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Camp Crystal Lake

Rental of Facilities Information Packet & Contract

Scott Burton, Director



General Information & Rules

CAMP CRYSTAL LAKE IS OWNED AND OPERATED BY ALACHUA COUNTY PUBLIC SCHOOLS, GAINESVILLE, FL

1. Reservations may be made in writing up to one year in advance. Our mailing address is 6724 Camp Crystal Road, Starke, FL 32091. Please use the attached "Rental of Facilities" form. If you would like more information, you may call us at (855) 651-2267.
2. A deposit of 20% of the projected total rental fee is required within fourteen days after the reservation is made. If a deposit is not received within two weeks, the reservation will be voided without further notification. The deposit is subtracted from the total amount due. Full payment is due upon arrival at camp. Checks or money orders are payable to: Camp Crystal Lake. Cancellation Policy: The deposit is NON-REFUNDABLE upon cancellation.
3. Please select an individual to represent your group to serve as "Overseer." The Camp Crystal liaison and your group overseer will work together to check the group in and out and for any other communications. Please include the overseer's name on the Rental of Facilities form. Both the Camp Crystal liaison and your group's overseer have the authority to eject any persons found to not be following any of the rules stated in this packet.
4. All areas to be used will be checked by the group overseer and the camp liaison **upon arrival and prior to departure**. A cleaning charge of \$150.00 will be charged to the renter if the final inspection is not satisfactory.
5. The maximum number of residents able to sleep at Camp Crystal is 190. We have ten cabins that will accommodate nineteen people each.
6. The user will provide a Certificate of Liability Insurance to Camp Crystal no less than four weeks prior to arrival date. Liability of \$1,000,000 and Damage of \$100,000 is required by Alachua County Public Schools. **We MUST have a copy of the insurance certificate before arrival**. Camp Crystal does not offer the liability insurance and cannot recommend any agency.
7. In the event the participation is less than expected, the renter will still be obligated to pay the minimum charge of \$1500 per day. Use of the kitchen is \$500 per event.
8. ALCOHOLIC BEVERAGES AND OTHER CONTROLLED SUBSTANCES ARE PROHIBITED BY THE STATE OF FLORIDA AND BY ALACHUA COUNTY PUBLIC SCHOOLS REGULATIONS.
9. NO FIREARMS ARE PERMITTED AND NO HUNTING IS ALLOWED ON CAMP CRYSTAL LAKE PROPERTY.
10. Animals and plant life should not be disturbed.
11. Smoking is NOT permitted on Camp Crystal Lake property.
12. The group overseer is responsible for all equipment checked out.
14. Linens must be provided by campers. Bunk beds with mattresses are in the cabins. All cabins have bathrooms with toilets, sinks, showers and shower curtains. Toilet tissue is provided. Campers must bring all personal toiletries.
15. Camp Crystal Lake, The School Board of Alachua County, & The American Camp Association recommend you get a background check for any member of your group who will be working directly with children.

Name of Group: _____ Date of Use: _____

I have read and understand the above information _____

Group Overseer Signature



Facility Rental Rates

DAY RATES (INCLUDES OVERNIGHT LODGING)

This rate includes the use of area, dining hall, cabins, recreational hall, and public restrooms. Time over 24 hours will be considered a new day.

\$1500.00 per day
\$500 for use of the kitchen

SWIMMING AND BOATING

All rental groups must provide a certified lifeguard for each 25 persons in the water and one responsible adult for every 5 persons in the water. Lifeguards must be on duty at all times when your group is engaging in water activities, including but not limited to swimming & boating. If you need safety equipment please ask us.

A certified lifeguard may be provided by Camp Crystal Lake at a charge of \$10.00 per hour for a minimum charge of \$40.00. We will need four weeks notice to try to secure a lifeguard for your group. **You will pay the lifeguard directly.** Certified lifeguards have had extensive training in lifesaving skills. The lifeguard will have total charge regardless of age or gender.

MEALS

Camp Crystal Lake does not provide food or food service. Our dining hall has a fully equipped kitchen. You may prepare your own meals or use a caterer. This facility must be kept clean at all times. Please inspect to be sure it is left clean and orderly. The camp liaison will instruct your group in the proper use of the kitchen.

