

Group Information & Policies
Tower Hill Camp is in the Eastern Time Zone
Updated:02/10/2022 tmh

Check In & Out Times:

Tower Hill Camp is 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

We CANNOT accommodate early arrivals/late departures in the Summer.

Check-in at 4pm ET/Check out at 11am ET

Off-season early arrivals and late departures may be requested.
\$50.00 per hour will be charged if request is possible.

Reservation:

Contact our Office to make a reservation. If you are rebooking for the following year, your requested dates will be held until Feb.1. At the beginning of the year, we will send you a contract. You will have 14 days to return the signed contract & any deposit due. If you do not, your reservation will be forfeited.

Fees:

Building & fees are on the rate sheet. 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 \$50 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:

Contact our office two weeks prior to your visit to reconfirm your meal numbers. This is the number you will be billed for. We can accommodate vegetarian and gluten free options. Please let us know about any allergies a member has.

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:

Cancellations must be made through the camp office. Refunds will be granted if cancelled 30 days in advance. Refunds may also be granted if cancellation is due to illness or emergency.

Weather Cancellations: In cases of extreme weather conditions the staff at Tower Hill Camp will contact you to rebook you 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: AD.17

- 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. Please dispose of safely and responsibly.
- No pets, including emotional support 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.

Additional visitors/guests are not allowed on-site.

Health, Safety, First Aid & CPR/AED Trained Volunteer: AD 44.1, AD44.2

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 who 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 participants and their emergency contact.
2. A listing of allergies or health conditions that may need attention during your stay
3. 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.

All medications, both prescription and over the counter, should be stored under lock except when in the controlled possession of the person responsible for administering them.

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.

Background & Safe Church:

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:

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:

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:

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.

Service & Work Projects:

Please contact us if you are interested in bringing a work group to Tower Hill. Not in June, July or August.

Equipment & Set Up Requests:

If you require tables, chairs, AV equipment, grills, etc., please make arrangements with the office 2 weeks prior to your arrival so that we can confirm availability.

Valuables & Sports Equipment:

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.

Dining Hall Mealtimes: Breakfast: 8:30 am Lunch: 12:30pm Dinner: 6:00pm

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 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, tea, hot cocoa and juice are available at the self-serve table in the Dining Hall.

Parking:

Please park vehicles in the designated spaces at the building you are staying in. Do not drive except on the roads with street signs.

Camp Activities:

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 must be arranged in advance and may be used only under the supervision of camp staff holding the appropriate certification.

Supervision of Minors:

The requirement 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	all adult/leaders = 18 years + no exceptions made
	9-14 years	1 adult for every 6 youth	
	15-17 years	1 adult for every 10 youth	

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 site map is included in this book.

You only have access to the buildings 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; do not move them.

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
- 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:

Please place used linens, quilts and blankets in a clear plastic bag (found under the kitchen sink) Place used bath and kitchen towels in a separate clear plastic bag. Place inside by the front door when you leave.

Garbage:

Place garbage in the trash receptacle found outside your building.

Recycling:

Collect recyclables in the blue plastic bag and leave inside the building next to the front door and we will collect it.

Shut windows & doors, turn heat to 65 or air conditioning to 75, turn off the lights.

Reservation Renewal:

IMPORTANT! We will not automatically book & hold space for you for the next year.

Contact our Office to make a reservation. If you are booking for the following year, your requested dates will be held until Feb.1. At the beginning of the year, we will email you a contract. You will have 14 days to return the signed contract & any deposit due. If you do not, your reservation will be forfeited.

Billing:

Retreats, Rental Camps, Reunions and Cottage Rentals are due in full upon arrival. Invoices not paid within 30 days of invoice date will be charged a 2% monthly finance charge (24% annually). We accept checks and all major credit cards.

Lost & Found:

If you are missing something either email us towerhillcamp@gmail.com or call us (269) 426-3881. We keep items 1 week, 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.

Leader's Signature: _____ Date: _____