

Regulations and Policies Governing Crystal Springs Camp

It is the responsibility of the Renting Group Leader/s to insure these regulations and policies are adhered to. The Group Leader/s should also review the "Regulations and Policies" and the "*Crystal Springs Camp* Guidelines" with their staff.

POLICIES & REGULATIONS

- 1. Property and Equipment.** The group using the facility agrees to reimburse *Crystal Springs Camp* for damages to property and equipment other than normal wear.
- 2. Personal Property of User Group.** *Crystal Springs Camp, Inc.* accepts no liability for personally owned possessions lost or damaged during your stay. This includes personal cell phones, vehicles, sports equipment, radios, cameras, other electronics jewelry and other items of a personal nature.
- 3. Pets** are not allowed at *Crystal Springs Camp* at any time.
- 4. Group Leaders.** The Group Leaders must be at least 21 years of age to be in charge of a camp program. They must be present during the entire stay of the group.
- 5. Insurance.** For insurance purposes all injuries, both major and minor are to be reported to *Crystal Spring Camp* Director as soon as possible and prior to departure.
- 6. Smoking.** We wish to maintain a smoke free environment therefore *No Smoking* is permitted on our grounds or buildings.
- 7. Intoxicants or Drugs.** No intoxicants or drugs (other than prescribed) of any kind may be brought to or used at *Crystal Springs Camp*.
- 8. Contingency/Evacuation Plan.** The Group Leader is responsible for reviewing the Contingency Evacuation Plan that has been developed in association with the Lincoln County Emergency Unit for *Crystal Springs Camp*. These are specific instructions established to guide your group to respond appropriately to reasonably foreseeable emergencies and national disasters.
- 9. Fires.** Fires are prohibited without permission of the CSC Director, and then only in designated areas with Management on site and under their direction.
- 10. Fireworks and Firearms.** Fireworks, firearms and facsimiles of firearms are prohibited on the property.
- 11. Vehicle parking** all properly registered guests will receive a parking permit to be displayed prominently in vehicles while on campgrounds. Please observe our 10mph speed limit while on our grounds. Guests are encouraged to park their vehicles and leave them

until time of checkout. All parking should be confined to the designated parking areas except for loading and unloading. PLEASE DO NOT PARK ON GRASS OR IN AREAS SPECIFIED "NO PARKING". **NO MOTORIZED RECREATIONAL VEHICLES** (ATV, Go-Kart, etc.) will be allowed on campgrounds. All participants (staff and campers) when bicycling must wear helmets. **Transporting persons in the back of pick up trucks and any non-passenger vehicle is prohibited.**

12. **Programs.** It is the responsibility of the camping group to provide items and goods used in camping programs. In the event items are requested and subsequently issued from a staff member, charges will be assessed at checkout.
13. **Food Service/Kitchen** - In compliance with Tennessee Department of Health Regulations, no one will be allowed in the kitchen area. Kitchen will be locked at the conclusion of the dinner meal each evening. The *Crystal Springs Camp* Staff shall prepare all meals, snacks, beverages and other foods. **Use of the kitchen is NOT open to groups.**
14. **Cabin Assignments.** The Group Leader is responsible for the assignment and individual placement of campers.
15. **Linens.** Guests must provide linens, blankets, pillows, towels, etc.
16. **Lake.** Use of the boats and canoes are allowed at scheduled times

only. Waterfront safety procedures will be issued prior to use detailing the following: boarding and debarking, trimming, movement on the craft, proper use of Pfd's (that must be worn at all times) and self-rescue in case of capsizing or swamping. Boating will only be allowed under the direct supervision of someone Certified in Watercraft Safety or a Lifeguard Certification provided by the rental group. They must hold also current certification in CPR and First Aid from a nationally recognized provider and instructor rating in the appropriate craft from a nationally recognized certifying body. Fishing is permitted with adult supervision required for all youth camps.

17. **Personal Watercraft** will not be permitted.
18. **Sports Equipment.** The equipment is stored in the designated Recreation Building. Equipment will be issued and is to be returned when the games are finished. Groups are responsible for equipment upon checkout.
19. **Telephone.** A telephone is available and is located in the Group Camp Director's Office.
20. **Canteen.** *Crystal Springs Camp* provides a store type canteen overseen by the CSC Director. The Canteen is located in the Dining Hall Building and offers a variety of items. Hours of operation can vary according to the group schedule.
21. **Clean Up.** Cabins, pavilion, program areas, dining hall and

grounds should be left clean. A Staff person will be able to provide you with assistance and direction. The Group Leader will check with the *Crystal Springs Camp* Staff before leaving.

22. The Resident Camp's priority is for overnight guests.
23. The Group Leader must have all paperwork (including deposit, rental contract, a waiver form, and cabin assignment sheets, cabin check-in/check-out sheet) in order with the Camp Director.
24. Language, dress, and behavior will reflect Christian values.
25. Each group using the facility will be responsible for its own adult **MEDICALLY TRAINED (CPR and First Aid Certified from a nationally recognized provider) STAFF**. There is a Medical Log, First Aid Kit, and refrigerator available in the Group Camp Directors Office, located in the Dining Hall Lobby. The Camp Director and the CSC Staff are not qualified to be the Medical Personnel for any group.
26. Health forms and registration applications are required for each group and become property of CSC upon departure. Every effort will be made to maintain the confidentiality of the participants.
27. All activities and programs are to be clearly planned for the safety of the children as well as liability to User Group and Crystal Springs Camp, Inc.
28. Rules for acceptance and participation in the camping program are the same for

everyone without regard to race, color, national origin, age, sex, or handicap.

29. The Board of Directors reserves the right to deny use of the camp facilities to groups or individuals whose behavior or organizational goals could be harmful to the image, reputation, or ministry of *Crystal Springs Camp*. This includes groups whose stated purpose may be in conflict with the beliefs of the Cumberland Presbyterian Church.

YOUTH REGULATIONS

These youth regulations must be strictly adhered to.

1. ADULT COUNSELOR. It is necessary for an adult counselor to be in residence in each cabin in compliance with established ratios, supervising the children/youth.
2. Youth shall not be permitted in automobiles during the group's stay.
3. Girls and boys shall at no time enter the cabins assigned to the opposite sex, or unoccupied buildings.
4. Counselors must be at least 18 year old and at least two years older than the minors with whom they are working.

Volunteer Screening

Have all volunteer staff complete a voluntary disclosure statement and conduct a background check on all volunteers. In addition, check the National Sex Offender Public Registry at www.nsopr.gov also a check of the Sex

Offender Registry in your state for those volunteers.

GENERAL CONDUCT

Crystal Springs Camp prides itself in being a Christian Institution representing the Tennessee Synod of the Cumberland Presbyterian Church. It is expected that all that use our facilities will conduct themselves in a Christian manner.