



"I pledge my HEAD to clearer thinking, my HEART to greater loyalty, my HANDS to larger service, and my HEALTH to better living, for my club, my community, my country, and my world." The 4-H Pledge

4-H YOUTH CAMP GROUP USE AGREEMENT 2025

LOON LAKE 4-H CAMP

29906 Loon Lake Road

Bigfork, MT 59911

<https://linktr.ee/loonlake4hcamp>

Executive Director/Camp Manager: Jill Kahanek, loonlakemanager@gmail.com, 310.663.2563 cell



The Flathead 4-H Foundation thanks you for choosing to hold your youth camp at Loon Lake. Our staff is ready to help in whatever way possible so that you may have a successful camp!

YOUTH GROUP NAME: _____

DATES OF OCCUPANCY: _____

PRIMARY LEADER NAME: _____

CELL PHONE: _____ **EMAIL:** _____

SECONDARY LEADER NAME: _____

CELL PHONE: _____ **EMAIL:** _____

RATES AND CHARGES

- The above-named Youth GROUP agrees to make financial payment for use of the Campground facilities according to the following rate: \$8.00 per meal, per guest.
- Please note that we charge for a minimum of 30 guests per meal (\$240/meal) during your reservation period. Please plan for these minimum charges if your camp group has fewer than 30 guests.
- Final and actual number of guests must be reported 14 days before the first scheduled day of occupancy to loonlakemanager@gmail.com and will lock in the minimum final charge for your stay.
- All prices are subject to change prior to 90 days before your camp.

RESERVATION DEPOSIT & FINAL PAYMENT

- The reservation deposit is \$800 and must be included with this contract at least 3 months in advance to secure your dates. Please make out only one check for total deposit.
- Deposit will be applied to the balance due, except in the event of any deductible fees for damages or cleaning.
- Final balance due will be determined **prior** to departure of the GROUP from the property and after a final walk-through inspection has taken place. An invoice will be emailed to the Group Leader and shall be paid within 30 days.
- Please make all deposits and final balance payments by check to: **Flathead 4-H Foundation**.

CANCELLATION POLICY

- If your group cancels less than 30 days prior to the scheduled opening date of your camp, your deposit will not be refunded. All camp reservations and cancellations must be made through the Camp Manager: loonlakemanager@gmail.com

CAMP OCCUPANCY & CAPACITY

- Check in time is 3 pm on the day of arrival. Check out time is 11 am on the day of departure.
- Please send a copy of your itinerary and activity schedule 14 days prior to your camp arrival date. Please plan to provide an updated copy upon arrival.
- Due to Health Department Regulations, all minor guest registrations are required to be filled out by a GROUP LEADER. This must include first and last names of campers and emergency contact information. A designated Camp Nurse will keep on file any critical individual medical information including dietary and other allergies.
- There are 13 cabins with each having 8 bunks allowing for a maximum cabin capacity of 104. Additional adult guests may be accommodated using a limited number of tent camping spots (3) and RV parking spots (2). Additional RV's may be parked in the main parking lot with advance Camp Manager approval.
- The GROUP LEADER(s) will be provided more detailed check-in and check-out instructions upon arriving at camp. The GROUP LEADER(s) is expected to plan time for an initial walk-through upon arrival and a final walk-through prior to departure. Final clean-up needs to be done prior to check out. This includes removal of all trash from lodge and cabins, cleaning of refrigerator/freezer and BBQs, cleaning of bathrooms and all common areas inside and outside, cleaning of cabins, and returning all equipment and furniture (inflatables, life preservers, games, toys, tables, benches, etc) to where it was found. Please report any damage or anything not working properly during your stay. Any property damages caused by abnormal use of camp equipment, negligence, vandalism, broken glass or unwarranted discharge of fire extinguishers will be the responsibility of the group to correct or reimburse the camp at a minimum \$100 fee for clean-up, replacement and/or repairs.