Use of the kitchen is \$500 for each event

INSURANCE

Liability and Damage insurance is required by School Board Policy. It is not available for purchase from Camp Crystal. Please send in four weeks prior to arrival. Certificate Holder should be made as Alachua County Public Schools, Camp Crystal Lake, 6724 Camp Crystal Road, Starke, FL 32091.

\$1,000,000 Minimum Liability

\$100,000 Minimum Damage



Facilities & Equipment Information & Check-In Procedures

1. The **DINING HALL** accommodates 210 people. The tables convert to benches for meetings. The kitchen area of the dining hall may be used for groups to prepare their meals, as long as they have paid the kitchen rental fee. The camp liaison will meet with the group overseer to familiarize your group with cooking equipment, cleaning equipment, and general kitchen procedures. **Rental groups must provide disposable plates, dinnerware, cups and napkins.** Groups may use camp's pots and pans. **KITCHEN CLEANUP IS A MUST!** All items must be cleaned and returned where they were found. **Please make sure a clean supply of water is left in the dishwasher every night.**

Sweep after each meal. DO NOT SWEEP ANYTHING OUTSIDE. Place all trash in cans provided. Place all recyclables in their proper designated containers. **Do not overfill trash bags.** Place all full bags of trash and recycling on the trash trailer behind the dining hall.

The kitchen surfaces and floors should be kept clean when not in use. The kitchen and dining areas must be mopped before group leaves. Sponges and mops should be washed thoroughly and squeezed out after each use.

- ✓ All kitchen equipment (dishes) must be sanitized after each use.
- ✓ All counters must be sanitized with a chemical solution "bleach water" after each food preparation.
- ✓ All cutting of food must be done on cutting boards.
- ✓ Food that has been cooked can only be in the open for **20 MINUTES.**
- ✓ All pots, pans, etc. must be air-dried. Do not wipe dry dishes.
- ✓ Once dry, all dishes must be returned to their proper place.

A three-warmer Bunn Coffee Maker with filters is provided. Coffee, cream, sweeteners are not provided. Please DO NOT UNPLUG this unit.

NO COOKING EQUIPMENT, DISHES OR UTENSILS ARE PERMITTED OUT OF THE DINING HALL.

2. **All buildings and grounds** are to be patrolled for trash daily by rental groups and before leaving camp.
3. Rental Groups are responsible for all of Camp Crystal Lake's equipment and property damaged, lost, or stolen. Camp Crystal Lake is not responsible for personal items left behind upon the group's departure.
4. The **RECREATION HALL** has approximately 2,000 square feet of open space and an open stage area. All chairs, tables, and game tables in this area must be returned to where they were found and the floors must be swept. Place used, closed trash bags on entry porches (facing hill) prior to final departure. There is no access allowed to the sound room, and no use of the sound equipment is permitted.
5. Minimal traffic should be allowed by motor vehicles in and out of camp. Vehicles WILL NOT be allowed in areas other than DESIGNATED PARKING AREAS. (Handicapped vehicles excepted)
6. Rental groups MUST respect the neighboring residents of Crystal Lake. Sound travels very clearly out over the lake. NIGHT TIME activities should be reasonably quiet and end by midnight.
7. **NO PETS** are permitted at Camp Crystal Lake.
8. The **AED** (Automated External Defibrillator) is located on the wall in the dining hall closest to the end leading to the basketball court. The **First Aid Kit** is located in the kitchen. Your camp liaison will show where these are both located.
9. Rental Groups must provide their own transportation for emergency situations or call 911. The "911 Address" for Camp Crystal Lake is 6724 Camp Crystal Road, Keystone Heights, FL 32656.



