

State of Connecticut

Camp Quinebaug Guidelines and Procedures

A. Statement of Purpose and Use

Camp Quinebaug grounds and facilities are designed for specific use and operations. The Summer Youth Camp for children with developmental disabilities, which is licensed by The Department of Public Health, is the priority program conducted on the property. The grounds and facilities may be made available for public use to individuals who are consumers of the Department of Developmental Services (referred to as DDS).

1. Property use is only allowed through submission and approval of a Camp Quinebaug Use Request Form
2. Only the Camp Director, Camp Administrator or higher authority can approve or deny use of the facilities to public groups.
3. Use of Camp Quinebaug grounds and facilities by the public are only available when the summer youth camp is not in continuous operation.
4. Permission to use the facility does not constitute an endorsement by the State of Connecticut of any group's beliefs or policies.
5. Camp Quinebaug facilities may not be used as the official address or headquarters of any group or organization.
6. Any willful damage or abuse of camp property, and/or any failure to comply with guidelines and procedures may result in denied future access to the camp grounds and facilities.

B. Eligibility for Camp Q Property Use

1. The use of Camp Quinebaug facilities and property is restricted to those individuals who are consumers of the DDS (C.G.S. 1-1g) who may be accompanied by their families and friends.
2. Camp Quinebaug does not have operating hours and approval for use may be subject to DDS staff availability to provide ground and facility oversight at the time of a group's use of the property.
3. The DDS Water Safety Policy I..E.PO.001 and Water Safety Procedure I.P.R.E.001 shall be adhered to at all times on the camp premises. Water Safety Plans must be completed and approved for all aquatic activities at Camp Quinebaug.
4. Under no circumstances shall individuals be permitted to swim, boat or use the waterfront area without special request consideration and certified lifeguard(s) included in the staff compliment of their group. Proof of lifeguard certification is required as part of the application process and credentials will also be checked upon a groups initial entry into the camp. If credentials are not presented and/or are not valid upon arrival to the camp, water related activities shall not be permitted.
5. Fishing requires special permission at the time a request to use the property is submitted. Safety precautions, including lifeguard(s) as part of the group, may be required. Fishing is not allowed in the beach area. In order to fish, all state laws, including licensing, shall be adhered to at all times.
6. All camp users are required to bring signed confirmation for approved property use with them

when they arrive to use the camp. Failure to do so may result in denied access to the property.

7. Camp users are required to follow all guidelines and procedures provided to them, as well as all posted rules; and those directives which may verbally be given by Camp Quinebaug representatives on the day of their visit.

C. Reservation Process

1. All consumers and/or groups shall complete a Camp Quinebaug Use Request Form prior to use of any portion of the camp. It is highly recommended that this be done well in advance of the function and through electronic email submission for efficient scheduling and processing..
2. All consumers and/or groups shall have prior written approval from the Camp Quinebaug Director, Administrator or higher authority before using any portion of the camp.
3. The only areas at camp an individual or group shall access are those which have been requested and approved through the reservation form.
4. Appeals for denial of use shall be made to the Manager appointed by the State of CT DDS who has oversight of Camp Quinebaug and its facilities
5. The Arts & Crafts building, Nature building and Boathouse are not available for use to the public at any time. These buildings are solely for the youth summer camp program.

D. Volunteer Work

1. The DDS Volunteer Services Policy II.DPO.021 and DDS Volunteer Services Procedure II.D.PR.021 shall be adhered to at all times.
2. Individuals or groups who wish to volunteer at Camp Quinebaug shall be cleared and screened to do so by submission of a volunteer application that is processed, screened and approved through the Camp Director, the Camp Administrator and the DDS Human Resources Division. As stipulated in the volunteer procedure, exceptions may be made to this requirement in accordance with age and screening requirements if the volunteer work is (a) a time limited group project, (b) it is part of a community organization project which provides on site supervision for volunteers, and (c) is approved by the group's adult sponsor and the Camp Quinebaug Director or designee..
3. Volunteers shall be a minimum of 18 years of age if providing work with no on-site supervision; a minimum of 16 years of age if providing on-going service without an adult sponsor contact with on site supervision; or a minimum of 14 years of age if providing on-going or time limited services with on-site volunteer supervision provided by DDS staff with an adult sponsor contact.
4. Under no circumstances shall any volunteers operate any equipment or machinery at Camp Quinebaug that is owned, operated or leased by The State of CT and/or Camp Quinebaug without written permission from the Camp Administrator.
5. No individuals shall engage in any type of volunteer work of any kind on the camp premises unless approved through The Camp Quinebaug Use Request Form.

