

Camp of the Hills

Retreat Information & Rental Rules



❖ Reservations

1. Reservations are made through the Camp Office on a first-come, first-served basis.
2. A Lease Agreement will be sent to the "Group Leader," who must sign and return the contract along with stated deposit in order for reservation to be confirmed. Failure to receive the contract and deposit will result in the release of facilities.

❖ Check-In, Check-Out

1. Camp offices are open until 5pm on Friday evening. Check-in procedures for arrival after 5pm will need to be arranged with Camp office.
2. Upon arrival at Camp of the Hills, the "Group Leader" will need to check in at the office with the following items (unless previously submitted):
 - a) Signed "Assumption of Risk and Waiver of Liability" form for the group.
 - b) Check from your church or organization. We also accept Master Card, Visa, and Discover.
3. Early in your program schedule, we would like 15 minutes for one of our staff to meet with your group. He/she will explain the purpose of our camp and certain safety regulations regarding the facilities.

Before leaving Camp of the Hills, you will need to:

- Agree to make sure that the camp grounds, cabins, and facilities are clean before leaving.
- Check your facility for all personal items.
- Report any damages or needed repairs to the office.
- Turn in keys. If your check out time is after or during non-business office hours you can leave all of these things in your facility.
- Make sure account has been settled.

❖ Personal Conduct and Courtesy

1. The Group Leader will be responsible for the conduct of his or her group members.
2. The following are **NOT** allowed at Camp of the Hills: fireworks, firearms, or any other kind of weapon, drugs, or alcohol. Smoking is not permitted in any of the facilities.
3. No animals except for those trained and used for handicapped persons.
4. Guests are asked to respect other groups' privacy and "lights out" times. Camp of the Hills requests a "quiet time" on campus between 11pm and 7am.

❖ **Transportation**

1. Speed limit on the campus is 10 m.p.h.
2. All vehicles must stay on roads.
3. Vehicles must be parked in parking areas. Please do not park on the grass.
4. No walking on County Road; use stairway to and from Dining Hall, to crosses, sports area or lodging areas.

❖ **Dress**

1. Guests at Camp of the Hills are asked to dress modestly.
2. Shoes are encouraged in any outdoor activities.

❖ **Hiking**

1. Hikers must stay on marked trails.
2. There must be an adult sponsor (18 or older) present with each group.

❖ **Swimming Hole**

1. Swimming Hole is **off-limits** except at scheduled times. There must be a certified lifeguard present for anyone to be in swimming hole.
2. Swimming Hole must be reserved in advance to arrival at Camp of the Hills.
3. Do not bring unauthorized food, drinks or equipment into Swimming Hole area.

❖ **Ropes Course**

1. Ropes Course is **off-limits** except at scheduled times. There must be a certified facilitator present for anyone to be on the course.
2. While on and around the course, the course facilitator(s) are in charge.
3. A counselor/adult must be present with each group.
4. The Ropes Course must be reserved in advance to arrival at Camp of the Hills.

❖ **Canoes/Kayaks**

1. Canoeing/Kayaking is available **ONLY** during scheduled times and can currently only be used in fishing pond unless other arrangements are made with Camp staff.
2. Adult sponsors must be present with each group of ten youth or children.
3. Canoes/Kayaks must be reserved in advance to arrival at Camp of the Hills.
4. Wear properly secured life-jacket at all times.

❖ **General Rules**

1. No pets.
2. No overnight sleeping in dining hall.
3. No riding in the back of pick-up trucks or open backed vehicles.
4. Do not remove rocking chairs from porch areas.
5. Cooking fires or campfires are allowed only in places designated by the camp staff. In times of extreme dryness, outside fires of any sort may be prohibited by the county.
6. Do not cross over any boundary fences.