



Guest Group Policies –

Partnering with Camp Conquest (The Grace Brethren Retreat Center)

Camp Conquest has been blessed over the last fifty plus years with amazing facilities, on 90 wooded acres, that accommodate up to 180 people. We utilize our facility to engage volunteers in ministry and run camp programs year round. Partnering with guest groups allows us to bless others with the use of our facility, and help us financially support our ministry. Thank you.

Agreement with and signing our rental contract is a commitment of adhering to and communicating the following seven key guidelines:

1. The Camp Conquest Statement of Faith and Position on Social Issues
2. Property Guidelines regarding Buildings, Grounds, and Parking
3. The Group's Cleaning and Facility Care Responsibilities
4. First Aid, Healthcare, Safety, Dress Code, and Insurance
5. Activities, Program, and Food Service
6. Adequate Staffing and Supervision ratios
7. Finances, Cancellation, and Accommodations

1. The Camp Conquest Statement of Faith and Position on Social Issues

For all groups that utilize our facility to run activities and retreats, we ask that you ***acknowledge*** our beliefs, and that you agree to ***respect*** those beliefs by not teaching or behaving in any way contrary to those beliefs while on site.

Camp Conquest's legal name is The Grace Brethren Retreat Center. As a member of the Charis Fellowship (www.charisfellowship.us), Camp Conquest has adopted the Charis Commitment to Common Identity as our statement of faith (<http://www.charisfellowship.us/cci>).

We also affirm and hold true the Resolutions of our Fellowship as a position statement on current social issues (<http://www.charisfellowship.us/page/106>).

Signing our rental agreement confirms that as a Group Leader, utilizing the facilities of Camp Conquest:

- I understand that Camp Conquest is a religious organization with certain firmly held beliefs.
- I agree to respect those beliefs by not teaching or behaving in any way contrary to those beliefs while on site.
- I agree to communicate this expectation to every member of our group.

2. Property Guidelines regarding Buildings, Grounds, and Parking

Camp Conquest recognizes their role in being a positive ministry partner during your stay. We provide:

- a safe and well-maintained facility
- campfire supplies and spaces
- a host to assist your group during your stay
- trained staff for provided activities
- trash removal from dining hall area during your stay
- cleaning supplies
- meal plans as agreed upon

Signing our rental agreement confirms that the group agrees to pay the \$200.00 security deposit and will strive to leave the facility in the same condition they received it.

Note: Children and youth events should be heavily programmed and supervised. Free Time is generally when negativity occurs. Limit free time. Pranks are discouraged.

- Camp Conquest reserves the right to charge an additional fee (above and beyond the security deposit) 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 plus material basis.
- A fee will be charged to the group for any lost keys.
- Tape and nails/tacks should not be used on the walls.
- The landscaping on the property should remain as the maintenance team has it prepared.
- 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, incense, or oils 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.
- 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.
- Out of respect to other guests 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.

Vehicles and Parking:

- All vehicles are to be parked at the office, or in the area above the athletic field.
- ***The group*** should assign a separate parking attendant/greeter to meet guests as they arrive.
- 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).
- No unauthorized motor vehicles are permitted.

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.
- Camp Conquest provides, at a fee to the group, a staff member to be on duty and accessible at the pool who has current lifeguard certification from a nationally recognized provider in first aid, including training on bloodborne pathogens.
- If providing swim lessons you must provide a swim instructor with certification from a nationally-recognized certifying body or equivalent certification and provide a lifeguard out of the water continuously watching over the activity if the instructor is in the water with participants.

Pond Area:

- No one is allowed in the pond area without a supervising adult present.
- No one is allowed in boats without a personal floatation device (PFD) correctly & securely fastened, or without a certified lifeguard present.
- 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.
- Swimming is not an authorized activity in the pond

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

- Make certain that all campers and staff know when these areas are in use. No one is permitted in the field above the ranges during these 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.

Litter: Litter is an increasing problem on the camp property. We limit snacks and candy with wrappers to the pavilion area. Trash cans are strategically placed and should be used. Water bottles are discouraged. Water jugs are available and can be placed in activity/high traffic areas. Plan to police areas at the end of your event to scan for litter.

