



# HIGHLAND RETREAT GENERAL POLICIES

These guidelines at Highland Retreat are based on what we feel are good Christian principles of stewardship and moral perspective as they relate to our mission and program.

Groups shall appoint one contact person who will work with the designated retreat host to check-in, relate any special needs during your stay, and to review the invoice. Group leaders are responsible to make sure participants from your group are aware of these policies. The list is not comprehensive but includes things we want to highlight. They are listed in three categories.

## I. Make sure everyone in your group who is coming is aware of these - before they come

- (1) Smoking, alcoholic beverages, firearms, and fireworks are prohibited anywhere on Highland Retreat property.
- (2) Pets are not permitted.
- (3) All-terrain vehicles are not permitted at camp.
- (4) Two piece bathing suits are not permitted at the pool. Tankinis that cover the midriff are ok. Cover-ups should be worn when not in the pool area.

## II. Make sure everyone who attends your event is aware of these - when they arrive

- (4) Damage to camp property or equipment shall be reported immediately to your host.
- (5) Build fires only in developed camping areas in existing fireplaces.
- (6) Stay on marked trails to prevent erosion. Highland's steep hillsides are naturally beautiful but environmentally fragile.
- (7) Please enjoy plant and animal life in their natural states. Preserve them for others to enjoy.
- (8) Please help us maintain good relationships with our neighbors. Stay on Highland Retreat property except for designated marked trails leading from camp property to neighboring properties or National Forest land. Ask for maps if unfamiliar.
- (9) All areas of the camp are to be quiet after 11:00 P.M. Early risers should be considerate of others who may still be sleeping.
- (10) **When youth camps are in session during the summer (Sunday evening through Friday Supper), other guests are asked to remain clear of the youth camping area (kitchen, A-frames, Tabernacle), except for designated use of the swimming pool. Please walk to the pool and bathhouse to eliminate unnecessary traffic.**
- (11) Pool rules and hours are posted on bulletin boards and at the pool entrance. Those who come for just the day shall pay at the gate - \$3.00 per person.

## III. These apply only to group leaders.

- (12) Groups and individuals will need to provide their own **medical insurance** coverage. Groups that have **liability coverage** are asked to submit a copy of their certificate of coverage, thereby reducing our need to cover.
- (13) The group leader must stop at the office upon arrival to check-in and secure the keys and documents required. If you arrive after hours, a packet will be provided in a box by the office door.
- (14) Unless special arrangements have been made it is expected that you will pay your bill before leaving. Please stop by the office to pay or make arrangements. Normal hours are 9:00 - 5:00 Monday to Saturday.
- (15) **CLEAN-UP**
  - a. Each group is expected to place trash in appropriate containers and to leave the grounds neat and orderly. Please use the recycling centers for recyclable materials (glass, plastic containers, metal cans).
  - b. Please return picnic tables, benches, chairs or other equipment to their original locations before leaving.
  - c. Clean any equipment used.
  - d. The contact person should coordinate a thorough check of the entire area used for items left behind – food, clothing, etc.

## EMERGENCIES

Guest groups are responsible to provide their own first aid, emergency care, and emergency transportation while at Highland Retreat. Fire, police, and other emergency services may be reached by calling 911. Normal response time is generally within 20 minutes

Guest groups are advised to have an adult on duty for emergency care with CPR certification and - for youth groups - First Aid certification.

Guest groups are advised to provide their own first aid supplies. Highland will also have several First Aid kits available at key buildings across the grounds and emergency information will be posted by all phones and First Aid kits. Highland staff will not dispense any medications to a guest.

Highland advises that groups gather the following information for all participants:

- 1) The names and emergency contact information
- 2) A list of known allergies or health conditions requiring treatment, restrictions, or other accommodations
- 3) For minors without a parent present - signed permission to seek emergency treatment or a signed religious waiver.

The camp phone number is 540-705-0554. Office hours are 9 a.m. to 5 p.m. Monday-Saturday with extended evening hours on Friday night. If help is needed after office hours, please call 540-705-0554 x109 to contact your host. (The office is closed on Sunday)

## TELEPHONES

Public phones are located in the Mountain View Retreat Center game room, Red Oak Lodge Kitchens, and at Willowbrook bathhouse. These phones are for local (Harrisonburg area) calls only. Long distance calls can be made by using a calling card or collect calls.

Internet and Wi-Fi are available at the Main Office. Please talk to the office staff about receiving a password.

## EQUIPMENT

An Overhead projector and screen are available at no charge.

A digital projector and screen can be rented for \$30 for the weekend.

A sound system (1 speaker, 2 microphones & stands) can be rented for \$30 for the weekend.

## COPY AND FAX SERVICE

We are able to make copies for you at 10 cents per copy. Fax service is 25 cents per page.

## RECREATION

Included in the cost of your stay is the use of most recreational facilities: (see facility map for locations)

- Hiking trails
- Volleyball courts
- Shuffleboard
- Tennis courts
- \* Basketball court
- \* Softball fields
- \* Mountain swing

The Challenge Course can be provided at an additional cost with 2-3 week advanced reservations required. Contact the office to schedule a time for your group.

Day guests (those not staying overnight) who use the pool shall pay at the gate - \$3.00 per person.

