

Minnesota Conference of the United Church of Christ

# PILGRIM POINT

camps & retreats,

## **POLICIES AND PROCEDURES for Local Church Sponsored Camps**

Approved on March 29, 2011

### **INTRODUCTION**

Welcome to Pilgrim Point Camp! Pilgrim Point Camp is a ministry of the Minnesota Conference of the United Church of Christ, which is a Minnesota nonprofit corporation. We hope you have a wonderful time at the Camp.

This document contains current policies and procedures regarding use of Pilgrim Point Camp. All persons at the Camp are obligated to comply with these policies and procedures. Speak with the Pilgrim Point Camp Site Director if you have any questions about any of these policies and procedures or any other aspects of your stay at the Camp.

### **PROGRAMMING**

We will be offering cross-generational and all-camp programming twice daily led by the camp staff. All meals are taken together (unfortunately we are no longer able to allow groups to cook on their own), and shared evening vespers experiences will be led by those present. There will be ample time for congregation-specific gatherings to build your own sense of community and identity, as well as time for waterfront play and other recreational activities. This shared camping & retreat ministry focus is designed to encourage consistency in programming, build relationships across congregations, and strengthen the overall ministry impact of Pilgrim Point Camps and Retreats.

### **COST STRUCTURE**

A local church (or local churches if desired) reserves and pays for a whole lodging site (example would be that all eight POEM cabins are together or all 8 camp sites are a package) and then pays additionally per person for meals.

### **DEPOSITS**

A \$250 deposit or 25% of total balance, whichever is greater, is due with your reservation form. Deposits are credited toward your balance. Deposits must be received at the Minnesota Conference Office within 21 days of your receiving the reservation form or your reservation may be canceled.

Groups that cancel a reservation after a deposit has been made will be charged a \$50.00 cancellation fee that will be deducted from the deposit. Groups that cancel their reservation less than 60 days before their start date will forfeit their deposit.

Final charges are determined at check out and any remaining balance must be paid before departure.

### **CHECK-IN & CHECK-OUT TIMES\*\***

Weekend Use: Friday check-in is no earlier than 3pm, Sunday check-out is 12pm. Week Use: Sunday check-in is no earlier than 3pm, Friday check-out is 12pm.

*\*\* Please observe these hours as we need adequate time to prepare for everyone's visit*

## **AVAILABLE TO YOU**

- There is water in a cooler in the dining hall. All tap water is drinkable!
- The camp owns and ordinarily has available an electric keyboard, TV, DVD player, LCD projector and a portable speaker system with microphones. Please let the Site Director know if you would like to use something so we can get it set up for you.
- There is recreation equipment in a closet in the Rec. Hall: bats, softballs, croquet set, volleyball, kick balls, soccer balls, Frisbees, and bases. Please make sure all equipment is put back every evening.
- A golf cart is available for persons of limited mobility.
- For any maintenance or housekeeping needs during your stay please notify the Site Director or Weekend Host.
- The Point Shoppe will be open at various times for your camp essentials and Pilgrim Point wear. Hours will be posted for times during your stay.

Use of equipment, meeting rooms, and other Camp facilities are usually on a first-come, first-served basis.

## **WATERFRONT**

No one shall use the beach or swimming area unless our lifeguard is present. Children under 18 must pass a swim test if they wish to swim in the deep end of the swimming area. Swimming is not allowed outside the swim area. Children must be accompanied by an adult in order to walk past the vespers area.

Lifeguard supervision will be provided during certain hours as are posted at the Camp, most typically during the afternoon recreation period. Any additional hours need to be arranged with the Site Director and are subject to lifeguard availability and lifeguard fee of \$20/hour/2 hour minimum.

## **BOATS & PONTOON**

All persons must wear a correctly-sized lifejacket (adults included) while using any boat, canoe, kayak, pontoon boat, or other water craft at the Camp, whether such watercraft belongs to the Camp or any third party. Lifejackets of various sizes are available under the Boathouse. An adult must accompany all minors in the Boathouse storage area and assure each minor properly wears a correctly-sized lifejacket.

If you wish to use a canoe or kayak belonging to the Camp, please arrange use with the Site Director or the Waterfront Director. Use of such water craft must comply with any rules or requirements posted at the Boathouse or provided by the Site Director or Waterfront Director. Boaters under age 18 need an adult chaperone (at minimum, one adult per every three water craft). Please return equipment used including canoes, kayaks, paddles, and lifejackets to their original storage area.

Pontoon boat rides are possible with advance notice and available staffing. Only staff members are allowed to operate the pontoon per our insurance company.

Groups may bring their own boats but are responsible for following all the policies of the camp. Use of privately-owned boats in connection with any Camp activities or program must be arranged and approved in advance by the Site Director.

All use of Camp boats, canoes, and kayaks are at the user's sole risk.

## **LINENS/BEDDING**

There are no linens available at this time to rent or use, and groups are expected to bring their own sleeping bags or sheets and blankets.

