



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Camp Carter RETREAT/CONFERENCE PLANNING GUIDE



YMCA CAMP CARTER
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LOOKING FOR A SPACE FOR YOUR GROUP'S NEXT RETREAT, MEETING, OR EVENT?

Camp Carter's 360 acres of serene nature within the city limits of Fort Worth are the perfect setting for any outing! Nestled on camp are...

- **10 CLIMATE CONTROLLED CABINS THAT SLEEP 24 EACH**
 - Every cabin has 2 sides with 6 bunk beds with 2 bathrooms in each separated by a common room with a fireplace and table. Additionally, there is a fire ring outside every cabin for you to enjoy.
 - **Linens, towels, soap, etc. are not provided**
 - **Max overnight capacity: 240 people** (based on availability)
- **6 GREAT MEETING SPACES & BUILDINGS**

You can virtually tour our facilities at ymcacampcarter.org/tour

- **Retreat Center**
 - Situated on our private Cottonwood Lake
 - Comfortably accommodates 140 people
 - Full-wall projection board and stone fireplace
 - Full glass doors open to the wrap-around patio
 - 2 breakout rooms adjacent to main room
 - A/C & Heat
 - Restroom Facilities
- **Nature Center**
 - Lakeside building with small picnic area
 - Comfortably accommodates 40 people
 - Animal room adjoined by hallway
 - A/C & Heat
 - Restroom Facilities
- **Dining Hall**
 - Lakeside building with projection and stone fireplaces
 - Comfortably accommodates up to 200 people
 - A/C & Heat
 - Restroom Facilities
 - Limited Availability

- **Conference Room**
 - Located in our office complex
 - Comfortably accommodates 40 people
 - Floor to ceiling windows on one side
 - A/C & Heat
 - Restroom Facilities

- **Micro-Event Center**
 - Small event center located on Riverside of Camp
 - Comfortably accommodates 30 people
 - Small offices adjacent to main room
 - A/C & Heat
 - Restroom Facilities and Kitchenette

- **Recreation Hall**
 - Building with small picnic area outside
 - Comfortably accommodates 75 - 100 people
 - Large, multi-purpose building with small stage
 - A/C & Heat
 - Restroom Facilities

- **Covered Picnic Pavilion**
 - Equipped with picnic tables and fireplace
 - Area can accommodate up to 200 people
 - Lighted area with large outdoor ceiling fans

- **OUTDOOR AREAS**
 - **The Point**
 - Peninsula on our lake with large fire circle & benches with seating for 125 - 150 people

 - **Chapel**
 - Amphitheatre style seating surrounded by camp's beautiful woods with seating for over 200 people. Ideal for weddings or any other religious ceremony!

 - **Piper Activity Field**
 - Large sports field
 - Small Picnic area with campfire ring

 - **Big Field**
 - Centrally located near office and other activity areas
 - Large sports field

- **ACTIVITIES** *(included, but not limited to)*
 - **Challenge Course (Highs & Lows)***
 - **Canoeing***
 - **Swimming Pool*** (Seasonal)
 - **Guided Hike***
 - **Archery***
 - **Riflery***
 - **Skeet Shooting***
 - **Ceramics***
 - **Tie Dye***
 - **Horseback Riding & other Equestrian activities***
 - **Hiking**
 - **Sand Volleyball**
 - **Basketball**
 - **Soccer**
 - **Softball/Baseball** (equipment NOT provided)
 - **Gaga Ball**
 - **Fishing** (equipment NOT provided; catch & release)

***Includes an additional fee. Activities must be scheduled prior to arrival.
Require Camp Staff to facilitate your activity.**

- **CAMP STORE**

- You may request to have the Camp Store open at a certain time during your stay. We request that you inform your whole group of assigned store times.
- The Camp Store is located in the camp office complex through the right-most double doors.
- Camp Store offers some cool Camp Carter t-shirts and other memorabilia as well as beverages and snacks!

CAMP CARTER YMCA RATES

CAMP PACKAGES

"CAMP GET-A-WAY" GROUP OF 12-49

1 Night, 2 Meals:	\$55 /person
1 Night, 3 Meals:	\$65 /person
2 Nights, 3 Meals:	\$100 /person
2 Nights, 4 Meals:	\$110 /person

"CAMP ADVENTURE" GROUP OF 50 +

1 Night, 2 Meals:	\$50 /person
1 Night, 3 Meals:	\$60 /person
2 Nights, 3 Meals:	\$90 /person
2 Nights, 4 Meals:	\$100 /person

INCLUDES: Cabin Lodging, Meals*, and Non-Camp Staff Led Activities.
Email retreats@ymcafw.org for a quote on longer stays.