E. Rules and Regulations

1. User Responsibility

- a. Groups and organizations using the camp are expected to comply with all rules and regulations set forth; as well as all area use and clean up requirements.
- b. The person listed as the individual in charge of a group on the request form must be present during the entire time that their group is on the premises.
- c. Written approval must accompany the individual or group on the day of the reservation or entrance shall not be permitted.
- d. All accidents and injuries to individuals which occur on the camp property outside of regular business hours (Monday through Friday 8:00am – 4:30pm) shall be reported to the DDS On Call Manager at 860-279-3185 via the paging system.

2. Indemnification

- a. The consumer, and their group agree to indemnify, defend and hold the State of Connecticut, The Department of Developmental Services and The Department of Environmental Protection (DEP), its officers, employees and agents harmless from any and all costs, losses, damages, claims, suits or any liability whatsoever, including attorney's fees, resulting from injury, including death, to person or damage to property arising out of, or in any manner connected with the consumer and their group.
- b. The consumer and their group are not required to indemnify the State of CT, DDS or DEP for what would constitute 'their' negligence.

3. Damages

- a. Any and all damage shall be reported to camp personnel immediately. Non urgent damage can be reported on the Camp Administrators voicemail at 860-331-2039
- b. If damage occurs on the property that requires immediate attention, and camp personnel cannot be contacted, consumers and groups shall report the problem to the DDS On-Call Maintenance Manager at 860-939-0099 via the paging system.
- c. Groups and their organizations will be held liable for any damage to equipment, furnishings, buildings or exterior surroundings not attributed to normal wear and tear.
- d. A written notice of any damage shall be submitted to the Camp Quinebaug Administrator within 24 hours of property use along with a report on how and when it will be repaired. If the State of CT must make repairs, the group will be billed for all costs incurred.
- e. Camp Quinebaug cannot subsidize any actions that result in property destruction or loss.

4. Supervision and conduct

- a. Groups and organizations are responsible for the conduct of those attending events. Disruptive or inappropriate behavior will not be tolerated.
- b. Youth groups must have adequate adult supervision. Adequate supervision is minimum of 1 (one) adult (age 21 or older) for every 10 (ten) youths under the age of 21.
- c. Groups and organizations serving people with special needs may require more than 1 adult per 10 children in order to adequately supervise them.
- d. Children under the age of 18 and all individuals with special needs shall not be left unsupervised in any area of the camp.

5. Smoking

- a. No smoking is allowed on the grounds or in the buildings of Camp Quinebaug while the Licensed Youth Camp is in operation in the summer months.
- b. Smoking is not allowed in any of the buildings of Camp Q, nor within 25 feet of any building or outdoor structure, at any time.
- c. All smoking materials shall be disposed of appropriately, not on the ground or in containers that contain flammable items.

6. Alcohol and illegal substances

- a. Possession or consumption of alcoholic beverages or illegal substances at Camp Quinebaug is strictly prohibited. Violators are subject to immediate dismissal from the property.
- b. Individuals on the premises who appear under the influence of alcohol or illegal substances shall be asked to leave the premises with no grounds for retaliation, damages or claims for such dismissal.

7. Soliciting and Sales

- a. Sales and soliciting are prohibited on the grounds and in the facilities at Camp Quinebaug without prior written approval.
- b. Any group charging an admission or fees for their function must obtain prior approval through the Camp Quinebaug Use Request Form process. This may require approval from the Camp Administrator, or a separate proposal may have to be submitted to the DDS Regional Director's Office.

8. Fundraising

- a. Private fundraising using the grounds or facilities of Camp Quinebaug is prohibited.
- b. Any party interested in doing a fund raiser for Camp Quinebaug or any other State of CT interest, using Camp Quinebaug property, facilities, and/or equipment, will develop a specific proposal submitted to the DDS Regional Director's Office. The proposal shall be submitted at least 30 working days in advance of the proposed fund raising date and shall delineate the following information:
 - (1) The purpose for the event.
 - (2) The name of the Regional group sponsoring the event, to include a contact person.
 - (3) Who specifically will benefit from the event?
 - (4) The name (if a business, give name of business and sales tax certificate), address, and phone number of the vendor.
 - (5) Date, Time, location and any usage of state equipment/supports for the event.
 - (6) What are the arrangements with the vendor (this would indicate what % of the profits will be given to the supporting group(s)?)
 - (7) What is the process for accounting for the sales to insure the proper funding is turned over to the sponsoring group?
 - (8) The proposal will state that the Fund raising event will comply with State statutes and regulations.

The DDS Executive Management Team will review the proposed request with the business office and get back to the sponsoring group within 10 working days

If it is decided that the event can go forward, the sponsoring group will be informed that they have permission to hold the event. The Sponsoring group will be responsible to submit, within 10 working days, a detailed written summary report of the event to include an audit summary (to include accounts receivable and payable) of funds taken in and funds raised by the event.

