

CAMP WHITE POLICY

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RULES AND REGULATIONS

CAMP RULES:

- 1) No alcohol, controlled substances, firearms, snowmobiles, off road vehicles or horses are to be used at Camp White at any time. Camp White maintenance vehicles are the exception.
- 2) Camping is allowed only in the designated areas.
- 3) Recreational Vehicles (RVs) **must** use an approved adapter to connect the sewer hose from the RV to the sewer pipe at the campsite. It is the responsibility of the RV owner to insure that they have an approved adapter.
- 4) Build fires in fireplaces or authorized fire pits only, never in the woods.
- 5) The camp speed limit is 5 mph at all times.
- 6) Parents are responsible for monitoring their children and their guests at all times. At 10:00 pm, Camp White observes a “quiet time” when all children, teenagers and guests under age 18 must return to their campsites or be accompanied by parents or hosts.
- 7) Responsible smoking is permitted as long as there is consideration of others and the remains are disposed of properly.
- 8) Fireworks are only permitted on the 4th of July and only on the docks under adult supervision.
- 9) Pets are welcome but must be under control at all times. They must be on a leash in the lawn and campground areas; they may run in the wooded area as long as the owner maintains control. Please clean up after your pets in a timely manner. Pets are not permitted in the swimming area. **Anyone bringing an openly aggressive dog will be asked to remove the dog from the premises.**
- 10) Do not flush excess paper or other inappropriate materials such as paper towels, sanitary napkins, etc into the septic system.
- 11) Return all equipment to its original location and do not remove mattresses from the bunkhouses.
- 12) Use the provided garbage cans and empty contents into the large dumpster at the front gates. Do not burn garbage.
- 13) Report any maintenance issues or concerns to the Camp host or caretaker.
- 14) Persons and groups using the camp agree to be financially responsible for any damage caused by their usage.
- 15) Group leaders are responsible to ensure that all doors and the gate are locked at departure.
- 16) Gate is to remain closed during the day and locked at night.

WATERFRONT RULES:

- 1) There is no lifeguard on duty, swimmers swim at their own risk.
- 2) No swimming after dark.
- 3) Parents are responsible for the safety of their children.
- 4) Swim only in the designated area.
- 5) Never swim alone.
- 6) Individuals must be 18 or older to supervise minors.
- 7) No individual younger than 14 can swim without supervision.
- 8) No running or rough housing on the docks or in the swim area.
- 9) No throwing of sand, rocks or mud.
- 10) Only one person at a time on the slide or diving boards.

- 11) Jump straight out from the diving boards, not to the side.
- 12) Bicycles are not permitted on the docks.
- 13) All life saving devices are to remain in their places, they are not to be used as toys.
- 14) All boats, jet skis, canoes, kayaks, etc are to remain out of the swimming area.

CAMP CLEAN-UP:

The following must be cleaned before check out:

- 1) Bathhouses
 - a. Clean toilets
 - b. Clean sinks and counters
 - c. Sweep floors
- 2) Kitchen
 - a. Clean all dishes and replace to cupboards
 - b. Clean counters and tables
 - c. Clean stoves, grill, barbecues, and ovens
 - d. Clean refrigerator spills
 - e. Sweep and mop floor
- 3) Fellowship Hall/Lodge
 - a. Replace all tables and chairs
 - b. Put all games, etc. back in their respective storage
 - c. Sweep floor
- 4) Grounds
 - a. Pick up all garbage and waste
 - b. Empty all garbage cans into the dumpster
 - c. Pick up and store all toys (including the beach)
 - d. Check grounds for hats, jackets, clothes, towels, cell phones, etc.
- 5) Bunkhouses
 - a. Sweep floors
 - b. Clean bathrooms, including toilets
 - c. Mop bathroom floors
 - d. Replace all furniture and beds to original positions
 - e. Empty all trash

AMENITIES

Camp White has many beautiful amenities which are described elsewhere such as on the Millwood Community Presbyterian Church web page, www.millwoodpc.org/camp-white.

The **kitchen** has ceramic plates, bowls, and cups available for use as well as silverware, pots and pans, cooking utensils, and large insulated drink coolers. Some small appliances are available such as coffee pots, toasters, and crock pots.

All **bathrooms** have toilet paper, hand soap, and paper towels provided.

The following are **NOT** furnished by Camp White and each group is responsible for providing their own:

- Paper products (paper plates, towels, cups, and napkins)
- Plastic silverware
- Coffee/tea/punch or other foodstuff; there may be some items (such as salt and pepper or other spices, cooking oils, sugars, creamer, ketchup, mustard) left by groups for the use of others but there is no guarantee that any will be available

- Bedding
- Bath/beach towels
- Personal products (shampoo, soap, toothpaste, etc)

MCPC MEMBERS

Camp White will be available for use **any time** for all members of Millwood Community Presbyterian Church (MCPC) and their guests. MCPC members are responsible for actively hosting their guests at all times and ensuring that all rule and regulations are followed.

There is a Family Cabin for use by members and invited guests which can be reserved for a maximum of three consecutive nights. Reservations are handled by the Camp White Reservations Clerk. It is a private area of one of the bunkhouses and has its own entrance and bathroom. It can sleep up to five people as it has a queen bed, a bunkbed with two twin size mattresses, and a twin roll-away bed. There is no cooking area. Members will need to provide their own bedding, beach/bath towels, and personal products. Toilet paper, hand soap, and paper towels are provided in the bathroom.

There are no fees for members of MCPC who use Camp White. Members are encouraged to consider donations to assist in the operation of Camp White. The Camp exists largely through donations and volunteer help and all monies collected are used to maintain and improve the Camp.

