

## Camp Wartburg General Rules

1. Fires are only permitted in the designated campfire rings.
2. No Smoking in any of the buildings.
3. No swimming in the pond. No swimming in the pool without a certified lifeguard and Camp approval.
4. It is highly recommended that groups consider background checks for those supervising youth during visits. Camp Wartburg also recommends training to minimize the potential risk of any one-on-one camper/personnel situations.
5. Conserve energy by turning lights off when leaving the building.
6. Adult leaders will be responsible for control of the heat/air conditioning.
7. Park only in designated area and do not drive on the grass.
8. It is highly recommended that a member of your group be certified in First Aid and CPR. We strongly encourage each group to be responsible for their own First Aid and emergency transportation. First Aid kits & emergency phone numbers are located under the sinks in every cabin and the Camp office.
9. For safety reasons during your stay, your group leader should file the following written information with the Camp office:
  - a) Names, addresses, and emergency contacts (names and numbers) for all participants
  - b) A listing of any persons with known allergies or health conditions requiring treatment, restrictions, or other accommodations while on site.
  - c) For minors without a parent on site, a signed permission to treat form should be filled out.
10. You are responsible for the behavior of your guests. Your event must not detract from the Christian values of Camp Wartburg.
11. All major illnesses & injuries must be reported to Camp staff.
12. The refrigerators in the retreat houses are available for use. Please check to maintain proper temperature (32-40 degrees) and clean after every use.
13. Microwaves are available for use. Please use them under close supervision and clean after every use.
14. Fire arms are not permitted on Camp property.
15. The Group Initiative Courses (GICs) are to be used by authorized personnel only.
16. Archery and pond canoeing are allowed with either Camp supervision or permission.
17. Please stay out of facilities to which your group is not assigned.
18. Animals are not allowed on Camp property without Camp staff approval and must remain on a leash at all times.
19. Sports equipment may be brought or checked out from the Camp office. Please make sure to label your group's equipment with your name.
20. Alcohol is only permitted on Camp property with approval from the Executive Director prior to attendance. At no time are illegal drugs allowed.
21. There are no kitchen facilities or kitchen equipment available to groups.
22. You are responsible for all accidents or injuries to any person(s) or damage(s) to any property resulting from the use of Camp facilities.
  - a) Standing on chairs and tables or sitting on tables is not allowed.
  - b) If you decorate facilities:
    - i. **No tape** is to be used on the walls or ceiling except special removable tape which does not damage painted walls and fixtures. Absolutely no duct tape!
    - ii. Candles (floating, votive, or taper) must be contained in an appropriate, safe container.
    - iii. **No glue, nails, tacks, or staples** are to be used on the furniture, walls, ceiling, or doors.
    - iv. **No rice, glitter, or confetti** of any kind may be used or thrown inside or outside of Camp facilities.
    - v. **All Decorations** must be removed prior to departure.
23. You are responsible for carefully removing all decorations, picking up after your event, and generally leaving the facility as you found it, both inside and out. Camp will clean floors and tables after events.

## Retreat Payment and Refund Policy

1. Camp Wartburg would be happy to refund your deposit (less \$50 administration fee) for events with 90 days prior cancellation notice. A partial refund is offered in the time period covering 30-90 days prior to event. Note: we do not request a deposit for "day only" groups, but do require full payment upon arrival (cancellation administration fee still applicable).
2. No refund will be granted for cancellations within thirty (30) days of event.
3. Deposits may be used for an alternate date one time only, within the same fiscal year (July 1 – June 30) but will not be subject to any refund. Cancellations must be made at least two weeks prior to the event in order to reallocate the deposit.
4. Deposits are based on the number of buildings the group will use.

1 Retreat House or Cabin Grouping	\$200
2 Retreat Houses	\$400
3 Retreat Houses	\$800
All Retreat Houses and Cabins	\$1000

5. Unless you have an existing account with us, full payment for services provided will be expected prior to departure. Your contract is due thirty (30) days prior to your event date. Your reservation ***is not*** confirmed until we have received your contract and deposit.
6. Camp Wartburg asks for a final number of your group **10 days in advance**. This is to secure food and other accommodations. **This will be your billing total; minimum numbers apply.**
7. Any decrease in reserved buildings will warrant loss of deposit for that building, unless other arrangements are secured.
8. Any building left unclean, with damages, or not having furniture placed back as it was originally set up, will incur a loss of deposit and/or other applicable fee(s).
9. Minimum numbers required for buildings reserved are:

<b>Cabin</b>	<b>September – May</b>	<b>June – August</b>
Middle Camp, One Cabin	2 people	Capacity
Thorburg Hall	12 people	Capacity
Retreat House Left or Right	15 people	Capacity
Retreat House Middle	25 people	Capacity
Exclusivity to Reserve Whole Camp	120 people	Capacity

**NOTE: If you do not meet the minimum number requirements, you will be charged for the minimum number of beds.**

10. Camp Wartburg may cancel use of its facilities at its own discretion.
11. Grievance Procedure:

If you are a member of a user group (retreat, church, school), you are encouraged to talk to the leader of your group and refer grievances through them first. If an issue cannot be resolved between the group member and their leader, members are encouraged to bring the matter to the attention of the on-call staff, who will bring all those involved together within 24 hours. If the group member is not satisfied with the results of this meeting, they can bring the grievance to the Camp Manager. The Camp Manager will convene with all parties involved, as well as the on-call staff, within 24 hours. Grievances against the Camp Manager are to be brought to the attention of the Executive Director, who will meet with all parties concerned within 24 hours. Any grievances against the Executive Director are to be brought to the LCFS Manager of Quality.