Per the State of CT Comptrollers Activity and Welfare Fund Procedures, Section B. Revenues, Item 2.d. - Expenses incurred in connection with social events should never be paid directly out of income. All proceeds received from the sale of tickets and other items must be deposited to the Fund's account [in the Business Office] before any payments are made. Expenses must be paid by check from the Fund's checking account

9. Property Use

a. Grounds

- i. No pets shall be brought to camp. The only exceptions to this are animals trained to assist a member of the group for special need assistance and those brought in as part of the Youth Day Camp curriculum. Pets should be included on the Request Form for Camp Q property use.
- ii. All vehicles on camp grounds shall obey the speed limit of 15 mph. Parking is allowed in designated areas only. Pedestrians have the right of way at all times on the grounds of the camp. Be alert for pedestrians. Vehicle use on the property may be subject to limitations or restrictions based upon certain functions at the camp.
- iii. All groups must respect private property lines.
- iv. Nothing is to be moved or removed from camp property by visitors or unauthorized staff at the camp. This includes all natural and man made materials.
- v. Trees are not to be cut on the property under any circumstances, at any time, without prior approval and supervision of DDS Staff. Seasoned firewood on the ground is readily available throughout the camp. Ask DDS staff for assistance if needed.
- vi. All litter is required to be disposed of in the proper receptacles. The camp dumpster is also located adjacent to the upper lodge parking area.
- vii. Gas grills located on the grounds are not for public use.
- viii. Fires on the grounds are permitted in concrete grills or in designated camp fire areas only. Fires should never be left unattended at any time. Fires should be put out appropriately when finished.

- ix. Firearms, air rifles, gas or CO2 weapons, sling shots, bows and arrows, fireworks, and any other contraband are prohibited from being on the property at any time. Violators are subject to immediate dismissal from the property and the proper authorities will be notified as warranted.

b. Use of Upper and Lower Lodges

All groups are responsible to leave the lodges in the condition they were in when they first accessed them. The areas in the lodges that the consumer and groups used shall be cleaned and maintained accordingly:

Floors: All areas including the bathrooms shall be swept with brooms and wet mopped. Items to complete tasks are found in the utility closet.

Tables & Chairs: All tables and chairs shall be washed with an antibacterial cleaning agent or a bleach and water solution after each use. Any furniture that was moved shall be put back in its original location.

Kitchen: All counters, sinks and appliances shall be wiped down with an antibacterial cleaning agent or a bleach and water solution.

- a. All dishes shall be washed, dried and put away
- b. Pots, pans and utensils shall be washed, dried and put in their original location
- c. Coffee pots shall be emptied, cleaned and unplugged
- d. Dishwasher shall be emptied and any remaining food particles disposed of
- e. Remove any unused food from the refrigerator or freezer when leaving
- f. All garbage shall be placed in the outside dumpster located near the upper lodge. New trash bag liners should be put in the trash barrels inside the building(s).
- g. All cans and bottles shall be rinsed with water prior to placing in the recycle bin. No consumers or groups shall remove recyclables from the bins without prior permission.

Food & supplies: All groups are responsible for bringing their own food supplies and paper goods. Items at the camp are not for use by groups. Groups shall take any of their unused food items or paper goods with them.

Heat: Applicable to the Upper Lodge only: Turn down heat to 60 degrees before you leave and ensure windows and doors are closed and locked.

Lights: Turn off all lights when you leave. Motion sensor or timer controlled lighting should be in the "on" position

Fireplaces: Use of fireplaces inside the lodges are not permitted without prior permission.

c. Bathhouses

- Ensure that lights are turned out when your group is not using the building
- Ensure that no water is running (sinks, toilets)
- Notify Camp staff if paper products need to be replaced due to use.
- Remove trash and place in dumpster near upper lodge

d. Waterfront Use

- Waterfront use shall be approved through the Camp Quinebaug Use Request Form to use this area.
- A DDS Water Safety Plan must be submitted and approved by the DDS Aquatic Director to use the waterfront.
- DDS Water Safety Policy I.E.PO.001 and DDS Water Safety Procedure I.P.R.E.001 shall be adhered to at all times.
- Certified Lifeguard(s) shall be present inside the gated waterfront area at all times when the area is in use by a consumer or group.
- The gate shall remain locked at all times when a consumer or group is not using the waterfront area. Only Camp personnel can lock and unlock the gate. Keys shall not be given to consumers or groups at any time.

e. Greenhouse Area – pending

F. References

1. C.G.S. 1-1g (Connecticut General Statutes)
2. DDS Water Safety Policy I.E.PO.001
3. DDS Water Safety Procedure I.P.R.E.001
4. DDS Volunteer Services Policy II.DPO.021
5. DDS Volunteer Services Procedure II.D.PR.021
6. DDS North Region Guideline: Fundraising; issue date 1/17/2007
7. CT Comptrollers Activity and Welfare Fund Procedures, Section B. Revenues, Item 2.d.

G. Attachments

Attachment A: Camp Quinebaug Use Request Form