## **SEVERE WEATHER / SHELTERS**

During severe weather the Site Director monitors weather reports, watches and warnings. The Site Director will notify all campers if a threatening condition arises either by visiting each building or ringing the bell without pause for several minutes, even during the night. Designated shelter areas include the POEM lounge bathrooms, Annex bathrooms, the hallway and bathrooms in the Lodge and the Rec. Hall bathrooms.

## **MEALS**

Only Camp staff is permitted to be in the kitchen due to food regulations and codes. If you need something out of the kitchen (i.e. communion ware) the kitchen staff will provide for it before or after a meal.

There are two mealtime bells. The first will be fifteen minutes before a meal. This is a setters' bell. Please assign someone within your group to the table setting duty. The second bell indicates that the food is ready to be served. After supper and at the last meal of camp, please stack the chairs and sweep, so the floor is ready for staff to mop. There are brooms in the closet next to the men's bathroom. At the first meal please wait for the Site Director to welcome you.

## **DIETARY REQUEST**

The kitchen staff works hard to provide a tasty, nutritious, and well balanced diet. We will attempt to accommodate food allergies that camp users tell us about in advance and vegetarian diets, but not special diets. If you wish to know the menu or make allergy accommodations, please call the Site Director one week in advance.

## **FOOD IN CABINS**

To keep critters out of cabins and the dining hall, please bring sealable containers to store food and snacks that are brought to camp.

## **RECYCLING**

There is aluminum/tin/plastic/ glass recycling in the green bins outside of the dining hall. Cardboard recycling is in the fenced in area, west of the dining hall.

## **FIRST AID & HEALTH EMERGENCIES**

We have a limited supply of basic First Aid items in the Health Office. Let the Site Director or Weekend Host know if you need any First Aid items, and they will assist you.

The Conference does not provide medical care or treatment and does not maintain or dispense medications. Camp users are responsible for their own health and medical care and non-emergency medical transportation. Emergency medical transportation is available through local emergency response groups by dialing 911.

Contact the Site Director in the case of an emergency. All health emergencies must be reported and documented.

## **TOBACCO**

No smoking or other use of tobacco is allowed in any building or outdoors, except for a designated smoking area. The Site Director can help with guidance to a tobacco area that may be used by adults only.

## **ILLEGAL SUBSTANCES, EXPLOSIVES AND WEAPONS**

For safety and to protect the camp's guests, grounds, buildings, and wildlife, Pilgrim Point Camp prohibits on Camp property the possession, sale, and use of any illegal drugs or substances, fireworks (including, without limitation, fire crackers, bottle rockets, sparklers, and the like), other kinds of explosives, firearms, ammunition, and other weapons.

Pilgrim Point Camp is posted "No Trespassing," "No Hunting," and "The Conference Bans Guns."

## **PARKING**

You may park in the gravel area marked with white posts between the ball field and the maintenance shed or in the gravel lot by the POEM cabins. You may drive up to the Lodge, Annex or North Shore to unload belongings, but these are not permanent parking areas, as they are designated for fire emergencies only.

## **PETS AT CAMP**

Pets are not allowed in any of the buildings, with the exception of service animals. Upon arrival, the Site Director must be provided with a current proof of rabies vaccination. Owner must clean up feces and it is the owner's responsibility to keep the pet quiet at all times.

## **FIRES**

Open fires may be built only in the campfire area and only with prior Site Director approval. An adult camp user must be at the fire at all times and ensure it is entirely out before leaving the campfire area. Fires may be prohibited from time to time because of weather conditions. No firewood may be brought to or taken from the camp to help reduce the spread of emerald ash borer and other insect and disease problems.

## **MISSING PERSON**

If a person is thought to be missing, whether at the Waterfront or elsewhere at Pilgrim Point Camp, send an adult to ring the bell (in the hall across from the kitchen) until everyone assembles in the ball field. At said assembly, group leaders are to count the members of their group and report to the supervising staff person.

If the missing person is not found through this check, staff will take appropriate action to find the missing person, which may include, without limitation, organizing search parties and/or calling 911. Staff shall contact 911 about the missing person at the earlier of (i) any time staff may feel is advisable or (ii) if the missing person is not found within 30 minutes from the start of the search process.

If the missing person is found after a search process begins, the bell is to be run until all search parties have returned to the ball field.

## **ALCOHOL CONSUMPTION**

Drinking intoxicating beverages (which includes, without limitation, beer and wine) is prohibited at Pilgrim Point Camp. However, the Site Director may grant, in his/her sole discretion, a waiver for responsible use of a reasonable quantity of intoxicating beverages by adults 21 years of age and older for a specific occasion and limited time period at an adult only camp or retreat. No such waiver shall be granted in connection with or at any camps or retreats where persons under age 21 are present.

Notwithstanding this potential waiver, the Conference will not purchase, supply, or distribute any intoxicating beverages or any ingredients for their creation, and the Conference will not monitor or supervise the consumption of intoxicating beverages. All consumption of intoxicating beverages is at the consumer's own risk, and the organization sponsoring or hosting the camp or retreat is solely responsible for knowing about, monitoring and supervising use of any intoxicating beverages and for fully complying with applicable law.

## **SAFE CONDUCT POLICY**

Staff and volunteers at Pilgrim Point Camp will adhere to the Minnesota Conference Safe Conduct Policy.