

Timber Ridge Camp



1674 Timber Ridge Road • Spencer, IN 47460

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POLICIES OF TIMBER RIDGE CAMP

Timber Ridge Camp is owned and operated by the Indiana Conference of Seventh-day Adventist. Our mission is to provide a place to come apart and relax, enjoy nature and have fun in the great outdoors that God created. Because God created this world, along with us, and rested on the seventh day, we hold the sacred hours from sundown Friday evening to sundown Saturday evening as the Sabbath hours. Because of this, the horses, boat, swimming and some activities are not appropriate for the Sabbath and are not permitted. We do encourage other activities that would be appropriate for these sacred hours.

We also strive to maintain Timber Ridge Camp as a clean and healthy environment by encouraging all who enter to maintain safe and healthy lifestyles. In order to help promote these goals, we ask our guest to help us in this endeavor.

No smoking is allowed on the property of Timber Ridge Camp or in any of the facilities.

No alcoholic beverages are allowed on the property of Timber Ridge Camp.

*No one is allowed in the horse barn, pastures or corrals unless they have permission of a staff member. All riders must sign an **“Equine Waiver and Release Form”**. No double riding or children under 7 allowed on trail rides. Pony rides will be provided for the younger children.*

No one is allowed to swim or be in the lake unless arrangements have been made and risks understood, as we do not keep lifeguards at the waterfront at all times. Groups will be responsible when there is no lifeguard on duty.

*Proper care should be given to all facilities and equipment while on the property. **Any negligent or willful damage to facilities will result in monetary compensation**, either by the individual who caused the damage, or to the group sponsoring the activity.*

*The speed limit while on the grounds is **10 mph**. Any dangerous or reckless driving could result in the driver being asked to leave the premises. There shall be no riding on hoods, trunks or any other part of a vehicle outside the passenger compartment. Those riding in trucks should stay seated inside the bed at all times. **Park only in designated areas. Vehicles parked in No Parking and Fire Lane areas must be moved immediately, or they will be towed at owner’s expense.***

*While we do allow pets on the premises of Timber Ridge Camp, they must remain outside at all times. **No pets are allowed in any of the facilities. They must also remain on a leash at all times while on the premises. You must also clean up after your pet if it is in an area around buildings or in an area that others are using, and thus becomes a problem.** Timber Ridge Camp employees have pets that are not subject to these rules, as this is their home.*

No food or drinks, except water, are permitted in the basement meeting room of the cafeteria and the Nature Center, or other designated areas.

No equipment, chairs or tables are to be removed from any building unless prior permission from camp manager or camp ranger. Due to insurance reasons, Timber Ridge Camp golf carts are for camp staff or Indiana Conference personnel only and therefore not for rent or use by others. No golf carts other than those owned by the camp will be permitted unless written permission is obtained and proof of insurance is given.

No guests are permitted within the Pickett Dining Hall **KITCHEN** area at any time. **EMPLOYEES ONLY!**

A **“RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT”** must be signed for each guest on the grounds of Timber Ridge Camp, even if only visiting someone. Please make sure if you have any guest visiting they sign the agreement.

Any infraction of these rules could result in some individuals being asked to leave the premises, or the loss of future use by your group.

GROUP LEADER MUST SUPPLY ALL GUEST WITH A COPY OF THIS POLICY, THE “LIABILITY FORM” AND THE “EQUINE FORM” PRIOR TO ARRIVING AT TIMBER RIDGE CAMP. SIGN BOTTOM OF REGISTRATION FORM AND RETURN REGISTRATION FORM WITH DEPOSIT. BRING ALL COMPLETED RELEASE FORMS WITH YOU ALONG WITH A LIST OF ALL YOUR REGISTERED GUESTS WHO WILL BE ON THE GROUNDS. THE ADDENDUM TO THE USER-GROUP AGREEMENT MUST BE READ AND SIGNED UPON ARRIVAL TO THE CAMPGROUNDS PRIOR TO USE OF THE FACILITIES BY YOUR GROUP.

