

August 19, 2008

Rules and Regulations for Rental Use of Covenant Pines

Application and Financial Information

Rental Groups are responsible for the following information. A signature on the contract indicates you have read this information and will abide by these policies.

Definitions:

Estimated Attendance: The Estimated Attendance is an estimate on the number of guests that will be involved in the retreat group rental.

Guaranteed Minimum Fee (GMF): The GMF is based on 85% of the Estimated Attendance figures.

Deposit: The Deposit is figured on 25% of the GMF.

When reservations are made, you will be asked for an “**Estimated Attendance**” figure. The number of cabins and rooms will be assigned according to this number.

The retreat group will be billed on a per person rate, or a rate determined by the Camp Director, as quoted in the contract for the actual number of persons attending. The group and contact person shall be responsible for the GMF if the actual attendance is less than the estimated attendance on the contract if attendance adjustments do not take place within 100 days of the retreat (see Cancellation Policies below).

A deposit is required to reserve any facility. The contract shall be signed by the group leader AND the church or organization’s treasurer or chairperson. The deposit must accompany the signed contract. Covenant Pines will confirm reservations only upon receipt of the deposit and a signed contract.

Cancellation policies are as follows:

Cancellations more than 180 days in advance of retreat dates receive full refund.

Cancellations from 179 days to 100 days prior to retreat dates lose their deposits.

Cancellations less than 100 days from retreat dates are responsible for the contracted guaranteed minimum fee.

Definite confirmation of number of persons who will be attending the retreat must be made at least 5 days prior to the retreat.

Group check in time for a weekend retreat will begin at 5:00 pm on Friday. Unless other arrangements are made with the Camp Director, meal times will be as follows: breakfast at 8:15, lunch at 12:15, and dinner at 5:15. The standard five weekend retreat meals will include 3 meals on Saturday and breakfast and lunch on Sunday, unless arrangements are made with the Camp Director.

It is strongly urged that all groups using the camp carry accident insurance covering participants from the point of origin to the point of return. All bills will be sent to the parents/guardians.

It is strongly urged that all groups using the camp gather the following emergency information prior to arriving at camp: name and addresses of all participants, emergency names and numbers and known allergies or health concerns. Youth groups should also collect a signed parental waiver to seek emergency treatment. In the case of an emergency, rental groups are primarily responsible to provide first aid, emergency care and emergency transportation.

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A first night snack will be provided by the camp. It will include popcorn, coffee, kool-aid. Guests are welcome to bring additional snacks, but the main kitchen will not be open. There are two kitchenettes in the Retreat Center and one in Bald Eagle Lodge. These are available for use by the groups in these facilities.

Facilities Available

There are screens in each meeting room. Overhead projector, white board, and A/V equipment are available upon request. Video projector rental is also available; please check with the office for rental rates.

All cabins have bunk beds. The Retreat Center and Bald Eagle Lodge have both bunks and some double beds. Guests must provide their own bedding. Limited bedding is available at an extra charge. In season use of: sailboats, canoes, row boats, paddle boats, volleyball court, box hockey, horseshoes, bikes, snowshoes, cross-country ski equipment, broomball equipment and snowtubing are free of charge on a first come first serve basis.

Our indoor gymnasium has space for 3 volleyball games, 2 basketball games or 2 floor hockey games. The use of the gym is open to all groups at all times.

Camp Policy for Youth Groups requires that an adult counselor (at least 2 years older than the oldest camper and of the same gender) be in attendance with the campers in their cabin at night.

Rules of Conduct

Guests are expected to respect the buildings, equipment, trees and camp property. Groups are responsible for any damage to property or equipment resulting from actions of members of the group during their stay at camp. Any equipment that is damaged or is not functioning properly should be reported promptly to the camp staff. A \$50 charge is made for writing on cabin walls or bunk beds. A \$50 charge is made for expended fire extinguishers. Groups are expected to use good housekeeping standards; stains on carpeting will be assessed according to the stain.

Covenant Pines is an alcohol free camp. All buildings are smoke free! Firearms, fireworks, and use of illegal drugs on camp property are prohibited. Absolutely NO PETS are allowed at camp.

Snowmobiles and ATV's are not to be driven on camp property other than to travel to and from the Soo Line Trail and other "off camp" trails. Speed limits of 10 m.p.h and personal safety equipment are required while on camp property.

Supervision of all waterfront activities is the responsibility of the rental group. A person who holds current certification in CPR, first aid and lifeguarding must be in attendance at each waterfront activity. Any person using watercraft must wear at all times a personal flotation device (PFD). Camp motorized boats are NOT available for camper use.

All rental groups must provide an adult who currently holds CPR certification from a nationally recognized provider. In addition, all youth groups must also provide an adult who currently holds First Aid certification from a nationally recognized provider. In the case that you are unable to secure such adults, please notify camp.

We would like to offer assistance in your group retreat planning if needed. Upon your groups arrival a staff member will conduct a general orientation, safety and welcome session. We look forward to having you here!