

CAMP OAK HILL RETREAT POLICIES, GUIDELINES, & RELEASE

Camp property in Oxford (919) 693-2990

Raleigh Business Office (919) 782-2888

The following policies and guidelines are established to help provide a positive and safe experience for retreat guests.

Failure to abide by any of these terms may result in immediate dismissal from Camp Oak Hill.

The group leader is responsible for ensuring all participants understand and agree to abide by these terms.

Check-In: Standard arrival is 4:00 P.M. The group leader must check in with the Retreat Host upon arrival at camp. Early arrivals for any group members must be requested and approved at least 2 weeks prior to date of arrival.

Check-Out: Groups must vacate cabins and private rooms no less than 30 minutes after the final meal and departure must be within 3 hours of that meal. A late departure fee may be charged if your group remains on the property after your approved departure time.

Payment: Payment of the final balance is due one week prior to arrival. If any remaining balance is due at the time of arrival, the group leader must submit payment directly to your Retreat Host prior to unloading the group.

Orientation: Camp Oak Hill staff will provide a brief orientation with your group to share our mission and purpose, as well as safety procedures and other important information. Please include this in your schedule, and plan for this orientation upon arrival with the required attendance of everyone with your group.

Supervision: Camp Oak Hill does not provide general supervision for retreat groups. Retreat group leaders are responsible for supervision of all group members. Behavior should be consistent with the values of Camp Oak Hill and guests should be considerate of others using the facilities. Organizations who utilize our site and services are advised of the following ratios that we recommend for effective supervision of minors (under age 18).

<u>Daytime supervision</u>		<u>Overnight supervision</u>	
4-5 years-old	1 adult: 6 children	4-5 yrs.	1 adult: 5 children
6-8 yrs.	1:8	6-8 yrs.	1:6
9-14 yrs.	1:10	9-14 yrs.	1:8
15-17 yrs.	1:12	15-17 yrs.	1:10

Adults are required to stay in cabins with youth and children. There should always be at least one adult (persons age 18 and older) directly supervising minors. It is recommended that each retreat group conduct appropriate background checks and screening of all staff and volunteers, and provide training to minimize the potential of any group personnel being in a one on one situation with a minor. Please be respectful of other groups – adults should not interact individually or excessively with minors of other groups.

Lodging & Facility Assignments: Cabins and meeting space are primarily assigned according to group size and availability, and not necessarily on a first-come first-serve basis. Specific requests will also be taken into account for these assignments.

Private rooms: Private lodging may only be reserved for the group leader or speaker over age 21. There is an additional charge per private room - regular lodging rates still apply for each person staying in private lodging. These rooms include private bathrooms, linens, and a small living area. Use private lodging is subject to availability and must be approved by the Retreats Ministry Director at least one week prior to arrival.

Cabin Furniture: Due to required safety designs, the furniture in the cabins cannot be moved or rearranged. Unauthorized moving of furniture may result in additional charges, which will be invoiced separately following departure.

Amplified music & bands: An Exclusive Reservation is required to bring a band with amplified instruments and/or percussion. For all groups, any music should remain at a reasonable volume in consideration of other guests and neighbors of our property. COH reserves the right to reduce the sound level of music being played by a retreat group at any time.

Damages: Retreat groups are responsible for repairs or replacements of camp property due to abuse or damage beyond normal use. Charges will be invoiced separately following departure.

Linens: Linens are **NOT** provided in cabins, but they are provided with private lodging. Individuals in cabins must bring all bed linens, pillows, towels and toiletries.

Meals: Set meal times: Breakfast 8:30 a.m -- Lunch 12:30 p.m. -- Dinner 6:00 p.m.

Please arrive at the dining hall on time for meals – leaders are responsible for ensuring everyone in the group is fed! Vegetarian meal requests must be submitted to our Kitchen Services Manager at least two weeks prior to arrival, including a list of names of those individuals. If possible, please allow all registered vegetarians to go through the serving line first. Guests with more specific dietary needs should plan to bring additional food items to supplement the prepared meals.

