



**Camp Kirby
Over-Night Facility Usage
Information Packet**

A rustic get-away for your retreat!

Camp Kirby has 47 acres of forest, grasslands and beach that spread 1 & 1/2 miles along Padilla Bay. Kirby offers peace and quiet for self-exploration or an active mini-community for nature exploration. Camp Kirby is a rustic site that has several large buildings and sleeping cabins as well as a beautiful wood lodge with a commercial kitchen.

Camp Kirby is owned and operated by Camp Fire Samish. Located on Samish Island in Skagit County, Camp Kirby is accessible by car from I-5, northwest of Burlington, Washington.

Groups wishing to use Camp Kirby must be a non-profit organization engaged in character building of children under eighteen (18) years of age or a non-profit church organization, school or college exempt under the provisions of RCW 84.36; or a public school and the use of the property as set forth above shall be solely for educational or character building activities as set forth in RCW 84.36; and carry their own liability insurance.

A limited number of groups that do not conform to RCW 84.36 may rent Camp Kirby under the provisions of SB 6405, provided that the usage group conform to the "Standards and Rules Covering the Use of Camp Kirby" and carry their own liability insurance. No smoking, tobacco products, or pets are allowed during rentals. Alcohol may be allowed on a limited basis by prior written permission from Camp Fire Samish's Board of Directors and/or the Chief Executive Officer. If approved, additional insurance and deposits are required.

To see Camp Kirby, please call our office at (360) 733-5710 for an appointment. Additional tours may be arranged for a fee.

Reservations can be conditionally made over the telephone. To confirm your dates the Facility Usage Agreement and all required deposits must be received within 30 days of telephone or email request. The balance of fees is due 60 days prior to the first rental date. Reservations made within 60 days require payment in full at the time of reservation.

Questions should be directed to the office.

CAMP KIRBY LODGES AND CABINS AVAILABLE FOR USAGE

Following is a brief description of facilities available at Camp Kirby. The descriptions are numbered to correspond to the attached map. The Camp can comfortably accommodate a maximum of 150 people in cabins and lodges.

BUILDINGS

- #9 Main Lodge: Large building with stone fireplace and large recreation area. It includes full commercial kitchen, dishes, cooking equipment, tables and benches for 150 people. It has one bathroom and electricity with other restroom facilities adjacent. Groups over 150 people will need to provide additional seating and dishes.
- #14 Blue Bird Lodge: Large upstairs space with Franklin wood stove, bathroom, and electricity. It sleeps 20 (mattresses on the floor).
- #17 Health House Lodge: Sleeps 7, has electricity, 2 bedrooms, bathroom, kitchen, and electric heat.
- #19 Sandpiper: Sleeps 4, has bathroom and electricity.
- #20 Tayito Lodge: Two bedrooms (sleeps 6 each), 2 bathrooms, kitchen, living room, propane heat, and electricity.
- #22 Herman's Hut: Sleeps 8, has electricity, bathroom, kitchen, and electric heat (mattresses on the floor).
- #23 Hi Tor Lodge and Treehouses: Lodge has fireplace, restroom (no shower), sleeps 8, and electricity. Eight surrounding treehouses sleep 4 each. One treehouse has electricity.

SLEEPING CABINS

Sleeping cabins are small and generally have little activity space. Toilets, sinks, and showers for sleeping cabins are located in two detached bathhouses (#6 & #11). One bathhouse has facilities for men and women, and wheelchair access (#11), and the other bathhouse is open air (#6). All sleeping cabins have electricity.

- #1 Big Dipper & Little Dipper: Connected cabins, sleeps 22; 10 on each side and 2 in the center counselor quarter.
- #2 White Cap & Honeysuckle: Connected cabins, sleeps 27; 12 on each side and 3 in the center counselor quarter.
- #4 Sea Gull: Sleeps 9 with 8 on one side and 1 in the counselor quarter.
- #5 Fir Tree: Sleeps 9, with 8 on one side and 1 in the counselor quarter.
- #7 Crow's Nest: Sleeps 6, with 5 on one side and 1 in the counselor quarter.
- #13 Jupiter: Sleeps 11, with 9 on one side and 2 in the counselor quarter.
- #15 Evening Star: Sleeps 11, with 9 on one side and 2 in the counselor quarter.
- #16 Driftwood & Blue Heron: Connected cabins, sleeps 26; 12 on each side and 2 in the center counselor quarter.

