



## PHANTOM RANCH GUEST POLICIES

1. As per Wisconsin Health Regulations, all groups are required to have a record (name, address, phone number) of all campers on our property. These records need to be kept for 3 months past your outdoor education retreat date.
  - In addition, it is extremely important that you have a signed medical release form with a brief medical history for each camper less than 18 years of age.
  - Groups are responsible for bringing a first aid kit for minor injuries that occur. Some PRBC staff members are trained in first response and can help assist or lead an emergency situation. Please call the outdoor education retreat host to coordinate this.
  - An emergency medical clinic is located 5 miles from camp and a hospital is 20 miles away.
  - All medications that minors are required to take are to be administered by a responsible adult within your own group. Minors are not allowed to handle their own medication while they are here as stated by the state health code.
2. Good Neighbor Noise Policy -- In cooperation with our local authorities, we ask that no outside activities (that would create noise that our neighbors could hear) be scheduled after 10:30 p.m. on Sunday through Thursday night and 11:30 p.m. on Friday and Saturday night. We will strictly enforce this policy. Everyone should be in cabins or the meeting room by 11:30 p.m.
3. Cabins:
  - Cabins are checked for damage and graffiti after each weekend. Damages will be deducted from your deposit.
  - Beds are not to be moved or relocated in cabins. Extra charges will be applied if beds have to be moved back to their original location.
  - Fire extinguishers are located on the cabin porches. Groups will be charged \$150.00 per extinguishers if they are discharged in a non-emergency situation.
  - Please sweep your cabins upon departure and check for clothes and personal items.
4. Our cooks take great pride in serving delicious hot meals. We will serve the food at the stated meal times, therefore, anyone who is late might not receive hot food (or some items may run out). In deference to our staff, health codes, and to keep our costs down, we cannot continue to serve the meals for more than one half hour past the start of the meal.
5. Extra cleaning charges will be applied if food mess causes us to do unscheduled carpet cleaning.
6. The lounge closes at 11:00 p.m. Please observe this time since a staff family lives above this area.
7. The Longhorn building has additional shower facilities which all of our guests are invited to use to supplement cabin facilities.
8. Phantom Ranch will hold the deposit of all groups for three days. This will give us adequate time to check cabins for damage and/or graffiti which may have been done by the groups. Reductions in deposit are based upon damages/graffiti incurred during your group's stay. Deposits will be mailed to you after inspection of the cabins.
9. Activity areas that are open for your group to use without Phantom Ranch supervision must be supervised by a group leader. Please see the non-staff activity area rules for each specific area. Groups are expected to follow each of these rules.