Campfires: The campfire areas are subject to availability. No fires may be started after 12:00 a.m. COH staff will build a campfire for your group, as scheduled. Sign up on the retreat contract with the date and time, or request to add to your reservation at least one week prior to arrival. Groups must supply their own S'mores materials.

Specialized Activities: COH staff lead and supervise all specialized activities (e.g. swimming pool, boating, Wet-Willie, challenge course & zip-line). These activities require additional fees, must be led by properly trained and certified staff, and must be reserved by either written agreement or expressed consent by the Retreats Ministry Manager.

Safety: The swimming pool, lakes, roadway, and activity towers are especially hazardous. Retreat groups must observe all posted signs and must use the tunnel - DO NOT cross over Oak Hill Road. Shoes must be worn at all times, except for the pool and the waterfront at the large lake. Athletic shoes only may be worn on the gym floor.

Groups are not permitted to bring explosives, flammable liquids or poisonous substances on site. Use of hand & power tools by volunteer groups (age 18 and older) must be approved by the Retreat Host or Facilities Manager. Other than fish, do not attempt to touch or catch any animals, and immediately notify COH staff of any potentially dangerous animals.

Emergency/First Aid: **Camp Oak Hill DOES NOT provide health or medical services, nor any OTC or prescription medications guests.** Each group must bring and designate a **CPR and first-aid certified** person (from a nationally recognized certification provider), furnish a first aid kit and supplies, and provide emergency transportation if needed for any group members. There are several AEDs on-site, and their locations will be specified during your group orientation. Emergency phones are located in the following areas: Activity Center, Dining Hall, Swimming Pool, Cabins (mailbox behind Cabin #3), Climbing Wall/Zip-line tower (mailbox near steps) & Staff House. **In the event of an emergency, locate the nearest emergency phone, call 911, and immediately notify the group's first-aid personnel and COH staff of the situation. COH staff can be reached at any time on walkie-talkie Channel #10.** Cell phone reception at camp is unreliable and should only be used in a supplemental capacity for emergency situations. **The emergency phone # for the property is 919-693-2990.**

Health Information: It is advisable that you gather and keep on-hand the names of all participants, their emergency contacts and numbers, a listing of all persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site. For minors without a parent on-site, you should also require a signed permission form to seek emergency treatment OR a signed religious waiver.

Bed bugs have become increasingly prevalent in and around Raleigh-Durham, so we are extremely proactive in our attention to this matter. Please share with your group participants/parents the following packing/travel tips:

1. Prior to packing for the retreat, all bedding and pillows should be washed and dried for 20 minutes on high and checked.
2. If you're bringing a sleeping bag, please inspect prior to departure for the retreat.
3. We encourage everyone to bring a trash bag with them to store all of their clothing (dirty or not), and bedding for their trip back home. When at home wash clothes immediately. If you are unable to do that you can leave the bag, shoes, and luggage in the hot sun for a few hours, or put everything in a hot dryer until you are able to launder them.

Vehicles: All vehicles must park in designated camp parking lots. **Vehicles MAY NOT remain parked at the cabins.** Vehicle use is restricted for safety reasons and must be pre-approved by the Retreat Host if needed for unloading & loading. When operating a vehicle on the property, all signs must be strictly observed and speed should not exceed 15 MPH. Transportation of participants in vehicles not designed for passengers (i.e. back of golf cart, trailer, etc.) are strictly prohibited. Groups are responsible for providing transportation for people with physical limitations. Camp vehicles, including golf carts, may only be operated by Camp Oak Hill staff.

Waterfront & Pool: Swimming is not allowed in the lakes, except in the designated swimming area of the large lake. Lakes are otherwise used strictly for boating & fishing. Fishing in the lakes requires adult supervision. **Life-jackets must be worn by all participants (including adults) before entering the lake for boating and swimming. A lifeguard must be on duty and accessible at each separate location (pool and lake) for swimming and boating. All lifeguards, whether provided by COH or the group, must be nationally certified in first aid, age-appropriate CPR that includes the use of breathing devices (e.g., pocket masks), and training in blood borne pathogens.**

Weapons: **No weapons are allowed on camp premises without expressed consent and prior approval of the Retreats Ministry Director.** Weapons are defined as firearms, archery equipment and knives, and require secure storage at all times.