FACILITY USAGE FEES

Full Camp Rates

Reservations may be made 1 year in advance based on the number of participants attending for the day as well as overnight guests. These rates include use of the main lodge. Please call the office for rates for groups over 150 people.

Up to 75 people	\$825/night
76 – 100 people	\$1,050/night
101 – 125 people	\$1,275/night
126 – 150 people	\$1,500/night

Partial Camp Rates

Reservations may be made within 10 months of usage period. Cabins may be used for no more than capacity. This rate includes use of the main lodge. There may be other groups or events during usage period.

Shared camp up to 50 people	\$625/night
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Main Lodge & Individual Camp Rates

Reservations may be made within 6 months of usage period. No overnight accommodations in the Main Lodge. Cabins may be used for no more than capacity. There may be other groups or events during usage period. Cabin rates do not include use of the main lodge.

Main Lodge	\$350/day	Health House	\$150/night
Blue Bird Lodge	\$225/night	Herman's Hut	\$150/night
Tayito Lodge	\$175/night	Sandpiper	\$100/night

Full camp reservations may not be downgraded to partial or cabin reservations.

Special rates are available for weekday set up (Mon – Thurs) less than 25 people - day use only.

FOOD SERVICE

There are times when Camp Kirby may be able to provide food service. Please contact the Council office to inquire if this service is available when you plan to attend. Food service includes cooking meals, kitchen clean up, and dishwashing. The group is responsible for setting up and clearing off tables for each meal.

Breakfast is \$7.00 per person; **Lunch** is \$8.00 per person; **Dinner** is \$9.00 per person.

Afternoon Snack is \$1.00 per person (optional with meal service).

DAMAGE/CLEANING DEPOSIT

For full camp rentals the damage deposit for RCW 84.36 (youth) user groups is \$350. For SB 6405 (adult) user groups the damage deposit is \$500. For half and partial camp rates, the damage deposit is equivalent to one night's stay per cabin, up to \$350.

Fees charged to the damage deposit may include but are not limited to: physical damage to facilities, site, property, or grounds, failure to adequately clean the site and facilities, failure to follow "Standards and Rules Governing the Use of Camp Kirby," failure to arrive and/or depart at scheduled times, expenses incurred during usage period, use of uncontracted spaces or buildings, and/or theft or misuse of camp property.

The damage deposit may be increased for groups larger than 150 and for returning groups who damaged Camp Kirby or did not follow the Standards and Rules Governing the Use of Camp Kirby. The damage deposit will be returned in whole or in part after a final inspection of the camp by a staff member or it may be "rolled over" to confirm dates for the following year.

STANDARDS AND RULES GOVERNING THE USE OF CAMP KIRBY

For the safety of all persons using Camp Kirby the Standards and Rules (page 5) must be followed. Please review the entire document and distribute it to the adults in your group. Failure to follow the rules may result in additional charges, increase of future damage deposits, immediate dismissal from site, forfeit of damage deposit, or refusal of future rentals.

All fees must be received in the Camp Fire office sixty (60) days prior to the first day of the camp usage. Groups with a balance due will not be admitted to camp.

PROGRAM ACTIVITIES

With at least two (2) months advance notice, Camp Kirby may be able to provide equipment and trained personnel to facilitate waterfront, archery, climbing wall programs, and other customized programs for youth. Please call the office for details. Payment for Program Activities is due 60 days prior to the first day of the usage period. Cost is \$5 per participant.

USAGE GROUPS WILL PROVIDE:

Staff responsible for supervising the group
and its behavior
Program and supplies
Bedding
Firewood
Liability Insurance
Health care person
Medical supplies
Emergency transportation
A clean up crew

CAMP KIRBY WILL PROVIDE:

Site
Garbage/recycling service
Sleeping facilities including beds and covered
mattresses
Restroom and shower facilities
Paper products and other supplies
Cleaning supplies and equipment
Program and Service activities as contracted

CAMP KIRBY ENCOURAGES STRONG ENVIRONMENTAL PRACTICES

- Camp Kirby has a recycling program that is very easy to follow. Please plan on recycling all cardboard, glass, aluminum, tin, and plastic #1.
- Many of our buildings have lights and heat. Please make sure you turn them off when you are not in those buildings.
- Encourage your group members to carpool. It will save on gas, increase the playing field room, and leave the view unhampered.

