

Guest Group Ministries - Policies

Rates: rates posted on an annual basis

In general our rates are based upon per person per 24 hours. A typical weekend retreat (Fri 7PM to Sun 2PM) is considered two days. Food service fees, program fees and other charges may apply and are available by calling the camp office at 717.336.2541.

The camp offers three Lodges available separately or in combination:

1. Sprecher Lodge

- Per person per night (FGBC discount available, call for information)
- Bunk bed, dorm style accommodations, provide your own lines (twin size) or sleeping bags
- Two separate dorm rooms, Elm and Walnut, with 16 beds and attached bathroom in each
- Large meeting area and small kitchen
- Includes use of Birch cabin which has 16 beds (must use bathroom in Sprecher)
- Minimum contract number of 20
- Max capacity including Elm, Walnut and Birch of 48

2. Lutz Lodge

- Per person per night (FGBC discount available, call for information)
- Bunk bed, dorm style accommodations, provide your own lines (twin size) or sleeping bags
- Two separate dorm rooms, Pine and Oak, with 16 beds and attached bathroom in each
- Large meeting area and small kitchen
- Includes use of Maple cabin which has 16 beds (must use bathroom in Lutz)
- Minimum contract number of 20
- Max capacity including Pine, Oak and Maple of 48

3. Staff Lodge

- Per person per night (FGBC discount available, call for information)
- Bunk bed, dorm style accommodations, provide your own lines (twin size) or sleeping bags
- Two separate dorm rooms, Spruce and Cedar, with 14 and 16 beds and attached bathroom in each
- Large Kitchen and dining area (to be used as meeting space)
- Includes use of Hemlock cabin which has 16 beds (must use bathroom in Sprecher)
- Minimum contract number of 20
- Max capacity including Spruce, Cedar and Hemlock of 46

Notes:

- Priority given to groups renting full weekend versus one night.
- Combination of Lutz and Staff lodges gives best use of camp for typical youth groups. Staff lodge has full kitchen while Lutz Lodge provides nice meeting space. Rent both with minimum of 40 people.
- Facility and program usage based upon availability and submitted schedule. Program options may be added for the fees listed below.

- Food Service:
 - Groups are encouraged do their own food service.
 - Camp can provide food service, call for rates and packages.
- Activity Areas:
 - Gym - 34' X 64', Frisbee Golf Course, Outdoor Seating Areas, Campfire Site, Pavilion, Athletic Fields, Challenge Course, Sand Volleyball Court, Fishing Pond, Nature Studies, Pool
- Staffed Program Options listed below

Tent Camping Option

- Groups may tent camp in a remote site. Large 16X20 platform tent available. Area has nice campfire ring, picnic tables, and potable water is available. No bathroom facilities.
- Per person for the weekend with a minimum fee.
- Tent and water are available seasonally, call for details.

Program Options: All program options are staffed by qualified camp personnel.

- Archery (up to 10 people/ hour) \$ per hour
- Rifles (up to 10 people/ hour) \$ per hour
- Hayride (up to 20 people/ 30 min ride) \$ per ride
- Challenge Course (up to 20 people/ hour) \$ per hour
- Nature Studies (up to 20 people/ hour) \$ per hour
- Lifeguard (1 guard for up to 50 people) \$ per hour
- Giant Swing (up to 12 people/ hour) \$ per hour
- Zip Line (up to 8 people/ hour) \$ per hour

All program services request must be submitted at least one month in advance.

Discounts:

- FGBC discounts
 - Children and teens groups: staff free after minimum is reached
 - Adult groups: 15% off total bill
- Volume discount
 - Staff free after 75 paying guests

Facility Reservation Deposit:

- A facility reservation deposit must accompany the contract in order to reserve the facility. This non-refundable, non-transferable deposit is 25% of the minimum requirement for your groups stay:
 - 20 persons per day for each lodge rented.
- Program fees are applied at the conclusion of your group's stay.
- Deposits paid are applied to the final bill.
- Your reservation is not guaranteed until the Contract, Reservation fee, and Certificate of Insurance is received at the camp office.
- A program schedule is required at least one month in advance.

Food Service Deposit:

If Camp Conquest is providing Food Service, an additional deposit is due one month prior to the rental date. This non-refundable, non-transferable deposit is 50% of the minimum requirement of your groups stay.

Cancellation Policies:

- The guest group may cancel this contract which cancels your activity so long as that cancellation is provided in writing prior to four (4) months before the opening day of your activity. The reservation deposit will be the only penalty.
- Cancellations within four (4) months but prior to two (2) months of the opening day of your activity will require payment by guest group in the amount of 50% of the minimum requirement.
- Cancellations within two (2) months prior to the opening day of your activity will require full payment of the minimum requirement.
- In all cases, Camp Conquest will attempt to re-book the space made available by your group's cancellation. If we are successful, the cancellation fee will be refunded after the reserved dates

Registration Information:

Groups must submit a completed registration form for each individual upon arrival. The reservation form is provided along with the contract and at the end of this list.

Proof of Liability Insurance:

Groups must submit a certificate of Insurance naming Camp Conquest as an "Additional Insured" for the dates of the contract. This must be submitted prior to the date of the contract.

Payment Information:

The preferred method of payment is a check from the church or organization. Reservation and food deposit schedules are listed above. Final payment is preferred at the conclusion of your event, but is required within 15 days after your event.

Rebooking for the following year:

Current guest groups have the first option to rebook the same amount of space and type of accommodations for the following year. If additional space is needed by any particular group, it will be booked based upon availability.

