

# Group Information & Policies

## Tower Hill Camp is in the Eastern Time Zone

Updated: 10-22-17 DCP

### Before You Come:

#### Reservation: OM.14.1.a

Contact the Camp Office to make a reservation. Reservations may be made one year in advance from the date you want to come. When you request a date, we will send you a contract. You will have 30 days to return the signed contract & deposit. If you do not, your reservation will be forfeited. We will not automatically book & hold space for you for the next year.

#### Minimum Occupancy: OM.14.1.b

The rate sheet has the minimum occupancy for each building. If you do not meet these numbers you will be billed for the minimum regardless of any past exceptions that were made.

#### Fees: OM.14.1.c

Building & food fees are on the rate sheet. Each person using the camp will be charged a \$3 Endowment Fee except for Cottage Rentals which are assessed a building fee that is printed on the Rate Schedule. This fee is included in your first night fee. Michigan's 6 % Sales Tax will be applied to all reservations unless the organization provides a letter of non-profit status.

Early arrival and/or late departures must be prearranged. The fee is \$25 an hour.

The camp reserves the right to assess additional fees for:

Cleaning facilities that are not left in an acceptable condition which is comparable to the facility when the group arrived and replacement for broken or damaged materials.

#### Confirming Meal Numbers: OM.14.1.c

The Camp Office will contact you the week prior to your visit to reconfirm your meal numbers. **We only accommodate Vegetarian options.** Please let us know about any allergies a member has. We do not use nuts or tree nuts. We do have peanut & soy butter available for guests. Please contact the Kitchen at 269-426-9292 for any questions.

#### Escrow Account:

Groups who wish to book multiple retreats at either location can pay a deposit of \$500.00 to an escrow account. This account will guarantee all reservations made by the organization. However, should a reservation be cancelled you will be billed the standard cancellation fee. Failure to pay the fee will result in forfeit and closure of your escrow account. For information about the escrow account contact Outdoor Ministries at (815)447-2390.

#### Cancellations: OM.14.1.b

Cancellations must be made through the camp office and must take place **90 days** prior to your stay in order to receive a refund minus a \$25.00 fee. If cancellation is less than 90 days you will not receive your building deposit(s) back. Groups that have an escrow account or are sponsored by the Illinois Conference will be billed for the building deposits. **Weather Cancellations:** In cases of extreme weather conditions the staff at Tower Hill Camp will contact you to rebook you at either site at a later date. If you need to cancel due to road conditions in your area you must call before 3PM Eastern Time on the day of your expected arrival.

#### Alcohol, Drugs, Smoking, Pets, Weapons & Fireworks: OM.4.1.a,d,e OM.6.1

Alcohol is allowed inside the retreat buildings, campground & cottages. If you drink, please do so responsibly and in moderation. Drunkenness, profanity, abuse or destructive behavior will result in being removed from the camp. Smoking is only allowed for adults in the designated area behind the kitchen. No pets are allowed in camp. Service Animals must be registered and a copy of their paperwork is required at the time of registration. The following items are banned from camp property: illegal substances or drugs, fireworks of any kind including sparklers or smoke bombs, firearms, or weapons of any kind.

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**Health, Safety, First Aid & CPR/AED Trained Volunteer:** HW.26.1.a,b HW.27.a,b,c,d HW.28.1.a,b,c,d  
OM.15.1.a TR.1.a,b PA.3.2

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. If asked you are in Sawyer, MI Zip Code = 49125. If you have any accident or injury, please contact the site manager for the appropriate accident report. We recommend that each group have a person that is currently certified from a nationally recognized organization in First Aid & CPR/AED and is identified to all group members. You must provide your own life guard who is currently certified by a nationally recognized organization.

We strongly suggest that each group collect health information for all participants prior to coming to camp. This information should include:

1. Names, addresses, and phone numbers of participant and their emergency contact.
2. A listing of allergies or health conditions that may need attention during your stay for all minors, a signed waiver or permission form to seek emergency treatment.

Tower Hill can provide a standard health information form. Please contact the office for a copy.

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.

**Back Ground & Safe Church:** OM.15.1.b,f

It is strongly recommended that each group leader & volunteers who have responsibility for minors complete a background check that includes a central registry clearance for sexual offender registry, perpetrator of child abuse or neglect and State and Felony Convictions.

Tower Hill Camp and Retreat Center Staff, Volunteers & Sponsored Event volunteers follow the Safe Church Policy of the Illinois Conference of the United Church of Christ. Tower Hill 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>

**Guest with Adaptive or Specialized Needs:** HR.9.1 & 2

If you have guests who need extra assistance due to physical, mental or medical needs you will need to have Individual supervision for them as required by their needs for the activities they participate in. Ex: if you have an individual who cannot walk to the beach without assistance they will need an individual counselor who's only responsibility is that camper/guest. Please contact the camp and we will be happy to assist you if possible or provide guidelines.

**Camp Insurance Coverage:** OM.15.1.e

The camp's insurance policy is a secondary coverage policy; meaning that an individual's, churches 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.

**Site Orientation:** OM.9.a OM.15.1.d

The camp staff will provide a quick orientation for new 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 and is posted in all buildings.

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### Service & Work Projects:

If your group would like to do 2-4 hours of service/work project at camp please let us know 2 weeks prior to your arrival. Any group who provides 4 hours' work per the # of nights stayed will have their lodging waived if they eat in the dining hall. This must be approved by the Site Manager 4 months in advance.

