

Ohio Administrative Code

CHAPTER 3701-25

Resident Day Camp Rules

Definitions.

As used in rules 3701-25-01 to 3701-25-22 of the Administrative Code:

- (A) "Board of health" means the board of health of the city or general health district, or the authority having the duties of a board of health in any city as authorized by section 3709.05 of the Revised Code.
- (B) "Camp" means a resident camp or a day camp.
- (C) "Day camp" means a facility which is being primarily utilized for the purpose of camping, indoor or outdoor activities, and exists on any tract of land together with any buildings or other structures pertinent to its use, but does not require overnight residence. A day camp does not include the following:
 - (1) Any university, college, or other educational facilities;
 - (2) Any facilities used for single day events; or
 - (3) Any use of a tract of land, or property determined by the board of health as not being within the intent of this chapter.
- (D) "Health commissioner" means the health commissioner of a city or general health district or his authorized representative.
- (E) "Operator" means the person having responsible charge of a camp.
- (F) "Person" has the same meaning as in section 1.59 of the Revised Code and also includes this state, any political subdivision of this state, and any other state or local body of this state.
- (G) "Primitive camp area" means any camp in which only sewage and solid waste disposal facilities are required.
- (H) "Resident camp" means a facility which is being primarily utilized for the purpose of camping, that requires overnight residence, indoor or outdoor activities, and exists on any tract of land together with any buildings or other structures pertinent to its use. A resident camp does not include the following:
 - (1) Any university, college, or other educational facilities; or
 - (2) Any use of a tract of land, or property determined by the board of health as not being within the intent of this chapter.
- (I) "Solid wastes" has the same meaning as set forth in rule 3745-27-01 of the Administrative Code.
- (J) "Human consumption" means ingestion or absorption of water or water vapor by humans as the result of drinking, cooking, dishwashing, handwashing, bathing, showering, or oral hygiene.

- (K) "One hundred year flood" means a flood having a one percent chance of being equaled or exceeded in any given year.
- (L) "One hundred year flood plain" means that area adjoining any river, stream, watercourse, or lake that has been or may be inundated by a one hundred year flood.
- (M) "Privy" means any sanitary waterless device for the collection and storage of human excreta and includes chemical commodes or other portable receptacles.
- (N) "Liquid waste" or "waste water" means the liquids and other materials resulting from cooking and washing activities at a site which are normally deposited in a plumbing or disposal fixture but which contain no sewage.
- (O) "Sewage" means human or animal urine or excrement and the water or other medium used to transport it.
- (P) "Sewage collection system" means pipelines, pumping stations, force mains and appurtenances for collecting and conducting sewage and other liquid wastes to a point of disposal or treatment.
- (Q) "Substantially alter" means to change the layout or the internal components of a camp, including but not limited to movement of utilities or changes in established roadways, camp areas, or other facilities.
- (R) "Waste water disposal facility" means a receptacle used for the collection or disposal of liquid waste.
- (S) "Permanent sleeping quarters" means buildings, platform tents, or other structures that are constructed in a fixed location and are used as primary sleeping quarters.
- (T) "Temporary shelters" means tents, adirondack shelters or other non-permanent structures used for overnight camping, field trips, and backpacking purposes.

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Plans; approval and content.

(A) No person shall construct, substantially alter, or expand a camp until both of the following have occurred:

- (1) The proposed location of the camp has been evaluated by the health commissioner. A written report containing information about the location shall be prepared, which shall include at a minimum, its topography, soil conditions, previous uses, and available utilities;
- (2) Each person shall obtain written approval of the plans and specifications described in paragraph (B) of this rule from the health commissioner before any construction, substantial alteration, or expansion begins.

(B) The plans and specifications shall be submitted in duplicate and shall show:

- (1) A site plan showing the general layout of the entire camp;
- (2) Entrance and exit roads, access roads, and trails;
- (3) Camp buildings and service buildings and other proposed structures;
- (4) The area, dimensions, and elevations of the tract of land;
- (5) Details and specifications of the water system, if applicable, but not including fixtures inside of structures;
- (6) Method of storage, collection, and disposal of solid wastes;
- (7) Swimming facilities, including swimming pools and other bathing places;
- (8) That the applicable provisions of rules 3701-25-01 to 3701-25-22 of the Administrative Code can be adequately met.
- (9) The location and details of the lighting and electrical systems, if applicable;
- (10) Details and specifications of the waste water collection and treatment system, if applicable;
- (11) Design and design plans for drainage of surface and storm waters;
- (12) Details and specifications of the sewage collection and treatment system, if applicable; and
- (13) The name, address, and telephone number of the proposed owner, camp operator and a person to contact with regard to the plans, and a letter of transmittal from the person requesting the review.