PARKING & RECREATIONAL VEHICLE GUIDELINES

- The large meadow in front of the lodge and the small meadow to the east of the Lodge are off-limits to vehicles and tent camping. Please limit vehicular traffic to the gravel roads and parking lot only. Speed limit on camp property is 5 mph at all times.
- There is no access or outlet past the private property signs unless by special request. It is a private residence and not part of the campgrounds.
- Guests may drive the gravel road around the lodge to drop off their belongings and those with many belongings may choose to bring a wagon or use one of the camp wheelbarrows to more easily transport items from the lodge to their cabin.
- The main parking lot has the potential to hold a large number of vehicles depending on how efficiently they are arranged. Carpooling is encouraged.
- RV's and tow-along trailer campers are welcome at camp although there are no RV hook-ups or dumping services available. Depending on the number of expected guests, the main parking lot can accommodate several RVs. There are also two small camper parking spots available next to the nurses cabin upon request. Please notify the Camp Manager at least 14 days in advance if you GROUP plans to bring RV's to camp. No off-road vehicles are allowed on the property.

FOOD SERVICE POLICY

- Loon Lake 4-H Camp is equipped with a commercial kitchen and is a ServSafe Certified Food Service Provider. Use of the kitchen facilities for preparation of food/meals is restricted to Camp Staff only.
- Customized meal packages can be discussed and estimated to accommodate your group's planned and preferred schedule. In addition to the regular full service hot meals, we can alternatively offer 3 hour window continental breakfast, 3 hour window continental lunch, to-go breakfast, to-go lunch, DIY on site BBQ with kitchen support, Group-provided potluck with kitchen support, or skipping a meal altogether. Options where food is provided through the camp kitchen are the same rate as hot meals but offer greater convenience and flexibility for your group.
- Special Diets: If there is a guest who has brought food to prepare, the Kitchen needs that food at the camper's arrival for the staff to store and cook with meals. We do provide one full sized refrigerator, a microwave, electric tea kettle and two BBQ grills to help accommodate preparing your own food if desired or as needed. When requested at least 14 days in advance, some special menu options (gluten free, dairy free, meat free, etc.) can be made available for the entire group, a subset or individuals in your group. Though we aim to be as accommodating as possible, we do reserve the right to limit these requests based on the workload of kitchen staff.
- ***Please note, we cannot ensure that there would not be cross-contamination for those with extreme food allergies. Persons at risk for anaphylaxis should plan to bring whatever is required to prepare their own meals.***
- Guests are expected to explicitly adhere to clean "Bear Aware" practices when cooking outdoors and wash dishes ONLY in the wash sinks in the lodge bathrooms or in a group owned recreational vehicle. DO NOT wash dishes or dispose of greywater at or around the outdoor hydrants in camp or anywhere else on the property. Food trash shall be disposed of only in the receptacles INSIDE the lodge unless taken directly to the electrified rubbish receptacles in the main parking lot.
- A general schedule for mealtime shall be requested and established in advance. Adjustments to established mealtime can be made with reasonable notice to the Camp Manager or Cook. Mealtimes last approximately one hour. Please select from the meal times below:

Breakfast starting at 8am, 8:30am or 9am

Lunch starting at 12pm, 12:30pm or 1pm

Dinner starting at 5pm, 5:30pm or 6pm

Breakfast at _____am Lunch at _____pm Dinner at _____pm

Sack lunch for departure day: YES NO (please circle one)

Total number attending: _____ Total # of meals: _____x \$8.00 per meal = _____

If your plans change from the above at any time within 14 days before arrival, please contact Camp Manager at loonlakemanager@gmail.com

MEDIA & INFORMATION RELEASE

GROUP LEADER will collect a media release (coverage commensurate with example in Appendix B) from each minor and adult attending camp and acknowledges the releases are on file with GROUP LEADER's initials here: ____

CAMP GUIDELINES FOR GROUP

The GROUP and its guests will exercise care in the use of this campground, follow instructions on all posted signs on the property and accept full responsibility for the clean-up of the facilities and grounds. All facilities are to be left in the same or better condition than they were upon arrival. GROUP LEADER(s) will be familiar with the entire AGREEMENT and confirm that all guests in the GROUP are aware of all the information, policies and guidelines contained herein. Flagrant disregard of the AGREEMENT can result in fines and/or being asked to leave. **GROUP LEADER(s) will take full responsibility for their guests and indicate their consent and adherence to this AGREEMENT, including policies and guidelines contained in Appendix A, by acknowledging with GROUP LEADER's initials here: _____**

CAMP EXTRAS CHECKLIST

Please select all that are applicable:

