

Rules and Procedures

Emergencies: Fire and emergency procedures are posted throughout camp. For emergencies you should have a list of all participants and staff including emergency contact information, full name, address, phone number and medical insurance information for your group.

Emergency Phone Numbers: In an emergency **911** can be dialed from any telephone at any time. The camps are located one mile north of the Ventura/Los Angeles county line at 11495 East Pacific Coast Hwy. Our cross street is Yerba Buena Road. The on-site host would be the second contact person. John Bard, our on-site manager can be contacted by cell (310) 384-2827.

Smoking: Smoking is restricted to persons over the age of eighteen (18) years and is permitted only on the surfaced areas in front of the public halls. Smoking is forbidden in or about all rooms and cabins, in the cabin area or on roads or trails. The fire hazard at camp is extreme.

Cabins: The bunk beds are set-up based on space and American Camping Association regulations. The configuration may not be changed. In addition, you must put a minimum of five people in each cabin.

Animals: Animals are allowed in the cabins with the proof of vaccination and without prior approval from the guest services manager. No animals allowed in the Steve Breuer Conference Center.

Graffiti: Our staff will be checking the facility before and after your event, any graffiti found will be a fine of \$250.00 dollars per violation.

Luggage Handling: If your group arrives to Camp Hess Kramer by bus, a truck or van will be provided to haul luggage to the cabin area. You will be responsible for loading and unloading the luggage upon your arrival and reloading the luggage upon your departure.

Alcohol: Our Rental Agreement limits the use of alcoholic beverages on the campgrounds. If you've scheduled a time when alcoholic beverages are to be served, you must conform to all provisions of Section 16 of the Rental Agreement.

Weapons/Firearms: Weapons of any kind are not allowed on camp property, except for archery equipment, use of which must be supervised by a certified archery instructor. Firearms of any kind are strictly prohibited. Possession of such will result in immediate dismissal from our facilities.

Swimming Pool: Per the rental agreement, you must have a certified lifeguard from a nationally recognized certifying body, preferably the American Red Cross, to use the swimming pool. The lifeguard should arrive early to become familiar with the pool area and rules. You will be charged for heating the pool.

Checkout Procedures: All housing must be left clean; lights and air conditioning units turned off. Please shut all doors and windows upon your departure. A representative of your staff will be asked to inspect the camp property prior to departure to record any damage and also to look for forgotten items left by your participants.

Billing & Payment: At the end of your rental, you will be asked to sign a billing sheet. Payment for rental will be due upon receipt of an invoice. You will be billed for the number you guaranteed or the number in attendance, whichever is greater.

Note: There is a \$5.00 charge for any room keys that are not returned.