



Terms and Conditions

Audio/Visual Equipment. A video projector with VGA cable for laptop, DVD player and sound system are available in Lakeside Lodge. Groups should plan on bringing any other audio-visual equipment needed. A piano is available in the dining hall (Lakeside Lodge) and Tall Pines pavilion.

Bedding: Please bring your own bedding or sleeping bags. There is one bed in the retreat center that is a full size bed. There is a queen size bed in Hayes' Point. Every other sleeping facility has twin beds.

Boats: At an additional fee and with a lifeguard; Guest Groups can have the use of non-motorized boats which include kayaks, paddle boats, canoes and row boats. Return all boats to their proper location when finished at the end of the day.

Camp Equipment: Return all camp equipment to the proper storage area. Groups are responsible for property and equipment damage beyond reasonable wear and tear.

Campfires: Outdoor fires may be made ONLY at designated campfire areas. Designated campfires locations include: Peace Pit, Hayes Point and North Point areas. Do not clear any other area for campfires. Firewood may be cut from downed, dead trees in the woods. Do not cut standing trees, even if they are dead. If you use the fireplace in the dining hall, it is the guest groups' responsibility to remove ashes and unused wood. Guest groups must provide proper supervision, maintenance, and extinguish all fires.

CANCELLATION POLICY: Groups that are cancelled 60 calendar days or more in advance of the reserved date will be refunded, less \$30 processing fee. Groups cancelled 30-59 days will be refunded 50% of the deposit. Groups cancelling less than 30 days will forfeit the entire deposit. Groups cancelling 10 days or less will be charged for the full amount of the estimated bill.

Check In: Upon arrival at the camp, the Guest Group Leader must check-in at the office in order to receive building assignments, as well as to leave a count of persons with the group. If a group has visitors at the camp during their stay, they need to let the Camp Staff know how many additional persons are with them and for how long in case of an emergency. Also the day use fee applies to all visitors who come onto the camp grounds outside of the original guest group who reserved sites. The day fee can be paid at the time the group informs the camp staff of the number of "day guests" who will be on camp.

Energy Conservation: Please help to keep energy bills at a minimum. Turn off all lights, fans and any other electrical items not in use. Turn thermostat down to 55 degrees and close all windows before you leave the heated buildings. Do not prop doors open in any building at any time.

First Aid, Health and Emergencies: Groups are responsible to provide their own first aid, emergency care, and emergency transportation while at camp. Groups are also advised to provide a qualified adult to be on duty for emergency care who is currently certified in age- appropriate CPR/AED from a nationally recognized provider; for youth groups (participants under age 18) this adult should also be certified in first aid. Please provide a copy of that certification at the time of submitting the registration and deposit for the group stay. Groups are responsible to provide their own first aid supplies and equipment.

Groups are advised to gather the following information for each participant: 1) name and address; 2) emergency contact names and numbers; 3) listing of persons with known allergies or health conditions requiring treatment, restriction, or accommodation while on site; and 4) for minors without a parent on site, a signed permission-to-see emergency treatment form/statement or a signed religious waiver.

Each group is responsible for providing appropriate insurance coverage. Appropriate coverage would include liability and medical insurance for each participant.

If persons are on the camp property during your event that are not a part of your group or the camp staff please ask them to leave and/or report the incident to the camp director.

If electrical service is interrupted to camp during your event you should contact the camp director.

In case of fire in any building, evacuate the building immediately and instruct participants to gather on the basketball court so that you can quickly account for the whereabouts and safety of all participants. Be sure to call 911 and notify the camp director as soon as possible.

Though hunting is prohibited on camp property, it is advised to wear bright clothing in the woods during hunting season.

For your information, the hospital closest to camp is located in Greenville on 919 West Washington Street, Greenville. The phone number is 616.754.3497. In case of fire, serious injury, or other emergencies requiring police, fire or ambulance assistance, group leaders are instructed to dial 911. Inform dispatcher that you are at Camp Greenwood, located at 13564 MacClain Rd, just east of Lincoln Lake Road, on Woodbeck Lake. It is requested that groups report to the camp staff any accidents, incidents, injuries or illnesses that occur during the time that the group is at camp.

Food:

Camp Provided Food Service- If food service is provided by the camp staff:

1. Your group will be asked to help clear the tables and bring dishes to the counter after the meal.
2. Meals will be served at the stated time; late-comers may not be served so please be prompt.
3. Please stay out of the kitchen before, during, and after meals.
4. No food is allowed in the cabins or game room area.

Guest Group Provided Food Service - If food service is not provided by camp staff:

1. A copy of the food service provider's credentials is required to be submitted with the application and deposit.
2. Groups are instructed to:
 - a. Use only clean and sanitized utensils and equipment during food preparation.
 - b. Clean and sanitize food contact surfaces after each use.
 - c. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 – 140 degrees (F). To this end, groups should verify daily that the temperature in the walk-in refrigerator remains at or below 40 degrees (F). Report higher temperatures to the camp staff immediately.
3. Dish-washing procedures:
 - a. Turn the Hobart dishwasher on well in advance allowing it to fill up before use.