- ☐ GROUP will include guest(s) with a special diet or food allergies. Include details below if currently known.
- ☐ GROUP will include recreational vehicles or trailer campers. Anticipated number of RVs/campers if known _____
- ☐ GROUP will include tent campers. Anticipated number of tent campers if known _____

INCLUDE ANY ADDITIONAL INFORMATION ABOUT YOUR GROUP BELOW:

ASSUMPTION OF RISK, INDEMNIFICATION & RELEASE OF LIABILITY

The FOUNDATION aims to provide the GROUP with an enjoyable camp experience. However, there are aspects of any outdoor recreational experience that cannot entirely be controlled or made free of risk. The GROUP acknowledges that by participating in activities at Darrell E Fenner Look Lake 4-H Camp (hereafter the "CAMP"), the GROUP assumes all the risks which are inherent therein.

The parties agree that GROUP's obligation to indemnify hereunder shall be limited in substance by state and federal statutes and constitutional provisions designed to protect the exposure and liability of GROUP as an instrumentality of the State of Montana, so that GROUP's liability to indemnify and defend hereunder shall not in any case exceed what might have been its liability to a claimant had GROUP been sued directly by the claimant in Montana and all appropriate defenses had been raised by GROUP.

The GROUP is fully responsible for the supervision and control of all its participants and guests, including minor children. The FOUNDATION and its personnel (including owners, directors, employees, volunteers, agents) assume no responsibility or liability for the safety and security of the GROUP and their guests during use of the CAMP, including but not limited to its property, Loon Lake, facilities and equipment. This includes injury, loss of life, personal and property damage sustained by any GROUP member or guest. The CAMP, the FOUNDATION, and its personnel (including owners, directors, employees, volunteers, agents) assumes no responsibility or liability, financial or otherwise, for any claims, demands, damages, losses, and expenses, of any kind or nature (including attorney and other professional fees). The FOUNDATION is not liable for injuries or damages caused by other CAMP guests or due to weather conditions, natural events, theft, vandalism, fire, or acts of God. The GROUP assumes all risks associated with these events. In the event of an emergency requiring medical services, the GROUP agrees to bear all related charges and expenses. The FOUNDATION is not responsible for any loss or damage to the GROUP or their guests' property. The GROUP must carry appropriate insurance to cover all potential risks and damages. This includes expressly waiving any claims against the FOUNDATION to the extent that damages are covered by the GROUP's or an individual's insurance, including subrogation claims arising from insurance payments. GROUP agrees to pay the Foundation directly for any damages caused by GROUP and GROUP's guests, agents, invitees or employees. The provisions of this agreement shall remain in effect even after the termination or expiration of the AGREEMENT. This includes any incidents occurring during the term of the AGREEMENT but unresolved at its termination.

In recognition of the special considerations involving minor participants (persons under the age of 18), the GROUP agrees that each minor's participation at the CAMP shall be subject to parental or guardian consent, acknowledging and assuming all risks involved. Furthermore, FOUNDATION and its personnel (including owners, directors, employees, volunteers, agents) assume no responsibility or liability arising from a minor's participation. The GROUP is responsible for ensuring appropriate and complete supervision and safety of all minors and must comply with CAMP's safety guidance for minors. Additionally, the GROUP shall maintain adequate insurance coverage for potential claims involving minors, including medical expenses and liability.

RESERVATION OF RIGHTS

Darrell E Fenner Loon Lake 4-H Camp is private property. The FOUNDATION reserves the right to amend these Guidelines and Policies contained within the AGREEMENT without prior notice to the GROUP and guests. The FOUNDATION, at its discretion, reserves the right to refuse entry to the CAMP to any person and to evict the GROUP or individual guests without a refund. The FOUNDATION also reserves the right to refuse to accommodate current and returning GROUP or guests that have violated its Guidelines and Policies and/or have vacated the CAMP without paying all fees. The GROUP understands that their admission to CAMP may be terminated by the FOUNDATION at any time in the sole discretion of the FOUNDATION. If terminated, the GROUP agrees to leave without judicial process.

