

AGREEMENT FOR CLUB CABIN SEASONAL RENTER AT THE ACA CAMP AT LAKE SEBAGO

Welcome to another year at the ACA Camp as a club renter! We want to inform you of your rights and responsibilities as a club renter so you know what's expected of your club, what you can and can't do, and how to remain qualified for your club's next term as a renter. We ask you provide a signed copy of this agreement within a week of receiving it from the camp's treasurer and/or selection chair.

The cabins and tent platforms at the ACA Camp are a limited resource, and the Camp Committee tries to assure access to the cabins and tent platforms by all qualified ACA clubs. It is required that Clubs obtaining a cabin or tent platform demonstrate a willingness to cooperate with the Camp Committee to provide a wholesome, safe and clean environment for the ACA members; provide programming such as races or instruction at the ACA Camp; and assist in maintaining the Camp for the enjoyment of all. This commitment to contribute positively to camp life is of paramount importance; and is the primary reason your club is entitled to your cabin or tent platform for a seasonal lease.

As specific requirements:

- 1) Each club's members are required to provide a minimum of 30 hours total of recognized service to the Camp each season. Any work done in and around a club's facility does NOT count towards fulfilling this requirement. Any work done that involves payment for services can NOT be considered towards fulfilling this requirement. It is your responsibility to keep records of your members' service, having your members' and club's work logs signed by the appropriate committee or subcommittee chair, and you are to provide such records to the Camp Committee at the end of each season in your annual facility report. Work your members perform

- throughout the season will satisfy this work requirement only if the work is assigned and approved by the Camp Committee, a subcommittee chair or the Camp Director. (The Camp Director may only sign off on work assigned by the Camp Director, and does not have authority to sign off on any other work.)
- 2) You will be required in addition to your club's 30 hours of service to be responsible for "host and sanitation" for at least one weekend during each season. Due to Covid-19, this requires a modified cleaning and maintenance duty for the two bathroom facilities and the Pavilion.
 - 3) Your club must have at least two members serve as a working member of an ACA committee or subcommittee, every year. Membership may be at the National, Divisional or Camp Committee level. These members must be listed on the annual report.
 - 4) Your club must plan, organize or sponsor a minimum of one program, event, or activity, to be held at the ACA Camp at Lake Sebago, in which at least 10 ACA members must have participated, each year. An example of an acceptable activity is a canoe/kayak course, a paddling or sailing opportunity, a training program, a boating competition etc. All activities, programs or events must be submitted for publication in CanoeSport and/or Lake Sebago News and/or via the ACA Atlantic Division website, and be open to participation by the general membership of the ACA.
 - 5) Your club must maintain a minimum membership of 20 adult ACA members each year. These members must each be unique to your club. (If a member belongs to more than one club, only one club may claim him/her.) Any club member who holds his/her own facility lease may not be listed as one of the 20 club members. The full club membership roster must be listed in the annual report, showing ACA numbers for each member.

- 6) Your members will be required to use an assigned cabin at least 25 days with at least 10 overnight stays in the cabin, or at least 20 days of use of a tent platform with at least 8 overnight stays during each season of your club's assignment. Your members are required to sign in at the Camp sign-in sheet one time for each person each day, including minors. A day of use is a calendar day or any part of a calendar day; and no matter how many people use a facility on any particular day, that is only one day (or one overnight) use. Each day of use (or overnight use) to satisfy these requirements must include a club member listed on that year's reported club roster.
- 7) You may permit guests to use your facility, but they must be ACA members or be accompanied by an ACA member, and you are responsible for all guest fees for any of your guests using your facility. Guests will pay the non-ACA member guest fee. All guests are required to follow all camp rules, must sign in at the Camp sign-in sheet and must submit an ACA waiver prior to using the Camp.
- 8) You are also required to comply with the directives of the Camp Committee and the Camp Director. General facility maintenance rules may change periodically, but at a minimum we require that leaves be raked from the base of the facility; that common pathways and areas not be blocked and be kept free and clear; and there will be no outdoor planting of any kind at the Camp.
- 9) If your club's facility has a gas connection, you are not to disconnect the gas service, whether you intend to use gas or not.
- 10) Any issues concerning your club's facility must be brought to the attention of the Camp Committee immediately. You may not make any changes to your club's facility, including painting, without the written approval of the PIPC through the Camp Committee. Routine maintenance, such as replacement of windowpanes or broken screens, is the responsibility of the club facility holder. Structural repairs are