- b. Rinse all dishes thoroughly before putting them in the Hobart dishwasher.
 - c. Thoroughly scrub and rinse pots and pans before putting into the dishwasher.
 - d. Allow dishes and food-service utensils to be air-dried. Do not dry with towels.
 - e. Make sure that food service utensils are protected from dust and contamination.
4. Food is not allowed in the cabins.

Furniture: Please do not move any furniture on camp property or remove/re-arrange any articles on walls.

Off-Limits: Groups must stay out of Embudo, camp store, and craft storage in Pavilion, work barn, Hayes Point and archery area. The challenge course and all its elements are off-limits to user groups unless the group has contracted for an experience with the Challenge Course staff. Playground is limited to elementary youth. Older youth are prohibited.

Orientation: Group leaders are expected to provide a general orientation for their participants, either prior to your event or upon arrival which shall include: (a) review of rental rules and policies; (b) review of waterfront rules and policies (if waterfront activities will be included during your event); and (c) general camp safety.

Parking and Traffic: All Guest Groups are to park in the assigned parking area at the front of the camp. If there is a need to drive to the cabin location, a group can “unload” their vehicle and then return the vehicle to the parking area. Upon occasion, there could be exceptions to the parking due to disabilities, please speak to the camp staff about needed accommodations. Cars parked everywhere in camp, present a safety hazard and detract from the beauty of God's creation. Never allow participants to ride in non-passenger vehicles. Upon occasion, there could be exceptions to the parking due to disabilities, please speak to the camp staff about needed accommodations.

Pets: Guests are not allowed to bring pets to camp with the exception of service dogs. Your group will be responsible for cleaning up after the pet and for any damage or liability incurred.

Prohibited: The use of Alcoholic beverage, illegal drugs, smoking, firearms, ammunition and fireworks are prohibited on the camp property. Snacks and food items of any kind are not allowed in the cabins or sleeping areas. There is no hunting on camp property.

Quiet Hours: Respecting others, camp neighbors, and camp staff, quiet hours are observed from 10:00pm to 7:00am. All loud behavior should be contained indoors. All outdoor behavior should be quiet and respectful of neighbors.

Severe Weather: In the event of severe weather (thunderstorm, tornado) participants should gather in the lower level of cabins 8 & 9. These buildings provide the best shelter.

Supervision: The guest group is instructed to assume responsibility for the safety of all activities and events and for providing adequate supervision of participants at all times. Be advised that activities such as archery, sledding, walking on frozen lakes, ice skating, walking on or near roadways, boating, hiking, or any activity near water can be dangerous and supervision should be increased for minors participating in these activities.

Trash and Recycling: All trash should be brought to the dumpster located behind our maintenance building across MacClain Road. Trash from the dining hall should be emptied daily. Please recycle plastics, use a bucket for compost, and put burnables in a separate container to be burnt later. Cabin trash should be put in the dumpster at the end of your stay.

Telephone: A telephone is available for your group's use in the camp office. Only local calls or toll-free calls may be made from this phone. Group participants who must leave a phone number with babysitters, etc. should leave the camp phone number: 616-754-7258.

Waterfront: With an additional fee per person, Guest Groups can have of the waterfront, but must abide by the following guidelines and rules for use of the waterfront:

1. All swimming and watercraft activities must be supervised by a minimum of two responsible adults. One of those adults supervising must be a currently certified lifeguard and also certified in first aid, CPR/AED and bloodborne pathogens, as well as personal protective equipment and devices to assist breathing. There must also be a waterfront lookout for each 10 (portion of 10) in the swimming area. All lifeguards/lookouts should be attentive to their responsibilities at all times and be located in positions from which they can readily observe and assist participants.
2. No one is ever allowed at the waterfront without adult supervision.
3. General Waterfront Rules:
 - a. Personal items (towels, shoes, glasses, watches, etc.) may be left on the bench. It is unsafe to wear chains or dangling earrings while swimming.
 - b. Participants should not chew gum or have food or candy in their mouth while swimming.
 - c. Do not swim under the docks or raft.
 - d. Remain within the swimming enclosure.
 - e. No diving from the side of the docks.
 - f. Do not stand up in boats or canoes.
 - g. No tipping, banging, splashing or other such messing around is allowed in the boats and canoes.
 - h. All individuals using watercraft must wear a PFD at all times.
4. No swimming or watercraft activities should occur after sunset.
5. Paddles, oars, and lifejackets will be locked in the boathouse when not in use. Return boats, kayaks and canoes to proper areas.
6. In the lifeguard shack you will find rescue equipment such as a backboard, throw ring, and rescue tube. Groups may provide additional safety equipment if necessary.
7. Groups are instructed to institute a safety system to quickly account for all participants at the waterfront. The "buddy system" is a common example of a tracking safety system for swimmers and watercraft users; a sign-in and sign-out system using a clipboard is another effective system. The swimming ability of participants should be evaluated prior to swimming and non-swimmers should be restricted to the shallow area.
8. If the guest group does not have a Lifeguard/First Aid/CPR individual, the camp will attempt to provide one with a charge of \$20.00/hour to the Guest Group. If the Guest Group provides their own Lifeguard/First Aid/CPR person, the credentials should be included with the registration and deposit.

I(we) have read these terms of condition and agree to abide by them while we are renting facilities at Camp Greenwood.

Signature

Date

Print Name of Contact and Name of Group