the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP LETTS RETREAT CENTER

RETREAT CENTER GROUP RENTALS

YMCA Camp Letts is a scenic multi-purpose rental venue set on the banks of the Rhode River just one mile from the Chesapeake Bay and 30 miles outside of Washington DC. Our facilities are available for rental September – May for group reservations of all shapes and sizes.

Booking Procedures & Payments

A signed contract and 10% non-refundable deposit are required to fully confirm all reservations. Camp Letts will hold cabins and meeting spaces for no more than 14 days without a signed contract and deposit. Activities are subject to availability and are booked on a first-come-first-serve basis. Any special requests must be in writing and come from the group leader. Please note that the contract specifies lodging, meals and any add on activities. Payment in full is due one week prior to your visit. Reservations are not guaranteed without a signed contract AND deposit.

Guaranteed Minimum Guest Count

Camp Letts charges per person for all overnight and daily guests. The guaranteed minimum guest count is the minimum number of guests for which camp will prepare and for which the group is required to pay.

- Guaranteed minimum guest counts are due 30 days prior to your visit. Any changes in the guaranteed minimum must be made in writing. Changes in the guaranteed minimum guest count can be made up to 30 days prior to a group's arrival.
- The group is required to pay for no fewer guests than the guaranteed minimum. The group's final head count is due 2 weeks prior to the event. If exceeding the guaranteed minimum guest count, please speak with Retreat Director/Coordinator as available space may be limited.

Certificate of Insurance / Event Insurance

Every group, large and small, must provide a Certificate of Insurance naming YMCA Camp Letts as an additionally insured, for the amount of $1,000,000 per incident. This must be provided at least two weeks before your group's arrival to camp. If alcohol is being served, the group must obtain and provide a liquor license from Anne Arundel County. Visit the link below for more details:
https://www.aacounty.org/board-of-license-commissioners/one-day-liquor-licenses

Cancellation Policy

After the contract has been signed by both parties, the group is responsible for full payment for cancellations occurring within 8 weeks prior to reservation arrival date. All notifications of cancellations are required in writing. Once on site, if the group chooses to leave YMCA Camp Letts prior to the agreed upon departure time and date, no refund will be given and the payment of the full contract and all activity fees are due.

YMCA CAMP LETTS
RETREAT CENTER

Meeting Spaces

Camp Letts has indoor and outdoor meeting spaces on site which can accommodate small and large groups. One meeting space is included with any overnight reservation of 50 guests or more. Groups smaller than 50 guests must rent a meeting space. See "Retreat Group Space Rental" in this brochure for more information on available spaces.

Camp Activities

Camp Letts offers traditional camp activities, led by Camp Letts staff. Many of Camp Letts' activities are weather dependent. Closing program areas will be at the discretion of the Camp Letts staff. In case of inclement weather, other programs will not be substituted. It is the responsibility of the group to plan and facilitate a "Plan B" in the event Camp Letts scheduled activities must be canceled due to weather. The group leader will be informed in the event of cancelation.

Cabin Accommodations & What to Bring

All beds are bunk style with attached bathrooms. Guests will need to bring a sleeping bag or twin size sheets and blanket, a pillow, towels and toiletries. We recommend guests bring clothes appropriate to the season. See "Suggested Packing List" in this brochure for more information on what to bring. Guests will need closed toe and heel shoes for zip line, and the team development courses. All Camp Letts facilities are climate controlled.

Dining Facilities & Food Services

Camp Letts has a large dining hall space that can accommodate up to 300 sitting guests. Overnight groups may rent exclusive use of the dining hall, for use outside of meal times during your visit. Day groups may rent the dining hall for ½ day or full day programs. See the "Retreat Group Space Rental" page.

Groups may find themselves sharing the dining space during meals. Camp Letts can provide meal services for groups of 50 or more. Groups of less than 50 or those who do not choose to contract food services through Camp Letts may bring in their own food, own pre-prepared catering services, or order local food delivery services.

The Camp Letts commercial kitchen is not available for rental.