ADDITIONAL COST: Camp Staff Led Activities e.g. Challenge Course (See Camp Activities on pg. 9 for more detail)

ACTIVITIES INCLUDED IN CAMP PACKAGE RATES:

Hiking, Fishing (bring your own equipment; catch and release), Basketball, Sand Volleyball, Baseball/Softball (bring your own equipment), Soccer, Field Games, Gaga Ball, Backyard Games (require check-out of equipment)

There is a **12 person minimum** per cabin & a **12 person minimum for food service**.
Special dietary requests may be made for an extra fee*.

CAMP RATES LODGING ONLY

Group of 12-49

1-2 Nights:	\$35 /night/person
3+ Nights:	\$30 /night/person

Group of 50+

1-2 Nights:	\$30 /night/person
3+ Nights:	\$25 /night/person

INCLUDES: CABIN LODGING AND NON-CAMP LEAD ACTIVITIES

Add meals (**prices listed on menu pages in the back of this guide**)

ACTIVITIES INCLUDED IN CAMP OVERNIGHT RATES:

Hiking, Fishing (bring your own equipment; catch and release), Basketball, Sand Volleyball, Baseball/Softball (bring your own equipment), Soccer, Field Games, Gaga Ball, Backyard Games (require check-out of equipment)

Note: There is a **\$350 minimum** per cabin

DAY RETREAT GROUPS – MUST RESERVE DATES

Day Use Fee: **\$10/person** (Waived with overnight stay)

- Groups only wanting to experience camp for a day!
- Must still call to reserve day you want to attend.
- Check-in @ office when arriving
- **Includes the following non-camp led activities:**
- Hiking, Fishing (bring your own equipment; catch and release), Basketball, Sand Volleyball, Baseball/Softball (bring your own equipment), Soccer, Field Games, Gaga Ball, Backyard Games (require check-out of equipment)
- **Adult supervision is required!**
- Camp activities and facilitators are available for an extra fee.
- Some equipment available for checkout with a YMCA staff member unless otherwise noted. May require an additional deposit.

MEETING SPACES

Day defined as 5 a.m. to Midnight

Retreat Center:	\$750/day (\$500 when booking an overnight stay)
Dining Hall:	\$500/day (\$350 when booking an overnight stay)
Micro-Event Center:	\$350/day (\$250 when booking an overnight stay)
Nature Center:	\$250/day (\$175 when booking an overnight stay)
Conference Room:	\$250/day (\$175 when booking an overnight stay)
Recreation Hall & Picnic Area:	\$400/day (\$275 with overnight stay)
Picnic Pavilion:	\$350/day (\$250 with overnight stay)
*The Point:	\$100/day (not pro-rated & limited availability)
*Outdoor Chapel:	\$100/day (not pro-rated & limited availability)

*Note: Included when staying overnight or in the \$10/person Day Use Fee on a first come first serve basis. Please reserve date and times to insure guaranteed usage.

EXTRAS: The following items are available for an additional fee:

AV Package	\$150/day
• Includes: White Projection Screen, Podium, and Projector	
• Additional cost: Sound System	\$50/day

Table Cloths (all colors):	\$10/each
Large Charcoal Grills:	\$25/per use

NOTE: There is a **Set-Up Fee of \$50** for each meeting space. If your group needs more tables and chairs than what is provided with each meeting space you choose, you may request more for current market rate.

CAMP ACTIVITIES

Challenge Course

- Our Challenge Course offers the opportunity to create a long lasting team experience through our low and high challenge course elements.
- Our trained facilitators will work to create a tailored program in order to meet the needs and goals of your group.
- Contact our office, or visit the 'Challenge Course' section on our website for more information!

Low course

- We cover many topics including: Trust, Decision Making, Conflict Resolution, Communication, Leadership, and Problem Solving.
 - **\$50 per hour per staff**

High course

- We have 6 elements listed below to choose from

Zip Line	\$150 per hour (16 – 20 PEOPLE PER HR MAX)
60ft Climbing Tower	\$100 per hour (16 – 20 PEOPLE PER HR MAX)
Alpine Tower	\$100 per hour (16 – 20 PEOPLE PER HR MAX)
Pamper Pole	\$100 per hour (16 – 20 PEOPLE PER HR MAX)
Giant Swing	\$100 per hour (16 – 20 PEOPLE PER HR MAX)
Pirates Walk	\$150 per hour (16 – 20 PEOPLE PER HR MAX)

* Most activities can cycle through about 16 – 20 people per hour

Canoeing:

- Includes a lifeguard and staff member. Camp Carter has 10 canoes with two seats each and a space in the middle for one other camper.
- It is required that a YMCA Lifeguard be **on duty** with a ratio of **1 LG:20 people** during a group's canoeing time.
 - **\$100 per hour (20 PEOPLE MAX)**

Swimming Pool:

- For up to 40 people with two lifeguards
- It is required that a YMCA Lifeguard be **On Duty** with a ratio of **1 LG: 20 people** during group's pool time at expense of the group.
- **Add \$50/hour for an additional lifeguard** (allows the maximum of 60 people in the swimming area)
- A Swim test is **required** at the beginning of your groups first swimming session
 - **\$100 per hour (limited season)**

Guided Hike:

- Enjoy a hike on one of our trails with one of our staff members. See our beautiful natural camp area and learn about the natural world around us.
 - **\$100 for 2 hours (Groups 1-30)**
 - **Additional \$25/hr for groups larger than 30**

Archery:

- Use of the front archery range, max of 20 people per hour
 - **\$50 per hour**

Riflery:

- An introduction to properly handling a firearm followed by target shooting. This activity is conducted by trained Range Safety Officers.
- Group must supply ammo (.22LR rim fire). Max of 16 people per hour.
 - **\$50 per hour (Age 8+)**

Skeet Shooting:

- Take aim as you attempt to break clays over Whitetail Lake. Supervised by our trained Range Safety Officers.
- Group must supply shells and clays (20 gauge 7.5 or smaller shot and standard biodegradable clays)
 - **\$50 per hour (Age 12+ and 90 lbs or over)**

Ceramics:

- Glaze a fun ceramic piece, leave it to be fired in the kiln, pick your new piece of art the next day at 10 a.m.
- Price includes paint supplies and various pieces of ceramic to choose from
 - **Project price ranges from \$5-\$40 per piece**

Tie Dye:

- A fantastic camp tradition! Use a Camp Carter T-Shirt or bring your own! (must be 100% cotton)
 - **Camp Carter T-Shirt & Dye - \$12 per person**
 - **Bring Your Own T-Shirt - \$4 per person**

Horse Programs:

- **Arena Rides*** – Ages 4 & Up - \$25 per person (max 14)
 - **Trail Rides*** – Ages 8 & up - \$40 per person (max 14)
 - **Paint the Pony** – Ages 4 & up - \$15 per person (max 40)
 - **Horse Experience Main Camp** – Ages 5 & up - \$ 12.00 per person (TBD)
- *Located up at the Equestrian Center

EVENING ACTIVITIES

We have many evening activities that you may book with us to keep the entertainment going!

- **Night Hike (Sensory Walk or Full Hike)** \$50/hour up to 30 people. Additional staff member(s) added for every additional 30 people.
- **Campfire Songs & Skits** \$50/hour up to 30 people. Additional staff member(s) added for every additional 30 people.
- **Evening Hayride** \$150 for hayride for up to 30 people. (Ride is between 45 minutes to an hour) – weather permitting
- **S'mores** Available for \$2 per person

NOW THAT YOU KNOW WHAT WE HAVE TO OFFER, HERE'S WHAT TO DO NEXT...

CONTACT US TO SCHEDULE A TOUR

- It would be our pleasure to show you the greatness of camp! If you are unable to meet for a tour, we would be more than happy to give you more information and answer any questions over the phone.

CHECK AVAILABILITY

- It is best to start thinking about possible dates early and discussing them with us at retreats@ymcafw.org

BOOK YOUR GROUP!

- Once you have decided that Camp Carter is the perfect place for your group and have confirmed available dates, you are ready to officially book your outing - You have now become your **Group's Leader (POC)**.
- At this time, you will need to provide Camp Carter with the following:
 - Contact information: Name of Group, Address, Phone #, Email
 - Approximate number of participants
 - Arrival & Departure: DAY / DATE / TIME
 - Cabin requests (we do not guarantee requests, but will try our best to accommodate you)
 - Meeting/outdoor spaces you would like and time of usage
 - Meals you would like camp to provide (menu choices are due later)
 - Activities
 - Special Requests

CONTRACT AGREEMENT

- After you have supplied us with all of the above information, a Contract Agreement will be prepared and sent to you via mail, email, or fax.
 - A 25% NON-Refundable Security Deposit is required with the signed contract by the specified due date (\$100 deposit minimum).
 - If the contract is not returned by the due date, reservation will not be held and dates will be made available to other groups.
 - Groups are responsible for sending a copy of the organization's/businesses' Certificate of Liability Insurance.
 - **Reservation is TENTATIVE until the Camp Office receives the signed contract and deposit.**
 - **The Camp Carter team will be happy to help you at any time during the planning phase!**
 - **PLEASE REVIEW CAMP POLICIES**

