

Guest Group Policy

Scioto Hills Christian Camp & Retreat Center

Revised October 3, 2013

I. Purpose

As an arm of the local church, Scioto Hills Christian Camp (SHCC) exists to serve, minister to, and partner with churches and parachurch organizations of like faith and conviction with the camp statement of faith (see below). SHCC's primary responsibilities are 1) to provide a Christ-centered program; 2) to ensure safe environment for all guests; 3) and to assist pastors and ministry leaders through providing planning and support to our partners. As a result, the camp seeks to provide a setting conducive to achieving short and long-term ministry goals for each group (i.e. teambuilding, training, strengthening, etc.); such a setting will include lodging, meeting area, meals, and facilitated activities.

II. Retreat Center

SHCC will partner with guest groups during the retreat season between August 1 and May 14. Exceptions will be made at the discretion of the Executive Director on an individual basis. A camp representative will speak to each group upon arrival to share the opportunities and responsibilities the group assumes as guests of the camp.

III. Statement of Faith (abbreviated) *Please refer to our website for a longer description of our Statement of Faith.*

- A. We believe the Bible is inerrant and inspired of God and is our only authoritative reference in matters of faith and practice.
- B. We believe in God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- C. We believe that Jesus Christ, the Son, is fully God and became truly human through His virgin birth. His sinless life, voluntary death, shed blood, and bodily resurrection were necessary and sufficient for the redemption of man – the justification of sinners through faith in Him. He will visibly return to earth in glory.
- D. *We believe that the salvation of sinners is wholly by grace. To be saved, sinners must be born again and that this new birth is instantaneous and not a process. We believe a sinner is justified before a Holy God through faith in the Lord Jesus Christ alone and thus being the only condition for salvation. Justification includes the pardon of sin; the gift of eternal life bestowed on the believer, not based on any works of righteousness that he/she has done, but solely based on faith in the Redeemer's blood.***
- E. We believe the Holy Spirit is fully God. Through his power and presence, He is the effective agent in the new birth and, through His indwelling, empowers the believer for godly living and service.
- F. We believe that man was created by God, in His image, as a moral and relational being. The historic fall of man into sin and his disobedience, individually and corporately, produced divine condemnation.
- G. We believe the redeemed will be resurrected to the everlasting presence and enjoyment of God, and the unredeemed will be resurrected to judgment and everlasting punishment.
- H. We believe that all that are truly born again are kept by God the Father for Jesus Christ.

IV. Financial

SHCC will establish a daily retreat cost for all guest groups; this fee will be evaluated annually. Costs will include lodging, one meeting area, and activities. An additional per meal fee will be charged. A minimum number of guests will be established for the contract; groups agree to cover the cost of minimum number. A twenty percent (20%) deposit will be paid to reserve the date, unless otherwise arranged. Guest groups agree to meet full financial obligations to SHCC as agreed upon in contract.

A separate, appropriate cost will be established for corporations or non-church partners, if a weekend is not booked by a church or parachurch organization.

V. Facilities and Equipment

SHCC reserves the right to book guest groups simultaneously if facility capacity allows. SHCC will assign lodging and meeting areas at their discretion; staff will inform guests of assignments within 10 days of arrival. Specific facilities require a minimum number of guests; Tecumseh Lodge and the ARC require a minimum of 50 guests. With respect for other guests, a noise curfew of 11:30 pm will be enforced in and near all lodges.

Groups should request use of equipment (such as recreational equipment, video projection, electric keyboard, etc.) when submitting proposed schedule. A trained camp staff member will operate all sound equipment unless a qualified guest is agreed

upon. Use of recreational facilities and other desired equipment will be subject to schedule determined by the SHC staff. Guests must submit to the SHC staff's supervision in the use of any potentially hazardous equipment.

Leaders should maintain order at all times to prevent damage to camp property. Each group is requested to assist, whenever reasonable, in putting back in order all facilities occupied. No furniture should be moved without approval from staff. No food or drink should be permitted in sleeping quarters. ***Pets are not allowed at camp for any reason.*** The use of alcohol, and non-prescription drugs, fireworks and firearms is strictly prohibited. Scioto Hills is a smoke free environment. SHCC will charge groups accordingly for damages incurred, including unnecessary discharged fire extinguishers, stains in carpets, holes in walls, broken equipment or furniture, etc.

The Guest Group agrees that it will not use the premises for any unlawful purposes, and will obey all established regulations. The guest group agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or beliefs of SHCC. Further, the guest group and its leadership agree to abide by any rules or regulations for the use of the premises that are attached to this agreement.

SHCC's Dining Hall and meeting facilities are reserved for guest groups. Trained staff only will operate kitchen equipment. Churches may book these facilities for afternoons or church picnics when not occupied by guest groups. A separate fee will be charged for the use of each facility.