Liquor License Requirement

The possession or use of alcohol by any group is prohibited unless the group has secured a liquor license from Anne Arundel County. The liquor license must be submitted to Camp Letts prior to the event so it can be posted during the event. The group may only consume their beverages in their designated area. The possession or use of illegal drugs by any group or group member is strictly prohibited at YMCA Camp Letts. Violators will be reported to local authorities. A license may be obtained by going to aacounty.org/liquorboard

YMCA CAMP LETTS
RETREAT CENTER

First Aid While On-Site

- Rental groups are responsible for providing their own First Aid, First Aid Supplies, Emergency Care, and Emergency Transportation for their participants and leaders.
- If rental groups need a locked space to store medications and first aid supplies, please contact the Retreat Director directly to coordinate. Letts advises rental groups to store all medications (prescription and over-the-counter) under lock except when in the controlled possession of the person responsible for administering them.
- Letts advises that rental groups obtain information regarding known allergies and health conditions that require treatment, restriction, or other accommodations while on-site.

Supervision While On-Site

- It is the rental group's responsibility to supervise the group's participants and behavior while on-site.
- Letts highly advises that all rental groups have 1 or more of their staff on-site with a current CPR/AED and First Aid certification during the duration of their booking.
- It is the rental group's responsibility to supervise and lead Self-Guided Activities.
- All staff members of the rental group(s) are at least sixteen (16) years of age and at least two (2) years older than the minor with whom they are working.
- The ratios of staff of the rental group(s) who are on duty and supervising campers in units or living areas during unstructured time and in general camp activities should meet the following minimums:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years old	1	6	8
9-14 years old	1	8	10
15-18 years old	1	10	12

YMCA CAMP LETTS
RETREAT CENTER

RETREAT CENTER MEALS & LODGING RATES PER-PERSON

Cabin Overnight-With-Meals	
1 night & 0 meals	$58.00
1 night & 2 meals	$84.00
1 night & 3 meals	$96.00
1 night & 4 meals	$109.00
1 night & 5 meals	$122.00
2 nights & 4 meals	$124.00
2 nights & 5 meals	$137.00
2 nights & 6 meals	$150.00
2 nights & 7 meals	$163.00
2 nights & 8 meals	$175.00
3 nights & 8 meals	$190.00
3 nights & 9 meals	$203.00
3 nights & 10 meals	$215.00

Meals for Day Only or Tenting Guests	
Breakfast	$12.50
Lunch	$12.50
Dinner	$12.50

Overnight With No Meals	
Cabin each additional night	$13.00
Tent (per night)	$13.00

Qualification for Letts Provided Meals
Groups of 50 or more (Overnight or Day Only Visits)

Extra Cabin Fee
Outside of group numbers it is an additional $250 per extra cabin

YMCA CAMP LETTS
RETREAT CENTER

RETREAT GROUP SPACE RENTAL

Overnight groups of 50 guests receive 1 meeting space free of charge

MEETING SPACE	DIMENSIONS	MEAL SEATING CAPACITY	CLASSROOM-STYLE SEATING CAPACITY	RATES
Arts & Crafts Bldg.	21'x 21'	30	30	$250
Fisher Hall	45'x 30'	90	90	$500
Boat House	46' x 30'	100	80	$500
Exclusive Dinning Hall Rental Full Day 8 Hour	80' x 72'	350	250	$5,000.00
Exclusive Dining Hall ½ Day 4 Hour Rental	80' x 72'	350	250	$2,500.00
White House	21' x 15'	30	25	$250
Athletic Field or Field Parking	-	-	Up to 500	$500
Sunset Field	-	-	Up to 250	$500
Picnic Grove (grills & picnic tables only)	30' x 50'	Up to 100	-	$500
Camp fire pit	-	Up to 100	-	$25 per use
Exclusive Use – Entire Camp	-	-	-	$15,000.00

Please consider an exclusive rental if you wish to be the only group on site during your visit. It is very common for Camp Letts to host multiple groups of varying sizes and ages on any given day/weekend.