Facilities & Equipment Information & Check-In Procedures

10. Camp Crystal Lake requires that RENTAL GROUPS have at least one person CPR and FIRST AID CERTIFIED on site during their stay. Name of provider must be written on the Information and Questionnaire sheet of Rental Packet.
11. Camp Crystal Lake requires that Rental Groups have a master list of all participants. The Rental Group should also have a list of emergency contacts and phone numbers and a list of known allergies or medical conditions.
12. Camp Crystal Lake has TEN CABINS. Each has nineteen beds set up in bunk style. There are showers, toilets, water fountains, and sinks in each cabin. Do not smoke, eat or store food in the cabin.
13. Furnishings should not be removed from the cabin nor transferred to another cabin. Turn lights off when not in use and make sure floodlights outside the cabin are OFF during the day.
14. Before final departure, bathrooms should be mopped and cleaned, cabin floors should be swept, used trash bags should be tied and placed in the outside TRASH containers in front of the cabin.
15. Rental Groups will need to provide a storage device for all medical supplies or equipment. None are available at Camp Crystal Lake. **The storage of all medications (prescription and over-the-counter) must be in a locked container unless in the controlled possession of the person responsible for administering them.**
16. Our WATERFRONT areas are on two connecting lakes referred to as Big Crystal and Little Crystal Lake. The swimming area is located on Big Crystal. Little Crystal is used for fishing. The water is very clear as the name implies.
 A **CERTIFIED LIFEGUARD** (Red Cross, YMCA, Scout) **MUST BE ON DUTY** when persons are using the waterfront area including but not limited to swimming and boating. See rental rate sheet for rules concerning waterfront.
 The launching of motorboats is prohibited. There is no public boat ramp.
 Swim and Kayak in the designated swimming area. Lifejackets must be worn at all times during boating activities. This area is surrounded by floating docks.
DO NOT DIVE FROM THE DOCKS. This is for safety. The water is not deep enough for diving.
The lifeguard has TOTAL CHARGE of the waterfront regardless of his/her age.

17. Camp Crystal Lake recommends the following supervision ratios for groups bringing children:

Camper Age	Number of Staff	Number of Children – Overnight Trip	Number of Children – Day Trip
Up to 5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

18. Please also consider the age of your group leaders, when working with children, we recommend at least 80% are at least 18 years of or older and all of your leaders be at least 16 years of age and at least 2 years older than the children they are working with.
19. We advise your group to train all staff that situations where one-on-one interactions with minors occur out of sight of others be avoided. Using a 'rule of three' to remain in visual or auditory range should be considered.



Rental of Facilities Contract

1. You will need to bring food, drinks, cups, napkins paper towels, paper goods and plastic dinnerware. You will also need to bring linens, pillows and other bedding for bunk beds. You will need towels and personal toiletries for the shower. Cleaning supplies are also needed to clean cabins and other facilities your group used.

2. Will you provide your own lifeguard if you swim and/or boat? If so, a lifeguard must be certified by Red Cross, YMCA, or Scout equivalent. They must also be CPR, AED, first aid, and bloodborne pathogen trained.

Yes No We will not be swimming

****CERTIFICATION CARDS FOR LIFEGUARD, CPR AND FIRST AID MUST BE ATTACHED WITH INSURANCE FORMS****

If you do not have a LIFEGUARD, we will try to secure one for you. We will need notice NO LESS than four weeks prior to your arrival date. The cost will be \$10.00 per hour (minimum of \$40.00) paid directly to the Lifeguard.

Dates: _____ Times: _____

3. Are there any special needs that we can assist you with ahead of time? (See check-off sheet)
Chairs for meetings are available in the Recreation Hall. We have a few six-foot tables. All of the tables in the Dining Hall convert to benches. Campfire wood is located by the fire circle near the Recreation Hall.

4. Please give us your arrival and departure times. **(NO GROUP CAN ARRIVE BEFORE 2:00 P.M. ON FRIDAY)**

Arrive: _____ Depart: _____
Date Time of Day Date Time of Day

5. IT WILL BE YOUR RESPONSIBILITY TO CLEAN UP ALL FACILITIES AND GROUNDS THAT WERE USED. **THE GROUP OVERSEER WILL NEED TO DO A WALK-THROUGH INSPECTION WITH THE CAMP LIAISON BEFORE LEAVING.** If the inspection is unsatisfactory, you will be asked to stay until clean up complete.

6. Please give name, address, and telephone number of contact person and name of Group Overseer.

Name: _____ Group Overseer: _____

Address: _____ Overseer Phone or Email: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Email: _____ Number of people in your group: _____

20% Deposit Enclosed: _____ Certification of Insurance Mailed: _____

I have read and understand the rules and regulations described in this packet and on this page. I agree to abide by and comply with these requirements while using the facilities and campgrounds of Camp Crystal Lake.

SIGNATURE OF AUTHORIZED PERSON

TITLE

Printed/Typed Name of Authorized Person

Date of Signing

Name of Certified CPR and First Aid Provider

Phone # & Expiration of CPR & First Aid



Facility Needs Assessment

(Please return this form with your contract)

Please indicate which facilities at Camp Crystal Lake your rental group will require. These will be the areas of camp that your rental group will be allowed in and responsible for.

