

Crystal Springs Camp Policies and Guidelines

The following are guidelines that identify areas that are specific to our Regulations and Policies. These should be helpful to you in developing your camping program, in addition to providing you with necessary information pertaining to our facility during your stay at *Crystal Springs Camp*.

RESERVATIONS/DEPOSIT

The following procedure is used to make your reservations at *Crystal Springs Camp*:

1. A simple phone call can reserve a date for up to 14 days as a "tentative reservation." A tentative reservation means the dates requested are held for your group, pending your deposit and rental agreement. A full deposit is due in order to confirm your dates.
2. A \$300.00 deposit is required for all camping groups. When booking a year in advance, a letter of commitment is satisfactory; however the deposit will be due six months in advance of your scheduled camp date.
3. In the event of a cancellation, every effort will be made to rent your time frame. If the dates can be rented your deposit will be refunded. Deposits are non-refundable if the dates you rented cannot be filled.
4. The following guidelines must be adhered to in making reservations for use of *Crystal Springs Camp*:

(A) That the group agrees to pay for the minimum required quests.

(B) That the group will adhere to and enforce the "Regulations of Use" for *Crystal Springs Camp*.

(C) It is the responsibility of the group to notify the *Crystal Springs Camp* Staff of their expected number of guests, two weeks prior to their arrival.

(D) Payment of the balance due and any damages will be paid upon departure. All payments are to be made by check, payable to *Crystal Springs Camp, Inc.*

CHECK-IN/CHECK-OUT

Upon your arrival and departure we ask that you utilize our loading and unloading areas for the safety and security of campers. The following are general guidelines to be used in the process of checking your group in and out.

1. A resident camp (5 day) the check-in time is 3:00 PM Sunday and checkout is 10:00 AM Friday.

2. Weekend camps and Retreats the check-in time are 3:00 PM on Friday and checkout is 10:00 AM Sunday.

3. Day Camps and Sunday afternoons are reserved for Cumberland Presbyterian Churches only. The check-in time for Day Camp is 9:00 AM and checkout is 6:00 PM. Sunday afternoon groups check-in is 12:00 PM and checkout is 6:00 PM.

4. Special Arrangements

Those desiring to request a period of time not designated above are asked to make special arrangements with the Camp Management Director.

5. CHECK-IN

The Camp Director or designee will be on hand at the prearranged time to open the camp. A representative of the renting agency will then inspect all buildings.

An orientation on safety regulations, dealing with hazards and emergency procedures will be conducted during your first meal. We will at that time brief your group on all safety regulations, emergency procedures and precautions in camp such as (snakes, poison ivy, etc.). We will address areas such as intruders, waterfront rules, procedures for proper use of PFD and overall what is expected of them during their week at camp.

6. CHECKOUT

The Camp Director or designee will make an inspection of the camp facilities and grounds. Any damages, other than normal wear will be assessed and added to the final processing. The final payment is due in full at the time of checkout.

CABINS/BATHHOUSES

Cabins at *Crystal Springs Camp* are divided into two areas. The boy's area has four cabins; one cabin has bath facilities. The girl's area has six cabins with three of these cabins having bath facilities. Both areas have a central bathhouse with six shower stalls in each building. All cabins consist of bunk style beds with bunk style mattresses.

1. Only the number of cabins that are needed for your size group will be opened during your stay.
2. It is necessary to have an adult counselor (age 18 and older) in each cabin supervising youth camps and to comply with the recommended staff/camper ratios set by our organization and the American Camping Association as follows:

General:

6- to 8-year-old resident campers

1:6

9- to 14-year-old resident campers

1:8

15-to18-year-old resident campers

1:10

There should always be two staff members with a group of campers unless they are in an area where other groups are around and have easy accessibility to get help in the event of an emergency.

CSC advises that all camping groups adhere to the "rule of threes"* with a group of campers unless they are in an area where other groups are around within eyesight, and have easy accessibility to get help in the event of an emergency. CSC further advises that rental groups using CSC should provide training to their staff to minimize the potential of any personnel being in a one on one camper/staff situation when out of sight of others.