YMCA CAMP LETTS
RETREAT CENTER

LETTS STAFF LED ACTIVITIES

Groups are welcome to plan and facilitate their own activities while on site

Activity Type	Participant Capacity	Age Limits	Session Duration	Rates
Zip Line	25	6 & Up	60 min.	$300
Archery	25	6 & Up	60 min.	$175
Canoeing	25	All Ages w/adult	60 min.	$300
Tie-Dye	25	All Ages	60 min.	$150 + $10 per person
Kayak	25	10 & Up	60 min.	$300
Group Games	25*	All Ages	60 min.	$175

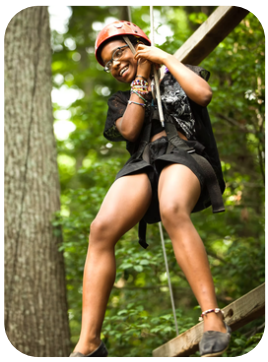
Due to limited staff capacity, Camp Letts is not able to offer Canoeing or Kayaking and Zip Line simultaneously.
MINIMUM of 2 sessions per activity per day is required.
See "Letts Led Activity Details" for activity descriptions, as well as self-guided activities available at YMCA Camp Letts.

YMCA CAMP LETTS
RETREAT CENTER

LETTS LED ACTIVITY DETAILS

Each activity area can accommodate up to 25 people including spectators. We ask all participants to arrive at the start time for each activity for the safety briefing .

Zip Line



Description: Climb 20 feet into the air and then soar down our 250 feet of zip line through our scenic woodlands. This is a great and exhilarating way to enjoy the natural beauty at camp.

Cost: $300 for a 60-minute session.

Ages and Group Size: 2nd grade and up; maximum of 25 people per session.

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure,Perseverance, Independence

Archery

Description: Learn the basic skills of one of the world's oldest sports! Our staff will help you develop your skills and you can then practice and improve your aim by shooting at targets with your bow and arrow.

Cost: $175 for a 60-minute session

Ages and Group Size: All ages; maximum of 25 people per session

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure,Perseverance, Independence

Canoeing

Description: Share a boat with a few of your friends as you paddle along the Rhode River. Learn the basic strokes of canoeing as you navigate the waters surrounding Camp Letts.

Cost: $300 for a 60-minute session

Ages and Group Size: All ages. 4th grade and under should have 1 adult per canoe; maximum of 25 people

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure,Perseverance, Independence

YMCA CAMP LETTS
RETREAT CENTER

LETTS LED ACTIVITY DETAILS CONT.

Kayaking

Description: Paddle along the Rhode River in your own kayak. Learn the basic strokes of kayaking as you navigate the waters surrounding Camp Letts.

Cost: $300 for a 60-minute session

Ages and Group Size: Ages 10 and up.; maximum of 25 people

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure,Perseverance, Independence, Skill Development, Leadership, Cooperation, Problem Solving

Tie-Dye

Description: Take home a Camp Letts t-shirt with your personal touch! Learn the basic patterns and techniques and apply them to your own design. Please note that tie-dye can stain hands, clothes, and shoes. We suggest wearing clothes/shoes you don't mind getting colorful!

Cost: $150 deposit + $10 per person for a 60-minute session

Ages and Group Size: All ages; maximum of 25 people

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Problem Solving, Creativity, Skill Development, Independence

Group Games

Description: Great for team building, staff bonding, or just a good time outside! A trained Camp Letts faciliator will teach and lead you through different field games/team building games. Great for all ages looking to get moving and have fun while taking in the scenic views!

Cost: $175 for a 60-minute session

Ages and Group Size: All ages; maximum of 25* people

*Ability to accommodate more participants, please speak to Retreat Director for more information

YMCA CAMP LETTS
RETREAT CENTER

SELF GUIDED ACTIVITY DETAILS

Self-guided activities are first come first served. Groups are responsible for facilitating any self-guided activities while on-site.

