

Guidelines for Groups and Their Leaders

1. These guidelines are part of your reservation contract and need to be shared with ALL members of your group at the beginning of your retreat.
2. **CHAPEL USE POLICY** – All groups who use the chapel agree to do so with respect and the understanding it is to be used **ONLY** for faith-based worship service or gathering space. All UCC symbols of faith including but not limited to the cross and bibles are not to be covered, blocked, or removed.
3. All groups are expected to be considerate guests, maintaining orderly programs and appropriate behavior:
 - a. The group leader is responsible for the behavior of each member of the group, as well as the group as a whole. If a group member or group as a whole becomes disruptive or engages in behaviors prohibited in these guidelines, camp management reserves the right to ask those members of the group, or the group as a whole to leave the premises.
 - b. Quiet time is from 10:30 p.m. until 8:00 a.m.
 - c. Please respect the privacy of our neighbors by staying within the camp's boundaries. Please check with the camp staff for information about property boundaries.
 - d. We ask that you enter only those buildings that your group has reserved.
 - e. The following items are banned from camp property: Any illegal substances or drugs, fireworks of any kind including sparklers or smoke bombs, firearms, or weapons of any kind.
 - f. If you require special set-ups of tables, chairs, etc., please make arrangements when you confirm your reservation (2 weeks prior to event) so that the facility is ready when you arrive.
 - g. We ask that non-summer groups bring your own sports equipment and games. The camp does have a limited supply, so if you find you have forgotten something, we will do our best to help you out
 - h. Please park vehicles in the parking lot or parking area near your retreat center. The driveway and East parking spaces by the dining hall are reserved for deliveries and/or camp staff.
4. Groups are held responsible for loss of equipment or damage to facilities, equipment, furniture, etc., other than that which results from normal and considerate use. **Additional fee of up to the value of the items for replacement and/or repairs will be applied to your final invoice.**
 - a. The camp reserves the right to assess an additional fee for cleaning if the facilities are not left in an acceptable condition (comparable condition the facility was in when the group arrived). If you need trash bags, vacuum cleaners or other cleaning supplies during your stay, please ask a staff member.
 - b. Retreat center furniture, mattresses, linens, blankets, comforters, pillows, towels, etc. are not to be removed and/or arranged from their original position.
 - c. The beds in each room are arranged according to Department of Public Health regulations. Guests do not have permission to move/rearrange beds. An additional fee will be added to your bill if beds are moved.
 - d. It is expected that guests will not write on walls, beds, doors, etc. Please do not tape or tack newsprint, posters, artwork, etc. on walls in any of the retreat buildings.
 - e. Fire extinguishers and smoke detectors are not to be tampered with. Groups will be assessed fees to cover replacement of damaged equipment or recharging of extinguishers.
 - f. Climbing through windows, except in the case of a fire, is not allowed.
 - g. The use of "Silly String" is not allowed in any building.
 - h. Vehicles are to be driven on paved or marked drives only.
 - i. Tables should be covered with newspaper or plastic to protect them from paint, glue, markers, etc. when craft projects are being done.
 - j. We respect the need for some of our groups to use candles during their worship services. Please take care not to drip candle wax on the carpet or furniture. It is difficult and very time-consuming to clean up.
5. Food and Dining Hall:
 - a. Meals are served buffet style at 8:00 a.m., Noon and 5:30 p.m. Please be on time for meals. Since we encourage our guests to help themselves to "seconds" if they are available, guests who are more than 20 minutes late for meals may find that their options are limited.

- b. When you confirm your reservation (2 weeks prior to event), please arrange for the needs of your group members for special dietary restrictions. Our kitchen staff is happy to arrange for these special needs if requests are made in advance.
 - c. Due to the difficulties of coordinating multiple groups' schedules, most groups say their meal grace before they enter the dining room. You are encouraged to arrange with other groups for a shared grace in the dining room.
 - d. Guests are required to wear shoes and shirts in the dining room.
 - e. Guests are welcome – encouraged – to linger in the dining room after meals, but please bus your dishes as soon as you have finished eating so that the kitchen staff may complete their work.
 - f. We ask that each individual group take responsibility in sanitizing their tables after each meal. Spray bottles with sanitizing solution and cloths are conveniently located on the bus table.
 - g. The use of hot plates and/or crockpots, etc. is prohibited in all facilities except the Bourdon House. Each facility has a refrigerator and microwave for groups snack usage.
6. No pets are allowed on the grounds of the camp as a condition of use of the facilities.
7. Health and Safety Concerns
- a. Pilgrim Park Camp and Conference Center follows the Safe Church Policy of the Illinois Conference of the United Church of Christ. The Safe Church Policy must be followed by all Illinois Conference and Outdoor Ministries sponsored events. Pilgrim Park strongly recommends that all user groups adhere to the Safe Church Policy. The policy can be reviewed and downloaded from: <http://www.ilucc.org/uccinsurance.html>.
 - b. Your group is responsible for its own first aid, first aid supplies and emergency care, as well as emergency transportation. 911 emergency services are available to you. Should you have any accident or injury, please contact the site manager for the appropriate accident report form.
 - c. We strongly suggest that each group collect health information for all participants prior to coming to camp. Please use the Participant Health Information Form you received along with your reservation contract.
 - d. We also strongly suggest that each group provides at least one adult to be on duty to provide emergency care who has the following certifications:
 - i. CPR certification from a nationally recognized provider
 - ii. First aid certification from a nationally recognized provider (youth groups).
 - e. The camp staff will provide a quick orientation for groups that will include general safety regulations, communication in an emergency (severe weather, missing persons, etc.) security concerns, and warning systems. A list of numbers for emergency assistance is provided to each group leader.
 - f. The Department of Public Health requires that an Injury and Illness Report be completed for all deaths, illnesses of two or more people or injuries that require a doctor's care. The camp office has this form.
 - g. The camp's insurance policy is a secondary coverage policy, meaning that an individual's, church's or organization's insurance must first be billed in the event of an accident. After that takes place, a claim may then be filed with the camp's insurance company to cover any medical costs not covered by the primary coverage. The camp's insurance covers bodily injury, not illness.
 - h. Smoking is permitted by adults only and must use designated areas. Smoking or the use of alcohol by minors is forbidden.
 - i. No food or beverages are permitted in sleeping areas.
8. In order to ensure the safety and well-being of your group as well as other guests, we ask that you:
- a. Stay on the trails in wooded areas. Our woods contain a fair amount of poison ivy, poison, oak, etc.
 - b. Have campfires in only designated areas—please ask the camp staff about the location of fire rings.
 - c. Swim or participate in other water activities only when a certified lifeguard is present. Pilgrim Park's swimming pool, paddleboats, and canoes are not available for user groups.
 - d. The use of the high initiatives course and/or low initiative's course must be arranged in advance and is facilitated by certified camp staff.
9. Please help us preserve our precious resources by:
- a. Turning off lights when you leave a room or building.
 - b. Closing doors when you leave a building.
 - c. Making sure windows are closed prior to your departure.