Suggested donations for members (individuals or groups of less than 15):

- \$30 per night for the Family Cabin
- \$25 per night for an RV site
- \$15 per night for a tent site
- \$6 per night for a bunkhouse bed

As stated, reservations are required for the Family Cabin.

Reservations are also required if the member's group totals 15 or more people. Please follow the guidelines for User Group 2 which are described in the rest of this policy.

USER GROUPS

The following are the three (3) User Groups and the order in which they are able to make reservations:

- Starting: Jan 1 – **Group 1** Millwood church programs
(MCPC church staff and leaders may make reservations for
Millwood church activities)
- Feb 1 – **Group 2** Member sponsored non-member individuals and groups: 15
or more people
(MCPC church members may make group reservations for
family and/or personal use)
- Mar 1 – **Group 3** Non-sponsored, non-member groups
(Based on availability, Presbyterian and non-Presbyterian groups
and/or organizations may make reservations)

After March 31 all groups will be able to reserve the camp if available.

AUTHORIZATIONS

Please note that members and their guests' use of the facility does not require authorization if the group total is under 15 people.

The following individuals or groups will have the authority to accept a reservation request for the three (3) User Groups:

Group 1 – Church staff member

Group 2 – Pastor/Camp White Elder/Camp White Committee/Camp White Reservations Clerk

Group 3 – Pastor/Camp White Elder/Camp White Committee/Camp White Reservations Clerk

RESERVATIONS

All reservation requests will be handled in the following manner:

- 1) Any request will be forwarded to Camp White Reservations Clerk or Camp White Elder
- 2) Camp White Reservations Clerk/Elder will contact group and get the details of the request
- 3) Camp White Reservations Clerk/Elder will check calendar to check availability
- 4) Any Request asking for exceptions will be forwarded to the Camp White Committee for approval
- 5) Request will be added to calendar or denied
- 6) Camp White Reservations Clerk/Elder will contact group and give details

RESERVATION REQUIREMENTS BY GROUP

GROUP 1

- 1) This group has priority for booking the camp the month of January.
- 2) Group leader will be in charge and enforce camp rules and regulations.
- 3) Groups are required to have a clean-up plan in place to ensure the camp is clean at the end of each day.
- 4) Groups must ensure that proper supervision is available for any water related activities.

GROUP 2

- 1) Sponsoring member is responsible for actively hosting their group at all times.
- 2) Sponsoring member responsible to ensure all rules and regulations are followed.
- 3) Sponsoring member to ensure that clean-up is scheduled for the end of each day and the conclusion of their event.
- 4) Sponsoring member must have attended the host training process.
- 5) Events with 15 or more people are required to make a reservation. Check in will be after 4:00 pm for a multi day event and check out is to be completed by 3:00 pm at the latest on the last day of the event.

GROUP 3

- 1) Group leader will be responsible to make sure that all rules and regulations are followed.
- 2) Group leader responsible to make sure that clean-up is scheduled for the end of each day and event conclusion.
- 3) Group leader must have attended the host training process.

- 4) Camp host will be available to check the group in, answer any related questions and check the group out. Check in will be after 4:00 pm for a multi day event and check out is to be completed by 3:00 pm at the latest on the last day of the event.

FEE SCHEDULE

Groups 2 and 3 will be required to submit a deposit of \$200. This deposit will be deposited and the amount refunded as long as the camp is cleaned upon check-out and there are no damages. If any cleaning is required it will be charged to the group at a rate of \$50 per hour with a 2 hour minimum charge. The deposit will not be refunded until payment of fees, if applicable, has been received.

There will be a \$200 cancellation fee if the cancellation is less than one month prior to the scheduled event; the deposit will be used for this unless other arrangements are made.

Reservations allow non-exclusive use of Camp White. If there are 30 or less people in a group, Camp White reserves the right to double book the facility. Each group will then have the use of one bunkhouse and the kitchen schedule will be decided by the groups.

GROUP 1

- 1) No fee required for this group.
- 2) Church should adequately fund programs held at Camp White.

GROUP 2

- 1) There will be no fee for active members and regular attenders (as recognized by the MCPC office) of the church who use Camp White.
- 2) Members and regular attenders will be encouraged to consider donations to the operations budget of Camp White.

GROUP 3

These groups will follow the minimum fee schedule that follows which is a flat fee determined by the number of guests using the Camp:

	<u>Fee</u>
Day Use only (1 – 100 Guests)	\$150
1 – 25 Guests	\$225/night
26 – 50 Guests	\$350/night
51 – 100 Guests	\$500/night

LONG TERM STEWARDS

Long term stewards shall be defined as any member that parks their RV, trailer, tent trailer or tent in an assigned campsite for a period longer than 10 days.

- 1) Start with the Northern most sites and move southward.
- 2) For the summer months which shall be defined as from Memorial Day weekend through Labor Day, stewards who anticipate not being on-site for two consecutive weekends (14 consecutive days) must remove their RV.
- 3) Stewards are required to help with the day to day maintenance of the camp. For each day that their RV, trailer, tent trailer, or tent is parked, they are required to donate 1 hours work to the camp.
- 4) The camp shall provide a list of chores, duties and special projects that a person can work to fulfill their hour commitment
- 5) The hours required and worked will be tracked on the honor system and given to the Camp White Committee chair on a monthly basis.

CAMP WHITE WINTER POLICY

- 1) In accordance with standard MCPC member policy, (*Camp White will be available for use any time for all members of Millwood Community Presbyterian Church (MCPC) and their guests*), Camp White can be used by members and guests of MCPC year round. Winter use is for self contained/dry use only as there is no water/sewage available.
- 2) Regular and frequent use is expected if any type of RV is left on the premises.
- 3) Camp White will not be used for storage. The Camp White Committee will monitor usage.