Nature Hike – Self Guided

Description: Explore the coastline and discover the plants, animals, and landscape of Camp Letts while discovering the treasures of the Chesapeake Bay! A trail map is provided.

Ages and Group Size: All ages; All sizes

Courts and Field Sports – Self Guided

Description: Take in a little exercise, sunshine and fresh air. A sports shed is provided with an array of supplies, including, but not limited to: basketball, volleyball, tennis, gaga ball.

Ages and Group Size: All ages. All sizes.

Camp Fire – Self Guided

Description: Camp Letts staff will prepare your fire pit so it is lighter ready when your group is ready to enjoy. Pick from 4 available fire circles. S'more sticks can be available upon request. A bucket of water is also provided for safe extinguishing. Actual S'more supplies not included, bring your own s'mores.

Cost: $25 for wood and set up. Please bring your own lighter.

YMCA CAMP LETTS
RETREAT CENTER

Sample Daily Activity and Meal Schedule

BREAKFAST	8:00 AM–9:00 AM
Activity Period 1	9:30 AM–10:30 AM
Transition to Next Activity	10:30 AM–10:45 AM
Activity Period 2	10:45 AM–11:45 AM
Transition to Lunch	11:45 AM–12:00 PM
LUNCH	12:00 PM–1:00 PM
Transition to Next Activity	1:15 PM–1:30 PM
Activity Period 3	1:30 PM–2:30 PM
Transition to Next Activity	2:30 PM–2:45 PM
Activity Period 4	2:45 PM–3:45 PM
Free Time	3:45 PM–6:00 PM
DINNER	6:00 PM–6:45 PM
Free Time & Pre-Scheduled Activities	After 6:00 PM
Quiet Hours	10:00 PM–7:00 AM

YMCA CAMP LETTS
RETREAT CENTER

YMCA CAMP LETTS SUGGESTED PACKING LIST

- Toiletries (toothbrush, toothpaste, body wash, shampoo etc.)
- Towel for bathing
- Twin-Sized Bedsheets or Sleeping Bag
- Clothes – Weather appropriate
- Closed toe and tennis shoes or sneakers
- Raincoat or poncho
- Flash light/ lantern
- Sunscreen
- Water shoes, sandals or sneakers that can get wet
- Towel for water activities (optional)
- Insect repellant (non-aerosol)
- Fan (optional)

YMCA CAMP LETTS
RETREAT CENTER

CAMP LETTS CABIN BED COUNT

Name	Total Beds	Bed Count Per Side			Toilets		Showers	
-	-	A	B	Middle	A	B	A	B
Plebe 1	27	12	12	3	1	1	2	2
Plebe 2	28	12	12	4	1	1	2	2
Bos'n 1	27	12	12	3	1	1	2	2
Bos'n 2	24	10	10	4	2	2	2	2
Ensign 1	24	10	10	4	2	2	2	2
*Ensign 2	24	10	10	4	2	2	2	2
*Ensign 3	24	10	10	4	2	2	2	2
Quarter-master 1	28	12	12	4	1	1	2	2
Quarter-master 2	28	12	12	4	1	1	2	2
Mariner 1	24	10	10	4	2	2	2	2
Mariner 2	24	10	10	4	2	2	2	2
Mariner 3	24	10	10	4	2	2	2	2

