

# Woodland Summer Rental Policies

CHRISTIAN CAMP & RETREAT CENTER

## -----Prior to Arrival-----

### *Insurance*

Each group renting facilities at Woodland is required to carry their own insurance. Individual release forms may be required.

### *Statement of Faith*

A statement of Faith or Purpose may be required from your group prior to confirmation of your retreat.

### *What to Bring*

Guests should bring bedding (twin size) and towels. Woodland of course provides hand soap, paper towels, and toilet paper. Please let our staff know if you run out of any of these items. All guests should also bring the completed participant liability release form.

### *Prohibited Items*

**Firearms, fireworks, illegal drugs, and alcohol** are all prohibited on camp property. **Smoking** is only allowed in designated outdoor areas, but is always discouraged. Because of Health Department regulations and guests' allergies, **pets** of any kind are not allowed on campus. In order for us to comply with insurance requirements, the usage of homemade **slip-n-slides** has been restricted to one location on our property. These events should be approved and scheduled with the Director of Marketing during the booking process. We discourage groups from bringing **food/drinks into the lodging areas** to prevent ants/bugs.

### *Room Usage/Finalizing Details*

The Director of Marketing will contact you 4-8 days prior to your arrival to confirm final details. Arrival/departure times will be finalized, as well as your room reservations. (Room layout(s) are emailed along with the contract, upon booking.) Though you reserve a certain facility, we do ask that you fill each lodging room over halfway full for energy and cleaning purposes. This policy helps us maintain our current pricing structure. Any unused lodging rooms will be locked prior to your arrival. If numbers increase shortly before arrival, contact the Director of Marketing to discuss usage.

## -----On-site-----

### *Child Protection*

Woodland's Child Protection System requires that youth be supervised 24 hours per day while on property. If your insurance prohibits adults from staying in the same room with students, at least one adult should regularly monitor the overall lodging area(s).

### *Woodland Food Service*

Only Woodland staff may enter the Kitchen in order to follow health code requirements. The Dining Rooms should not be used in between meals so Woodland can ensure the areas are clean and ready for meal times. Woodland provides food service to multiple groups; your entire group should arrive at the designated meal time, so that we may serve each group in a timely manner.

### *Kitchen Usage*

There is limited storage in kitchens for group use. A small refrigerator will be provided in the Dining Room areas. Use of kitchen equipment is prohibited unless prior permission has been granted. Please contact your camp liaison for details.

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## -----On-site (continued)-----

### *Vehicles*

Park in designated parking areas only. Unless otherwise designated, grassy areas are off limits to vehicles. Landscape damage could incur additional charges. We discourage the use of vehicles while on the property, in order to create a natural environment. Observe a 15 mph speed limit while driving.

### *Rental Host Staff*

During your event, a member of our staff will be designated as your host. He/she will be available for any questions or concerns you may have. A number for your rental host will be given to you upon arrival.

### *Equipment and Facilities*

Please be aware that other groups may be holding camps as well. While your group has exclusive use of lodging areas, meeting room(s), a designated campfire area, the following areas are shared: Game Pavilion & Hiking Trails

Please be courteous of other groups on-site by communicating your reserved areas to your attendees. Groups using the Ropes Course without camp staff authorized supervision will incur an additional charge. Woodland is committed to providing a safe environment for all participants. Please honor our commitment to safety by monitoring your group's activities.

All activities should be arranged prior to arrival with the Director of Operations. Your group will receive a bag of recreation equipment upon arrival (footballs, kickballs, frisbees, etc.). Please make sure all items are returned upon departure. A list of available activities, including number of allowed participants and adult sponsors for each activity, is listed on your Programming Schedule.

Firewood is stored at your designated campfire area; a campfire material toolbox (starter logs and lighter) and recreation equipment is stored in the following areas:

North Camp: Program Director's room #64 (North Dining Facility)

Junction Camp: Boxcar #23

Heritage Camp: Program Director's room #54 (Heritage Program Center)

Heritage Retreat Lodges: reserved meeting room

South Camp: West Chapel (or reserved meeting room)

Groups are responsible for setting up and maintaining their own campfires.

In order to maintain Woodland's dedication to facility excellence, please do not use tape, tacks, or nails to hang signage or decoration on the inside or outside of any buildings or upon Woodland signage. Please feel free to use the clipboards on each cabin door to hang signage for your event.

## -----Upon Departure-----

### *Clean Up*

Groups are responsible for their own clean-up. The departure checklist included with the Feedback Form provides the minimum requirements for clean-up prior to departure. This allows Woodland to maintain our current pricing structure. There will be a cleaning charge assessed if the facilities are not left in a satisfactory manner. This will cover the cost of additional clean-up. Boats & equipment should also be stored properly after usage or you may be subject to an additional labor charge.

### *Property Damage*

If camp property is damaged or destroyed (or camp items are taken/missing), there will be a charge for repair or replacement (for example: broken ceiling tiles, damaged walls from tape or staples, graffiti, etc.).