DISCLAIMER

FOUNDATION provides its CAMP, including but not limited to its cabins, lodge, utilities, equipment and amenities on an “as is” basis and makes no representations or warranties of any kind, either express or implied. By staying at or using the CAMP, you agree to these terms and that under no circumstances will the FOUNDATION be liable for direct, indirect, incidental or any other type of damages resulting from use of any part of the CAMP. This includes, but is no way limited to, loss or injury caused in whole or in part by negligence or things beyond the FOUNDATION’s control.

GENERAL TERMS AND CONDITIONS

The Group and the Foundation [hereafter the “PARTIES”] acknowledge that the AGREEMENT and any documents incorporated by reference constitute the entire AGREEMENT between the PARTIES. The FOUNDATION may not be deemed to have waived any requirement of this AGREEMENT by failing to enforce terms set forth herein. No oral modification thereof will control. Any amendments or modifications to the AGREEMENT must be in the form of a written document which must be signed and dated by the PARTIES. If any provision herein is invalidated by law or court order, the remaining, unaffected terms and rules shall continue to apply. This AGREEMENT and these GUIDELINES are governed by the laws of the State of Montana and all disputes arising from this AGREEMENT, these GUIDELINES, or otherwise relating to these PARTIES shall be resolved in the courts for the County of Flathead, State of Montana. GROUP agrees to comply with and obey all federal, state, and local laws, and all other applicable statutes, regulations, and/or ordinances.

As my GROUP’s assigned representative and LEADER, by signing this AGREEMENT, I acknowledge that I have read the above, including all appendices, agree to all terms herein and desire to be bound by and comply to this entire AGREEMENT with the Flathead 4-H Foundation:

SIGNATURES ON FOLLOWING PAGE

GROUP LEADER/Assigned Adult Representative:

Printed Name

Address

Signed Name

City

Date

State Zip

Youth Organization

Email

Authorized Representative for the GROUP:

Carrie Ashe, Associate Director, Extension Date

Approved as to Form:
Contract Specialist Review
MSU Procurement & Contract Services

Authorized Representative for the Flathead 4-H Foundation Inc.:

Printed Name

Signed Name

Please return a copy of this AGREEMENT with your deposit to the address below and email a copy to the Camp Manager: loonlakemanager@gmail.com. Keep a copy for your records.

**Flathead County 4-H Extension Office, Attn: Loon Lake 4-H Camp Group Reservations
1108 S. Main Street, Kalispell, MT 59901**