Food should not be in the cabins.

3. The groups cleaning and facility care responsibilities

The guest group is responsible for general cleanup of utilized buildings and activity areas. Perform cleaning as per the checklist posted in the Guest Group Binder located in Dining Hall and in each Lodge. These checklists are posted in each building. **The group** should consider one person to supervise and assign these tasks.

This includes:

- Bathroom touch up
- Sanitizing of mattresses
- Kitchen clean up (if providing own food service)
- Vacuuming
- Litter removal
- Trash removal; all trash can be brought to the trash can location behind the Dining Hall

4. First Aid, Healthcare, Safety, Dress Code, and Insurance

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.

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 in the guest group binders located in each lodge.
- Fill out an incident report form and submit to Camp Conquest Office.

Healthcare

A rental group should provide the following personnel:

- Age-appropriate CPR/AED certification from a nationally recognized provider
- Additionally for youth groups, first-aid certification from a nationally recognized provider?

Registration Information:

- Groups must submit a completed registration form for each individual upon arrival. The reservation form is provided along with the contract.

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 and infirmary) giving the location: Camp Conquest – 480 Forest Rd., Denver — and the building(s) involved.
 - Contact Camp Conquest Host and/or 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.

- 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 midriffs 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* should not be worn at camp except in the shower.

5. Activities and Food Service

Activity Options:

Camp Conquest offers many activities. These include the pool, waterslide, horses, rifles, archery, challenge course, fishing, team building, hayride, slingshots, craft, campfires, stream study, giant swing, knockerball, pedal cars, and more. Most activities average \$20 per activity hour at about 10 participants per hour (see estimates below). The pool can usually handle your entire group. **Camp Conquest** will provide activities and qualified staff upon availability.

The Group acknowledges that they must provide activity requests and an event schedule one month prior to the event. **The Group** will provide adult supervision at each activity (minimum 1). **The Group** acknowledges that once an activity is staffed, the hourly rate will be charged, whether or not they participate in the activity. **The Group** will reasonably arrive at activities at scheduled times. Fees will be applied to final invoice.

- | | |
|---|---------------------------------|
| • Archery/Tomahawks (up to 8 people/ hour) | \$20 per hour |
| • Rifles (up to 12 people/ hour) | \$20 per hour |
| • Hayride (up to 20 people/ 30 min ride) | \$20 per ride |
| • Challenge Course (up to 60 people/ hour) | \$20 per group of 10 |
| • Nature/Stream Studies (up to 15 people/ hour) | \$20 per hour |
| • Lifeguard (1 guard for up to 50 people) | \$20 per hour |
| • Giant Swing (up to 12 people/ hour) | \$20 per hour |
| • Waterslide | \$20 per hour |
| • Knockerball | \$20 per hour + \$20 set up fee |

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

Food Service Options: Meals provided by camp require 50 minimum people.

Sprecher Rental Option groups provide their own meals in Sprecher Lodge.

Lutz or Entire Facility Rental Option requires a meal plan or group provides own meals.

Plans: (we encourage groups to include their CC host when providing own meals)

- Groups providing their own meals in the Dining Hall incur a \$100 dining hall usage fee.
- Plan A - 3 meals and 1 Snack; includes 1 Breakfast/1 Lunch/1 dinner \$26 per person
- Plan B - 4 meals and 1 Snack; includes 2 Breakfasts/1 lunch/1 dinner \$33 per person
- Plan C - 5 meals and 1 Snack; includes 2 Breakfasts/2 lunch/1 dinner \$41 per person

Ala cart meals average \$8 per person, per meal, and cookouts are available. Contact office for details.

Kitchen Policy:

- Keep all areas in clean, sanitary, and orderly condition.
- All food must be prepared and served according the guidelines posted and can be found in the Guest Group Manual
- 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.

6. Adequate Staffing and Supervision ratios

Supervision Policy

Staff/camper ratios that are based on the recommended ratios set by our organization and the American Camping Association.

Organizations who utilize our site and services for youth group activities are advised of the following ratios that we recommend for effective camper supervision.