(C) The provisions of rule 3701-21-03 of the Administrative Code relating to submission of plans for proposed food service operations and rule 3701-31-03 of the Administrative Code relating to submission of plans for proposed swimming pools, spas, or special use pools shall apply to camps.

(D) The plans shall meet the requirements of paragraph (B) of this rule and shall be accompanied by all of the following documents:

- (1) Written verification from the local zoning authority that the land use has been zoned and approved for the development of a camp;
- (2) Written verification that all proposed buildings in the camp meet applicable state or local building requirements;
- (3) Written verification by the fire protection authority or authorities that have jurisdiction in the area of all of the following:
 - (a) That the camp has adequate fire protection;
 - (b) The method and layout of fire protection; and
 - (c) That applicable fire codes shall be adhered to in the construction and operation of the camp.
- (4) Written verification by the municipal corporation or board of county commissioners for unincorporated areas that the proposed new construction, substantial alteration, or expansion to a camp will be made in accordance with the municipal or county flood plain ordinances or resolutions and local flood plain requirements.
- (5) Written verification that the plans for the sewage disposal facilities, as specified in paragraph (A) of rule 3701-25-08 of the Administrative Code or sewage collection systems as specified in paragraph (B) of rule 3701-25-08 of the Administrative Code and the water supply system, as specified in paragraph (A)(1) of rule 3701-25-07 of the Administrative Code, have been approved by the Ohio environmental protection agency.

The health commissioner, upon request of the person submitting the plans and specifications for approval, may waive submission of any of the items required by this paragraph if it is determined that they are not necessary to review the plans effectively. The health commissioner may request additional information and may return incomplete plans to the applicant without review. The plans shall be acted upon within thirty days after the date of receipt of the information required under paragraphs (B) and (C) of this rule.

(E) Except as otherwise provided in this rule, a plan approval issued for a camp shall be valid for three years after the date on which the approval was issued.

- (1) One extension may be granted for an unspecified period of time, or until the rules in effect at the time of the approval are revised, if it is found that the applicant for plan approval has made a good faith effort to complete the construction, expansion, or substantial alteration of the camp, but has failed to complete it for reasons beyond the applicant's control.
- (2) A request for an extension shall be filed in writing before the expiration of the initial three-year period.

- (3) If the construction, expansion, or substantial alteration has not been completed within the three-year period, or within the limit of any extension granted under this paragraph, the plans shall be resubmitted in accordance with this rule.

(F) The plans may be disapproved for either of the following reasons:

- (1) The applicant for plan approval fails to comply with any requirement of rules 3701-25-01 to 3701-25-22 of the Administrative Code; or
- (2) The proposed construction, alteration, or expansion would not comply with any requirement of rules 3701-25-01 to 3701-25-22 of the Administrative Code.

(G) Plan disapprovals may be appealed to the board of health in accordance with fair hearing procedures adopted by the board of health.

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3701-25-03 **Inspection.**

The health commissioner shall have the right of entry and access to camps at any reasonable time for the purpose of inspecting and investigating conditions relating to the administration and enforcement of rules 3701-25-01 to 3701-25-22 of the Administrative Code. Before a permit is initially issued and annually thereafter, or more often if necessary, the health commissioner shall cause each camp to be inspected relative to compliance with rules 3701-25-01 to 3701-25-22 of the Administrative Code. A record shall be made of each inspection.

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3701-25-04 **Permission to operate.**

No person shall operate or maintain a camp unless the applicable provisions of rules 3701-25-01 to 3701-25-22 of the Administrative Code have been met and unless written authorization for the operation of the camp has been received from the board of health having jurisdiction. Such written authorization shall be obtained for each calendar year prior to opening the camp for the calendar year for which application is made.