We hope you enjoy all the natural beauty Camp Kirby has to offer and we thank you for helping us keep it that way. If you would like to hear about Camp Kirby's upcoming work parties or fundraisers, please call (360) 733-5710 or signup for our newsletter online.

STANDARDS AND RULES GOVERNING THE USE OF CAMP KIRBY

1. The person checking in shall be responsible for insuring that all "Standards and Rules Governing the Use of Camp Kirby" are followed. He/she will be the contact person during the facility usage period with Camp Fire Samish staff. All group members' questions or concerns must be directed to the person who checked in who will contact Camp Fire Samish staff directly.
2. No firearms or any unlawful activities occur on the site.
3. There must be one adult for every eight (8) youth (or a ratio of 1:6 if youth are under 8 years of age) with a minimum of 2 adults per group, one of whom is at least 21 years of age. We recommend that all persons having supervisory contact with minors pass a NSOPW or WA State Patrol background check. We also recommend that facility usage groups train all staff to minimize the potential of any group personnel being in a one on one camper/personnel situation when out of sight of others.
4. The facilities, including sleeping areas, shall be used for no more than the capacity shown in accordance with state health law and fire regulations. (See description of individual buildings.)
5. Non-prescription drugs or controlled substances are not allowed any time on camp property. Groups are advised to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.
6. Smoking or vaping any substance is prohibited at Camp Kirby. Smokers must go up the hill to the road and walk down the road while smoking. Stubs must be collected and disposed of properly. Smoke detectors may not be tampered with.
7. Alcohol may only be allowed on a limited basis by prior written permission from Camp Fire Samish's Board of Directors and/or the CEO. If approved, the group must provide additional insurance, damage deposit, and acknowledge in writing their understanding and agreement of Camp Fire Samish's alcohol policy.
8. Fire precautions are to be taken at all times. Fires may be built only in existing and designated fire pits, fireplaces, and wood stoves. All county burning bans must be observed. Candles or camping stoves must not be used inside buildings or on porches.
9. The site must be left clean (inside and out) and free of litter. See posted cleanup procedures. All furniture and equipment must be returned to their original locations.
10. No RV's, motorbikes, or off-road vehicles are allowed on the camp property.
11. An RN, LPN, physician, or an adult who holds a current First Aid, AED, and CPR certification must be on the site at all times during the usage period.
12. Each usage group must provide and have an adequately stocked first aid kit on site at all times. A vehicle and a driver for emergency transportation must also be on site during the entire usage period.
13. The group shall not alter any of the buildings, structures, or equipment in any way. No timber, shrubs, or flowers shall be cut, damaged, or destroyed. Graffiti of any kind is prohibited. The group is responsible for setting up and taking down the dining hall tables and benches as well as any other equipment requested by the group.
14. The speed limit on the camp property is 5 MPH. The usage group will be held responsible for excessive wear and tear on roadway resulting from not following the 5 MPH speed limit. No vehicles are allowed to block roadways.
15. Any damage, needed repair, accidents, or illness must be reported to Camp Fire Samish staff as soon as possible.
16. All vehicles must use the designated route to Camp via Marshall Road.
17. Personal sports equipment brought to camp by usage groups such as archery equipment, climbing gear, or waterfront equipment must be stored and handled safely for the protection of all persons. Camp Kirby assumes no liability for the loss or damage to personal sports equipment.
18. No specialized activities such as swimming, archery, boating, and climbing wall may be conducted without the prior knowledge and approval of Camp Fire Samish staff.
19. There are no waterfront activities allowed without a certified lifeguard who must also go through an orientation by a Camp Fire Samish staff.
20. No pets are allowed at Camp Kirby. Service animals as defined by Title II and Title III of the ADA are allowed. Companion animals do not fall under the ADA definition and are therefore not allowed.
21. Due to severe erosion, keep clear of downed trees on the west beach (below Chapel).

Failure to comply with the "Standards and Rules Governing the Use of Camp Kirby" may result in the immediate termination of this agreement and upon demand; oral or written; the usage group agrees to leave the site immediately without refund. The usage group acknowledges that they have received, read, understand and agrees to comply with Camp Fire Samish's "Standards and Rules Governing the Use of Camp Kirby."