APPENDIX A

CAMP AMENITIES, ADDITIONAL GUIDELINES & POLICIES

- **Camp Staff:** The Camp Manager will be accessible 24 hours a day while you are on the camp property and is in private residence between the lodge and the public access area near the entrance to the camp. The Manager's contact info is listed at the top of this AGREEMENT and is posted in the lodge. Please don't hesitate to reach out with questions or requests at any time. The Camp Cook is available for general meal service questions when in the Kitchen or Lodge. Please do not disturb the Cook's cabin behind the Lodge.
- **Quiet Hours:** Quiet time throughout the property, including the parking lot and on the lake, is between the hours of 11:00 PM and 6:00 AM. The lodge is available for use during quiet hours. Please help us keep friendly relations with our neighbors by using your best discretion with the volume of your activities.
- **Cabins:** Our twelve cabins are approximately 200 sq ft and each have four sets of wooden platform bunk beds with camp style mattresses accommodating up to 8 guests. Each cabin has 1 box fan and all have limited electrical capacity. The nurse cabin has 2 separate bedrooms each sleeping up to 4. It also has a common area with a small couch and cabinet with basic first aid supplies. Total bed capacity for all 13 cabins is 104. Guests shall bring their own bedding, pillows and towels. There is no heat in the cabins.
- **Tent Camping:** Tents may be used by guests but may not be set up in either of the open meadows. Please ask the Camp Manager for approval before selecting a tent location.
- **Lodge Common Areas & Dining Room:** Guests can use these areas for group or individual activities and should feel free to set up tables/chairs/benches in any fashion that is desired. We ask that all furniture is cleaned and put away before checking out. Fireplaces and woodburning stoves in the Lodge are not available for use.
- **Guest Food Prep:** Use of the lodge kitchen for food preparation is restricted to camp staff only. A filtered water dispenser and coffee maker is available to guests and located in the upstairs dining room. A refrigerator, microwave and electric tea kettle are provided in the lodge basement. Designated dish washing sinks are available in each restroom. The large fire pit and 2 charcoal grills are available for use, unless county fire restrictions are in place (typically August-Nov). Please bring your own charcoal briquettes. The gas grill is available for the entire season. Propane is provided. Propane gas tanks shall be turned to off position after use. All food and trash must be secured in your cabin or the lodge until delivered to the electrified trash bins.
- **Regular Cleanup:** *Many hands make light work!* Groups are requested to organize amongst themselves to assist with clean-up of the dining room and washing of dishes after each meal as well as regular daily maintenance of the shared guest bathrooms in the Lodge. Groups are also expected to monitor the grounds to ensure that there is no litter or food waste that would attract wildlife. Trash shall be removed from the dining room, bathrooms, cabins and other indoor/outdoor common areas when the bags are adequately full. There is limited space in our main rubbish bins and collection is once a week. Please break down all boxes, large and small, so they are completely flat. Trash bags and other items that are ready to go out to the main bins should be collected by the porch behind the kitchen on the backside of the lodge after breakfast each day so they can be taken to the bear-proof electrified rubbish bins in the main parking lot. Assistance with taking the trash to the bins is always welcome! Please pack in and pack out any large structures built or bales of straw. Unless prior arrangements are made, your group may be billed for the removal of anything other than basic trash.
- **Restrooms:** Restrooms/showers are expected to be cleaned by guests daily during the GROUP's stay and right before departure. The Camp Manager will stock restrooms with paper products and cleaning supplies. Please be aware that we do not provide feminine products. The septic system may only be used for human waste, toilet paper and typical water waste. Women's feminine products, diapers, food and other trash must be disposed of in the garbage. For the convenience of all guests, a porta-potty is available near the lake.
- **Fire:** Wood and charcoal fires are limited to the established fire pit and available BBQs and must be attended by an adult. All seasonal fire restrictions must be followed. Vehicles are prohibited from being driven or parked on the grassy areas of the property. No fireworks are allowed on the property at any time. Fire extinguishers are available in case of emergency in the lodge, nurses cabin and by the large fire pit. Information on Stage 1 and Stage 2 Fire Restriction guidelines can be found at <https://www.mtfireinfo.org/pages/restrictions>

- **Wild Animals:** Wildlife is abundant and we recommend all our guests to be "**Bear Aware**" which includes being extremely diligent about food/litter/trash security and removal. Guests may feel more comfortable carrying bear spray or an air horn, especially after dark. Do not allow small children or youth to wander alone especially during dusk, dawn or after dark. ***Please keep the grounds free from any trash or fruit rinds.*** Always bring inside any trash cans from outside with food in them. Please do not put any food or trash items in the pet waste bin behind the lodge. Keep food stores secure in cabins. Small critter activity is not an unexpected occurrence around and inside cabins. If a bat or a squirrel/mouse nest is discovered in a cabin, notify the manager for assistance with removal.
- **Cell Phone/Wi-fi:** There is no guest wi-fi at camp and cell service can be weak or sporadic depending on your service provider especially during the summer months when service demands are high. Phone and text seem to work well enough, but web browsing and other data heavy activities may be limited. Expect 1-2 bars of reception at most.
- **Games and Activities:** Various recreational games are provided for indoor and outdoor use. There is a piano, karaoke machine and PA system in the upstairs lodge. There is a small game closet downstairs in the lodge along with ping pong tables, basketball hoop toss and air hockey table. Outside on the backside of the lodge there is a small closet with outdoor game equipment such as frisbees, croquet, and various sports balls. There are two tetherball sites, two horseshoe pits, a gaga ball pit, and a small basketball "court".
- **Loon Lake Access & Recreation:**
 - Guests must follow all Montana Fish, Wildlife, and Parks laws when fishing and boating. Fishing Permits are required for anyone 12 or older. There are a limited number of basic fishing rods and reels available for guest use. More information: <https://fwp.mt.gov/fish>
 - Lifeguard services are not provided with facility rental. Guests are responsible for their own water safety and lifeguard services. Flathead 4-H Foundation assumes no responsibility for water safety during group rentals. All water activities are at your own risk. Children under 18 must be accompanied by an adult in and near the lake.
 - Life jackets are required for all persons by Montana law when in watercraft and are available in a range of sizes in the shed near the Lake. More info: https://www.montana.edu/extension/lila_extn/BoatingSafelyinMontana.html
 - There are two docks on the property to access Loon Lake. One dock is designated for swimming and the other is for watercraft access. The lifevest shed also contains a variety of inflatables for guest use. There are nine 4-H canoes available for guest use. Please carry (do not drag) canoes to the water. Guests are also welcome to bring their own small boats, canoes, kayaks, inflatables etc or may choose to rent from local outfitters. Smaller craft can be carried to our dock on the far end of the campground. Guests with larger craft may choose to utilize the public lake access and boat launch at the entrance to the campground (conservation permit required). Gas powered craft are not allowed on the lake.
 - Please make sure to put all canoes back in the boat house and all life jackets, paddles, oars, inflatables and other equipment neatly back in the shed after each use. Hold aside and inform the Camp Manager of any damaged/broken equipment or leaking inflatables. (No one wants to waste time blowing up an inflatable, only to discover while out on the water that it won't hold air!)
- **Trees:** Please do not put screws, nails or anything into the trees. Do not cut or mutilate any tree. If a tree is dead or a branch is broken and could be a threat, notify the Camp Manager.
- **Miscellaneous:** No spray painting any grassy area, meadows, driveways, tables.
- **Alcohol & Drugs:** Illegal drugs are prohibited on camp property. Tobacco, vaping and e-cigarette smoking is prohibited inside and immediately surrounding the lodge and all cabins. Please be sure cigarette butts are disposed of properly and not left on the ground. During declared Stage 1 & 2 Fire Restrictions, smoking is prohibited on the property except in personal vehicles. Guests agree to drink responsibly and in accordance with all local laws including underage drinking and driving while intoxicated. Glass containers are prohibited from the lake and shoreline. No alcohol is permitted during any 4-H camp.
- **Emergencies:** In case of a medical emergency or fire, call 911 first, then alert the Camp Manager. An AED is located in the dining room of the Lodge and in the Nurse Cabin.

