Copper Cannon Camp

Group Leader Rental Guide for Policies and Procedures

2017

**Introduction**

This handbook is geared to assist group leaders and staff who are responsible for their own programs while at Copper Cannon Camp.

IT IS THE FULL RESPONSIBILITY OF THE PROGRAM GROUP LEADER (WHOSE NAME APPEARS ON THE LEASE AGREEMENT) TO ENSURE THAT ALL PROGRAM STAFF, COUNSELORS, VOLUNTEERS, STUDENTS, FAMILIES, AND OTHERS AFFILIATED WITH THE PROGRAM LEASING COPPER CANNON CAMP ARE THOROUGHLY FAMILIAR WITH *ALL* PROVISIONS OF THIS HANDBOOK AND ALSO THAT THEY *FULLY ADHERE* TO *ALL* OF THESE PROVISIONS.

If you have any questions in regards to policies, procedures, site facilities or anything related to your rental of the site, don’t hesitate to contact:

Peter Christnacht

Executive Director

Copper Cannon Camp

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**Copper Cannon History**

In the 1920’s, Copper Cannon’s founder Hamilton Ford grew up living in poverty. To Ford, summer camp provided a much needed escape from the hard life back home. He never forgot how camp changed his life and felt the urge to pass that experience on. In 1963 he founded Copper Cannon Camp at an old ski lodge. Ford was realized how many low-income children weren’t able to afford summer camp. Based on his own experience, he knew how much of an impact camp can have on youths. So unlike other summer camps, Copper Cannon is completely free to the underserved children so that they might have the same experience that he did.

Copper Cannon Camp has served over 21,000 New Hampshire youths for 54 summers in a row. From its humble beginnings at an old Franconia ski lodge to its present location on 128 acres bordering the White Mountain National Forest in Bethlehem, Copper Cannon Camp continues to embody Ham Ford’s commitment to provide low-income youth with life-enriching camp experiences.

**Rates**

**Facility Nightly cost**

Cabins (7-11 people each) $15/per person Bunk beds, electricity, community shower house

(August-October, late April-June)

Ben’s Den or Program Building (10-12 people each) $15/per person

Winterized

bathrooms/showers,

(November-April)

Day Use $8/per person

**Optional fees:**

Minimum 20 people

Food Service\*\*

* Breakfast $6.50 per person
* Lunch\* $7.50 per person
* Dinner $8 per person

\*sack lunches are available upon request

\*\* Excellent camp food. If a group would like fancier meals there may be addition costs

Dining hall rental $250/day Usage of kitchen facilities and dining hall to prepare

own meals and meeting space

Team Building/Low Ropes (half day minimum 12) $15 per person

High Ropes (minimum 12) $25 per person (For schools/youth groups)

$50 per person For Corporate ($25 each goes to

scholarships)

Outdoor Education

* Half day (minimum 12) $10 per person
* School Day (minimum 12) $16 per person
* Multi-day programs can be created
* (Program is tailored to fit the needs of the

Individual group)

* Archery (2 hour minimum)

Includes equipment and instruction $25/hour

**Description of Site and Facilities**

Copper Cannon Camp is a year round facility.

*Cabins*

For the warmer months, Copper Cannon has a number of rustic but comfortable cabins, each with enough room for 8-11 people. These cabins feature bunk beds, electrical outlets and lights, an abundance of fire pits, as well as a nearby community shower house and bathrooms.

*Tent Platforms*

In addition to the cabins, there are multiple wooden platforms for huge 10x12 foot canvas tents which are provided. They have enough room for 12-14 people and can be found in various locations, including in the woods near the cabins as well as a few locations bordering the Gale River down the hill. The tent platforms all have nearby pits for campfires.

*Winterized housing*

For the colder months, Copper Cannon offers a multitude winterized buildings and can accommodate up to 30 people. Ben’s Den comes with a propane stove, a home theatre system with countless DVDs, couches and an arm chair, a bathroom and shower, and two private rooms with enough beds for 12 people. The program office is sufficiently insulated for the winter months, has a bathroom and shower, and a couch that doubles as a pull out bed.

*Dining Hall*

The dining hall aka Ham’s Hall comes with a fully equipped kitchen and large dining area. The basement can serve as an activity area and features a foosball table, the upstairs loft is a comfortable study area with a couch, chair, and a large selection of books in its library. Although the dining hall lacks beds, it does have more than enough floor space to set up bed rolls, sleeping bags, cots or inflatable mattresses.