KITCHEN RULES

- 1) All groups must comply with the regulations of the State of Washington Health Department.
- 2) All food prepared in the Main Lodge kitchen must be prepared by persons who hold a current food handler's permit for specific State of Washington Health Department guidelines. Regulations vary according to the size and duration of the facility rental; please see their website for details.
- 3) Please only use clean and sanitized utensils and equipment during food preparation.
- 4) To comply with health and sanitation regulations, food service utensils and dishes must be cleaned and disinfected after each use. Follow the directions posted in the dish room for the automatic sanitizer. Air dry before storing under protective cover.
- 5) Wash dishes by hand, dishes must be:
 - a. Scraped free of food particles
 - b. Washed in hot (minimum 100°) water containing soap or detergent
 - c. Rinsed in clear, hot water (100°)
 - d. Disinfected using the sanitizer machine or by rinsing again for 30 seconds in a sink with hot (100°) water to which one capful of bleach has been added.
 - e. Air dry dishes and food service utensils – do not use towels to dry
- 6) Not washing dishes before running them through the camp sanitizer will result in cleaning and damage fees.
- 7) Minimize the time that perishable foods remain in the temperature danger zone of 40° F to 140° F.
- 8) Evaluate and throw out all perishable foods that were in the danger zone too long.
- 9) Clean and sanitize all food prep surfaces before and after each use.
- 10) Groups must follow cleaning procedures posted in the kitchen.

INFORMATION TO HAVE ON SITE

In accordance with American Camp Association standards, we must advise all user groups to gather the following information:

- Names and addresses of all participants
- Emergency contact names and numbers
- A list of any persons with known allergies or health conditions requiring treatment, restrictions, or other accommodations while on site.
- For minors without parents on site, signed permission to seek emergency treatment or a signed religious waiver.

CANCELLATIONS

The usage deposit is non-refundable but the damage deposit is refunded if the group cancels. We reserve the right to refund deposits, refuse rental, or to discontinue occupancy if, in our judgment, your occupancy is detrimental to Camp Kirby or Camp Fire Samish.

All fees and deposits are refunded if the event is cancelled by Camp Fire Samish due to severe weather, staffing, or equipment issues. (Please note: all events are rain or shine. We only cancel for weather when our staff determines the event cannot be conducted safely.)

INSURANCE

The usage group shall carry general liability insurance of \$1 million to which Camp Fire Samish has been named as an insured. Evidence of this insurance must be furnished to the Camp Fire Samish office at least sixty (60) days prior to occupying Camp Kirby.

CLEAN UP

Please leave camp as clean as or cleaner than you found it. All buildings must be cleaned out and well swept. Your group is responsible for setting up and taking down the dining hall tables and benches. Allow 60 minutes (minimum) for check-in and check-out. Camp Fire Samish staff and a representative from your group will check the facilities before the group arrives and again before the leaders of your group depart.

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Keep for your records

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CHECKLIST FOR FACILITY USE AGREEMENT

Take these steps to reserve Camp Kirby for your group:

- ◆ Within 30 days of telephone or email request:
 - Complete and sign the Facility Use Agreement.
 - Complete and sign the Program Services Addendums (if applicable).
 - Mail completed forms and deposits to:
 - Camp Fire Samish
 - 1321 King Street, Suite #3
 - Bellingham, WA 98229
 - cfo@campfiresamish.org

- ◆ At least two (2) months prior to your rental:
 - Review Program Services Agreement.
 - Review the Facility Use Agreement Review and confirm with Camp Fire Samish your Food Services and Special Dietary Needs (if applicable).
 - Pay the balance of fees.
 - Send the liability insurance certificate for at least \$1 million dollars listing Camp Fire Samish as an insured.
 - Be sure your group has all of the following.
 - Final Payment
 - Certificate of Liability
 - Confirm information on your Facility Usage Agreement
 - Check in and out times
 - Group person doing the check-in and out for your rental
 - Review policies and procedures

- ◆ During your stay:
 - Be sure to have copies of these certificates at camp during rental:
 - Copies of certificates for on-site health persons: First Aid/CPR, LPN, RN or physician.
 - Food Handlers permits.
 - Copy of lifeguard certificate (if using waterfront).
 - Copy of watercraft or swimming instructor certificates (if using waterfront).

Thank you for choosing Camp Kirby.