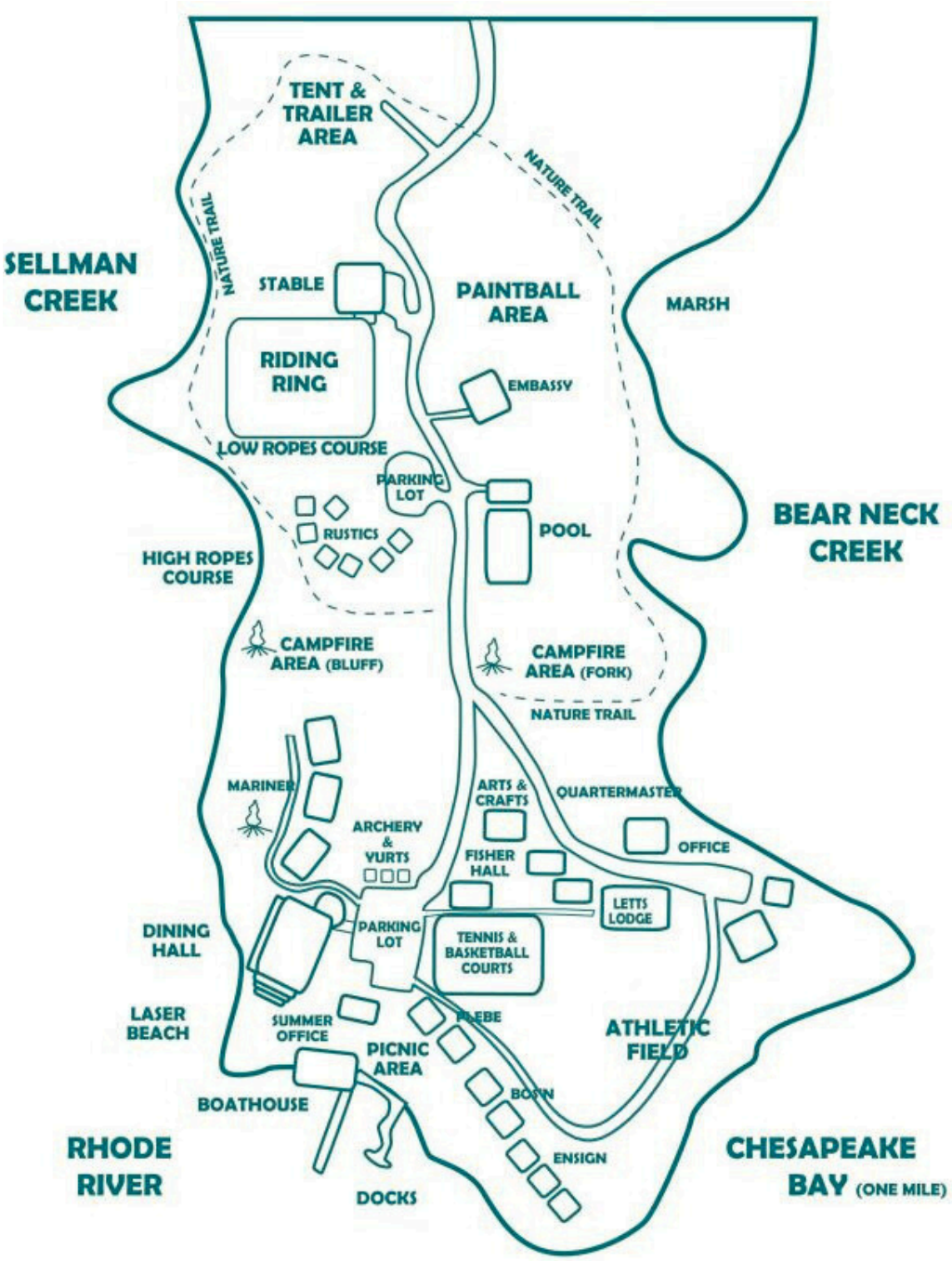
Cabins Ensign 2 & 3 are located in a confirmed 100-year flood plain. These cabins may be closed due to very wet or extreme weather conditions. Please contact your Retreat Coordinator with any concerns regarding rental of these cabins

LETTS LODGE	TOTAL BEDS
Room 1	4
Room 2	4
Room 3	3
Room 4	4
Room 5	4
Room 6	4
Room 7	4
Room 8	4

Large Bathroom
2 Toilet Stalls
2 Shower Cubicles

Small Bathroom
this restroom is situated between 2 rooms and is not recommended for general use

1 Toilet, (not in a stall)
2 Shower Cubicles

YMCA CAMP LETTS
RETREAT CENTER

YMCA Camp Letts Map