### Equipment & Set Up Requests:

If you require tables, chairs, AV equipment, grills, etc. Please make arrangements with the office a week prior to your arrival so that we have it ready for you.

### Valuables & Sports Equipment: OM 4.1.b,c,e OM.6.1

Please leave valuables and sports equipment locked in a trunk to protect you from theft or damage and to protect others from injury. No weapons of any type are allowed in trunks.

### While You Are Here:

#### Check In & Out Times: OM 14.1.a

Tower Hill Camp is located in the Eastern Time Zone and operates as such.

Check In: 4 pm      Quiet time is from 10:00 p.m. until 8:00 a.m. Eastern Time.  
Check Out: 11 am

#### Food and Dining Hall: OM.14.1 c

Meal Times Are: Breakfast: 8:30 am      Lunch: 12:30pm      Dinner: 6 pm

Please be on time for meals. Guests who are more than 20 minutes late for meals may find their options limited.

Guests are required to wear shoes and shirts in the dining room.

Guests are welcome & encouraged to linger in the dining room after meals. Please bus your dishes as soon as you have finished eating so that the kitchen staff can get their work done.

Coffee, Juice, Fruit, Peanut Butter & Bread are available any time at the self-serve table in the Dining Hall.

#### Parking: OM.4.1.c

Please park vehicles adjacent to the building you are staying in. Do not drive except on the roads with street signs.

#### Camp Activities: OM.4.1.b OM.15.1.c,d PA.3.2 PA.7.1,2 PD.40.1

In order to ensure the safety and well-being of your group as well as other guests, we ask that you:

1. Stay on the trails in wooded areas. Our woods contain a fair amount of poison ivy, poison, oak, etc.
2. Have campfires in only designated areas—please ask the camp staff about the location of fire rings.
3. Provide a certified lifeguard for any aquatic activities. The ratio is 1 guard & 1 lookout per 20 guests.
4. The use of the low initiative's course and climbing wall must be arranged in advance and may be used only under the supervision of camp staff holding the appropriate certification.

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### Supervision of Minors: HR.8.1,2,3 OM.15.1.b

The recommendation for the supervision of minors as prescribed by the American Camp Association and the State of Michigan is:

Youth Ages:	6-8 years	1 adult for every 5 youth	<b>all adult/leaders = 18 years + no exceptions made</b>
	9-14 years	1 adult for every 6 youth	
	15-17 years	1 adult for every 10 youth	

### Your Responsibilities: OM.9.a,b OM.15.1.b,c HR.8.2,3

Groups are expected to be considerate guests, maintain orderly programs and use appropriate behavior.

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 without a refund.

Please respect the privacy of our neighbors by staying within the camp's boundaries. A map is posted in your building.

We ask that you enter only those buildings that your group has reserved.

Groups are held responsible for loss of or damage to facilities, equipment, furniture, etc., other than that which results from normal use. Please let us know if something is damaged. The beds in each room are arranged according to Department of Public Health regulations. Guests do not have permission to move/rearrange furniture. It is expected that guests will not write on walls, furniture, doors, etc. Please do not tape, nail or tack newsprint, posters, artwork, etc. on walls. Tables should be covered with newspaper or plastic to protect them from paint, glue, markers, etc. when projects are being done. Furniture, mattresses, linens, blankets, comforters, pillows, towels, etc., are not to be taken outside of the facilities. We respect the need for some of our groups to use candles during their worship services. Please extinguish after use and take care not to drip candle wax on the carpet or furniture.

Fire extinguishers and smoke detectors are not to be tampered with. Let us know if one is not functioning.

Climbing through windows, except in the case of a fire, is not allowed.

### Tips for a Successful Stay:

Plan for hydration & relaxation

We are in a rural area – sometimes we do not have WI-FI

Always bring a pair of closed toed shoes & a rain jacket

Give us a copy of your Schedule so we can find you in an emergency.

Don't go to the beach or in the woods when it is dark.

### When You Get Ready to Leave:

Return things to the way they were when you came. If you need trash bags, broom and dust pans or other cleaning supplies during your stay, please ask a staff member.

### Linens:

If we provided linens please place the used sheets & towels on the floor in the hallway for our staff to pick up.

### Garbage:

Collect garbage and leave it inside the building next to the front door and we will collect it.

**Shut windows & doors, turn down heat to 55 or air conditioning to 70 and turn off the lights.**

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### After You Leave:

#### Reservation Renewal: OM.14.1.a

For 30 days immediately following a group's reservation the camp office will tentatively hold a time slot as close to the dates you had as possible. If you did not meet the minimum number of people we will work with you to find an alternate building. If you do not contact us within the 30 days the space will be relinquished for other groups to book.

#### Billing: OM.14.1.a

Please do not leave a check in your room. Tower Hill will contact you the week after you leave for your final numbers. We will send you an invoice. Invoices not paid within 30 days of invoice date will be charged a 2% monthly finance charge (24% annually)

#### Lost & Found:

If you are missing something either email us [towerhillcamp@gmail.com](mailto:towerhillcamp@gmail.com) or call us 269 426-3881. We keep items for 60 days then donate them to local charities

These guidelines and policies are part of your reservation contract and should be shared with every member of your group at the beginning of your retreat.

**I have read and agree to uphold the above policies.**

**Leaders Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We hope you have a pleasant & safe stay.**

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