



Wyman Center Policies for Experience Groups

Wyman Center, Inc. is committed to providing high-quality facilities and experiences and is accredited by the Council on Accreditation. To ensure the safety, security, and enjoyment of all groups utilizing our facilities—while also considering the well-being of our staff and the upkeep of Wyman property—the following policies have been established. Wyman Center reserves the right to impose additional requirements as needed.

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General Policies & Responsibilities:

Relationship of the Parties: It is agreed that under the terms of the Reservation Contract, Wyman will provide the services set forth, while the Group will maintain supervisory responsibility and control over any volunteer/paid staff or visitors that attend the experience with the Group.

Supervision: The group coordinator is expected to arrange for appropriate supervision for all group members. Youth under the age of 18 (including high school counselors) are required to be supervised by a responsible adult at all times. Wyman adheres to the American Camp Association's recommended supervisor-to-camper ratios: 1:5 for ages 4–5, 1:6 for ages 6–8, 1:8 for ages 9–14, and 1:10 for ages 15–18. Designated supervisors are responsible for the safety and well-being of group members and are expected to sleep in the cabin with their assigned youth.

2SLGBTQIA+ Policy (Two Spirit, Lesbian, Bisexual, Gay, Queer/Questioning, Intersex, Asexual, and more):

Wyman is committed to providing a safe, inclusive, and supportive environment for all individuals, regardless of gender identity, sexual orientation, or expression. We maintain a strict harassment-free policy, ensuring that all individuals are treated with dignity and respect, regardless of gender identity, gender expression, or sexual orientation.

- We recognize and respect each guest's right to use the restroom or changing room that corresponds with their gender identity, rather than their assigned sex at birth.
- We trust the discretion of each group to make cabin designation decisions based on their community's needs and comfort, as Wyman does not directly assign cabins to individuals.
- We understand the importance of confidentiality and will ensure that any personal information related to gender identity or sexual orientation is handled with the utmost care and respect.
- We are readily available to offer support and resources to any guest who is experiencing challenges related to their identity.
- We are dedicated to continuous learning about 2SLGBTQIA+ issues. Our policy is adjustable to change to ensure we are meeting the needs of our diverse camping community.

Facility Use & Conditions:

Check-In/Check-Out: Check-in & check-out times are detailed on the service contract. Unless prior arrangements have been made, groups should be prepared to remove personal items from cabins by 10:00 am on the day of departure. (This allows housekeeping teams access to the building.) Personal items may be stored in a common area until the group's departure upon availability.

Prior to departure, groups are expected to return the facility to a state of cleanliness near to that found upon arrival. Groups are asked to collect personal belongings, straighten furniture, sweep the floor, tidy up areas, gather trash, and empty wastebaskets. Mopping will be taken care of by the hospitality staff. Please refer to the posted Checkout checklist for clear instructions. Immediately alert staff of any areas that might need attention, either for maintenance or janitorial reasons.

Use and Care of Wyman Property: Groups are prohibited from using nails, hooks, tacks, screws, poles, stakes, or any other forms of fasteners, and alterations of any kind are not allowed in the facilities. Additionally, groups must avoid using adhesives (glue, tape, etc.) that could damage or leave residue on Wyman's property. Groups should not remove, relocate, or take Wyman Center property—such as mattresses, tables, or chairs—outside of the property or building without prior written approval from authorized Wyman staff. All fixtures, if applicable, should be left in good working conditions. Groups should not use Wyman Center equipment, tools, or furnishings located in or around the facility except for those listed on the service contract with prior written approval from an authorized Wyman staff member.

Cleaning responsibilities: Groups are responsible for all cleanup of facilities used during their stay, including any adjacent grounds, at the end of the rental period. This includes picking up, bagging, and removing all trash generated by activities associated with the use of the facility, leaving the space clean and free of all litter. Groups need to be mindful of trash and recycling. If there is any uncertainty about where to dispose of items, consult with the site manager or dispose of everything in the trash.

Vandalism/Damage to Facilities: Wyman will inspect the building and grounds prior to the group's arrival and again after their departure. Groups are asked to notify the Wyman staff immediately of any maintenance needs or damage to the facility and its contents. In the event the facility is damaged, requires excessive cleaning, and/or needs to be serviced due to the groups' behavior or activities, the group assumes full responsibility and shall be charged for all applicable fees and costs including time and materials, incurred by the Wyman Center as a result. Repairs to, or replacements of damaged facilities; grounds, or equipment will be billed at their replacement cost, plus 10%.

Safety and Security: Certain areas of the facility are off-limits to groups, including private residences, maintenance and construction areas, food preparation and serving spaces, and any buildings not specifically reserved for the group. Additionally, former adventure spaces, such as the climbing wall, team course, and high-challenge course, are not available or staffed and are off-limits for safety reasons. Groups must adhere to any posted signage marking restricted areas.

Damage/Loss of Personal Property: Wyman recommends that group members not bring valuable items or expensive clothing to camp and does not assume responsibility for loss and/or damage to such items. The group and/or individual members assume full responsibility for damage to and/or loss of personal property.

Safety & Security:

Emergency Preparedness: Groups must provide their own first aid, medical staff, and emergency transport. We strongly recommend 24-hour coverage by a registered nurse. In place of a RN, groups are to designate a first-aid provider who is equipped with first-aid knowledge and supplies. The first aid provider is responsible for maintaining an on-site file for health history information and treatment permission for all members of the group. We recommend having this information easily accessible in case of an emergency.