STANDARD RENTAL FACILITIES

- “Girl’s Side” Cabins (5)
- “Boy’s Side” Cabins (5)
- Recreation Hall
- Dining Hall
- Kitchen
- Council Ring (Amphitheater with fire circle)

SPECIAL PERMISSION AND FEES ARE NEEDED FOR THE FOLLOWING:

CONTACT CAMP FOR PRICING AND AVAILABILITY

- Swimming area
- Hayride
- Archery
- High ropes course
- Low ropes course



Adventure Village Rental Rates

The Ropes Course consists of both high ropes and low ropes activities.

The Tower and High Ropes activities are an 8-hour day with time for lunch included. The low ropes and team-building day is a 3-hour day. We will work with you to find the right fit for your group.

Contact Camp for Pricing and Availability

Camp Crystal Lake also specializes in Team-Building retreats. The camp facilities are available for overnight rentals at a reduced rate. This rate will not include the ropes course fee.

Camp Crystal will provide all safety equipment and facilitators for your team building experience.

Please call Camp Crystal Lake (855) 651-2267 for more information on ropes activities.



Adventure Village Needs & Goal Assessment



Name of Organization or Group _____

Contact Person _____

Date of the Event _____

Event Time and Duration _____

Location of the Event _____

Number of Participants _____

Major Reason for Event _____

Are there participants with special needs? _____

What happens if it rains? _____

The Needs. Which of the following elements are important to this group?

- | | | |
|--|--|--|
| <input type="checkbox"/> Resource Management | <input type="checkbox"/> Coordination | <input type="checkbox"/> Balance |
| <input type="checkbox"/> Effective Feedback | <input type="checkbox"/> Confidence | <input type="checkbox"/> Cooperation |
| <input type="checkbox"/> Exploring Diversity | <input type="checkbox"/> Decision Making | <input type="checkbox"/> Motivation |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Timing | <input type="checkbox"/> Group Focus |
| <input type="checkbox"/> Problem Solving Skills | <input type="checkbox"/> Team Spirit | <input type="checkbox"/> Visualization |
| <input type="checkbox"/> Play/Fun | <input type="checkbox"/> Trust Building | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Achieving Group Consensus | <input type="checkbox"/> Communication | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Spirituality | <input type="checkbox"/> Peer Respect |

The Goals. How will we know if we have met the needs of the group? _____

The most challenging detail of this event will be: _____



Check-out Checklist for Rental Groups

If the following items are checked off before the scheduled check-out inspection, check-out will be quicker and more efficient. If any items are not completed satisfactorily, you will be asked to stay until clean-up is complete. Signatures of both the camp liaison and the group overseer must be placed at the bottom of this page to complete the check-out process.

CABINS

- Make sure the floors have been swept and the cabin is clean.
- Place all trash from the cabin into the LARGE trashcans outside. They are located in front of cabins G1, G2, G3, B2, & B5
- Clean out the bathrooms, sweep and mop, and check for forgotten personal items. Turn off the fan, heater, and lights.
- Place new can liners (found under the sink) in the cabin trashcans.
- Transfer recycling to the large recycling bin outside the cabins.

GROUND

- Place any litter in a trash receptacles.

DINING HALL AND KITCHEN (IF USED)

- Check refrigerator, freezer, and ovens for leftovers.
- Clean all utensils used and return them to their proper place.
- Check stove/ovens, especially the griddle for grease or bits of food.
- Make sure all sinks and other dishwashing areas are clean.
- Empty all trashcans and put bags on garbage trailer. This trailer is located behind the dining hall. This should be done as trash bags fill up throughout your time here.
- Double bag if garbage leaks or the bag is very heavy.
- Sweep and mop kitchen floors and sweep the dining hall.
- Turn off all lights, fans, ovens, burners, etc.
- Place new liners in the trashcans.

PUBLIC RESTROOMS

- Sweep and place debris in the large trashcan.
- Clean any messes.
- Place any garbage in the large trash cans and take bags out to the trash cart behind the dining hall.

RECREATION HALL

- Place any garbage in a bag and set it on the front porch.
- Sweep the floors. Replace any used furniture to its original location.
- Turn off all lights and fans.

If you have any questions, please feel free to ask the Camp Crystal Liaison.

SIGNATURE OF GROUP OVERSEER

SIGNATURE OF CAMP LIAISON