ALL MEAL NUMBERS AND SCHEDULES MUST BE SUBMITTED TO THE CAMP OFFICE TEN (10) DAYS PRIOR TO YOUR EVENT. AFTER THIS TIME ANY INCREASE IN NUMBERS MAY RESULT IN AN UPCHARGE PER MEAL. SERVING LINES WILL ONLY REMAIN OPEN FOR 45 MINUTES DURING EACH MEAL TIME, DUE TO HEALTH CODES. EXTENDED MEAL TIMES AND SPECIAL MEAL REQUESTS WILL RESULT IN AN INCREASE OF \$2.00-\$3.00 PER MEAL ABOVE PUBLISHED RATES. MEAL SCHEDULES AND MEALS MUST BE APPROVED BY CAMP MANAGER AND HEAD COOK PRIOR TO YOUR EVENT.

Revised 11/10/2008

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION of the undersigned or the undersigned’s child or children being permitted to participate in and utilize the facilities, services and programs of the Indiana Association of Seventh-day Adventists, Inc. d/b/a Timber Ridge Camp (hereinafter “TRC”), including, but not limited to the observation, use of facilities or equipment, or participation in any on or off-site program affiliated with TRC, the undersigned, for himself or herself and for such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents as follows:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH PARTICIPATING CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE TRC, its directors, officers, employees, volunteers and agents (hereinafter referred to as “releasees”) from all liability to the undersigned or such children and all their personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, or their participating children whether caused by the negligence of the releasees or otherwise while the undersigned or such children are in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with TRC.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the TRC premises or in any way observing or using any facilities or equipment of TRC or participating in any program affiliated with TRC whether caused by the negligence of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such participating children due to negligence of releasees or otherwise while in, about or upon the premises of TRC and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with TRC.

4. THE UNDERSIGNED AGREES that if medical treatment of any type or kind be required by or for the undersigned or the undersigned’s participating children that the undersigned or the undersigned’s insurance company shall pay for all such medical treatment, including but not limited to, services provided by hospital, doctors or clinics and the undersigned shall indemnify and hold TRC harmless for all related medical expenses. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Indiana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

_____ Date _____
Signature of *Child* in Program

X _____ Date _____
Signature of Applicant or Parent or Guardian

_____ Date _____
Printed Name of *Child* in Program

X _____ Date _____
Printed Name of Applicant or Parent or Guardian

I give permission to TRC to use photographs or video taken of my family listed above and taken for the purpose of promotion and advertisement of the company program.

Signature Applicant or Parent or Guardian: _____ Date: _____

EACH INDIVIDUAL (CHILD OR ADULT) IN YOUR GROUP MUST SIGN ONE OF THESE FORMS AND THEY MUST BE TURNED IN AT THE TIME OF REGISTRATION.

Addendum to the User-Group Agreement

Welcome to Timber Ridge Camp! We are so glad you have decided to spend some of your valuable time with us. It is our sincere hope that you enjoy your time here at Timber Ridge Camp and that you leave satisfied with the camp experience. If there is anything we can do to make your stay here more comfortable, please feel free to let us know. TRC is pursuing American Camping Association accreditation. In short, this means the Timber Ridge is committed to running the safest, most efficient camp possible. Because of our desire to meet ACA standard, please familiarize yourself with the following information. All user-groups are required to abide by the information contained in this document. Enjoy your time here!

Orientation:

All group leaders must attend the camp's orientation meeting. This is crucial for all parties involved because it gives us an opportunity to share important information with you. Emergency procedures will be covered during this meeting. In addition, discussion of regulations for all camp-offered activities will be covered. You will be provided with a packet containing in writing all the information covered during the orientation.

Food Service:

Only Timber Ridge Camp kitchen staff members are allowed to access and use the site's food preparation facilities. If you wish to have food provided to your group, please let the camp know of this in advance. You are welcome to cook out of your campsite, provided you exercise proper waste disposal techniques.