All personal injuries or incidents must be reported to Wyman as soon as possible. The Wyman staff member on duty will collect the necessary information for an incident report.

Emergency procedures are posted in buildings. If you have any questions or concerns, please reach out to your site manager.

In the case of an all-camp emergency, you will hear a constant sound of a horn. At the sound of this signal, everyone in the camp should immediately congregate at the east parking lot (Circle Drive near the entrance). At this time, Wyman staff will give further instructions.

Interruption of Services: Wyman will provide contracted services in a manner that prioritizes safety and adheres to all relevant health and safety regulations governing our facilities and programs. However, if unforeseen circumstances beyond Wyman's control—such as fire, flooding, severe weather, power outages, pandemics, or other emergencies—prevent us from fulfilling these services, our staff will make a reasonable effort to reschedule experiences. In such cases, Wyman also reserves the right to offer alternative experiences to the group.

Insurance & Compliance:

Insurance: Each service provider (Caterer, Florist, DJ, Inflatables, etc.) that is brought on-site by rental groups must provide their own “Certificate of Insurance” in compliance with the requirements stated in the contract.

Background Checks: Both parties to this Contract recognize the importance of ensuring the safety of all Experience participants. Wyman certifies that criminal and child abuse background checks are current (last performed no more than 12 months prior to the start date of the event) for all volunteer/paid Wyman staff that will have unsupervised access to children participating in your experience. Wyman encourages each group to conduct criminal and child abuse background checks on all its paid/volunteer staff and visitors.

Visit this link to find Background check organizations that are accredited by the American Camp Association: members.acacamps.org/Buyers-Guide

Prohibited Items & Activities:

Smoking & Substance Use: Smoking and/or the use of tobacco by program and/or groups is not permitted anywhere on Wyman property at any time; this includes personal vehicles that are on Wyman property.

Illegal Substances, weapons, and flammables: The following items are strictly prohibited on Wyman grounds and at Wyman-sponsored events.

- Illegal drugs and/or substances
- Weapons or potentially dangerous items, including but not limited to firearms, knives, martial arts equipment, slingshots, bows & arrows, and power tools.
- Flammable materials, including but not limited to combustible liquids or fireworks.

Alcohol: Possession and consumption of alcohol must comply with local and federal laws. Alcohol use must be pre-approved by Wyman staff at the time of booking.

Candles: Candles are prohibited in cabins. Use of candles in other buildings requires prior Wyman authorization. Burning candles must never be left unattended.

Pets: Pets are not allowed on Wyman property without prior written approval. Approval requests must be submitted at least seven (7) days before the visit. Required documentation includes proof of vaccination and signed authorization paperwork.

Sale of Merchandise: Groups may not sell books, apparel, supplies, food, or any kind of material without Wyman's approval.

Food restrictions: Food is prohibited in sleeping areas. Keep food contained and kept in dining spaces to avoid attracting unwanted pests and wildlife in cabins.

Indoor play restrictions: Water balloons, water guns, water games, pillow fights, and rough horseplay are prohibited inside buildings.

Misconduct: Wyman strictly prohibits pranks, practical jokes, hazing, and any form of corporal punishment. These activities are not sanctioned and will not be tolerated under any circumstances.

Logistics & On-Site Guidelines:

Parking & Speed Limits: Designated parking areas are marked. Vehicles must not be parked outside these areas or in fire lanes. Groups will be required to move any improperly parked vehicles immediately. Parking on green spaces is prohibited unless prior authorization is obtained from Wyman staff. Parking is not allowed during wet conditions to prevent damage to the grounds. The speed limit throughout Wyman facilities is 15 mph. These vehicle policies apply to all motorized vehicles, including golf carts and all-terrain vehicles.

Visitors: The group coordinator must inform Wyman Staff of any authorized visitors before their arrival. Additional fees may apply depending on the visitor's length of stay and level of involvement. The front gate closes at 10:30 pm and reopens between 5:00 am and 7:00 am. Quiet hours are observed between 10:30 pm to 7:00 am.

Food Service: Meals are typically 8:00 AM, 12:30 PM, and 5:45 PM unless alternative arrangements have been made in advance. Dining area layout and procedures can be provided before your stay. Upon request, signage can be posted to assist with traffic flow.

Special dietary requests can be accommodated with advance notice. Guests requesting special entrees are expected to choose that option at each meal thereafter. These meals will be prepared only for the number of individuals requested and will not be available to the entire group. Wyman may not be able to accommodate special dietary requests made less than two (2) weeks prior to the group's arrival.

Wyman reserves the right to adjust menu selections and mealtimes based on availability and/or coordination of groups on site.

Outdoor & Recreational Activities:

Campfires: Campfires are permitted in designated areas with Wyman authorization. With prior arrangements, Wyman can provide basic campfire starter packages and assist with lighting. Fires must be completely extinguished before the area is vacated. Water jugs can be provided.

Lakefront Activities: Youth under the age of 18 must be accompanied by an adult when near the lake. Swimming is strictly prohibited. Boating is currently not available. Fishing is permitted as a self-led, catch-and-release experience but must be pre-arranged with Wyman staff.

Swimming Pool Use: The swimming pool is available by prior arrangement during the summer season and must be scheduled through your Wyman sales coordinator. At least one Wyman-provided lifeguard must be present and actively monitoring pool activities from the pool deck at all times. Pool capacity limits and safety rules will be strictly enforced. Groups are required to follow posted pool rules and instructions given by the on-duty lifeguard. Wyman will provide all necessary safety equipment, including rescue tubes. Lifeguards may administer a swimming test to assess camper swimming abilities.