*The rule of threes states that whenever a staff member is present, there must be either one other staff member or two campers, so there are always at least three people in any situation.

3. Maintenance of the bathhouses is the responsibility of the *Crystal Springs Camp* Staff. Every effort will be made to maintain the facilities at an optimum level of sanitation and cleanliness.

CLEAN UP

In order to maintain the lowest cost for your group we request each group to do the following:

1. *Empty trash* from cabins and program areas into our dumpster located behind the dining hall.

2. *Sweep* (mop if needed) cabins and program areas.
3. *Bathrooms* are to be cleaned that are located in cabins.
4. *Close windows* and doors.
5. *Turn off* all the lights.
6. *Police* the grounds to pick up all litter and trash.
7. *Sweep and mop* Dining Hall Floor.

Please leave adequate time in your program in order to perform these tasks before your departure. NO EXCEPTIONS!

EMERGENCY CARE

Crystal Springs Camp is located approximately 15 minutes from the Lincoln County Hospital and medical facilities. Emergency Ambulance service is available through Lincoln Regional Ambulance EMS by dialing 911. The Group Camp Director will have available during the entire camp session a designated vehicle for emergency transportation. The Camp Director should be notified, if possible before leaving the grounds for medical care. *Crystal Springs Camp* utilizes the Lincoln County Hospital.

For minor injuries complete first aid kits are readily available in the Group Directors Office, Kitchen and Swimming Pool A medical log is to be completed when illness or injury occur and utilizing first aid supplies. An approved Health Form with emergency contact names and numbers, for minors without a parent on site, signed permission to seek emergency treatment or a signed release waiver must be completed on all participants. Your group leader will also need to provide the Camp

Director with a list of names and addresses of all participants and a listing of any person with known allergies or health conditions requiring treatment, restrictions, or other accommodation while on site.

YOUR GROUP WILL BE RESPONSIBLE FOR PROVIDING ITS OWN MEDICAL STAFF. This person must be on duty during the entire camp period, for emergency care with the following qualifications; CPR certification from a nationally recognized provider and First aid certification from a nationally recognized provider. They must be at least 21 years of age.

INSURANCE

Crystal Springs Camp carries secondary care coverage for all its guests at no additional charge. In the event of an injury please inform the Camp Director as soon as possible so the necessary forms may be completed. This insurance is accident only, and covers those expenses not covered by the renting groups or the families own insurance. It does not cover illness. For insurance purposes all participants are asked to fill out registration forms and health forms which will become property of *Crystal Springs Camp*.

FOOD SERVICE

Crystal Springs Camp offers a wide variety of meals, snacks, beverages and other foods in a variety of settings.

1. Dining Hall - Breakfast, lunch and dinner are all prepared in our by *Crystal Springs Camp*

Staff and served at the following times:

Breakfast 8:00 AM
Lunch 12:00 Noon
Dinner 5:00 PM

Meals are served cafeteria style. It is requested that you notify us of your expected group size two weeks prior to your arrival to adequately prepare for your group.

2. Special meals and Picnics can be arranged at no *extra charge*. *The Crystal Springs Camp Staff* will provide everything needed for this, but you will be responsible for transporting items to the area and cleaning up afterward.
3. Banquets and luncheons can be arranged, but will be priced separately.

CANTEEN

Crystal Springs Camp Store will operate its concessions in conjunction with your request or schedule. Items include soft drinks, candy, and other Goodies. CS Camp Tee Shirts are also available. Soft drink machines are located in the Dining Hall Lobby for your convenience.

SECURITY

At night the camp gate will be closed, but not locked, to discourage people casually driving into the camp.

VEHICLES

Properly registered guests will receive a parking permit to be displayed prominently in their car while on the campground.

VISITORS

All visitors shall register at the Camp Residence or at the Group Director's office in the Dining Hall. A properly registered guest will receive a car permit to prominently display while on the campground.

1. Visitors who wish to dine with us are required to sign in before entering the Dining Hall. In addition overnight guests are permitted during the resident camps at a charge of \$15.00 per night.
2. It is the responsibility of the Renting Group to pay any meal or overnight charges for their guests.

