



## CAMP GENERAL INFORMATION

*Covenant Harbor staff pledge to assist in every way possible for your group to have a Christ-centered retreat experience. We provide this information to help make your retreat a success. If you have any questions or concerns, let us know how we can help.*

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**Camper Supervision** ratio that is recommended for all children & youth groups using our facilities.

	# overnight campers	age group
1 Adult supervisor per:	5	4-5 year olds
	6	6-8 year olds
	8	9-14 year olds
	10	15-18 year olds

**Medical Care/Camper Insurance**, a qualified person trained in first aid and C.P.R., equipment and emergency transportation is the responsibility of the user group. A lock box will be provided for medication storage. A first aid kit must be supplied by the user group.

**Smoking/alcohol/drugs** The consumption and or possession of alcoholic beverages and drugs are prohibited. Due to fire regulations there is no smoking in any buildings.

**Firearms/ammunition/fireworks** are not permitted on camp property.

**Non-passenger Vehicles** Transportation of people is not allowed where seats are not attached and protective devices are not provided.

**Pets** of any type are not allowed.

**Check in** anytime after 4:00 p.m. at the Lodge Guest Services office. The host will direct you to your cabin(s). A bill will be given to you at this time, calculated at the final count you gave prior to your event. Payment is appreciated at check in time unless other arrangements have been made with the registrar. Covenant Harbor advises you to have emergency contact information for each participant of your event including names, addresses, phone number and any health conditions if guests are minor. It is up to the group to have their own permission forms for medical emergency treatment.

**Check out** 12:00 Noon unless other arrangements have been made prior to your event. Mid-week and summer events may require an earlier check out time. The registrar will make you aware of any changes. Special arrangements must be made in advance to change the check in/out times. You may arrive/remain on the grounds as long as it does not effect the check in/out times of other groups.

**Contact host** in case of an emergency or any questions or needs, you may contact the host at the Lodge Guest Services office. Calls will be forwarded to host cell phones automatically. If you are unable to contact anyone there, please contact the kitchen staff.

**Dining room/meal times** a bell will ring approximately 10 minutes before mealtime. Please be on time for the meals so food can be served hot. If there are special dietary needs, notify the registrar at least two weeks prior to the event. We strive to please all guests by offering a wide variety of foods at each meal, including a vegetarian choice if requested. During meal preparation, we limit the use of salt, sugar and fats. Meals are served buffet style in the shared dining area in the Lodge for all groups staying in the camp.

Meal Times:	Breakfast	8:30-9:00 a.m.
	Lunch	12:30-1:00 p.m.
	Dinner	6:00-6:30 p.m. Meal times can be adjusted for late group check-ins

**Snacks** must be ordered at least 4 days prior to event. See current rate sheet. If group decides to bring own snacks, a one-time a clean up fee of \$35.00 added to the bill. **Please refrain from cooking in meeting rooms for health and fire code reasons.**

**Linens rental** includes pillow, pillowcase, sheets and a blanket. You must provide your own towels and washcloths. The fee is \$10.00 per set and must be ordered at least two weeks prior to the event.

**Noise** in consideration of the other groups in the camp and camp neighbors, we ask that drums not be used for sessions in the tent. Please keep amplified noise within reason for outside and tent events. Please observe the following times for outside and tent events:

Amplified noise curfew	9:00 p.m.
Unamplified noise curfew	11:00 p.m.

**Building curfew** we ask that individuals be in their cabins by 12:00 Midnight

**Complimentary Coffee and Tea** is available 24/7 in the Lodge Dining room. Feel free to help yourselves.

**The Chartroom** and **The Galley**, (camp stores and snack bars) will be open during your stay. If you would like The Chartroom or The Galley open at specific times, please inform the registrar or group hosts. Items including tee shirts, hats, CD's, batteries, snacks, etc. The Chartroom is located in The Lodge. The Galley is located at the Jackson Family Activity Center.

**Meeting Rooms and Setups** are free of charge for typical use. Out of the ordinary setups may have an additional fee. The registrar will help you secure appropriate meeting spaces during the booking process.