



# Guest Group Policies

Partnering with Camp Conquest (The Grace Brethren Retreat Center)

*Camp Conquest has been blessed over the last sixty plus years with amazing facilities, on 90 wooded acres, that accommodate 144 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

Camp Conquest is a ministry of the Charis Fellowship (<https://charisfellowship.us/>). As such we have strongly held religious beliefs and practices. Camp Conquest has adopted the Charis Commitment to Common Identity as our statement of faith (<https://charisfellowship.us/ccj>). Please respect those beliefs by not teaching or behaving in any way contrary to those beliefs while on site.

For Guest Groups who rent our facilities to run their own program:

- ***We require that you agree with:***
  - Part 1: The Center, and
  - Part 2: The Evangelical Core.
- ***We ask that you respect:***
  - Part 3: Our Charis Identity and
  - Resolutions of our Fellowship, our position statement on current social issues (<https://charisfellowship.us/page/106>).

For Guest Groups who participate in a Camp Conquest Program:

- ***We ask that you respect***
  - Part 1: The Center, and
  - Part 2: The Evangelical Core, and
  - Part 3: Our Charis Identity and
  - Resolutions of our Fellowship, our position statement on current social issues

***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 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 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 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 group will be charged a fee 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 prohibited in all buildings 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 at 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. A second certified lifeguard must be present 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:**

- A certified Range Safety Officer must be present whenever the range is in use.
- 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 located in the Guest Group Binder located in each meeting room. 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 and/or sweeping
- Litter removal
- Trash removal: bring all trash to the cans located behind the Dining Hall
- Return all furniture to original location

## 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.
- Group is responsible for all transportation needs.
- Fill out an incident report form and submit to Camp Conquest Office.

### **Healthcare:**

- Guest group should provide the following personnel:
  - Age-appropriate CPR/AED certification from a nationally recognized provider.
  - Additionally, for groups serving children and youth, first-aid certification from a nationally recognized provider.
- Medications are to be stored under lock, except when in possession of the person responsible for them.

### **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 leader should immediately dial 911 on the nearest available phone 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).
  - Contact Camp Conquest Host and/or 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:

- **Included Activities** - These facilities and activities are included with every rental. They are shared spaces unless group has exclusive use of entire property.
  - Gym & Pavilion Area, Athletic Field, Pond, Hiking Trails
  - Campfires – Multiple locations
  - Bouldering Wall – Low climb experience
  - Basketball, Kickball, Soccer, Volleyball
  - Gaga, Four Square, hiking
- **Camp Provided Activities & Equipment** - These prescheduled activities are run by certified instructors or require special equipment. Most activities average \$50 per activity hour at about 10 participants per hour (see estimates below). The pool can usually handle your entire group. Call for pricing.
  - Archery, Rifles, Trap Shooting
  - Slingshots, Tomahawks
  - Giant Swing & Challenge Course
  - Nature Study
  - Pool & Water Slide
  - Knockerballs
  - Pond Activities - Fishing & Corcls
  - Horses (June 15 – Aug 15)
  - Black Light Dodgeball
  - Hay Rides
  - Golf Carts
  - Sound System & Projection
- **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. **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.

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

*Sprecher or Kern Option:* groups provide their own meals in rented building.

*Lutz/Hope or Entire Facility Option:* choose a meal plan or group provides own meals.

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

- Plan A - 3 meals and 1 Snack; includes 1 Breakfast/1 Lunch/1 dinner
- Plan B - 4 meals and 1 Snack; includes 2 Breakfasts/1 lunch/1 dinner
- Plan C - 5 meals and 1 Snack; includes 2 Breakfasts/2 lunch/1 dinner
- Contact office for details and ala cart plans.

### 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 Booklet
- Perform cleaning as per the checklist posted in Guest Group Booklet located in Kitchen.
- Use all equipment as per posted instructions or as directed 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 & Pricing Details:

We charge a flat rate for rental of each of our meeting rooms, cabins, bunk houses and dining hall. Contact the camp office for current rates. Our most popular combinations are listed:

- **Sprecher Lodge Option:** Ideal for groups of 20 – 45 ppl
  - Meeting room, kitchen, 2 cabins, 1 bunkhouse.
- **Lutz & Hope Lodge Option:** Ideal for groups of 50 - 80 people.
  - Meeting room, Dining Hall, Kitchen, 4 cabins, 2 bunkhouses
- **Three Lodge Option:** Ideal for groups of 75-130 people.
  - Two Meeting rooms, Dining Hall & Kitchen, 6 cabins, 3 bunkhouses.
- **Kern Activity Center:** Pavilion accommodates up to 150 people
  - Large 50' x 50' pavilion with stone fireplace, commercial kitchen, two large bathrooms, with easy access to the pool and athletic field. Can be combined with platform tents for a unique camping experience. Rented in four-hour increments.
- **Exclusive Use Option:** Ideal for groups of 75-130 people.
  - Enjoy the entire 90-acre property without distraction from other groups. Two Meeting rooms, Dining Hall & Kitchen, Kern Activity Center, Gym, 6 cabins, 4 bunkhouses.

#### Accommodation Details

**Cabin:** 16 beds (8 bunkbeds), with attached bathroom. Carpet. Heat & AC

**Bunkhouse:** 16 beds (8 bunkbeds), detached bathhouse. Heat & AC

**Meeting Rooms:** Seating up to 90 people. Heat & AC. Full kitchen. Two family restrooms.

**Dining Hall:** Commercial Kitchen. Seating up to 130 people.

**Gym:** Small 34' x 64' heated multi-purpose space. No AC. Seating up to 130 people.

- **Meeting Room Option**
  - Use one of our meeting rooms for a weekday training, luncheon, or family reunion. Kitchen & sound system available.
- **Special Events (Tent Camping, School Field Day, etc)**
  - Have a unique event that does not fit the above options? Contact us for more information.

**Discounts:**

- Charis Fellowship member discounts: 15% off lodging.
- Midweek discounts: From September to May receive a 33% discount on lodging when reserving multiple nights Sunday evening through Friday morning.
- Discounts do not apply to holidays. Discounts cannot be combined.

**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% facility fee. When purchasing a meal plan, an additional 25% deposit based on estimated meals is due one month prior to your group's stay:
- Activity and Equipment 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, Deposit, and Certificate of Insurance are received at the camp office.
- A program schedule is required at least one month in advance.

**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 reservation 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.

**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.

**Additional Notes:**

- Priority given to groups renting full weekend versus one night.
- Facility and activity usage based upon availability and submitted schedule.
- Groups utilizing Camp Conquests sound and video equipment must assign one person to operate the equipment.