



**FAMILY CAMP AT
YOSEMITE PRE AND POST
SEASON RESERVATION
INFORMATION
2018**



**** PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION ****

Family Camp at Yosemite is operated by the City of San José. It is a place where groups/organizations can rent a portion or the whole camp before or after the Summer Season. Family Camp will be open for the 2018 Pre and Post Season. City sponsored volunteer events and activities shall have priority over group rentals.

WHAT DO YOU GET WHEN YOU RENT AT FAMILY CAMP?

When you reserve; you are entitled to the beds in your tent (up to 6), the restroom and shower facilities, use of the outdoor facilities such as the basketball, shuffleboard, and volleyball courts, the meadow and the patio around the Dining Hall. The river and grounds are available for general public use.

Additional facilities are available to rent such as the kitchen/dining complex, Tuolumne Room and Sierra Lodge. The kitchen/dining complex rental includes the kitchen, scullery, dining room, barbecue and specified utensils and food storage areas.

If you wish to be the only group/organization in camp you must reserve the entire camp. Otherwise we will try to maximize camp occupancy with multiple groups at the same time. The entire camp rental will entitle you to the use of up to 65 tents (100- 800 tent series). Cabins may be available, depending on the season, and must be discussed with the Camp Manager. Cabins have a limit of 4 people per cabin. A Refundable Cleaning and Damage Deposit is required for any group/organization of Family Camp Facilities.

The type of group making the reservation determines what level of fees are charged.

The camp staff will work closely with you to ensure the specific needs of your group/organization are addressed. If your group is requesting meal services, please submit a menu and estimated number of guests to the San José office at least 30 days prior to arrival for a fee estimate. If you need any other services such as the use of projector screens, televisions, DVD players etc, please let the San José office know at least 30 days prior to arrival at camp.

HOW & WHEN TO REGISTER

Registration for the 2018 Pre and Post Season camp year begins on February 20, 2018. All groups/organizations that have historically reserved the camp for dedicated dates will be given priority registration. Please contact the Camp Office by phone or email to have an estimate created for your event.

I. REFUNDABLE CLEANING AND DAMAGE DEPOSIT: Due no less than 30 days prior to the start of reservation. The following amounts shall be charged as a refundable cleaning/damage deposit for any group user of Family Camp Facilities. **Groups providing alcohol must include an additional \$500.00 to their Cleaning and Damage Deposit.**

EXPECTED TENT USE:	1 - 19 tents	\$ 350.00
	20-39 tents	\$ 500.00
	40 tents +	\$ 750.00

J. FINAL PAYMENTS: Must be submitted no less than 30 days prior to start of reservation.

K. PROOF OF INSURANCE: Must be submitted no less than 30 days prior to start of reservation. See page 4 for requirements for your group

L. PROOF OF FOOD HANDLERS' CERTIFICATE: For groups requesting the Kitchen/Dining Hall Complex and self-preparing group meals. A current Certified Food Safety Manager's Certificate must be provided no less than 7 days prior to start of reservation. If a certificate can't be provided, the group will be required to use the Camp Food Safety Manager at an additional cost.

M. TENT AND GUEST LIST: Must be submitted no less than 7 days prior to start of reservation.

CANCELLATION FEE SCHEDULE

All changes and/or cancellations must be in writing. All requests are effective upon receipt of written notices and will be processed based upon date received and according to reservation start date and time:

Applies to all groups renting partial or whole camp and those renting facilities:

- 90 days or more notice = \$35 non-refundable application fee retained
- 61-89 days notice = 50% of whole reservation cost estimate retained
- 31-60 days notice = 75% of whole reservation cost estimate retained
- 30 days or less notice = 100% reservation cost estimate retained

The following stipulations apply to ALL reservations:

- Cancellation fees apply to full and partial cancellations.
- Cleaning and Damage deposits are not subject to cancellation charges.
- There will be a **\$29.00** *processing fee for all checks returned by the maker's bank. *Subject to change.
- Changes in a reservation are subject to a \$20 charge for each change.
 - a) Tent or date changes to a confirmed reservation
 - b) Additions made to a confirmed reservation made less than 7 days prior to scheduled arrival date.

Additional fees will be assessed for those groups leaving the Camp in such a condition that additional clean up (beyond normal maintenance) is necessary. The applicant or group representative should review the facilities with the Camp Representative at the end of use to determine if clean up is acceptable.

If damages exceed the amount of the Cleaning and Damage Deposit, the applicant or organization is responsible for any and all costs associated to replacement or repair or any losses and damages to camps' property and operational use of the facility.

INSURANCE REQUIREMENTS

All **GROUPS** and **ORGANIZATIONS** are required to provide proof of appropriate insurance at the organization's sole cost expense and the full term of Family Camp Reservation. Such proof should be mailed or delivered to the camp office at Leininger Center in San Jose.