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3701-25-05 **Application of rules.**

- (A) Rules 3701-25-01 to 3701-25-22 of the Administrative Code do not apply to agricultural labor camps as defined in rule 3701-33-01 of the Administrative Code.
- (B) Resident camps and day camps shall comply with rules 3701-25-01 to 3701-25-22 of the Administrative Code.

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3701-25-06

Water, sewage, and liquid waste systems.

All water, sewage, and liquid waste systems shall meet the standards of the Ohio environmental protection agency except where otherwise provided in rules 3701-25-07 and 3701-25-08 of the Administrative Code.

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3701-25-07

Water supply.

(A) The operator shall make water for human consumption available at all times from an approved source. The water must be of adequate quantity and shall either be from:

- (1) A public water system or a system that meets the standards of the Ohio environmental protection agency specified in Chapter 3745-81 of the Administrative Code if the camp serves more than twenty-five people, or
- (2) A private water system which meets the requirements of Chapter 3701-28 of the Administrative Code if the camp has less than fifteen or fewer service connections and serves twenty-five or fewer people.

The water supply system and equipment shall be maintained in a safe and sanitary manner so as not to create a health hazard to the occupants of the camp. Unless otherwise specified, water need not be provided for primitive camp areas.

(B) Water to be used exclusively for flushing toilets may be from a supply that does not meet the requirements of paragraph (A) of this rule only if all outlets from the supply are clearly and indelibly labeled to the effect that the water is "unsafe for human consumption".

(C) As of the effective date of this rule, when water is supplied for human consumption, the primary water source in any new or substantially altered camp shall be protected at the point of connection by an "American Society of Sanitary Engineering" (ASSE) 1013 reduced pressure principle backflow prevention assembly. All ASSE 1013 assemblies shall be annually inspected and tested by a person certified by the Ohio department of commerce to make such inspections. The devices shall be labeled to show compliance with this requirement.

(D) When the services of a water hauler are utilized to provide water for human consumption in camps, the operator of the camp shall be responsible to ensure that the water hauler has been approved by board of health having jurisdiction. Storage tanks shall be installed and maintained in accordance with rule 3701-28-13 of the Administrative Code.

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3701-25-08

Required sewage and liquid waste facilities.

- (A) Adequate facilities shall be provided for the collection and disposal of all sewage and liquid waste in camps.
- (B) All sewage collection systems and waste water disposal facilities shall be maintained in a safe and sanitary manner so as not to create a health hazard.
- (C) The camp shall be maintained free of sewage and liquid waste nuisances.
- (D) Adequate drainage shall be provided at all water service outlets.
- (E) The operator of the camp shall not permit any individual within the camp to create a sewage or liquid waste nuisance.
- (F) When the services of a septage hauler are utilized for the ultimate disposal of sewage or liquid wastes pumped from holding tanks, a service agreement shall be kept on file by the operator, including information regarding where the waste will be disposed, the date of each service, and the amount of any waste removed from the premises.
- (G) The ultimate disposal of sewage or liquid wastes pumped from holding tanks by the camp operator shall be in any publicly owned (municipal, county, district) treatment works with a design flow of one hundred thousand gallons per day or greater, or any other waste water treatment facility approved by the Ohio environmental protection agency to receive such wastes, or the sewage or liquid wastes may be land applied provided that such application is in strict accordance with 40 CFR part 503 and in accordance with any more stringent local regulation. Indiscriminate dumping of such sewage or liquid waste is prohibited.
- (H) Any proposed sewage collection system shall be approved by the Ohio environmental protection agency.

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3701-25-08.1

Waste water disposal facilities.

In addition to the requirements set forth in rule 3701-25-08 of the Administrative Code, the operator shall ensure that waste water disposal facilities meet the following requirements.

