

Covenant Pines Bible Camp

Guest Use Contractual Information



COVENANT PINES

Bible Camp

Prior to Arrival

CONTRACT INFORMATION

- Rental Groups are responsible for the information in this document. A signature on the contract from the group leader and the church treasurer is required and indicates you have read this information and your entire group will abide by these policies.
- When reservations are made, you will be asked for an **estimated attendance** figure. The number of cabins and rooms will be assigned according to this number. The deposit is figured on the Guaranteed Minimum Charge (GMC) which is based on estimated attendance and building requests.
- Retreat groups will be billed per person. If the actual attendance is less than the estimated attendance on the contract and attendance adjustments do not take place **within 100 days** of the retreat (see Cancellation Policies below). The group shall be responsible for the Guaranteed Minimum Charge (GMC) which is listed on your contract.
- A deposit is required to reserve any facility. The deposit must accompany the signed contract. Covenant Pines Bible Camp will confirm reservations only upon receipt of the deposit and a signed contract.
- Payment is to be made in full within 10 days of the completion of the retreat. Should a group have an outstanding balance no further retreats will be booked until the payments are made in full.

Cancellation policies are as follows:

- Cancellations more than 180 days in advance of retreat dates receive full refund.
- Cancellations from 179 days to 100 days prior to retreat dates lose their deposits.
- Cancellations less than 100 days from retreat dates are responsible for the contracted guaranteed minimum charge.

Definite confirmation of number of persons who will be attending the retreat must be made at least 7 days prior to the retreat. Group check in time for a weekend retreat will begin at 5:00 pm on Friday and check-out time is Sunday at 1:30 pm unless prior arrangements have been made with the camp staff.

Prior to arrival we offer assistance in group retreat planning if needed. Your Retreat Leader will receive the Retreat Form a month prior to your arrival which is due 10 days prior to your arrival. That Form, along with your schedule and housing list, are tools we need to be fully prepared for your arrival.

While on site

ARRIVAL & DEPARTURE

- Guests arrival and departure time are stated in the Guest Group Contract. Groups departure time is typically an hour after the last scheduled meal.
- Upon arrival the Retreat Leader should let our staff know of any changes or additional needs your group may have.
- If you are aware of any maintenance needs or other situations that need attention, please notify the Covenant Pines Bible Staff.

GENERAL ON SITE POLICIES

Guests are expected to respect camp property including: buildings, equipment, and the grounds as well as other guests. Groups are financially responsible for any damage to property or equipment resulting from actions of group members during their stay at camp. Any equipment that is damaged or broken should be reported promptly to camp staff. Groups are expected to use good housekeeping standards.

- Covenant Pines is an ALCOHOL FREE camp.
- All buildings are SMOKE FREE! No lit candles are allowed in guest rooms or cabins. Campfires are to be limited to camp designated spots.
- Firearms, fireworks, and use of illegal drugs on camp property are prohibited.
- Absolutely NO PETS are allowed at camp.
- Shirts and shoes are required in the dining hall.
- Our Oakridge Dining Hall is a peanut free facility.

EMERGENCY/MEDICAL INFORMATION

It is strongly urged that all groups using the camp carry accident insurance covering participants from the point of origin to the point of return. All medical bills incurred while at camp will be sent to the parents/guardians.

- All groups using camp need the following emergency information prior to arriving at camp: name and addresses of all participants, emergency names and numbers and known allergies or health concerns.
- Youth groups should also collect a signed parental waiver to seek emergency treatment. In the case of an emergency.
- Rental groups are primarily responsible to provide first aid, emergency care and emergency transportation. If the need to call emergency responders arises please notify the camp staff after calling 911.
- Please notify camp of all food allergies, special handicap needs, and medical concerns 10 days prior to the group's arrival, in order that we may do our best to accommodate their needs.

ACTIVITIES

- Snowmobiles and ATV's are not to be driven on camp property other than to travel to and from the Soo Line Trail and other "off camp" trails. Speed limits of 10 mph and personal safety equipment is required while on camp property.
- Swimming- Our beaches are available seasonally for our guests. Lifeguards are not provided, so swimming is "At Your Own Risk." If guests plan to swim, make sure to either provide your own lifeguards or proper adult supervision.
- Canoes, Kayaks, and Paddleboards are available seasonally. EVERYONE using watercraft MUST wear a lifejacket at all times. Children under 14 must be accompanied by an adult. All boats and equipment must be returned to the boat beach. Camps motorized boats are NOT available for camper use.
- Climbing Tower & Zip line, The Giant Swing, and Crate Stacking- There is no additional costs for these items but use is dependant on the availability of camp staff and must be requested prior to arrival.
- Campfires- Campfires are available seasonally in designated outdoor locations. Covenant Pines Staff will prepare fires for guests at scheduled times. It is the group's responsibility to properly extinguish the fire when they are finished.
- Camp Gym & Lobby- The use of the gym is open to all groups at all times unless a group reserves the gym for a specific activity schedule with the Guest Service Director prior to arrival. In the event that these activities have been scheduled a Gym Schedule will be posted outside the gym doors.
- Black light Dodgeball is an after dark activity, held in the gym, which can also be scheduled with the Guest Service Director prior to arrival.
- Broomball Courts & Ice Rink- When the lake is frozen there is a rink on the Round Lake and a Ice Rink near Oakridge Dining Hall.

After Retreat

- Covenant Pines Bible Camp will contact you during the week following your retreat to request feedback, confirm final numbers, provide an invoice, and offer the opportunity to re-book.
- Rebooking- Guests are typically offered the chance to rebook for the same weekend the following year. Assuming their previous visits balance has been paid in full.

We look forward to hosting you here!