, Inc. listed as an additional insured.
- ☐ Proof that an adult member of the Rental Group has a **Current American Red Cross or equivalent CPR/First Aid certification** (or fits one of the other certification requirements under Health services staff requirements & required certifications [ATCP 78.27](#); [ATCP 78.27 \(2\)](#)).
- ☐ Acknowledgement of **Food Service Requirements** stated in [ATCP 78.23](#).
- ☐ Acknowledgement of **Camper & Staff Health History & Proper Documentation of Medication and Treatment of Campers and Staff Requirements** stated in [ATCP 78.27 \(1\) \(d\)](#) and [\(e\)](#); [ATCP 78.27 \(5\) \(b\)](#).
- ☐ Acknowledgement of **Camper Supervision & Safety, including Adult to Child Ratio, Background Checks & Camper Sexual Abuse Prevention Training Requirements** stated in [ATCP 78.25](#); [ATCP 78.26 \(1\)](#); [ATCP 78.26 \(1\)](#).
- ☐ Acknowledgement of **Reporting Requirements in regards to Death, Illness, or Injury** stated in [ATCP 78.29](#).
- ☐ **Signed Liability Waivers** for each participating camper.

### **When utilizing Archery Range:**

- ☐ Proof that **Supervising Adult has National Archery Association Certification or Equivalent**
- ☐ Acknowledgement of requirements regarding **Specialized Activities** such as Archery, which are stated in [ATCP 78.26 \(3\)](#).
- ☐ Acknowledgement that a trained adult shall be directly supervising each specialized program activity/archery, and covering **Archery Course Safety Guidelines** with campers.

### **When utilizing Waterfront [ATCP 78.26 \(3\)](#):**

- ☐ Proof that **Supervising Adult Lifeguard holds a current lifeguard certification with first aid and professional CPR with AED certification included in the course or AED certification earned separately**. If the camp is going to serve infant campers, then the lifeguard must have a CPR course that includes infants.
- ☐ Acknowledgement of Our Nawakwa's requirements regarding utilizing our waterfront, including the reading and understanding of **Our Nawakwa's Waterfront Policy** (*approved 1/22/2024; amended 6/23/24*)

### **When utilizing Primitive Camping:**

- ☐ Acknowledgement of **Requirements regarding Water and Waste** [ATCP 78.32](#).

**In addition** to the above policies based on State of Wisconsin statutes, Rental Groups shall review the following policies created by the Board of Our Nawakwa, Inc. based on their planned usage of camp:

- [Check-In, Cleaning, Check-Out Policies](#) (approved 1/22/2024)
- [Community Group Usage Policy](#) (approved 1/22/2024)
- [Community-Use Areas Policy](#) (approved 1/22/2024)
- [General Campground Policies](#) (approved 1/22/2024)
- [Pet Policy](#) (approved 1/22/2024)
- [Policy Concerning Property Users](#) (approved 1/22/2024)
- [Reservation and Cancellation Policy](#) (approved 1/22/2024/amended 6/6/24)
- [Simultaneous Use Rental Policy](#) (approved 1/22/2024)
- [Substance Use Policy](#) (approved 1/22/2024)
- **Cooking & Campfire Policy & Procedures**
  - [Campfire Cooking Safety Protocol](#) (approved 7/9/2024)
  - [Campfire & Firewood Policy](#) (approved 1/22/2024)
  - [Cooking & Food Prep Policy](#) (approved 7/25/2024)
- **Safety & Emergency Policy & Procedures**
  - [Active Shooter Policy](#) (approved 7/25/2024)
  - [Dangerous Weather Policy and Procedure](#) (approved 7/25/2024)
  - [Emergency Disaster Event Prevention Strategies](#) (approved 7/25/2024)
  - [Facility Closure Policy](#) (approved 7/25/2024)
  - [Fire Policy and Procedures](#) (approved 7/25/2024)
  - [Firearms-Hunting Policy](#) (approved 7/25/2024)
  - [Internet Use & Safety Policy](#) (approved 7/9/2024)
  - [Lost Camper Policy and Procedure](#) (approved 7/25/2024)
  - [Trespassing Policy](#) (approved 1/22/2024)
  - [Unauthorized Visitor-Intruder Policy and Procedure](#) (approved 7/25/2024)
- **Specialized Activity Policy & Procedures**
  - [Waterfront Policy](#) (approved 6/23/2024)
  - [Archery Course Policy & Safety Guidelines](#) (approved 7/9/2024)

**Rental Agreement Requirements:**

- The Rental Agreement must be signed by **both** an Authorized Representatives of Our Nawakwa, Inc. and the Rental Group.
- The Rental Agreement clearly identifies the responsibilities of Our Nawakwa, Inc. and the responsibilities of the Rental Group.
- When the Rental Group provides specific services, the Rental Agreement shall indicate how the Rental Group will meet the minimum requirements pursuant to state statutes listed above.
- Our Nawakwa, Inc. shall retain electronic copies of certifications that have been validated -OR- a written statement stating the Certificate Reviewer's name and

which certifications were reviewed & validated. These are stored digitally based on state statute requirements.

Approved by the Board of Our Nawakwa, Inc. on the day of July 25, 2024.

Amended \_\_\_\_\_. Chair, Our Nawakwa, Inc. Board of Directors