the responsibility of the Camp Committee, and any need for structural repairs should be brought to the attention of the Camp Committee as soon as practical. Absolutely no changes may be made to any of the electrical facilities without prior written approval of the PIPC. Your club's facility must have safety equipment, such as smoke and carbon monoxide detectors and fire extinguisher(s), and you are responsible for keeping it in working order including providing batteries. Any replacement or recharging must be approved by the Camp Director. If a fire extinguisher is used you must notify the Camp Director immediately.

- 11) All outside lights must be turned off by 10:00 pm; and after 10:00 pm motion-detecting outside lights must be deactivated. All electrical appliances and lights except for the refrigerator, smoke detectors, carbon monoxide detectors and a clock must be turned off when the club's facility is not occupied.
- 12) No air conditioner units of any kind may be used in any facility.
- 13) No bird feeders of any kind may be used in camp. No bug zappers may be used in camp.
- 14) All safety rules as posted in the Camp must be followed by your club members and your guests. This includes swimming in designated areas only, use of life jackets for all on-water boating activities, and use of only authorized boats. The Camp does not provide boats for members' use; all boats are either individually owned or owned by clubs; and ownership rights must be respected. Only the owner of the boat, or authorized member of a club-owned boat, may authorize use.
- 15) Individual boats may be stored in, under or on your club's facility; and boat racks adjacent to or attached to your club's facility that are not used by your club are available for others to use at the discretion of the Camp Committee or Camp Director.

- No additional boat racks may be built without the written approval of the Camp Committee. No boats may be left unattended on any docks.
- 16) You are to provide to the Camp Director a key or keys to provide access to your club's facility in the case of need, routine maintenance or inspection. The Camp Director, PIPC and the New York State Health Department personnel will be making periodic inspections of all facilities. All efforts will be made to contact the facility holder to inform when an inspection is to be made. Any violations cited by the Camp Director, Parks or the Department of Health must be addressed as soon as possible.
 - 17) Unattended food stuffs are not to be left exposed, either outside or inside the facility, at any time.
 - 18) No pets of any kind are allowed in camp at any time. Leaving pets in a vehicle or out of view in a facility is not permitted.
 - 19) Your club is required to submit an annual facility report by November 15th of each year of your club's assignment. You need to supply by November 15th a signed log of approved work your members have done for the Camp, a signed and approved host and sanitation duty report and a list of all committees your members have participated in and all events your club has organized at the Lake Sebago Camp. All logs (work, host and sanitation) must match the Camp's sign-in attendance sheets or the time will not be counted.
 - 20) Your club must include in the annual facility report (in addition to items previously listed): the name, email address and phone number of a contact person who is responsible for cabin issues for your club ("Cabin Steward"); a current list of the club's board of directors, with contact information; any changes to bylaws, dues structure or membership form; a complete list of all club members (whether ACA members or not), with ACA numbers included; a copy of an article/event listing in

Lake Sebago News, *CanoeSport* or from the Atlantic Division website showing the club's annual event(s) at Lake Sebago.

21) Attached is a copy of the current Camp Rules, Boat Storage Policy, PIPC Rules and Regulations, swim area rules and Camp Policies for Multiyear Assignments.

I have read, understand and agree to comply with the Camp Rules, the Boat Storage Policy, the PIPC Regulations, swim area rules and the Camp Policies for Multiyear Assignments. These rules and regulations will be communicated to all members of our club who utilize the facility.

Understood and agreed: _____

Date: _____

Print name: _____

Email or best contact info: _____