General Policies

- The group will be expected to sign a contract signifying agreement with respect to the purpose and beliefs of Camp Conquest and that the group further agrees to do nothing by word or action that will in any way offend the testimony of this ministry.
- Camp Conquest reserves the right to charge an additional fee if, for any reason, additional cleaning is required. Also, damage to buildings and/or equipment as the result of vandalism or lack of supervision, will be charged to the guest group on a time and material basis. A fee will also be charged to the group for any lost keys.

- Tampering with smoke alarms and/or fire extinguishers is considered a serious safety violation and will be charged at a rate of \$50.00 per tampered unit. Use of candles and/or incense in guest rooms or meeting rooms is prohibited.
- The use of alcoholic beverages, illegal drugs, firearms (except when scheduled at the ranges), explosives, gasoline and/or any other flammables is prohibited at Camp Conquest. The camp is a smoke-free facility; smoking is absolutely not permitted in any building and is discouraged on the grounds as well.
- Pets of any kind are not permitted.
- Campfires are only permitted in designated areas.
- The use of skateboards, rollerblades and Heelys is prohibited on the grounds.
- Cell phone use should be limited to non-public areas (preferably not in the center of camp) and should not infringe upon the rights of other guests. Cell phones should be set on silent mode.
- Out of respect to other guest and our local neighbors, the use of amplified sound or loud instruments should be kept at a reasonable level and is discouraged after 10:30 PM. Quiet hours should be observed from 11:00 PM to 7:00 AM.

Supervision Policy

- All youth and children groups must be supervised at all times by the appropriate age and number of chaperones according to the American Camping Association guidelines. Staff must be at least 15 years old and must be at least two years older than the campers they supervise. For overnight stays, a minimum of two counselors are required in each cabin regardless of the number of campers. Additionally, the following ratios apply:

Camper Age	#Staff	Overnight Campers	Day Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Vehicle Policy:

- All vehicles are to be parked in the area above the athletic field.
- For Sprecher and Lutz Rentals –Two vehicles are permitted at the building parking area.
- All driveways and lanes are to be kept open at all times for emergency and maintenance personnel.
- No one is to be transported in any vehicle not specifically designed for passengers
- No riding in the back of pickup trucks, tractors, golf carts.
- Golf carts are designed for one driver and three passengers only. (see separate rental agreement for golf carts)
- Vehicle use should be kept to a minimum and is not permitted on grassy areas.
- No unauthorized motor vehicles are permitted.

Rifle/BB/Archery/Sling Shot/Skeet Ranges:

- Make certain that all campers & staff know when these areas are in use. No one is permitted in the field above the ranges during these times.
- Frisbee golf holes #3 & #4 can not be used during rifle times.

- Maintain a ratio of one adult to every five campers - close supervision is a must!
- Teach respect for these weapons - Safety First!
- All Target Sport equipment will be supplied by Camp management.

Kitchen Policy:

- Keep all areas in clean, sanitary, and orderly condition.
- All food must be prepared and served according the guidelines posted.
- Perform cleaning as per the checklist posted in Guest Group Booklet located in Dining Hall.
- Use all equipment as per instructions posted nearby or by Camp Conquest Management.
- When using the automatic dishwasher, allow all dishes to air dry for sanitation purposes. Keep all silverware in covered containers.
- Report any broken or malfunctioning equipment to Camp Conquest Management.
- Cleaning supplies are located in the dining area closet with folding doors.
- All food items must come from an approved source and have the original label.

Swimming Pool:

- No one is permitted inside the fenced area without a currently certified lifeguard on duty. The gates to the pool must be locked when a lifeguard is not present.
- Follow posted guidelines while using the pool area.

Pond Area:

- No one is allowed in the pond area without a supervising adult present.
- No one is allowed in the boats without a personal floatation device (PFD) correctly & securely fastened.
- Use extreme caution on the west bank (toward driveway) and while crossing the dam breast. The water is deepest at these points and the banks are very steep.
- The water never completely freezes over. Stay off the ice.

Accidents/Injuries:

- Guest group is responsible to provide their own first aid personnel and supplies for general care and emergencies.
- Groups should follow their organizational procedures in case of an incident.
- Emergency contact information is posted by each phone.
- Fill out an incident report form and submit to Camp Conquest Office.

Emergency Procedure Plan:

- Fire:
 - All campers should immediately vacate all buildings and proceed to the pool area via the shortest possible route.
 - The group director should immediately dial 911 on the nearest available phone (Locations: kitchen & infirmary) giving the location: Camp Conquest – 480 Forest Rd., Denver — and the building(s) involved.
 - Contact Camp Conquest management.
- Natural Disasters (i.e. Severe Thunder Storms, Tornadoes, etc.)

- All campers and staff should assemble along the back wall of the Dining Hall (next to the fireplace).
- Group director should contact Camp management.

Dress Code Policy

Camp Conquest believes the scriptures teach that a believer is to dress in such a way that attention is not drawn to the body (I Peter 3:1-4). The Word of God makes it clear that modesty must be the believer's rule of thumb. Our purpose is to keep the total camping program in line with what we believe the Scriptures teach. Therefore, the following dress code will be enforced:

- The camp reserves the right to define and enforce the meaning of the term "modest".
- Tight fitting clothes will not be worn at any time.
- Swimming attire: Girls must wear a swimsuit that covers the torso. (no cleavage, no bare mid-section, etc.) Boys are not permitted to wear bikini trunks. The camp reserves the right to restrict swimming privileges if a modest swimsuit is not worn.
- Shorts must be at least fist length.
- Suggestive clothing (i.e. see thru styles, low cut blouses, halter or spaghetti straps, or fashions with exposed mid-riffs are not acceptable).
- Clothing with objectionable slogans or pictures are not allowed.
- All clothing is to be modest in style and not draw attention to the body.
- Flip-Flops may not be worn at camp except in the shower. Shoes supporting the heel and toes must be worn at all times including to and from the pool.