

ROCKFORD CHRISTIAN CAMP
Camp Use Policy and Guidelines

GENERAL POLICY: Use of the camp by individual families and church groups is to be strongly encouraged. The camp will be available for such use throughout the year except (a) during our regular youth camp sessions and (b) during such times that the camp may be leased to a special group for an encampment. Such leasing, if any, will be on a limited basis and scheduled in such a way as not to infringe too heavily on weekend campers.

ARTICLE I: ADMINISTRATION

Section 1.01: **CAMPING COMMITTEE.** A committee composed of three board members will coordinate such use and continually evaluate use and make recommendations to the full board.

Section 1.02: **DUTIES.** It will be the committee's job to:

- (a) Receive all requests for camp use.
- (b) Maintain a calendar of events and co-ordinate
- (c) Review all unusual requests in light of board policy and rule accordingly.
- (d) Make sure facilities are open and operating.
- (e) Arrange for repairs and maintenance as needed.
- (f) Negotiate leases and terms when needed.
- (g) Keys. Each committee member and the board president will have a full and partial set of keys. Campers should arrange to get the keys they need from one of them.

Section 1.03: **PERIOD OF OPERATION.**

- (a) Full facilities will be officially open from May 1 through October 15. This would include electric, water, restrooms, cabins, dining area and kitchen when special permission is granted. [See Sect. #204 (c)] Exception: Upon special request the committee may agree to open early or remain open later, weather permitting. The applicant may be asked to assist in such early opening or late closing.
- (b) Limited facilities (Rustic Camping) will be available year around-. (Cabins and electric only.) CAUTION: The camp has no plans or budget to plow snow and cannot be responsible for towing or clearing roads for trapped vehicles.

ARTICLE II: SCHEDULING

Section 2.01: **NOTIFICATION.** Any individual or group planning to use camp should notify camping committee at earliest possible time so as.

- (a) To avoid conflict with scheduled events
- (b) To make sure facilities are open and operating
- (c) To insure security and safety to those who are to be on the grounds. In case of emergency someone will know of your whereabouts and your tentative plans.

Section 2.02: **GROUP CAMPING.**

- (a) Policy. While exclusive use of camp will not be guaranteed, every effort will be made to co-ordinate scheduling of groups to assure maximum use of camp while limiting any interaction between groups which may take away from one or the others' program.

(b) Group Application. In order to effectively carry out Sect. 2.02, the committee requests the following information on your application:

- a. Group name or sponsor - person responsible.
- b. Planned purpose of group (Retreat, picnic, play day, planning, etc.)
- c. Date (also alternate date) approximate arrival & departure.
- d. Approximate size of group.
- e. Type and amount of facilities required.
- f. If you are requesting the use of the kitchen you must provide the name of the Certified Food Handler who will be in charge.
- g. Counselors. A youth group must have responsible adult supervision in sufficient numbers for its size. (Rule of thumb: 1 adult for each 7-10 campers).

Section 2.03: FAMILY CAMPING. A detailed application need not be filed for family camping. Notification can be made by phone, although written notice would be better.

Section 2.04: AVAILABLE FACILITIES.

(a) Family Camping. All facilities, except the kitchen, will be available. These include grounds, cabins, restrooms, playing fields and electric. During inclement weather the dining area and fireplace are available. If used they should be left clean.

(b) Group Camping. All facilities; however, special permission must be obtained to use the kitchen. (See below.)

(c) Kitchen Facilities will generally be extended only to large groups and only then when they have someone who is knowledgeable in its use and will be responsible for its safe and proper care. A state certified food handler must oversee all food preparation. Copy of certification must be supplied.

a. In some cases a limited use of facilities may be granted. Example: Ranges and refrigerators only (no grill or deep fryers).

b. If a certified food handler is not available food can be catered in and reheated.

(d) Utensils should be thoroughly cleaned and left in good order.

(e) Cabins. One or more cabins may be reserved. Capacity per cabin is 12.

ARTICLE III: FEES

Section 3.01: AMOUNT OF FEES or UTILITY CHARGES will be set by the board of directors and are subject to change as the board sees fit.

Section 3.02: GROUPS will pay at the rate of \$5 per person per day (night). Groups using full facilities (kitchen) will also pay \$225 per day.

Section 3.03: LEASING to special groups for extended (five or more days) encampments. The fee will be (\$225) two hundred twenty five dollars per day or five dollars per day per person, whichever is greater.

Section 3.04: PAYMENT OF FEES will be by mail until such other arrangements, as may be more desirable, can be made. Send to: Rockford Christian Camp, P. O. Box 5966, Rockford, Illinois 61125. Be sure to state clearly what the payment is for.

ARTICLE IV: RULES

Section 4.01: CARE AND CLEANLINESS. All facilities should be left clean and in good working condition.

- (a) Cabins should be left clean and closed

(b) Mattresses should be kept clean and off the ground and returned to storage before leaving, if they were stored when you arrived and are not to be used in the immediate future.

(c) If the fireplace is used it should be left clean and ashes properly disposed of.

Section 4.02: DAMAGE or LOSS: Campers will be held responsible for any damage or losses caused by misuse or negligence. Any damage discovered should be reported to the caretaker (or committee) or repaired if it is within your ability and means.

Section 4.03: FIRES

(a) No ground fires will be permitted in center picnic area.

(b) Fires should be limited to designated fire areas.

(c) Fires should not be left unattended and should be out and cold before leaving.

Section 4.04: PERSONAL CONDUCT should be in keeping with the Word of God and the purposes of Rockford Christian Camp.

(a) No alcoholic beverages, firearms, or drug abuse will be permitted.

(b) Smoking is not permitted in any facility and is strongly discouraged throughout the campground.

(c) Modest dress is strongly encouraged.

Section 4.05: CAMP COURTESY

(a) When a cabin is being used by one family or group, others should respect their right to privacy.

(b) One group should not monopolize any facility.

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