



*Supplement III*  
*Use of Campground by*  
*Local Church Group*  
*2018 – 2020*

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**USE OF CAMPGROUND BY LOCAL CHURCH GROUP**

**I. CAMPGROUND USAGE PRIORITIES**

In seeking to use the campground for church activities, pastors should make members aware that the order of priority is as follows:

- A. State Activities: State sponsored activities such as Camp Meeting, Youth Camp, and retreats are always first priority in setting the campus calendar.
- B. Rental Groups: To help defray campground expenses, the grounds are rented to other groups and to churches for youth camps, retreats, and other functions. These groups are required to sign a contract and make a deposit and are given second priority in setting the campus calendar.
- C. Local Church Groups: Upon availability, local church groups may reserve campground facilities according to the guidelines established by the State Ministers' Meeting and administered through the Ministries Department.

**II. CAMPGROUND RESERVATION PROCEDURES**

In order to use campground facilities, the procedures below must be followed:

- A. A request to reserve facilities must be submitted to the Ministries Department at least two (2) weeks before the desired date.
- B. Upon receipt of the Property Usage Agreement from the State Office, the user will review, sign, and return the agreement by the stated deadline.
- C. A certificate of insurance must be provided to the State Office.
- D. Church agrees to pay usage fees as set by the Director of Ministries and approved by the Administrative Bishop by the event date.

**III. CAMPGROUND USAGE GUIDELINES - GENERAL**

- A. Supervision - The local church sponsoring activity will be responsible for proper adult supervision with a ratio of at least one (1) adult to every five (5) children.
- B. Insurance - The State Office does not carry accident insurance for local church activities. All churches are required to provide insurance for event as set forth in the Property Usage Agreement.
- C. Damages - The local church will be responsible for any and all damages which occur during use of facilities and will immediately report damages to campground personnel.
- D. Conduct and Dress - Local church groups will be responsible for abiding by guidelines of behavior and apparel as established by the State Office.
- E. Sports Equipment - As the campground does not provide sports equipment for campground rentals, each group will need to provide its own.
- F. Scheduling - When the State Office has determined that it will not adversely affect activities, more than one group may be scheduled to use campground

facilities at the same time.

**IV. CAMPGROUND USAGE GUIDELINES - DORMITORIES**

- A. A liability waiver must be completed for each individual staying in a dorm.
- B. The group will use only the rooms and rest rooms as assigned and is responsible for returning property to pre-usage conditions before vacating the premises.
- C. In addition to ensuring that there is a ratio of at least one (1) adult for every five (5) children, the church will assign adults to serve in the following roles:
  - i. Coordinator: One (1) person who has the final responsibility for the entire group and all activities.
  - ii. Boys' Dorm Supervisor: One (1) person who has the direct responsibility of supervising the boys' dormitory.
  - iii. Girls' Dorm Supervisor: One (1) person who has the direct responsibility of supervising the girls' dormitory.
  - iv. Night Watchman: One (1) person who has the responsibility of serving as a night watchman.

**V. CAMPGROUND USAGE GUIDELINES - CAFETERIA | DINING HALL**

- A. Groups must obtain permission for rearranging chairs and tables and must return items to original location.
- B. Groups must clean Dining Hall after use according to provided guidelines.
- C. Neither the cafeteria kitchen or kitchen equipment are available for use without making arrangements with the Campground Cafeteria Supervisor.

**VI. SWIMMING POOL**

- A. The pool will be open from June 1 through September 1 during the hours of 10:00AM until 8:00PM. Exceptions must obtain permission from the State Office.
- B. Reservations may only be made by official church groups. No more than one group per church per week will be allowed to reserve the pool.
- C. All groups are required to provide a licensed lifeguard for all swimming activities.
- D. There will be no swimming alone. Swim at your own risk. No food or beverages in the pool area without consent from the State Office. No running, dunking, pushing, shoving or other forms of horseplay.