*Corliss Clan Cabin*

The Corliss Clan Cabin is winterized, comes with electrical outlets, a wood stove, a bathroom and shower and has enough bed space for 4 people.

*Lodge*

The Copper Cannon Lodge is another Winterized building. It features bed space for six in a private front room, a wood stove, a piano, a stage, seating, bathroom and shower.

*Grounds and Outdoor Facilities*

Copper Cannon Camp is home to miles of hiking and biking trails, during the winter these trails can be used for cross country skiing or snow shoeing. There are multiple fire pits for campfires and grills located on site, as well as a covered pavilion. The Dowse athletic field is an outstanding area for most sports such as baseball, soccer, volleyball and football. Copper Cannon features an archery range and provides equipment. In addition, Copper Cannon has a high and low ropes challenge course. However, if a group wishes to use said range or challenge courses, they will be supervised by a qualified staff for an additional fee.

**Cleanliness:** We ask that rental groups leave Copper Cannon Camp’s facilities and buildings how they were found. Clean up any messes that occur, sweep/vacuum floors after your stay. If furniture was moved or rearranged during your stay, please put it back where it was found. We ask that after your stay, your group take a walk around locations where activities took place and pick up any and all litter that was dropped by your group. Finally, prior to departing Copper Cannon Camp, we recommend all members of your rental group go through their personal belongings and verify that they haven’t left anything behind. At the end of your stay, the group leader and a Copper Cannon Staff member will do a walkthrough of areas used with a check list.

**Directions**

Don’t rely on a GPS. Many first time visitors to Copper Cannon Camp have been taken to the wrong location by their GPS.

Coming North on I-93 (from Concord, Manchester, Boston, etc.): Take **Exit 37** toward Franconia and Bethlehem. Turn right off of the exit ramp and follow Route 142 (Agassiz St.) for about 2.5 miles until you see the open field and the Copper Cannon Camp sign. Turn right at the sign (onto Gale River Road) and follow it for ¾ of a mile into camp.

Coming South on I-93 (from Littleton, St. Johnsbury, etc.): Take **Exit 38** toward NH-142/Franconia/Sugar Hill. Turn right off of the ramp, then make a quick left at the light onto Profile road. Follow Profile Road east for about a mile, then turn left (north) at the signs for Junction 142. Follow Route 142 (Agassiz St.) north for about 2.5 miles until you see the open field and the Copper Cannon Camp sign. Turn right at the sign (onto Gale River Road) and follow it for ¾ of a mile into camp.

**Group Leader Responsibilities**

The group leader, whose name appears on the group’s lease agreement with Copper Cannon Camp, is responsible for ensuring that all provisions of the lease agreement and this handbook are complied with. Failure of any individual affiliated with the program utilizing Copper Cannon Camp to comply with these two documents can result in the entire group being asked to leave the Copper Cannon Camp facility.

The administration of Copper Cannon Camp will oversee the events of a group rental; however it is the responsibility of the group’s leader to insure the wellbeing of everyone in their group. This includes making sure all members of the group are accounted for, and immediately contacting the Copper Cannon liaison in the event of an emergency. The group leader is responsible for taking into account and addressing any and all health issues of all members in their group such as food allergies, disabilities or anything else that has the potential to be a health concern.

**Health and Safety Polices**

The leader of a group renting Copper Cannon Camp is responsible for the health of all members of their group. Copper Cannon Camp does not provide medical treatment or dispense medication (prescription/over-the-counter). That being said, the leader of a rental group is responsible for, and is certain that all members with health issues or require medication have the proper medications/medical equipment sufficient for the length of their stay. In addition, the rental group leader will provide their own first aid supplies/equipment. The rental group should have at least one member that is certified in CPR and is at least 21 years of age. The leader or a rental group is required have a list of all the members and guests in their group which entails the names and addresses of each member, their emergency contact information and any known health issues of each member/guest. In the event of an emergency, local response groups can be contacted by dialing 911, tell them that you are at Copper Cannon Camp off Route 142.

Other policies the rental group leader understands and complies with include:

*Safety:* Upon arriving at Copper Cannon Camp, all members/guests of the rental group will attend a brief orientation entailing safety and emergency procedures led by the Copper Cannon liaison.