- (A) In areas where waste water is generated, waste water disposal facilities shall be located no farther than two hundred feet walking distance;
- (B) Waste water disposal facilities shall be easily accessible and provided with a sign indicating that the facility is for liquid waste water only and that no sewage is permitted;
- (C) Waste water disposal facilities shall be designed and constructed to accept liquid waste and maintained to keep the facility and the area around the facility free from any liquid waste nuisances;
- (D) Direct or indirect connection of any pipe, hose or direct discharge from any source to a waste water disposal facility is prohibited.
- (E) Except as provided in paragraph (F) of this rule, a waste water disposal facility installed in a camp after the effective date of this rule shall consist of one of the following:
 - (1) A plastic or concrete holding tank which is of a water-tight design and is capable of holding at least two hundred fifty gallons. The drain opening through which waste water is deposited into the holding tank shall be installed in a plastic or concrete riser which shall extend a minimum of eighteen inches above the ground surface. The drain opening shall be surrounded by a surface which extends from the opening to the sides of the riser and which slopes to the opening. The drain opening shall be covered by a drain grate and shall be located at least four inches below the top edge of the riser; or
 - (2) An individual connection to an approved sewage collection system; or
 - (3) An alternative waste water disposal system approved by the health commissioner when it can be determined that the soil conditions are conducive for filtration of liquid waste water.
- (F) A camp that was in existence on or before the effective date of this rule is not required to comply with paragraph (E) of this rule unless either of the following is the case:
 - (1) The camp is substantially altered or expanded in such a manner that an approval is required under rule 3701-25-02 of the Administrative Code; or
 - (2) The health commissioner determines that any existing waste water disposal facility is causing a nuisance because its location, installation, or design is not in compliance with paragraph (C) of this rule.

(G) The Ohio environmental protection agency shall approve plans for waste water disposal facilities located within a one hundred year flood plain.

(H) All waste water disposal facilities shall be installed and maintained in accordance with the approved plans.

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Toilet facilities.

(A) All toilet facilities, including privies, shall:

- (1) Be properly located, constructed, and maintained;
- (2) Be provided to the general camp population in an adequate number, based on the following minimum ratios:
 - (a) For resident camps:
 - (i) One seat for every ten females;
 - (ii) One seat for every ten males, however up to one third of the seats for males may be substituted with urinals;
 - (iii) If more than ten percent of the camp population has restricted mobility, the ratios are:
 - (a) One seat for every eight females;
 - (b) One seat for every eight males.
 - (b) For day camps:
 - (i) One seat for every thirty females;
 - (ii) One seat for every fifty males, however up to one third of the seats for males may be substituted with urinals;
 - (iii) If more than ten percent of the camp population has restricted mobility, the ratios are:
 - (a) One seat for every twenty females;
 - (b) One seat for every thirty males;
- (3) Be maintained in a clean and sanitary condition;
- (4) Provide facilities for men and women. Each facility shall be plainly designated. If the facilities for each sex are in the same building, they shall be separated by solid walls or partitions extending from the floor to the ceiling;
- (5) Be provided with adequate toilet tissue at each toilet fixture;
- (6) Be provided with self-closing doors or modesty shields at the entrance and exits;
- (7) Be provided with floors that are smooth and impervious to moisture. When floor drains are provided, the floor shall be sloped to the drain and the drain shall be properly trapped; and

- (8) Be installed and maintained in accordance with the approved plans.
- (B) In new camps or camps significantly altered, plumbing and plumbing fixture requirements shall comply with the Ohio Plumbing Code as adopted by the board of building standards under authority of Chapter 3781. of the Revised Code and addressed in rule 4101:2-28-08 of the Administrative Code.
- (C) The location of toilets shall be indicated by suitable signs. During night hours all toilet facilities shall be lighted by artificial lighting, except in primitive camp areas.
- (D) Pit latrines are not permitted, except pit latrines that were in existence on or before the effective date of this rule are permitted in primitive camp areas unless either of the following is the case:
- (1) The camp is substantially altered or expanded in such a manner that plan approval is required under rule 3701-25-02 of the Administrative Code; or
 - (2) The health commissioner determines that a nuisance exists.
- (E) Vault privies shall be constructed of a water-tight holding tank capable of holding a minimum volume of one thousand gallons.
- (F) Where water is provided to toilet facilities, plans shall be submitted to and approved by the Ohio environmental protection agency.

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3701-25-11

Handwashing and shower facilities.

