

We are proud that Bear River Ranch is able to offer our beautiful and educational outdoor setting to user groups. We work hard to provide a safe and enjoyable environment for our guests as well as the hundreds of animals that call Bear River Ranch their home. To ensure that the Ranch continues to meet our high standards, we ask that all groups read and follow our Rules and Standards during their stay at Bear River Ranch. Please remember that Bear River Ranch is a camp, not a resort. Groups are expected to supervise themselves and leave the facility in as good of conditions as they found it in when they arrived. Call us in advance of your visit with any questions you have regarding these rules and standards.

RULES AND STANDARDS

1. **Upon arrival all groups must check in at the office with the On-Site Supervisor, and review the safety procedures and regulations of Bear River Ranch.**
2. **No cars are allowed inside base camp.** All cars must be parked in the parking lot.
3. **Bear River Ranch provides complimentary luggage transport for all groups.** Your group may unload their luggage, equipment and supplies onto the trailer that we will have parked under the Welcome Pavilion (in the parking lot). This service will provide one trip to the cabins for every cabin rented. Additional trips can be made for a fee of \$10 per trip. A Ranch staff will drive the luggage trailer to or from your assigned cabins, at the time you designate. (If you would prefer, your group is welcome to carry their own supplies.)
4. **A group leader must be present** before any group members will be allowed into program areas or cabins.
5. **Thermostats in cabins are preset for your groups comfort.** These thermostats may only be adjusted by Ranch personnel. (A/C is set at 72° and Heat at 70°)
6. We have name brand mattress on all our beds. **To protect these mattress, plastic mattress covers and fitted sheets are provided and must be used on all beds at all times.** Groups should bring their own top sheet and blanket or sleeping bags to sleep in. *All bunk beds have guard rail and are made large and sturdy enough to accommodate adults as well as children.*
7. **Bear River Ranch is a smoke free environment.** With advanced notice groups may arrange to have the parking lot and Ursa's Landing designated as smoking areas. Under no circumstances is smoking allowed in any other area of the Ranch. Cigarette butts are extremely dangerous to our free range animals and must be disposed on in cans that each group must provide and remove when they leave.
8. **Food or drinks are not allowed in any building** other than the dining hall.
9. **Each group will be responsible for its own janitorial services.** Toilet paper, paper towels, trash bags, cleaning supplies, brooms and mops are provided in each building. If you run out of any of these supplies please tell a Ranch staff and we will happy to provide more for you. Groups should sweep all buildings and take all trash to the dumpster on a daily basis. All buildings should be swept and mopped (including bathrooms) before departing camp. Groups should also clean up after themselves after each meal. This includes taking all dishes and cups to the kitchen window and spot sweeping and mopping if necessary. Dishes are washed by Ranch Staff if your group is using our food service. *(Cleaning Service is available on your departure day for an additional fee of \$35 per cabin and Ursa's Landing, and \$75 for the dining hall or Bears Den. Dining hall cleaning service is available after each meal for a fee of \$20. Trash service is available for \$30 per day and includes emptying every trash can in camp, every afternoon.)*

10. The **dining hall** can seat 120 people at one time for meals. Standard meal times are 8:00 am 1:00 pm and 6:00 pm. Groups purchasing food service are **welcome to pre-establish alternate meal times**. Meals will be served for 1 hour unless two sittings are necessary due to group size. Should two sittings be necessary, each seating will consist of 45 minutes per seating. When finished eating, individuals are expected to bus their own tables. **Beverages are unlimited during meal times only.** *Unlimited beverages available throughout the day can be arranged for \$2.00 per person, this would include; coffee, tea, juice, milk, hot chocolate and kool-aid.*
11. Bear River Ranch has a wonderful campfire ring which can easily accommodate a group of 150+. **Campfires may only be lit at the fire ring.** Groups may collect firewood from downed trees or branches on the ground. The cutting of standing trees is NOT permitted. Fires are not to be left unsupervised, and must be DEAD OUT before leaving the area. **Camp fire service is available for a fee of \$35.** *This service includes starting your fire at a designated time, and providing enough pre-cut fire wood for a two hour fire, and a hose to put out the fire at the end of your activities. Pre-cut firewood is available for purchased from Bear River Ranch. Please note that your group is responsible for extinguishing all fires at the end of your activities.*
12. **Items which are not allowed on the Ranch grounds include:**
- Pets or other animals (other than service animals with current health papers)
 - Alcoholic beverages (Special exception with advanced notice can be made.)
 - Drugs without a prescription (other than necessary over-the-counter medications)
 - Firearms or weapons of any kind (unless part of a pre-approved supervised program.)
 - Fireworks
 - Chainsaws or other power equipment
 - Highly flammable or combustible materials
14. Areas of the Ranch which are strictly off limits include; The inside of any staff residence, maintenance shop, well house, staff lounge, storage building, old cabins, wildlife viewing stands, and all areas not specifically provided for your group.
13. **Laundry Facilities** - Our laundry facilities are available to groups at any time and offer 8 coin operated washers and driers. Change for the machines is available upon request.
14. Trading Post - Bear River Ranch has a small **camp store which can be opened at your groups request.** The Trading Post has candy, soda, camping equipment, disposable cameras, batteries, toiletries, small games, souvenir shirts and water bottles, toys and novelties.
15. **Furnishings and equipment may not be removed from any cabin or building.** We are happy to have tables and chairs at every needed location if advanced notice is given.
16. Bear River Ranch is home to over 250 animals. **No one is allowed in any animal area, building or the barn yard without a Ranch staff present.** Alpie, Frog and Angel are our friendly resident dogs. Please let us know if you have members of your group who prefer not to have these animals roaming freely. **Do not feed any of our animals, or allow them into any building.**
17. **Reservations** - a 20% deposit (\$50 minimum), based on the estimated cost of all services, is required to reserve a space. Deposits will be refunded for cancellation according to the following schedule
- | <u>Notice Given</u> | <u>Refund Amount</u> |
|-----------------------|----------------------|
| More than twelve | Full |
| 8-12 weeks | Half |
| Less than eight weeks | Forfeit |