Cleaning Fee: Effective October 1, 2013

SHCC will add a cleaning fee to your retreat balance based on your lodging assignment. You may choose to opt out of the cleaning fee by completing a short cleaning checklist before departure. The cleaning fees based on buildings are as follows: Tecumseh Lodge \$200.00 per floor, Wyandotte Lodge \$300.00, Blackfoot Lodge \$150.00 per side, A-frame Cabin \$150.00.

Sample Cleaning Checklist:

1. **Please take out all trash** placing it in large outside trash barrels. All trash should be picked up, please double check under beds and mattresses.
2. **Turn off all running water and flush toilettes.** Double check all sinks and showers faucets.
3. **Vacuum carpeted areas** with sweepers provided. **Sweep hard floors** with brooms and stairs where applicable.
4. **Double check for lost and found items** from your group. Please make sure all items are out of showers and bedrooms.
5. **Turn off all lights.**

VI. Schedule

Group leaders are expected to submit a list of proposed activities to SHCC twenty-one (21) days prior to arrival. Once submitted, the camp staff will coordinate the activities, use of facilities, and general schedule outline for all groups. ***Therefore, smaller groups should expect, if necessary, to share the use of facilities for their games, activities and session times.*** Guest groups and our SHC staff will approve a final retreat schedule within seven (7) days of arrival.

A time will be scheduled for a camp representative to share and/or update groups regarding the camping ministry in general; this time is typically scheduled during a meal to not disrupt group's activities.

As an arm of the local church, SHCC staff members are committed to attending local church services. Therefore, activities will be limited on Sunday morning and afternoon, particularly activities requiring facilitation by camp staff.

VII. Activities

A trained camp facilitator will supervise all activities. Only a SHCC staff member will lead guests in challenge course activities and ropes courses (including The Avalanche, The Summit, Lost Park, etc.). Group leaders will provide adequate supervision for guest groups during scheduled activities and free time. The number of high rope initiatives will be scheduled in relation to the length of time a group stays at camp.

VIII. Meals

Leaders will inform SHCC, no later than seven (7) days prior to arrival, the number of guests who will be attending. Meals will be ordered and prepared accordingly. Groups should inform camp staff no later than seven (7) days prior to arrival of special dietary needs for all guests; substitutions and accommodations will be made for these guests whenever reasonable. Meal times will be established by the staff unless groups have exclusive use of the facilities. Groups will share use of the dining hall with other guests. Promptness to meals is essential to maintain the quality of food.

Snacks may be purchased at the café during scheduled times. Additional food will not be available between meal times.

IX. Staff

One SHCC staff member will serve as a “host” for the duration of the guest group’s stay at camp. This individual will be available during all activities for supervision, clarification, and facilitation. All camp staff are available to assist and serve groups. Staff members are trained and used in the ministry according to their giftedness. Some limitations in scheduling may occur when an adequate number of staff is not available, primarily during activities or high ropes initiatives. Unfortunately, the camp cannot provide childcare.

X. Risk of injury and Insurance Waiver: Effective April 1, 2011

Guest groups are asked to provide a “certificate of insurance” in the name of the insured organization (with a minimum liability occurrence limit of \$1,000,000). The certificate should be attached to the Guest Group Agreement and returned at least seven days prior to the scheduled event. *(Your organization’s insurance agency will provide upon request.)* As an additional safeguard for both organizations, it is highly recommended that the guest group call the insurance carrier and temporarily add Scioto Hills as an “additional insured” for the time the guest group will be on the camp premises.

It is understood that when participating in camp activities that a certain level of risk is involved that may result in a variety of injuries. In consideration for the opportunity to participate in camp activities the guest group and its participants (or parent/guardian) acknowledge these risks and accepts personal financial responsibility for any injury or other loss sustained during the activity, as well as for any medical treatment rendered to a participant as authorized by the camp, its staff or volunteers. Further, the guest group and its participants (or parent/guardian) release and promise to hold harmless SHCC for any injury arising directly or indirectly from the activity, whether such injury arises out of negligence or otherwise. The participant’s personal medical insurance shall function as the primary coverage in the event of an accident. Insurance policies held by the camp should function only as a secondary coverage when necessary.

If a dispute over this agreement or any claim for damages arises, the guest group and its participants (or parent/guardian) agree to resolve the matter through a mutually acceptable alternative dispute resolution process. If a process cannot be agreed upon the dispute will be submitted to a three-member arbitration panel.

XI Accountability

I have read and understood the guest group policy. I agree to be responsible for our group abiding by these guidelines. I also understand the director(s) of SHCC hold the right to determine whether or not a guest group’s stay should be corrected for compliance, immediately terminated, modified or refused in the future should these guidelines, for whatever reason, be violated.

Signature

Title

Date

Guest Group Organization

Please make a copy of this policy for your records. Submit signed policy, guest group agreement, and deposit to Scioto Hills Christian Camp, 1009 Martin Road, Wheelersburg, Ohio 45694.