ALL GROUPS/ORGANIZATIONS must provide the following:

ENDORSEMENTS: All the following are required to be made a part of each policy:

- 1- "The City of San José, its employees, officers, agents and contractors are hereby added as additional insured."
- 2- "This policy shall be considered primary insurance as respects any other valid and collectible insurance the City of San José may possess, including any self-insured retention the City may have, and any other insurance the City does possess shall be considered excess insurance only."
- 3- **PROOF OF COVERAGE:** Copies of all the required ENDORSEMENTS shall be attached to the CERTIFICATE OF INSURANCE which shall be provided by the organization's insurance as evidence of the stipulated coverage.

Groups/organizations that will not have alcohol while on Camp grounds, and Groups/organizations that will be serving alcohol while on Camp grounds:

COMPREHENSIVE GENERAL LIABILITY: policy with a minimum limit of not less than \$1,000,000 combined single limit for bodily injury and property damage, providing at least all the following minimum coverage's:

- Premises Operations
- Premises Medical Coverage (Minimum limit of \$10,000/\$100,000)
- Personal Injury
- Broad Form Property Damage
- Fire Legal Liability with a minimum limit of \$100,000

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: (For Groups/Organizations not requesting City Services): policy with a minimum no less than \$100,000 per accident as required by the Labor Code of the State of California.

Groups/organizations that will SELL alcohol while on Camp grounds:

COMPREHENSIVE GENERAL LIABILITY: policy with a minimum limit of not less than \$1,000,000 combined single limit for bodily injury and property damage, providing at least all the following minimum coverage's:

- Premises Operations
- Premises Medical Coverage (Minimum limit of \$10,000/\$100,000)
- Personal Injury
- Broad Form Property Damage
- Fire Legal Liability with a minimum limit of \$100,000

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: (For Groups/Organizations not requesting City Services): policy with a minimum no less than \$100,000 per accident as required by the Labor Code of the State of California. Plus:

- 1-Liquor Liability policy with a minimum limit of no less than \$1,000,000 per occurrence.
- 2-Require an ABC Permit

FAMILY CAMP AT YOSEMITE GENERAL RESERVATION GUIDLINES

1. Any changes, alterations, whiteouts or amendments made to this agreement by anyone other than the City of San José or Family Camp at Yosemite authorized representative will make this contract null and void.
2. The City is not responsible for accidents, injury, or loss of individual property in or on its facilities. Groups, organizations, and individuals will be required to provide first aide and supplies.
3. All activities at Family Camp at Yosemite shall be under the jurisdiction of the National Park Guidelines and the City of San José. The City Representative has the authority to disperse any group/organization for failure to comply with these rules. The group will forfeit ALL fees paid.
4. The final tent list submitted by the organization/group will be the basis for tent set up by Camp Staff. Campers are **NOT ALLOWED** to move beds and mattresses or any tent furniture from any tent!
5. Only the tent(s) reserved by a camper or group are available for their use. The occupancy of another tent(s) or the removal of furniture or bedding from another tent will subject the user to a charge for that tent(s). This charge will be billed to the user if not paid prior to the end of the user's stay. A Camp Representative will survey tent occupancy daily.
6. Individuals will be charged usage fees for any additional tent(s) per night(s) used before and after the original event date(s).
7. Personal tents, RVs and powerboats are not permitted.
8. Any additional staff or facility requests made at camp will incur an additional fee. Please see Camp Manager for all requests.
9. Use of basic kitchen equipment and appliances is available to those groups/organizations renting the kitchen. The use of unauthorized equipment or entry into restricted areas will subject the user to loss of deposit. The Camp Representative will inspect all equipment with a group representative prior to the end of use and will note any damaged or missing items. **Charges for damaged or missing items will be strictly enforced.**
10. If damages exceed the amount of the Cleaning and Damage Deposit, the applicant or organization is responsible for any and all costs associate to losses or damage to camps' property and equipment.
11. A fee will be assessed for those groups leaving the Camp in such a condition that additional clean up (beyond normal maintenance) is necessary. The applicant or group representative should review the facilities with the Camp Representative at the end of use to determine if clean up is acceptable.
12. Food service can be provided for any group or organization. The total number of guests, the type of menu and the number of meals will determine the number of staff required to provide the food service as well as the total food cost. An estimate can be provided based upon the group's initial numbers. The final cost for food service (which includes staffing, purchased food and applicable taxes) will be provided at the end of the event. *Please note that Camp is a cost-recovery program, therefore, all food items purchased by Family Camp at Yosemite for your event will be included in the final cost even if all items are not used by the group.* Groups requesting bag lunches will be charged \$5 per bag lunch, and must be requested 7 days prior to arrival at camp. If requesting bag lunches please ask for the Bag Lunch Order Form.
13. Recreation equipment, such as ping pong tables, balls, paddles, basketballs, volleyballs, shuffleboard equipment, horseshoes, etc. may be available to groups that rent the whole camp. The lead member of the group must check out equipment with the Camp Representative. At the end of the stay this equipment will be checked back in and verified against the original checklist. Any lost or damaged items will be deducted from the Cleaning and Damage deposit or billed to the organization.