18. **A telephone is available** in the office and health lodge for local or calling card calls only. Please notify the Site Supervisor if the telephone is needed.
19. **Minimums and maximums** - Your confirmation letter will outline the expected number of individuals your group will have during your stay at Bear River Ranch. We understand that numbers are sometimes hard to predict. We are happy to provide additional cabins if space is available. Number of meals can be increased with at least seven days advanced notice, provided additional food is available from our suppliers or you are willing to accept substitutions. *Numbers may be reduced by as much as 10% with no change to the agreed upon cost per person.* If your group size decreases by more than 10 % and we are not given at least 30 days advanced notice, your group is responsible for paying cabin minimums for all reserved cabins and for all meals order.
Bear River Ranch has a minimum cabin charge of 14 persons per cabin per night (\$231 per cabin per night).
20. **Insurance** - Your group must carry their own liability insurance and must provide our office with a copy of your insurance coverage at least four weeks prior to your arrival date. Certificate of insurance must name Bear River Ranch as additional insured for comprehensive coverage including liability for bodily injury and property damage, in the amount of not less than \$1,000,000 per occurrence,
21. **Each group must provide a vehicle for use for emergency transportation** which will remain on site (in the parking lot)for the duration of the program.
22. **Each group must provide qualified adult supervision** at all times and be willing to take responsibility for the conduct of all group members.
23. All **groups are strongly encouraged** to have on site a master list of all participants of their program, including emergency contact name and numbers, a listing of any person with known allergies or health condition and emergency consent to treat for all minors.
24. **There must be at least one adult sleeping in each cabin.** It is recommended that user groups follow ACA standards for camper supervision which recommends that staff be at least 16 years of age and at least two years older than the minors with whom they are working and recommend the following staff ratios:

Camper Age	Number of Staff	Over Night Campers	Day-only Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

25. **No swimming is allowed in any pond at any time.** Fishing is allowed with prior approval.
26. Groups who have made arrangements to use the swimming pool **must have a life guard on duty** and attentive to swimmers at all times that the pool is being used. The Ranch will require a copy of the life guards certification card before the swimming pool will be open for use. The life guard must be **certified from a nationally-recognized certifying body** for Life guarding, as well as First-Aid (including training in blood borne pathogens and CPR(including the use of breathing devices e.g pocket masks).
27. All groups are expected to conform to all local, state and federal laws.

28. Groups are expected to be able to provide basic first aid as necessary. We are in the 911 calling area. A group leader should report any accident or injury to the Site Supervisor immediately and will be asked to complete and submit a written report, using forms supplied by the Site Supervisor. It is strongly encouraged that groups have adults present on site who are certified in First-aid and CPR from a nationally recognized provider
29. **Use of profanity or derogatory language while on the Ranch grounds is strictly prohibited.**
30. **Any person or group whose behavior is inappropriate for our setting, or who violates the rules and standards may be evicted from the grounds.** In such case, deposit will be forfeited and payment will be due in full.
31. **Before departure all groups will check out with the On-Site Supervisor,** and together inspect all facilities. All facilities are expected to be left in the same condition in which they were found (Cleaning requirements will be posted in each cabin) There will be a replacement charge for any loss, damage, breakage etc caused by the user group, its employees, agents, volunteers, campers or visitors.

For groups providing their own food or using the kitchen facilities

1. Groups are encouraged to ensure proper storage of potentially hazardous foods at 40 degrees or below. There are thermometers inside all refrigerators. Groups are asked to immediately advise the Ranch Supervisor if the refrigerators are not staying below 40 degrees.
2. Groups renting the kitchen will have access to plates, bowls, cups, utensils, pots and pans, cookie sheets, measuring cups etc. Groups are expected to clean and sanitize all items used and return them to their proper storage space after use.
3. To prevent contamination, groups are advised to use only clean and sanitized utensils and equipment during food preparation, sanitized food contact surfaces after each use and not be allow their food to remain in the temperature danger zone of 40°F - 140°F for an extended period of time.
4. Dishes washed in the sink should be washed, rinsed, sanitized (by dipping them in a sink half full of water and 1/8 of a cup bleach) and then allowed to air dry before returning them to their appropriate storage place. Dishes washed in the dishwasher should be air dried before returning them to their appropriate storage place.