- (A) Approved handwashing and shower facilities, equipped with water that is safe for human consumption, soap, and an acceptable hand drying method shall be provided in each camp except primitive camp areas.
- (B) Handwashing and shower facilities shall be maintained in a clean and sanitary condition.
- (C) Day camps are not required to be provided with shower facilities unless deemed necessary by the health commissioner.
- (D) Where shower facilities will be used by more than one family at one time or by non-family groups, separate facilities shall be provided for each sex. If shower facilities for each sex are in the same building, they shall be separated by solid walls or partitions extending from the floor to the ceiling. A coved base at the juncture of walls and floors is required in new or remodeled rooms. Shower building entrances and exits shall be provided with self-closing doors or modesty shields.
- (E) The number of handwashing and shower facilities in existing resident camps and day camps shall be satisfactory. In resident camps and day camps constructed after January 1, 1972, handwashing and shower facilities shall be provided in the ratio as provided in the Ohio Building Code adopted by the board of building standards under authority of Chapter 3781. of the Revised Code.
- (F) The floors shall have a smooth, easily cleanable, slip resistant finish and shall be impervious to moisture. Properly trapped floor drains shall be provided in wash rooms to drain and facilitate cleaning.
- (G) The location of handwashing and shower facilities shall be indicated by suitable signs. Except in primitive camp areas, during night hours the interior of these facilities shall be illuminated by artificial lighting.
- (H) Notwithstanding the requirements of rule 3701-25-081 of the Administrative Code, after the effective date of this rule, waste water from handwashing and shower facilities shall be disposed of in a sewage collection system.

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3701-25-12

Solid waste storage and disposal.

- (A) The storage, collection, and disposal of solid wastes shall be conducted so as to avoid the creation of health hazards, rodent harborages, insect breeding areas, and accidents.
- (B) When solid wastes are stored at camp areas or at a central point within the camp, they shall be stored in durable rust resistant, watertight, non-absorbent, and easily cleanable containers with tight fitting covers. Containers and covers shall be maintained in a clean condition and in good repair. Solid waste containers shall be sufficient in number and size to accommodate all solid wastes between collections.
- (C) All solid waste containers must be easily accessible and emptied at least weekly unless otherwise authorized by the health commissioner.
- (D) All camps must have a written policy for the disposal of infectious wastes. Infectious waste disposal must be in compliance with rules of the Ohio environmental protection agency.

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3701-25-14 **Electrical service.**

- (A) Electrical systems installed in camps shall be approved, installed, and maintained in accordance with the provisions of the "National Electric Code," as amended.
- (B) When, in the opinion of the health commissioner, an electrical hazard exists, the camp operator may be required to present acceptable evidence that all electrical wiring and grounding is in satisfactory compliance with the "National Electric Code."

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3701-25-15

Sleeping quarters.

- (A) All permanent sleeping quarters which are provided by the operator shall be constructed and maintained in a safe condition, shall afford adequate protection against inclement weather conditions and shall be so located and maintained as to provide easy, unobstructed exit in case of fire or other emergency.
- (B) In permanent sleeping quarters which are provided by the operator, cots and bunks shall be arranged as to allow:
- (1) Adequate cross ventilation;
 - (2) A minimum distance of five feet between heads of the sleepers; and
 - (3) A minimum distance of thirty inches between the sides of the beds. In instances where the thirty inch separation distance cannot be achieved, the operator may provide a permanent partition or other acceptable barrier between beds.
- (C) Articles of bedding and furniture which are provided by the operator shall be:
- (1) Kept clean, free of insects and rodents, and in good repair;
 - (2) Provided with impervious, easily cleanable mattress covers, or the equivalent;
 - (3) Changed between campers, when soiled, and at least weekly, if sheets and pillowcases are supplied by the operator; and
 - (4) Equipped with guardrails attached to the upper bunks used by children to prevent occupants from accidentally rolling out of bed.

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Control of insects, rodents, other pests and noxious plants.

- (A) Pest control measures shall be employed by the operator whenever an insect, rodent or other pest nuisance exists.
- (B) All buildings and storage areas shall be constructed and maintained in such a manner as to minimize the entrance of insects, rodents or other pests. This shall include, but not be limited to, screening or closure of all openings to permanent buildings, elimination of harborages, or use of chemical control by trained personnel.
- (C) The operator shall reasonably control noxious plants such as poison ivy, poison sumac, and other plants which could constitute a hazard to campers in the public use areas.

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3701-25-17

Restriction of animals and pets.

- (A) If pets are permitted by the camp operator, the owner of any pet shall register the pet with the operator upon initially entering the camp. Registration information shall include, but not be limited to, the type and description of the pet and the name, address and telephone number of the owner, to facilitate future notification in case of emergency.
- (B) Animals shall be controlled in such a manner as to prevent a nuisance or a health hazard.
- (C) The operator shall promptly report to the health commissioner of the board of health having jurisdiction all known cases of either domestic or wild animal bites inflicted upon any person in the camp area.

