

## CHILDREN'S CAMP LICENSE APPLICATION DIRECTIONS

1. **Camp Name:** refers to the name of what you call the camp site.  
**County:** refers to the county in which the camp is located, not the county in which your business organization is located. **IF YOU ARE NOT SURE WHICH COUNTY, or the NAME OF THE COUNTY YOUR CAMP IS LOCATED IN, PLEASE CONTACT OUR OFFICE AT THE TELEPHONE NUMBER LISTED BELOW!**
2. **Name of Camp Owner:** is the person or business organization which owns the camping facility. Mailing address and phone number are that of the person, or business organization that owns the camp.
3. **Name of Responsible Individual in Camp:** is the person who is in charge of the camp, that lives on site during the camping season. Camp mailing address and phone are those of the facility, not that of the person or business organization. If your camping facility does not have accessibility to telephone communications please indicate that to us.
4. **Date(s) of Operation of Camp:** is the camping season of your facility.
5. If you **LEASE** or **RENT** your facility out to other groups please provide that information to us. Keep in mind that only the owner of the camp needs to make an application for permit, not individual groups who will utilize the facility.
6. **How many people can the camp accommodate:** refers to the maximum number of attendees during any one scheduled camping event.
7. **Does the camp have a central kitchen?:** asks whether there is a permanent kitchen facility.
8. **Does the camp have a swimming pool?:** whether there is swimming available at the camp. Please inform us if your swimming facility is a pond, lake or creek (ie. other than a swimming pool).
9. **What kind of animals are in camp?:** refers to domesticated animals only, not wild animals.

The application must be filled out completely: Do not leave any item blank. If you need more space to answer questions, please feel free to add additional pages. The more information the better! Should you have questions, please do not hesitate to contact our office at (602) 364-3133.

The application must be signed by the owner, governing board, or representative agent of the owner as listed under 2 of the application form.

Retain a copy for your records and mail a copy, along with the \$25 fee, the **last (2) copies of your water system analysis and a detailed Map and/or Directions to your camp to the :**  
**Arizona Department of Health Services**  
**Office of Environmental Health**  
**150 North 18<sup>th</sup> Avenue, Suite 430**  
**Phoenix, AZ 85007**

**ARIZONA DEPARTMENT OF HEALTH SERVICES**  
**YOUTH CAMP LICENSE APPLICATION**  
(Title 8, Chapter 6, Article 1, Arizona Revised Statutes)

- Please complete this application in full. (Use typewriter or ballpoint pen).
- A license to operate a Youth Camp is required of each operator whether or not he is the owner of the camp.
- A license to operate a Youth Camp is renewable annually.
- A separate application shall be made and license obtained for each camp, no Youth Camp shall be operated without first obtaining a license.
- A fee of \$25.00 is required for each renewal of the license and a fee of \$100.00 for a new camp.

1. CAMP NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
NAME OF CAMP OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

3. NAME OF RESPONSIBLE INDIVIDUAL IN CAMP: \_\_\_\_\_ PHONE: \_\_\_\_\_

CAMP MAILING ADDRESS: \_\_\_\_\_

4. DATE(S) OF OPERATION OF CAMP: \_\_\_\_\_

5. DO YOU PLAN TO LEASE OR RENT THE CAMP TO ANY OTHER ORGANIZATION?     YES     NO

NAME AND ADDRESS OF ORGANIZATION(S)	DATES OF OPERATION
_____	_____
_____	_____
_____	_____

6. HOW MANY PEOPLE CAN THE CAMP ACCOMMODATE? \_\_\_\_\_ CAMPERS    \_\_\_\_\_ STAFF

7. DOES THE CAMP HAVE A CENTRAL KITCHEN?     YES     NO

8. DOES THE CAMP HAVE A SWIMMING POOL?     YES     NO

9. WHAT KIND OF ANIMALS ARE IN CAMP? \_\_\_\_\_

10. DO DOGS HAVE CURRENT RABIES VACCINATION?     YES     NO

11. HAS THERE BEEN ANY NEW CONSTRUCTION OR REMODELING SINCE THE LAST INSPECTION?     YES     NO

12. WATER SUPPLY SOURCE:     SPRING     WELL     LAKE     STREAM     MUNICIPAL

13. TYPE OF SEWAGE DISPOSAL SYSTEM:     SEPTIC TANKS     MUNICIPAL SYSTEM     TREATMENT PLANT     PRIVIES

14. METHOD OF GARBAGE AND REFUSE DISPOSAL:

HAUL TO SANITARY LANDFILL     MUNICIPAL SERVICE     COMMERCIAL SERVICE

15. THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A LICENSE TO OPERATE A YOUTH CAMP: (Check as applicable)

RENEWAL     NEW     OWNER     LESSEE

To the best of my knowledge the facilities conform to the requirements of the law, and rules and regulations of the Arizona Department of Health Services.  
The camp will be operated in accordance with this law and rules and regulations of the Arizona Department of Health Services.  
Enclose \$25.00 for renewal of a license or \$100.00 for a new camp. Make payable to Arizona Department of Health Services (ADHS).

