



## 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):** Camp Wyman is committed to fostering a safe, inclusive, and respectful environment for all individuals, regardless of gender identity, gender expression, or sexual orientation. Harassment or discrimination of any kind is not tolerated.

We respect individuals' rights to access facilities that align with their gender identity, honor group discretion in cabin arrangements, safeguard personal and confidential information, and remain available to offer support as needed. Camp Wyman is committed to ongoing learning and regularly reviews and updates its practices to best serve our diverse community.

*Additional information, guidance, and resources are available upon request.*

**Pets and Service Animals:** Pets may be permitted on Camp Wyman property with prior written approval and in accordance with camp policies. Requirements may include documentation and health or safety considerations.

Pets are not allowed on Camp Wyman property without prior approval. Requests should be submitted in advance of the visit and may require proof of current vaccinations and a signed authorization form.

Unauthorized animals are not permitted on-site.

Additional details and full policies will be provided as needed.

**Service Animals:** Service animals, as defined by the Americans with Disabilities Act (ADA), are permitted on Camp Wyman property. Service animals must remain under control at all times and adhere to Camp Wyman's safety standards.

Emotional support animals, comfort animals, or therapy animals that are not trained to perform a specific task do not qualify as service animals under the ADA and are subject to the pet policy above.

Additional details and full policies will be provided as needed.

Wyman reserves the right to ask if the animal is required due to a disability and what task it has been trained to perform, in accordance with ADA guidance.

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## 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 staples, 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:** Camp Wyman recommends that guests avoid bringing valuable items or expensive clothing to camp. Camp Wyman is not responsible for the loss or damage of personal belongings. Guests and/or their groups assume full responsibility for any personal property brought to camp.

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## 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 designated Wyman site manager 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 and Activity Restrictions:** Wyman prioritizes the safety of all participants and staff by adhering to relevant health and safety regulations. Site managers reserve the right to modify, postpone, or prohibit any outdoor activity or condition deemed unsafe due to environmental hazards, including severe weather, fire bans, flooding, power outages, pandemics, or other emergencies. If unforeseen circumstances beyond Wyman's control prevent the fulfillment of contracted services, staff will make reasonable efforts to reschedule or provide alternative experiences. All groups are expected to comply promptly with staff directions to ensure safety and protection of Wyman property.

**Golf Cart & ATV Use:** Camp Wyman does not provide or rent golf carts, ATVs, or utility vehicles; however, rental groups may request to bring their own for accessibility or logistical purposes, with written approval required at least 14 days in advance. Use is limited to pre-approved routes and non-recreational purposes (e.g., mobility support or equipment transport). Vehicles should stay on gravel or paved roads, observe a 10-mph speed limit, and may not operate on wet or soft ground unless cleared by Wyman staff. Groups must submit the following:

- A signed waiver releasing Wyman of liability
- A Pre-Arrival Use Plan detailing when, where, and how the vehicle will be used

Wyman reserves the right to deny or revoke permission at any time due to safety or environmental concerns. A more detailed policy is available upon request.

## Insurance & Compliance:

**Groups:** All rental groups are required to provide proof of liability insurance before arriving on-site. This can be satisfied in one of the following ways:

- **Certificate of Insurance (COI):** A current COI naming **Wyman Center as an additional insured**; or
- **TULIP Policy:** Groups without existing coverage may purchase a **Tenant User Liability Insurance Policy (TULIP)** that names Wyman Center as the additional insured.

Details regarding minimum coverage limits and submission deadlines are outlined in the rental agreement. Insurance must be valid for the full duration of the group's presence on Wyman property.

**Individuals and Visitors:** Individuals or small groups of visitors not affiliated with an organization (e.g., attending a private tour or personal appointment) must complete and submit a **Hold Harmless Waiver** prior to entering Wyman grounds.

**Third-Party Vendors:** Any service providers hired by rental groups (e.g., caterers, DJs, florists, inflatables, entertainers) must provide a current **Certificate of Insurance** that:

- Names **Wyman Center as an additional insured**
- Meets the requirements outlined in the rental agreement
- Is submitted and approved **before the vendor arrives on-site**

Rental groups are responsible for ensuring all vendors meet these requirements.

**Background Checks:** Wyman and its partners share a commitment to youth safety.

- **Wyman staff and volunteers** who will have unsupervised access to youth must have **criminal and child abuse background checks** completed within the **12 months** prior to the event start date.
- **Rental groups** are **strongly encouraged** to conduct criminal and child abuse background checks on their own paid staff, volunteers, and guests—particularly anyone who may work with or interact with minors.

For guidance on accredited background check services, visit the American Camp Association's Buyer's Guide: <https://members.acacamps.org/Buyers-Guide>

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## 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.

**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.

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## 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.

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## 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. Fishing equipment and boats are currently not available. Fishing is permitted as a self-led, catch-and-release experience but must be pre-arranged with Wyman staff.

**Movie Viewing:** Camp Wyman does not hold a public performance license and does not authorize or provide licensing for the showing of movies or other audiovisual works. It is the responsibility of each guest group to ensure that any movies shown during their stay are properly licensed and compliant with applicable copyright laws. Camp Wyman Experiences provides space and facilities for your group's use; however, we do not oversee, manage, or approve specific movie screenings and are not liable for any unlicensed use. For detailed information about licensing requirements or compliance, please contact your Experience Coordinator.

**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.

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