APPENDIX B

MEDIA & INFORMATION RELEASE

Loon Lake 4-H Camp
29906 Loon Lake Road, Bigfork, MT 59911

Name of Participant _____

County _____

Name of Event _____

Date(s) of Event _____

Flathead 4-H Foundation and Loon Lake 4-H Camp may like to use photos or video/audio taken during the above event or activity. The photo or video/audio may be used for the following purposes:

Website • Press Release • News Story • Marketing Materials • Fundraising Campaigns

Other CONDITIONS OF USE:

1. We will not use personal details or **full** names (first name and last name) of any minor in a photograph on our website.
2. We will not include personal e-mail/postal addresses or telephone numbers on our web site or in other printed publications.
3. We may use the name of the minor in accompanying text or a photo caption.
4. We may use group or individual photographs with very general labels.
5. We will only use images of minors in suitable dress, to reduce the risk of inappropriate use of images.

Participant hereby gives the Flathead 4-H Foundation, its agents and assigns, and all persons acting with its permission or upon its authority, the right and permission to use the first name, image, voice, video, and/or likeness (collectively "Likeness") of the above named participant, for advertising, marketing, fundraising and promotional purposes, in any and all media now or hereafter created, including online. Participant hereby waives any right to inspect or approve the use of Participants Likeness as described herein. Participant hereby releases and discharges the Flathead 4-H Foundation and its designees from any and all liability, claims and demands arising out of or in connection with the use of Participant's Likeness. Participant confirms, represents and warrants that Participant is at least 18 years of age, or the parent/guardian of a minor child to which this release applies. If the Participant is a minor child under 18 years of age, the parent or legal guardian must consent to this release on behalf of the minor Participant by acknowledging and signing below.

Participant Signature _____ **Date** _____

If the Participant is a minor, does the parent/guardian authorize the use of photos or videos of the minor Participant at this event or activity?

☐

Yes

☐

No

If yes, I consent and agree, individually and, as a parent or guardian of the minor Participant named above, to the foregoing terms and provisions. By signing below, I hereby waive any right that I (and a minor Participant) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied. I warrant that I am of full legal age and have every right to contract for the minor Participant in the above regard. I have also read and understand the conditions of use listed above.

Parent or Guardian Signature

Date

