

Please send a signed copy along with your agreement form.

Retreat and Summer Rental Guidelines

- Staff children must be supervised at all times by providing child care. Unsupervised staff children have the most injuries at our camp, especially staff helping in the kitchens. So we now ask that cooks and their helpers not bring their children to camp, unless the children are registered as campers and staying in a cabin with counselors.**
- Obtain insurance, including accident and liability insurance for your outing. Our insurance company likes us to have a paper showing that you have insurance.**
- Please try to follow the American Camping Association's minimum standards. Our Judicial system uses their guidelines when a camp goes to court.
One counselor needed for every: Six campers—ages 7 and 8
Eight campers—ages 9 to 14
Ten campers—ages 15 to 17
- At least 80% of the counselors and program staff should be 18 years or older (ACA).
- Please comply with all copyright laws for music and videos.
- Please follow all IRS guidelines for compensation paid to staff and speakers.
- Archery equipment, firearms and ammunition brought to camp must be reported to the director
- Do not dial 911 on your own unless the camp staff is unavailable. Try the phone intercom.
- Outside gym and lodge lights go off at 1:00 am automatically. Please turn out all inside lights before retiring. An extra electric fee will be charged if lights are still on after midnight.
- All flammable or poisonous substances and all power tools should be reported to the director.
- All cars and trucks should be parked in the parking lots and not by the buildings (fire code).
- Please put all trash in containers and place full plastic bags outside of kitchens.
- Sweep all buildings and arrange furniture as it was when you arrived.
- Please do not remove mattresses from cabins for any reason.
- No snow, toilet paper, paint ball bullets, or shaving cream allowed in or near the buildings.
- All sports and games should be used with care and returned to their proper places.
- Emptying a fire extinguisher except for its intended use adds a \$30 fee to the group.
- Please tell staff and campers to not mess with gas valves in the bathrooms or kitchens.
- No pets are allowed, except for pets of staff living on the grounds.

Please make sure all your staff is aware of these guidelines. Call the director for clarification.

I agree to follow these guidelines: Signed _____ Date _____