14 DAYS PRIOR TO ARRIVAL

- The Group Leader will need to provide us with the following:
 - **Final Numbers**
 - This number will become your group's contracted number for overnight accommodations and meals.
 - **PLEASE REVIEW CAMP POLICIES FOR INFORMATION REGARDING THE CONTRACTED NUMBER VS ACTUAL NUMBER.**
 - **Menu Choices & Meal Times**
 - You may make your meal selections directly on the menu and submit it to the camp office 14 days prior to arrival or call the Retreat Coordinator.
 - Meal times must be discussed with camp staff in order to accommodate all groups using the dining facilities.
 - **Activities & Times**
 - Please refer to the activities section to see which activities need to be arranged prior to arrival.
 - Scheduled activities will be coordinated with the needs of each group taken into consideration. (The scheduling of activities may need to take place earlier depending on the needs of individual groups.)

1 WEEK PRIOR TO ARRIVAL

- At this time, the Retreat Coordinator will be contacting you to inquire about last minute details.
 - **Facility Set-up**
 - In order to make your camping experience as pleasant as possible, we would like to have your cabins and meeting spaces ready prior to your group's arrival.
 - Camp Carter will arrange meeting spaces according to your specifications for a nominal fee. Please provide us with your set up needs.
 - **Confirm Times**
 - Times to be confirmed for Arrival / Meals / Activities / Departure
 - **Challenge Course & Horseback Riding Release Forms**
 - Groups that have booked either, or both, of these activities, must have the corresponding release forms signed by the participant or parent/guardian of participant, if under the age of 18.
 - Release forms must be turned in to camp staff at time of activity. No individual will be permitted to participate without this release form. No exceptions.
 - If these forms are required for your stay they will be sent separately. If you require one but did not receive one contact: retreats@ymcafw.org at (817) 738-9241.

IT'S CAMPING TIME!

- After all of the planning and preparations are finished, it is now time to enjoy everything Camp Carter has to offer!
 - **Check-in**
 - Every group is **REQUIRED** to check in at the camp office at the confirmed arrival time. (Check-in is any time AFTER 5 pm on Friday, and 2 pm on Saturday).
 - Upon checking in, you will meet your Camp Host(s), receive a map of camp with your cabins and meeting spaces highlighted, confirm meal, activity and check-out times, and be given the Camp Host and office phone numbers.
 - **Camp Host(s)**
 - The Camp Host(s) are here to serve and help you with anything you might need during your time at camp.
 - If you need anything, you may visit him/her at the camp office or call them at the provided phone number.
 - **Group Leader Responsibilities & Guidelines**
 - In order to ensure the safety and enjoyment of all groups, it is your responsibility, as the Group Leader, to make sure your group is abiding by the **Rules & Guidelines** of Camp Carter.
 - **PLEASE REVIEW THE GROUP LEADER RESPONSIBILITIES, RULES AND GUIDELINES provided for you in this packet!**
 - We thank you for respecting this request!

TIME TO SAY GOODBYE ... HOPE TO SEE YOU AGAIN SOON!

- **Check-out**
 - Departure time is 12pm (noon) on Saturday and Sunday. If your group leaves after 12pm, planned or unplanned, you will be charged our Day Use Fee of **\$6/person**.
 - Groups are not required to see the Camp Host upon departure. Please make sure you leave cabins, buildings and areas you used in the same condition as they were when you arrived. The Camp Host will visit and evaluate your cabins after you leave, and will be reporting any damages.
 - If you would like, the Camp Host would be more than happy to walk through your cabins/meeting spaces with you. Please inform the host sometime during your stay, so that he/she can schedule a time for the walk-through.

CAMP POLICIES

- A **25% NON-Refundable Security Deposit*** is required with the signed contract by the specified due date (**\$100 minimum deposit.**) If the contract is not returned by the due date, the reservation will not be held and dates will be made available to other groups. **Reservation is TENTATIVE until the camp office receives signed contract and deposit.**
 - If your group cancels ***within 30 days*** of reserved weekend, you will be charged **10%** of the total contract balance, in addition to forfeiting the deposit.
 - Final numbers are due **NO LATER than 14 days prior to your group's arrival**, OR three Friday's before. The final numbers will become your contracted numbers. If the actual number of campers is **LESS** than the contracted numbers, your group is required to pay **90%** of the difference ("no shows"). If your group chooses not use reserved meeting spaces/buildings, you will be responsible for **90%** of the total rental cost of the meeting spaces.
 - **Actual numbers are due the weekend of reservation.** Group is responsible for payment based on the actual number if number is **GREATER THAN** the contracted number.
 - Any fines or damage costs will be deducted from the 25% security deposit, and the remaining deposit will be deducted from the balance.
 - **FULL PAYMENT** (adjusted balance after deposit and damage fines) must be received by the camp office **NO LATER** than 15 days after departure or group will incur a 3% surcharge on the balance.
- *If your group is a civic organization, family/friend gathering or any other group that is not a business or institution, the deposit will be the full contracted balance.**

