

Administrative Procedures:

To Reserve Camp:

Please complete the enclosed "Event Contract" and return to the camp office along with a deposit of $\frac{1}{4}$ of the estimated total cost of your retreat/event. To hold your spot, you must return the contract and a deposit within two weeks of making your reservation. Deposit **will** be applied to your final balance.

5 days prior to event:

The camp office must have the following items **at least** 5 working days prior to your arrival: copy of event schedule, the signed "Policy Acceptance Form," and your total estimated payment.

You may increase your guaranteed number by 10%- if room allows- upon arrival, but you will be held fiscally responsible for the number given for paid programming, such as meals. If you anticipate adding your numbers, PLEASE contact the camp office ASAP.

Upon Arrival at Camp:

Please check-in at the Camp Lake Stephens office upon your arrival. Our office is the first building to the right once you enter the camp gate. You will need to *provide* the following upon your arrival:

- Payment for the exact number of guests or the guaranteed number, whichever is higher, unless otherwise worked out
- Updated schedule of events
- Signed copy of "Policy Acceptance Form"
- Signed copies of "High Ropes Release Forms," if applicable

You will *receive* the following from our staff:

- Receipt for payment
- List of assigned cabins and meeting rooms
- List of meal and activity times

Camp Policies:

Camp Lake Stephens is a ministry of The United Methodist Church. All activities should reflect the standards of Christian faith and be in harmony with the traditions of The United Methodist Church. All rules are for the benefit of both the camp facilities and those using them. As such, the following policies are to be adhered to during the duration of your stay. Failure to do may result in your dismissal or failure to book Camp Lake Stephens in the future.

General Operating Procedures

- # All user groups must maintain at least a *1 Adult to 7 children/youth* ratio. Thus, there must be 1 adult staying in every cabin.
- # Adult supervision of children/youth is required at all times. However, we recommend that user groups to provide training to adult leaders to avoid being in a one on one camper/adult situation when out of sight of others.
- # We recommend that user groups appropriately screen (i.e. criminal background checks, sex offender checks) all staff with responsibility or access to campers.
- # All children/youth must be in the cabin from group activities by 11:00 PM unless otherwise specified.
- # User groups should recycle all aluminum and #1/#2 plastics in designated area (in blue cans by the store).
- # There is a non-refundable deposit required for each user group. There will be a refund of other funds for groups who cancel at least 72 hours in advance. Groups who cancel 48 hours in advance will be fully refunded (minus the deposit), except for money used to buy food and supplies (i.e. food and drinks purchased specifically for your group). Groups that cancel with less than 24 hours' notice are responsible for full, expected payment.
- # Camp Lake Stephens does not provide any form of health/medical insurance to user groups. It is the responsibility of the user group to provide health/medical insurance for their participants.
- # All camp rules are clearly posted in each cabin and must be followed. These include basic safety procedures and rules for cabins and facilities.

- ✍ Safety procedures are posted at many camp activity sites, including archery, canoeing, swimming, low ropes, high ropes and at the creek. At all times, proper stated adult-to-child ratios must be met, proper safety equipment used, and proper supervisory personnel present. Please do not do ANY activity at camp without making staff aware of them.

Programming Procedures

- When providing your own lifeguard for a lake or pool activity, the lifeguard must be certified in First Aid/CPR, including training in blood-borne pathogens.
- If providing a lifeguard, Camp Lake Stephens requires a copy of their certification.
- All members of groups using the high ropes course *or* zip line must sign an *individual* “High Ropes Release Form” in addition to the group waver already signed.
- The Executive or Program Director must approve all personal sports equipment or program equipment in advance of the event.
- Camp Lake Stephens staff *only* are to run the Chapel sound system, unless otherwise arranged.

Property Policies

- Groups using Camp Lake Stephens’ facilities are responsible for any and all damage to camp property. *Any* property damage should be reported to the camp staff immediately.
- Food and drinks are not allowed in cabins or meeting rooms. These need to be kept in the store area; other permissible food and drink locations can be arranged.
- Groups agree to hold Camp Lake Stephens harmless from and against all claims, actions, damages, liabilities, and expenses of any kind of nature arising from any personal or bodily injury and/or damage to property arising from the group’s usage of the facilities.
- Illegal drugs and alcohol are not allowed on camp property (even for weddings, rehearsal dinners, or receptions).
- Tobacco products are prohibited in all camp buildings; if an adult in your group wishes to smoke, please contact a staff member for designated outdoor safe smoking areas (but no littering!).
- Fireworks and firearms are not allowed on camp property.

- Water Balloon or shaving cream fights are not allowed on camp property.
- Guest vehicles are to remain parked in designated areas during your stay. Cars are not to be driven within the camp unless given special permission to do so.
- Guests are prohibited from riding on tailgates or in the back of trucks.
- No furniture or equipment shall be moved from cabins or meeting areas without the permission of a member of the camp staff.
- No pets are allowed, unless arrangements are made with the Camp Director.

Health Policies

- Groups are responsible for providing their own medical staff and first aid supplies. However, if injury or sickness occurs which does require the attention of a doctor the Executive Director *should* be notified. We advise all user group leaders to provide adults with CPR and First Aid training (from a nationally recognized provider). We also advise all group leaders to collect names and addresses of all participants, emergency contact information, a list of participants with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site and for minors without a parent on site, signed permission to seek emergency treatment.
- Groups are responsible for emergency transportation when needed. Camp Lake Stephens is provided EMS services through Lafayette County 911. The local hospital is Baptist Memorial, located on Lamar off of Hwy. 6.

Emergency Policies

- The on-call staff member may be reached in the camp office or by the provided cell-phone during after-hours emergencies.
- If there is an intruder or unauthorized person in the area, notify the on-call staff member immediately, so that the proper authorities can be notified.
- In case of medical emergency, remove your group from any unsafe situation; notify staff immediately of emergency.
- If someone in your group is lost or missing, notify the on-call staff member immediately. If needed, proper authorities will be contacted.

Dining Hall Policies

- Each meal is served at the scheduled time and the entire group is expected to be prompt for the serving of the meal.
- Guests are required to wear shirts and footwear in the Dining Hall; swimsuits are prohibited.
- Special menu needs may be requested by indicating needs on the provided “Event Planning Form,” which must be returned to the camp at least 5 working days prior to your arrival.
- Camp staff members are the *only* people allowed in the kitchen or food preparation area.
- At the conclusion of each meal, the guests are expected to clean up their eating area and return wasted, trays, and silverware to the window and exit the Dining Hall to make room for other guests.
- Specific Menus will be determined by our Food Services Director one week prior to your group’s arrival. Special requests can be made on the “Event Planning Form” which must be returned to the camp at least 5 working days prior to your arrival.
- We want to work with your allergies and dietary needs. We also offer vegetarian and vegan menus for those who want it.

Camp Store Policies

- Quay’s Place (our camp gift shop) is located across from the Ad Building. Camp merchandise (e.g. t-shirts, water bottles, Frisbees, caps, stuffed animals) and limited drinks and candy may be purchased here.
- We have a “canteen” located at our Rec Area, where chips, drinks, candy, ice cream, and limited merchandise may be purchased.
- Food and drinks are not allowed in cabins.
- Please recycle all drink cans/bottles