GENERAL RULES

You are responsible for the behavior of your guests. Your event must not detract from the Christian values of Camp Wartburg.

ACCIDENTS AND INJURIES

- You are responsible for all accidents or injuries to any person(s) or damage(s) to any property resulting from the use of Camp facilities.

ACTIVITIES

- Archery and pond canoeing are allowed with either Camp supervision or prior permission with previous experience required.
- No swimming in the pond. No swimming in the pool without a certified lifeguard and Camp approval.
- The Group Initiative Courses (GICs) and High Ropes facilities are to be used by authorized personnel only.
- Fires are only permitted in the designated campfire rings.

ALCOHOL

- Alcohol is only permitted on Camp property with approval from the Operations Director prior to attendance. At no time are illegal drugs allowed. There is an insurance fee associated with alcohol use.

ANIMALS

- Animals are not allowed on Camp property without Camp staff approval and must remain on a leash at all times. Animals are never allowed in retreat facilities.

DECORATING

- **No tape** is to be used on the walls or ceiling except special removable tape which does not damage painted walls and fixtures. Absolutely no duct tape.
- **Candles** (floating, votive or taper) must be contained in an appropriate, safe container.
- **No glue, nails, tacks or staples** are to be used on the furniture, walls, ceiling or doors.
- **No rice, glitter or confetti** of any kind may be used or thrown inside or outside Camp facilities.
- All decorations must be removed prior to departure.

ILLNESS & INJURY

- All major illnesses and injuries must be reported to Camp staff.

PARKING

- Parking can be found in designated areas around each of our retreat cabins. There is additional parking available at Negwer Family Center.
- Please do not park on the road or on the grass.

FACILITIES

- No smoking in any of the buildings.
- Conserve energy by turning lights off when leaving the building. Adult leaders will be responsible for control of the heat/air conditioning.
- The refrigerators in the retreat houses are available for use. Please check to maintain proper temperature (32-40 degrees) and clean after every use. Microwaves are available for use. Please use them under close supervision and clean after every use.
- Fire arms are not permitted on Camp property.
- Please stay out of facilities your group has not rented. There are no kitchen facilities or kitchen equipment available to groups.
- You are responsible for carefully removing all decorations, picking up after your event and generally leaving the facility as you found it, both inside and out. Camp will clean floors and tables after events.
- Standing on chairs and tables or sitting on tables is not allowed.
- Leaders are responsible for supervising their campers and ensuring they stay off neighboring properties.

LOST AND FOUND

- All lost and found items will be by Camp Wartburg for up to a month. After that time, any unclaimed items will be donated or discarded.

GENERAL RULES CONT.

DAMAGES AND FEES

- Any building left with damages, vandalized, or not having furniture placed back as it was originally set up will incur fees of $100 per hour of reset labor, plus material cost.
- Failure to complete the checkout procedure might incur a fee of $100.

SAFETY & FIRST AID

- It is highly recommended that groups consider background checks for those supervising youth during visits. Camp Wartburg also recommends training to minimize the potential risk of any one-to-one camper/personnel situations.
- It is highly recommended that a member of your group be certified in First Aid and CPR. We strongly encourage each group to be responsible for their own First Aid and emergency transportation. First Aid kits and emergency phone numbers are located in every cabin and the Camp office. All medications should be stored under lock and key, unless being administered.
- If an incident occurs, please inform the Camp office as soon as the situation permits of the name of the person involved in the incident and the name of the doctor/hospital visited.
- For safety reasons during your stay, your group leader should file the following written information with the Camp office:
- **1.** Names, addresses, and emergency contacts (names and numbers) for all participants.
- **2.** A listing of any persons with known allergies or health conditions requiring treatment, restrictions or other accommodations while on site.
- **3.** For minors without a parent on site, a signed permission to treat form should be filled out.

SELF-DIRECTED ACTIVITIES

- Archery, canoeing, and GICS may be self-directed with prior approval from a member of the office staff. Group leaders must meet with staff beforehand to demonstrate they understand how to safely and properly lead the activity.

RETREAT GRIEVANCE POLICY

If you are a member of a user group, you are encouraged to talk to the leader of your group and refer grievances through them first. If an issue cannot be resolved between the group member and their leader, members are encouraged to bring the matter to the attention of the on-call staff, who will bring all those involved together within 24 hours. If the group member is not satisfied with the results of this meeting, they can bring the grievance to the Camp Program Coordinator. The Camp Program Coordinator will convene with all parties involved, as well as the on-call staff, within 24 hours. Grievances against the Camp Program Coordinator are to be brought to the attention of the Executive Director, who will meet with all parties concerned within 24 hours. Any grievances against the Executive Director are to be brought to the LCFS Manager of Quality.

Effective Date: 9/14/26, Subject to Change