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Safety.

- (A) Fire fighting equipment of the type and quantity acceptable to the state fire marshal or local fire department shall be made available by the operator for use in fighting fires. All fire fighting equipment shall be maintained in good operating condition and so located that it is readily available for use at all times.
- (B) Water recreation areas, public swimming pools and public spas under the control of the operator shall be supervised and maintained in accordance with rules 3701-31-01 to 3701-31-10 of the Administrative Code.
- (C) Firearms, hazardous substances, and potentially hazardous equipment under the control of the operator shall be used, maintained, and stored in a safe manner and shall be protected from unauthorized use. The operator shall also identify programs which require specialized supervision and control and protect the areas and equipment from unauthorized access and use.
- (D) The operator shall provide a place for the reception and first aid treatment of sick or injured campers. First aid equipment consisting of unused disposable gloves and a sufficient supply of materials to stop bleeding, and to clean and cover minor cuts and abrasions shall be maintained.
- (E) A telephone or directions to a telephone shall be provided and made available at the camp. A list of emergency numbers shall be conveniently posted or otherwise made available to all phones.
- (F) Hazardous substances shall be labeled, stored, and handled as required by applicable laws and rules and as directed by the health commissioner in instances not covered by such laws and rules.
- (G) All playgrounds and playground equipment shall be installed and maintained in a safe condition.
- (H) All heating and cooling devices shall be installed and operated in such a manner as to avoid fire hazards, a dangerous concentration of fumes or gases, accidents, and electrical hazards
- (I) The handling and storage of fuel oil or other flammable liquids shall be in compliance with the applicable standards of the current edition of the of the national fire protection association standard number thirty.
- (J) The operator shall identify all natural hazards to life and safety and eliminate them where possible within the camp.
- (K) The operator shall maintain a record of all injuries occurring within the camp area that require the attention of medical personnel licensed under Chapters 4723., 4730., and 4731. of the Revised Code.
- (L) The operator shall insure that no motorized vehicles are used in such a manner in the camp that a hazard to life or safety occurs.

3701-25-19

Communicable disease.

- (A) The operator shall promptly notify the health commissioner of the board of health having jurisdiction of any known cases of communicable disease or known carriers of communicable disease.
- (B) No person known to be infected with a disease in a communicable form or to be a carrier of such disease shall be employed in the operation or maintenance of a camp.
- (C) In the event of any outbreak of any communicable disease in a camp, the operator shall comply with the orders of the health commissioner.
- (D) When deemed necessary, the health commissioner may require laboratory tests or physical examinations of camp operators, staff members, and guests.

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Rule Amplifies: 3701.13
Prior Effective Dates: 1/1/1972, 9/6/98

3701-25-20

Maintenance.

All camp buildings, grounds, equipment, roadways, walkways, and other facilities shall be maintained in a safe and sanitary condition at all times. Cleaning and maintenance of these facilities shall be the responsibility of the operator. Camp roads and walkways shall be maintained to provide all-weather access and dust control while in operation.

R.C. 119.032 review dates: 08/28/2003 and 08/01/2008

CERTIFIED ELECTRONICALLY

Certification

08/28/2003

Date

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Prior Effective Dates: 1/1/1972, 9/6/98

3701-25-21

Rules.

(A) The operator shall establish rules governing the operation and maintenance of the camp. Such rules shall include, but not be limited to, the following general areas:

- (1) Traffic control;
- (2) Noise control;
- (3) Use of hazardous materials and fire safety;
- (4) Registration of camp visitors; and
- (5) Aquatic recreation area safety, if applicable.

(B) Rules shall be provided to patrons as they initially enter the camp or be conspicuously posted.

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3701-25-22

Responsibility of camp operator.

(A) The operator shall:

- (1) Be responsible for the maintenance and sanitary condition of the camp;
- (2) Maintain access throughout the camp area for campers and safety or emergency vehicles at all times the camp is in use;
- (3) Attempt to prevent and shall abate any nuisance or unsanitary condition in the camp;
- (4) Provide the campers information about natural potential hazards to their safety.

(B) When a camp is in operation, the operator shall maintain at least one responsible adult available at all times.

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