WORSHIP

The natural setting of *Crystal Springs Camp* presents several areas for worship. The camp maintains a beautiful outdoor vespers area located near the lake. We also have a Chapel set up for worship near the nature spring (Crystal Springs).

Crystal Springs Camp maintains Communion trays for your use. Please notify the Camp Director if you have need of these items.

OUTDOOR ACTIVITIES

Crystal Springs Camp offers a variety of activities for everyone. Recreation equipment is available to user groups; they will be issued from the Recreation Building by Crystal Springs Staff and are to return when activity is complete. The group director is responsible for complying with safety guidelines; supervision while

equipment is in use during your program activities. The group is responsible for all accountability of the equipment upon departure. Recreation equipment is available as follows: basketball, football, softball, soccer, volleyball, horseshoes lifejackets for boating, swimming pool, Ping-Pong, and indoor games (cards, etc.)

LAKE

Along with the natural beauty the lake adds to the camp setting, it also provides enjoyable activities. The lake is well stocked and fishing is permitted with adult supervision in compliance with the rules and regulations set forth. Use of the boats is allowed when Pfd's are worn by all persons at all times, safety regulations are followed and 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 and self-rescue in case of capsize or swamping. Boating will only be allowed under the direct supervision of someone Certified in Watercraft Safety or 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. Safety of campers in the water is a critical concern to our camp. Safe ratios have been established for persons certified in watercraft rescue and lifeguard training, they are 1 lifeguard per 25 participants and 1 lookout to 10 participants where required. Renting Groups are to provide the necessary

staff to comply with the lookout ratio established. These persons will be orientated to their responsibilities and must be required to demonstrate elementary forms of swimming rescue. They must be attentive to their responsibilities at all times and located in positions from which they can continuously observe and readily assist participants and the lifeguard in boating supervision. The Lifeguard is responsible only to the Camp Director. Rental Groups must have two adults for supervision of campers and youth groups at the lake at each session.

Rental Groups are required to provide someone on duty and accessible at the lake who is certified from a nationally recognized provider in first aid, including training on blood borne pathogens and certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices.

UNDER NO CIRCUMSTANCES IS SWIMMING PERMITTED IN THE LAKE.

SWIMMING POOL

All Renting Groups are required to complete the *Crystal Springs Camp, Inc.* "Waiver Form" before using the swimming pool. The swimming pool will be available to all groups from June 1 through September 1, although additional charges may apply. The pool will open only under the supervision of the *Crystal Spring Camp* Lifeguard for resident camps. Safety of campers in the water is a critical concern to our camp. Safe ratios have been established for persons certified in lifeguard training, they are 1

lifeguard per 25 participants and 1 lookout to 10 participants where required. Renting Groups are to provide the necessary staff to comply with the lookout ratio established. These persons will be orientated to their responsibilities and must be required to demonstrate elementary forms of non-swimming rescue. They must be on deck attentive to their responsibility at all times and located in positions from which they can continuously observe and readily assist participants and the lifeguard in swimming supervision.

No diving is allowed in the swimming pool (as required by Tennessee Department of Health Regulations). The Lifeguard is responsible for the general safety and well being of everyone inside the pool area; therefore his decision is final. The Lifeguard will be responsible for opening and closing the pool in conjunction with each camp group's schedule. The Lifeguard is responsible only to the Camp Director. Rental Groups must have two adults for the supervision of campers and youth groups at the pool each time it is open.

Rental Groups are required to provide someone on duty and accessible at the swimming pool who is certified from a nationally recognized provider in first aid, including training on blood borne pathogens and certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices.

Day Camps, Weekend Retreats and Sunday Afternoon groups will be responsible for providing their own

Certified Lifeguard. Lifeguards must provide a copy of their certification as a lifeguard from a nationally recognized certifying body. They must hold certification from a nationally recognized provider in CPR and First Aid. Also, must provide someone on duty and accessible at the swimming pool who is certified from a nationally recognized provider in first aid, including training on blood borne pathogens and certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices.

Staff use of swimming facilities will be available only when a certified lifeguard is on duty at all times according to established ratios, stationed on the guard tower and lookouts must be available when applicable.