*Minors:* The rental group leader is required to insure that any member under the age of 18 has a parent or guardian accompany them, or provide a signed permission slip as well as a signed permission slip (Copper Cannon can provide a sample) that permits seeking emergency treatment.

*Vehicles:* Use of vehicles at Copper Cannon Camp is restricted to roads and parking areas designated by the Copper Cannon Staff. Posted speed limits shall be obeyed.

*Tobacco, Drugs and Alcohol:* Smoking, the use of tobacco products and the use of illegal drugs is prohibited at Copper Cannon. The use of alcoholic beverages is permitted but only after gaining the consent of Copper Cannon.

*Food*: No food is to be stored in the cabins; all food will be stored in the kitchen.

*Fires:* Open fires may be built only in the following fire circles, for which Copper Cannon Camp identifies as allowed: Boys Hill fire pit, Girls Hill fire pit, and Hams Hall fire pit. It is understood that both Copper Cannon Camp and the rental group leader will comply with all lawful orders of appropriate fire control officials. It is recommended to have one or two buckets of water or a fire extinguisher readily available in the event of a campfire getting out of control.

*Prohibited items/activities:* Copper Cannon Camp prohibits hunting, fireworks, firearms, ammunition, knives, explosives, gasoline, flammables or poisonous substance on the premises. Hand tools, and power tools are permitted with prior approval.

*Wildlife:* In the event of a wild animal on Copper Cannon Camp’s premises, all members/guests of a rental group shall NOT attempt to: disturb, touch, feed, harm or in any way interact with said animal. If a potentially dangerous animal (bear, moose, coyote) is spotted on Copper Cannon Camp’s property, contact the Copper Cannon liaison immediately.

*Missing Person:* In the event of a rental group member going missing, notify the Copper Cannon liaison immediately. The program leaders should account for all other persons and gather any and all information about the missing individual’s mood, location, and clothing. As many adults as possible, without compromising the safety of other program participants, should thoroughly search all buildings and the woods surrounding the camp facility. Should an initial search of the facilities and surrounding area fail to locate the missing person, the Copper Cannon Staff will contact the Bethlehem police department by dialing 911 and describe the nature of the emergency.

*Intruders/Trespassers*: Rental groups should be familiar with all the individuals in their group. If someone is in camp who is not with your group it is important for the group participants and staff to contact the group leader immediately. Notify the Copper Cannon Camp staff immediately.

*Severe Weather:* In the event of a sudden episode of severe weather (thunderstorm) calmly proceed to the dining hall. It is the group leader’s responsibility to ensure that all members of the group are present and accounted for. In the event of getting caught outside during a thunderstorm, be aware of lightning strikes: avoid wide open areas, keep low to the ground and seek shelter immediately.

**Right of Termination:** In the event that the group leader, its members and/or its guests breach any of the terms or conditions of this agreement, Copper Cannon may terminate this license agreement immediately, without prior notice. Termination of this agreement will in no way constitute a waiver of any other rights or remedies to which Copper Cannon may be entitled under this agreement.

**Property Damage:**  The rental group leader agrees to pay Copper Cannon for the repair or replacement of any property that is damaged by the rental group leader, its members and/or its guests. This provision shall not, however, apply to damage resulting from normal wear and tear. The rental group leader further agrees that in the event that Copper Cannon is required to commence a civil lawsuit to recover such damages, the rental group leader shall be responsible for reimbursing Copper Cannon for any and all attorneys’ fees, expenses and court costs incurred by them in prosecuting such action

**Legality Issues:** Copper Cannon Camp and its staff are in no way responsible for any injuries, property damage, or property loss a rental group member might experience during their stay at Copper Cannon Camp. The rental group leader (the name that appears on the rental agreement) is solely responsible for preventing injury, property damage and property loss from members of their rental group.

**Other things to be aware of:** The weather at Copper Cannon Camp can change rapidly; temperatures are known to fluctuate from pleasantly warm to chilly and vice versa, even during the summer it can get cold at night so bring the appropriate clothing that includes a sweatshirt or jacket. Winters can be brutal, bring sufficiently warm clothing.

Finally, prepare for environmental hazards: wear sunscreen and drink plenty of water during bright and sunny days. Mosquitos are also a common nuisance in the area especially near bodies of water such as the Gale River, so bring insect repellent and use it liberally. Along with mosquitos, ticks are another common pest and have the potential to spread Lyme disease, so after spending any amount of time in the woods, have members of your group check themselves for ticks.