- **ACA Guideline:** All youth and children groups must be supervised at all times by the appropriate age and number of chaperones. Staff must be at least 16 years old and must be at least two years older than the campers they supervise. At least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff will be eighteen (18) years of age or older? 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 |

- For maximum fun and safety, all activities are to be supervised by at least one adult. This ratio may increase with the increase of campers or risk involved. Campers should not be in high-risk areas (pool, pond, horses, archery range, rifle range, challenge course areas, creek, wooded areas) without staff present.
- There should always be two staff members with a group of campers unless they are in an area near the main common area (pavilion) where other groups are around and have easy accessibility to get help in the event of an emergency.
- Exceptions to the above ratios are noted in the activities that already have personnel on duty for waterfront, archery, ropes course, and horseback riding.
- Campers are never alone, you are never alone with a camper.

7. Finances, Cancellations, and Accommodations

Facility and Pricing Details

All of our cabins are dormitory style with bunk beds. 16 beds per cabin. All rental options require a \$100 security deposit and a 25% reservation deposit. Groups with minors may receive discounts for adults once minimums are met. One-night rentals on weekends are an additional \$10 per person surcharge.

Sprecher Option - Sprecher Lodge is a multi-use building with meeting room, kitchen and two cabins (Elm, Walnut). One optional overflow cabin without a bathroom (bathhouse usage) is available. Also includes campfire space, pavilion, and gym usage.

Minimum: 25 people at \$25 per night. The group is responsible for their own meals with this option.

Lutz Option - Lutz/Staff Lodges include a Meeting Room and 4 Cabins, (Oak, Pine, Cedar, and Spruce) with bathrooms. Two overflow cabins without bathrooms are available. These have access to our bathhouse. Also includes campfire space, pavilion, and gym usage.

Minimum: 50 people at \$25 per night plus meal options

Entire Facility Option - This option includes both lodges , meeting spaces, and all 9 cabins. The Pavilion, Gym, and activity field are all included. (Day Use facility is excluded)

Minimum : 75 people at \$25 per night plus meal options.

Day Use Facility or Day Events - Contact the office to discuss accommodations and meal options.

Discounts:

- Charis Fellowship discounts;
 - Children and teens groups: staff free after minimum is reached
 - Adult groups: 15% off total bill
- Volume discount;
 - Staff (adults) free (up to 20) 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 guest requirement plus food service estimate for your group's stay:
- 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 are received at the camp office.
- A program schedule is required at least one month in advance.
- The security deposit will be held a minimum of one week after the conclusion of your event.

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.

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

Accommodation details:

1. Sprecher Lodge

- Bunk bed, dorm style accommodations, provide your own linens (twin size) or sleeping bags
- Two separate cabins, Elm and Walnut, with 16 beds and attached bathroom in each
- Large meeting area with sound and video (\$50 rental fee for A/V), and small kitchen
- Includes use of Birch cabin which has 16 beds, utilizes bathhouse.
- Max capacity including Elm, Walnut and Birch of 48

2. Lutz Lodge

- Bunk bed, dorm style accommodations, provide your own linens (twin size) or sleeping bags
- Two separate cabins, Pine and Oak, with 16 beds and attached bathroom in each
- Large meeting area with sound and video (\$50 rental fee for A/V), and small kitchen
- Includes use of Maple cabin which has 16 beds, utilizes bathhouse.
- 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 linens (twin size) or sleeping bags
- Two separate cabins, Spruce and Cedar, with 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, utilizes bathhouse.
- Max capacity including Spruce, Cedar and Hemlock of 48

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. The Staff lodge has full kitchen while Lutz Lodge provides nice meeting space. Rent both with minimum of 50 people.
- Facility and program usage based upon availability and submitted schedule. Program options may be added for the fees listed below
- Activity Areas:
 - Gym - 34' X 64', Outdoor Seating Areas, Campfire Sites, Pavilion, Athletic Fields, Fishing Pond
- Groups utilizing Camp Conquests sound and video equipment must assign one person to operate the equipment.

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. Bathhouse available.
- \$10 per person for the weekend with a minimum fee.
- Tent and water are available seasonally, call for details.

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.