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT OR TYPE NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLEASE ENCLOSE A MAP AND/OR DIRECTIONS TO THE CAMP.**

## CHILDREN'S CAMPS – STATUTORY REQUIREMENTS

### 8-551. Definition

A. "Children's camp" means any land with permanent buildings, tents or other structures established or maintained as living quarters where both food and lodging or the facilities therefor are provided for minors, operated continuously for a period of five days or more each year for religious, recreational or vacation purposes, and the use of the camp is offered either free of charge or for payment of a fee.

B. The term "children's camp" shall not include any camps owned or leased for individual or family use, penal or correctional camps, or places operated solely for the education, care or treatment of children.

### 8-552. Application for license; issuance; posting

A. The department of health services is authorized and directed to issue licenses for the operation of children's camps: No children's camp shall be operated without first obtaining such a license.

B. On or before May 1 annually, every person operating or seeking to operate a children's camp shall make application in writing to the department of health services for a license to conduct a children's camp. The application shall be in such form and shall contain such information as the department of health services finds necessary to determine that the children's camp will be operated and maintained in accordance with the standards prescribed by this chapter.

C. Where a person operates or is seeking to operate more than one children's camp, a separate application shall be made, and license obtained, for each camp.

D. The license shall be posted in a conspicuous place on the premises occupied by each camp.

### 8-553. License fee

A. The fee for a children's camp license issued by the department of health services shall be one hundred dollars for the first license and twenty-five dollars for each renewal of the license thereafter. All funds collected from this source shall be deposited with the state treasurer and credited to the general fund.

B. A county to which the department of health services has delegated powers and duties pursuant to section 8-568 may charge and collect a license fee. A county shall not charge a fee in excess of the cost of providing the service for which the fee is charged. The county shall transmit fees collected pursuant to this subsection to the county treasurer.

### 8-554. Location

Every children's camp shall be located on well-drained ground near an adequate safe water supply.

### 8-555. Layout

The general layout of a children's camp shall be planned to lessen fire, accident and disease hazards.

### 8-556. Water supply

A. Every children's camp shall be provided with a water supply of sufficient quantity to provide a minimum of five gallons per person per day to the camp site at a rate of two and one-half times the average hourly demand, and be of a safe sanitary quality, meeting the minimum standards of the department of environmental quality.

B. Cross flow or backflow connections with contaminated water supplies or other possible sources of contamination are prohibited.

### 8-557. Toilets and disposal systems

Every camp shall be provided with privies or with suitable toilets and with disposal systems meeting minimum health requirements of the department of environmental quality. One toilet or one privy shall be provided for every fifteen persons or fraction thereof in the camp

population. Privies shall be located at least one hundred twenty-five feet from any source of domestic water and shall at all times be maintained in good repair and in a clean and sanitary condition.

8-558. Food service permits

A children's camp shall obtain a food service permit pursuant to the requirements of title 36.

8-560. Drainage

In every children's camp all kitchen, toilet, bath and other drainage shall be disposed of in such manner as to prevent fly and mosquito breeding and the pollution of any water or food supply.

8-561. Inspection of camps; revocation of license

A. The department of health services shall make an annual inspection of each children's camp and where upon inspection it is found that there is a failure to comply with any of the standards prescribed by this chapter, the department shall give notice to the camp operator of such failure, which notice shall set forth the law violated.

B. The camp operator shall have a reasonable time after receiving such notice in which to correct such failure and to comply with the standards prescribed by this chapter. In the event the camp operator fails to comply with the requirements of such notice within a reasonable time the department may suspend or revoke his license.

8-564. Exemption of contract employees from limitations on hours of labor

Any person employed by a children's camp on a written contract basis for a specified term longer than one week shall be exempt from the provisions of section 23-233, relating to daily and weekly hours of labor, except that no child under the age of sixteen years shall be employed for more than forty hours in any one week.

8-565. Violation; classification

Any person who violates any provision of this article is guilty of a petty offense.

8-566. Exception

The provisions of this chapter shall not apply to children's camps which are regulated by an existing ordinance of any city or town.

8-567. Limitations

Nothing in this chapter shall be interpreted to limit the powers and duties of the department of health services.

8-568. Delegation of powers

The department of health services may delegate powers and duties provided pursuant to this chapter to a county health department of the county in which the children's camp is located.