

CAMP MANITOQUA & RETREAT CENTER

Statement of Conduct

Welcome to Manitoqua!

We are happy that you have chosen our facility. We want to help you achieve your goals – it is our responsibility and our pleasure! The following guidelines are in keeping with our purpose:

Please take care when...

- using facilities and grounds. Treat Manitoqua with care.
- building fires. Use only designated fireplaces or fire pits. Please do not chop down trees, branches or remove bark from standing trees.
- eating or drinking. Food is not allowed in the cabins or Retreat Center bedrooms. Trash should be disposed of in containers provided.
- leaving a building. Shut doors & turn off lights.

For your safety keep...

- your group leader informed of any breakage or malfunction of the facility. Notify hosts immediately so we can take care of it promptly.
- your vehicles in the designated parking lot. Driving on the grounds is prohibited.
- your shoes on except for shower areas, pool areas or sleeping.
- your group leader informed if you see an activity that can injure a fellow camper.
- off of camp vehicles and out of maintenance areas-this includes furnace rooms, shop area behind the pool, sewer plant, kitchen, pond, railroad tracks, high tension wires and highway. **IF IN DOUBT – ASK!**

Please be considerate of others by...

- being prompt for meals (unless other arrangements have been made). Meal times are 8:30 a.m., 12 noon & 5:30 p.m. in the dining hall and 8:00 a.m., 12:30 p.m. & 6:00 p.m. in the ARC. We ask that some sort of thanks be offered before each meal. This can be done in the form of prayer, poem, reading or an appropriate song.
- keeping the noise level to a whisper outdoors after 11 p.m.
- having plenty of adult supervision. We recommend a 1 to 8 ratio. An adult **MUST** be in each cabin.
- **NO SMOKING IN ANY OF THE BUILDINGS.** Smoking areas are designated by appropriate disposal containers.

Please ask permission before you...

- use the game room, adults **must** be present to supervise the fun you will have.
- enter the pool area. A lifeguard must be on duty for ANY swimming activities. Summer retreats only.

Please...

- leave all **ALCOHOL, DRUGS, FIREWORKS, FIREARMS & PETS AT HOME.** If a group is found with any of the above, we have the right to ask you to leave the premises and cancel your retreat.
- enjoy the trees, flowers, and animals. Leave them right where they are so everyone may enjoy their beauty.

- leave the fire extinguishers on the wall (unless there is a fire) \$25.00 will be charged for every discharged extinguisher.
- be aware that the Oaks and the Adult Retreat Center have a fire signaling system tied directly to the local Fire Protection District. This system is sensitive to candle burning and match lighting. A \$100.00 fee (or current Fire Department fee) will be charged if the system is set off intentionally or unintentionally.
- **KEEP ALL AREAS FREE OF GRAFFITI.** Any vandalism will be charged to your group.

Before you leave...

- check your cabins and retreat rooms for personal articles. Turn off lights & shut doors.
- return all recreation equipment to host
- return all keys to host; there is a \$5 fee for lost keys.
- if you have a payment, give it to the weekend host.

Accident Insurance as provided by your sponsoring body or accident insurance carried by individual retreat person is considered primary coverage. Manitoqua accident insurance is secondary and applies only to expenses not paid by the primary carrier. Illness and sickness are not covered by Manitoqua.

PIZZA CONTACTS

Aurelio's Pizza	815-464-9964
Domino's	708-478-1200
Enrico's	815-469-1000
Nancy's Pizzeria	708-478-8787
Rosati's Pizza	815-469-2700
Villa Rosa	815-464-1007

You are at:

Camp Manitoqua & Retreat Center
8122 W. Sauk Trail
Frankfort, IL 60423

****Indicate which building you want them to deliver to.**

EMERGENCY CONTACTS

Remember you are in area code (815)

Emergency Fire, Police & Ambulance	911
Non-emergency	
Frankfort Police	815-485-2500
Frankfort Fire Dept.	815-469-1700
Will County Sheriff	815-727-8575
State Police	815-726-6377
Clinics in Frankfort	
Hedges Clinic	815-469-2123
After hours Urgent Care	815-469-5090
Suburban Heights-St. James Medical Center	815-469-0609
Hospitals	
St. James Hospital, Olympia Fields	708-747-4000
Palos Community Hospital, Palos Heights	708-923-4000
Urgent Care at Palos Hospital	708-460-5550
Silver Cross Hospital, Joliet	815-740-1100
South Suburban Hospital, Hazel Crest	708-799-8000
Poison Control Center	800-942-5969

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Camp Manitoqua & Retreat Center
8122 W. Sauk Trail
Frankfort, IL 60423
815-469-2319

Office is open Monday-Friday 8:30am-5:00pm

If you are carrying a cell phone, be sure to give that number.

WEEKEND CONTACTS

Hosts check-in with groups a few times a day, usually at meal time. Feel free to ask the Food Service Staff questions when they are in the building to serve you. Most of them work in more than one department here at camp and are very knowledgeable about the facilities.

A majority of our guests carry cell phones with them; if this is the case, please feel free to give your number to the host(s) so that you may be contacted in case of an emergency.

FOR MOST REQUESTS AND QUESTIONS, PLEASE CONTACT OUR HOST(S):

Any time of day:

Cell phone: Number provided upon arrival

At the Main Office:

815-469-2319

Around camp throughout the day

IN AN EMERGENCY SITUATION OR IF HOSTS ARE UNAVAILABLE PLEASE CONTACT:

Manager on duty: Name & Number provided upon arrival

DINING HALL PROCEDURES

While you are here as our guest, would you please share with your group by...

- offering an appropriate “thank you” in the form of a prayer, poem, song or reading. Appoint one or more leaders to assist with the meal procedure. Please identify this person to your Host and to your group.
- using only those tables that have been set, and are identified for your group.
- being considerate and taking only what you can eat. You are welcome to go back for seconds after everyone has been served. Keep the dining hall environment at a conversational level. Excessive noise should be kept outside.

Food service will be buffet style. Please dismiss your group one table at a time. Use both sides of the serving table. Peanut butter and jelly is always available at the kitchen counter. NO food is to be carried in or out of the dining hall.

The following instructions are to be given to your group prior to the meal. At the end of the meal, please assist with the clean-up process by...

- putting all silverware in the brown tubs on top of carts.
- using the cleaning stations, scrape the plates with the scraper and stack plates in the cart.
- emptying cups, bowls and glasses into the provided bucket. Glasses are to be placed empty, upside down and in a single layer in the appropriate rack.
- returning juice pitchers, sugar & syrup to the kitchen counter.
- leaving napkins, salt & pepper shakers and any extra cups on the table
- obtaining a rag from the cleaning station and wiping down the tables.
- stacking chairs on the table as directed to do so by the Host or kitchen staff.

****Breakfast and Lunch in the Adult Retreat Center are served buffet-style. Dinner may be family-style or plated, depending on the menu selections made by groups.**

Any questions that you may have can be directed to any Manitoqua staff member.