RULES AND GUIDELINES

It is VERY IMPORTANT that you read the following information, and adhere to the Camp Rules & Guidelines while you are a guest at Camp Carter.

- **Proof of liability insurance is required with your contract and deposit.**
- The Camp Carter YMCA staff and/or host will be available to meet the leader of your group and will re-confirm plans upon arrival. We would prefer that your group leader then check-in and meet with the remainder of your group.
- During your stay, there may be more than one group on camp grounds. *Please be respectful of the privacy and areas of other groups.* Our Camp Host will be on duty, so please notify him/her if you need ANYTHING.
- If your group has reserved food service, meals will be served according to the following schedule unless other arrangements are made prior to arrival. ***Please be ON TIME to all scheduled meals.***
Breakfast - 8:00 a.m. Lunch - 12:00 p.m. (noon) Dinner- 6:00 p.m.
- Campfires: It is helpful to start with some small dry kindling & gradually work up to short/medium sized logs. Lay the sticks in a triangle or square shape while leaving a space at the bottom for air. Sticks and pieces of wood from the camp may be used. **NOTE: No wood may be cut from live trees! Bonfires are against the law and prohibited at Camp Carter.**
- Being environmentally conscious is important to us. To aid our groups in this awareness we have provided trashcans in various parts of the grounds. **THANK YOU FOR HELPING US TO KEEP OUR CAMP CLEAN.**
- In keeping with being environmentally conscious, please remember to turn off all lights and water in your cabins when you are not there. Please try to be conservative with the electricity and gas. *Setting the thermostats at a level comparable to home settings will conserve energy and help us keep rental costs down.*
- The cabin bunk beds are arranged according to fire safety regulations. Please **DO NOT REARRANGE OR REMOVE ANY FURNITURE.** If you absolutely need to move something, PLEASE check with the Camp Host.
- **Prohibited Items** - Camp Carter YMCA is here for your enjoyment; however we must regulate & prohibit certain items. These include but are not limited to:
 - **Alcoholic Beverages**
 - **Firearms**
 - **Pets**
 - **Illegal Substances**
- YMCA Camp Carter is a smoke, tobacco, and vape free property

- Decorations may be used in the buildings, but **nothing can be taped, glued, stapled, nailed or otherwise adhered to PAINTED surfaces. All decorations must be removed and disposed of upon departure from a building.** Camp Carter will issue a fine for any decorations left behind.
- The plumbing system at Camp Carter is connected to septic tanks for sewage disposal. Please **do NOT** put paper towels, sanitary napkins, tampons, kitchen food waste, grease or other similar substances down the drains or toilets. These items should be placed in a proper waste receptacle for disposal in the landfill area. Failure to follow this rule could result in the toilets backing up into the cabins and your group being charged for repairs.
- Please ask everyone to travel at a slow speed (the Camp Carter speed limit is 10 mph) throughout camp and remain on the road. Riding in the back of a pick-up truck (or any open vehicle) OR on top of any vehicle on camp grounds is **PROHIBITED**. Please drive **ONLY** on the roadways and park in designated areas. NOTE: **Parking on the grass is also PROHIBITED!** Participants should walk from place to place while in camp, unless they have limited mobility.
- No public pay phone is available. In case of an emergency see your Camp Host!
- Swimming is strictly **PROHIBITED** in the lake and river. If anyone in your group violates this guideline that individual and your group may be asked to leave the camp.
- **Please take the time to leave the facilities, as you found them – CLEAN AND TIDY!**
- We ask that you build a fire **ONLY** in the designated area at the Point and in the fire rings at each cabin. Please **EXTINGUISH** all fires before leaving your cabin or the point. **NEVER LEAVE A SMOLDERING FIRE UNATTENDED.** Your group will be fined if camp staff finds a campfire unattended.
- If there is a **FIRE BAN**, please observe the law and refrain from building any outdoor fires. If your group has a fire outside during a fire ban your group will be fined.