Transportation:

Timber Ridge does not provide emergency transportation for your group. You should have a vehicle that is constantly dedicated to the purpose of emergency transportation—or you should make contact with local EMS services. Here is a list of helpful emergency numbers:

911
West Promptcare: 812-353-3343
East Promptcare: 812-353-6888
Poison Control: 800-382-9097
Spencer Police: 812-829-3932
Spencer Fire Department: 812-829-1567

In addition, please note that TRC prohibits the transportation of passengers in non-passenger vehicles. This includes the beds of pick-up trucks and the floor of vans with no seats.

Health Notices:

You should be aware that Timber Ridge Camp has an Automatic External Defibrillator on-site. It is normally stored in the cafeteria. If your group does not use the cafeteria for meals, you may ask the Camp Manager to make alternate arrangements to ensure its availability.

While you are using the facilities of Timber Ridge Camp, please be aware that TRC assumes no responsibility for your healthcare while you are here. We advise you to provide with your group at least one person who is CPR certified, First-Aid certified, and certified to deal with blood-borne pathogens. In the event of an emergency, having this person available can save a life.

First-Aid supplies should be brought by your group. For very minor First-Aid supplies, you may check the medicinal vending machine located in the cafeteria.

Emergency procedures and reporting requirements will be discussed during orientation.

We advise you to collect the following information for each of your participants:

- Names and addresses,
- Emergency contact names and numbers,
- Listing of all known allergies and health conditions requiring treatment, restriction, or other accommodations, and
- For minors without a parent on-site, signed permission to seek emergency treatment forms.

This information will prove invaluable in the event of an emergency.

Personal Property:

Please be aware that TRC strictly prohibits the possession and/or use of the following:

- Alcohol, cigarettes and drugs
- Weaponry
- ATV's
- Golf carts

Also, please understand that if you choose to bring your own personal sports equipment, you are responsible for it at all times. TRC will not assume any liability for damage.

Private vehicles are allowed, but must follow the posted 10 mph speed limit at all times. TRC reserves the right to restrict traffic if this becomes an issue.

No smoking is permitted anywhere on the grounds at Timber Ridge Camp. Any person found in violation of this may be asked to leave.

Timber Ridge Camp does not permit any skateboarding/mountain boarding/other types of boarding activities.

Campers must wear helmets while riding their bicycles.

Waterfront Activities

Be Advised: TRC recommends that your group provide a certified lifeguard for each waterfront activity. This includes, but is not limited to: swimming, canoeing, and boating.

Be Advised: TRC recommends that your group provide an individual for each separate waterfront activity who is CPR, First-Aid, and blood-borne pathogen trained. This is for your safety.

Timber Ridge Camp staff members are the only ones allowed to operate the camp's motorboat. If you wish to utilize the boat, please make arrangements with the Camp Manager ahead of time.

For canoeing, please see the Camp Manager for a key to the canoe shed.

Safety regulations for waterfront usage will be covered during orientation. Your group may also reference the large sign posted at the waterfront for a list of safety rules.

You will receive a written guide to waterfront emergency procedures at orientation.

If you wish to have rescue equipment available, please make arrangements with the Camp Manager.

The use of Personal Flotation Devices is mandatory for all waterfront activities. This includes canoeing.

User-groups are not to bring personal watercraft to Timber Ridge Camp without the express, written permission of the Camp Manager. If a personal watercraft is allowed, it must not be driven by anyone younger than 16 years of age.

Horseback Riding

All trail riders must sign an equine release form.

Be Advised: TRC recommends that your user group provide a CPR/First-Aid/blood-borne pathogen trained individual for each riding activity.

Timber Ridge Camp staff members are the only ones allowed to organize and operate horseback rides. If your group wants to use the horses, you must make prior arrangements with the Camp Manager.

Please, refrain from entering the barn, pasture, or other riding facilities unless accompanied by a staff member.

Safety regulations for horse usage will be covered during orientation.

The release and waiver form must be signed by all guests of Timber Ridge Camp.

All release forms must be signed and delivered to camp manager during orientation meeting.

Use Agreement:

I have read and understand the above-stated information. I recognize that I am responsible for my group's behavior while we are on-site. I agree to abide by the ACA Addendum to the Use Agreement. I understand that should my group fail to meet any requirements, we may be asked to leave.

Signature of Group Leader

Date

Signature of Camp Manager or Representative

Date