FAMILY CAMP AT YOSEMITE
PRE and POST SEASON USE BY GROUPS/ORGANIZATIONS POLICIES, RULES AND
REGULATIONS

Welcome to Family Camp at Yosemite. We would like to remind you of the following camp policies, rules and regulations that help make the camp a pleasant place to visit and return to year after year.

1. Campfires are subject to seasonal safety laws imposed by the U.S. Forest Service. Family Camp is under U.S. Department of Agriculture jurisdiction. Campfires are allowed in the Campfire ring **ONLY** with Camp Management approval (no rock rings or ground fires allowed). Barbecues, Hibachis, etc, are not permitted. No fires are allowed on turf (lawn areas).
2. The use of white gas camping equipment (lanterns and stoves) or any open flame, is strictly prohibited in camp. Battery operated lighting is highly encouraged.
3. The use of chain saws in camp is NOT allowed without prior written permission of Camp Management. The gathering of "dead and down" wood for use in campfire ring is permitted with permission from Camp Management.
4. Per City Council Ordinance 13.44.140: The Director of Parks, Recreation and Neighborhood Services has limited the type of alcohol permitted at Family Camp at Yosemite to beer, wine and sake only. This may be modified by the Camp Manager with the requirement of all the appropriate insurance(s) as stated in this packet on page 3.
5. Hunting in, or within close proximity of, Family Camp at Yosemite is forbidden.
6. The shooting of guns, BB guns, pellet guns, arrows or slingshots is forbidden.
7. Fishing in the middle fork of the Tuolumne River in Family Camp is subject to the California Department of Fish and Game rules, regulations and license requirements.
8. Quiet time is between 10:30 p.m. and 7:00 a.m., loud and/or unruly behavior is not allowed. Remember that you are sharing this camp with others.
9. Animals/pets of any kind are **not** allowed in camp. Service dogs permitted with Camp Management approval.
10. If you have made a reservation for a tent through the Camp office in San José, please remember to bring your receipt with you for confirmation to show the Camp Representative.
11. Please report any broken or damaged furniture, any leaking or damaged plumbing, or any safety problems to the Caretaker/Camp Representative.
12. All water in camp restrooms is potable well water. The fire hydrants and sprinklers in the 300 tent series and the meadow areas use non-potable river water therefore should not be used for drinking.

13. **Copyright Law.** No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of City property, unless the User shall have first obtained all approvals and paid any license fees or other fee required by the copyright owner. Without limitation of any other provision, User's indemnification of City as set forth in a facility use agreement or permit, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

14. To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event

Please enjoy Family Camp. Protect it for others to use, and remember to be courteous to your neighbors! The Family Camp at Yosemite Staff thanks you for your support.

FAMILY CAMP AT YOSEMITE KITCHEN EQUIPMENT RENTAL AGREEMENT

Agreement between _____ and Family Camp at Yosemite, a City of San Jose Parks, Recreation and Neighborhood Service Department Program, for the rental and use of kitchen, scullery, and dining room. Family Camp at Yosemite accommodates a wide variety of groups/organizations with varying levels of need and self-sufficiency.

Safety and cleanliness in the kitchen, dish-room and dining room areas are most important. Organizations requiring use of the areas and its specialized equipment will participate in a “walk through” and “instruction on use of equipment” meeting with a Family Camp Representative. At this meeting, instructions on the use, safety, cleaning and maintenance of such equipment will be discussed. Authorized representatives of the renting organization (i.e. group chairperson, cooks, maintenance crew persons) are required to attend the “walk through” and “instruction on equipment use” meeting with the Camp Representative (approximately 20 minutes for the meeting).

Inspection of all equipment rented and used will take place prior to and following their use. Cleaning and Damage deposits may be forfeited for damage to equipment, missing equipment and cleaning of equipment. Organizations will be charged for the cost of equipment repair or replacement if identified as “beyond normal wear and tear”. Use of basic kitchen equipment such as pots, pans, trays, *plates, bowls, silverware, cups, etc. is provided to the renting organization with an inventory of such equipment taken by a Camp Representative following conclusion of the event. Missing or damaged pieces of the aforementioned equipment will be charged against the deposit of the renting organization.

Family Camp will provide to the renting organization soaps, detergents and related tools for cleaning and maintenance of those areas and equipment found there in, during the duration of their stay.

*** Specific Kitchen/ Dining Room Equipment is subject to change.**

***The City of San José is committed to protecting the environment. While the use of plastic utensils is acceptable; Styrofoam plates, bowls and cups are prohibited.**

***Additional Camp Staff services area available, fee based, upon request.**