Pets: No pets or animals of any kind are allowed at Camp Oak Hill.

Construction: All construction areas on camp property will be marked and are off limits to all retreat group members.

Smoking/Drugs/Alcohol: All tobacco products, alcohol and illegal drugs are not permitted at Camp Oak Hill.

Group Schedule: It is very helpful for you to provide a proposed schedule for your retreat as early as possible during the planning process. A final proposed schedule must be submitted at least 2 weeks prior to your arrival date, and is subject to adjustment by COH in order to comply with the policies provided in this document. You may also be asked to coordinate your schedule with other guests regarding use of common spaces and standard activity areas.

Quiet Hours & Curfew: Quiet hours are 10 p.m. – 8 a.m. Loud music and noise, indoors or outdoors, is prohibited during these hours. Please be considerate of the other groups when planning any late night activities in the gym or at the campfire site. **There is a 12:00 am curfew for all retreaters under age 18.** Late night activities for retreaters over age 18 must be approved by Retreats Ministry Manager.

Outside Food & Snacks: Camp Oak Hill does not provide snack food for retreat groups, unless purchased from the Camp Store. Groups may bring their own snacks if desired – **no glass bottles or glass containers.** Excessive food and drinks are not allowed in the carpeted areas of the Activity Center. **NO FOOD IN THE CABINS PLEASE!**

Equipment: Camp Oak Hill provides basketballs and dodgeballs in the gym. Groups provide all other recreational equipment, unless pre-arranged with COH staff.

Clean-up: Each group is asked to remove all trash, decorations, food, and personal belongings from cabins prior to checkout. **ABSOLUTELY NO GLITTER or SILLY STRING!** Please pick up trash left in and around the cabins and buildings that are used by your group. **Failure to leave these areas in suitable condition upon departure will result in a cleaning fee of up to \$250 per cabin.**

Lost & Found: Camp Oak Hill is not responsible for lost items. Lost & found items can be recovered at camp or the Raleigh business office. Contact the office to inquire about specific items left behind.

Release to Use Image and Likeness:

On occasion, Camp Oak Hill or its representative(s) takes photographs or makes an audio or videotape recording of retreaters. Such photographs or video records may be used by staff and participants to remember the activities and participants. Local news organizations may hear of our activities or events, and our organization may invite or allow them to photograph or record our events for news reporting on special interest features.

I consent to the use of any such audio or visual record of the camper named above to be used, distributed, or displayed as agents of the organization see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings. Furthermore, I give permission for the camper to be interviewed by the news media, or for such photographs and other audio or visual records to be used by the news media.

In addition, such photographs and audio/visual recordings may be used in publications or advertising materials to let others know about our activities. These images may also be used by Camp Oak Hill, Christian Camp and Conference Association, or its agents to produce ministry resources for staff training and camp ministry of Camp Oak Hill. Camp Oak Hill may also make these materials available for sale to the public.

Doctrinal Guidelines: All groups using Camp Oak Hill agree to refrain from teaching or promoting religious doctrines contrary to Camp Oak Hill's doctrine:

1. We believe the Bible is the inspired, authoritative Word of God.
2. We believe there is only one God, who eternally exists in three persons: God the Father, God the Son and God the Holy Spirit.
3. We believe that Jesus Christ, God's only begotten Son, was born of a virgin, lived a sinless life, died on a cross, rose from the dead, and ascended to glory and is seated at the right hand of the Father.
4. We believe that mankind is burdened with sin; salvation from sin is only through repentance and faith in Jesus Christ.
5. We believe that the Holy Spirit indwells believers and gives power for godly living.
6. We believe in the physical resurrection of the body and the judgment of both the saved and the lost.
7. We believe in the unity of all believers in Jesus Christ.