

CAMP MOUNT LUTHER

Facility Rental Information

Adopted by the Camp Mount Luther Board of Directors, October 18, 2011

Welcome to Mount Luther! Thank you for your interest in our facilities. We hope that the following information will provide a snapshot of our year-round, winterized facilities at this place set apart. The Camp Mount Luther Corporation is pleased to have you make use of our facilities and enjoy the 400 acres of fields and streams, woods, and trails. A stay at Mount Luther is time rich in Christian living and learning.

As stewards of God's creation and because of the unique setting of Mount Luther, we practice environmental stewardship in the management of facilities and teach it in our programs. We hope you will do the same.

Please review all the materials presented here. When a group leader signs the reservation contract, you agreeing to all the provisions in these materials. **This verifies that you have read and understand Mount Luther's safety procedures and regulations.** You are responsible for your group's compliance with these rules. Mount Luther is a beautiful place with resources we work hard to maintain. Please leave the facility the same as or better than when you arrived.

Mount Luther is accredited by the American Camp Association (ACA). ACA sets forth standards and guidelines to reduce risks and prevent accidents. One of our primary concerns is creating a safe environment for all our participants. Several of our policies and procedures for rental groups are in place due to our adherence to ACA standards. We have shared in this packet information to help keep your group safe, especially if you have an emergency situation.

Please note that you will need to provide your own towels and linens. If you are doing your own cooking, you will need to provide dishes, utensils and pots. With the exception of Oak Cottage, bathrooms and showers are centrally located and no kitchen supplies are provided.

Thank you again for using Mount Luther and please let us know if we can be of further assistance. We look forward to your visit! Do not hesitate to call or e-mail with questions.

Maple Village (sleeps 92)

- Eight A-Frame Cabins. Cabins 1-3 & 5 sleep 12 and Cabins 4 & 6-8 sleep 11.
- Maple Hall feeds 75 and has a VCR/DVD and TV available. The kitchen has stove, refrigerator, microwave.

Pine Village (sleeps 90)

- Six traditional cabins with 7 sets of bunk beds (14 beds) and 1 single bed in separate room.
- Pine Lodge feeds 60 and has fireplace, VCR and TV. Kitchen has stove, refrigerator, microwave.

Oak Cottage (sleeps 12)

- Three bedrooms sleep four each (two bunks) with bathroom in the cottage. You provide towels and linens.
- Living room has a DVD/VCR and TV
- Kitchen has stove, refrigerator, microwave.

Evergreen Center (feeds 250)

- Handicapped-accessible dining room, fireplace room, and activities room with DVD/VCR. Food Service provided.

Pool and Pavilion (feeds 150)

- Charcoal grill available
- Summer swimming available with certified lifeguard present (you provide or we provide) at all times. Pool area is closed to guests unless time has been arranged in advance (PA-5, PA-17)

Recreation

- Hiking trails (Stay on paths and don't go alone. Children/youth go with adult)
- Outdoor Campfires (use existing fire circles and attend to fire, making sure extinguished before leaving)
- Athletic Fields (be considerate of others using the facilities at the same time)
- Volleyball Nets (sand and grass)
- Disc Golf Course (begins on back porch of A-Center)
- Low Ropes Course (make arrangements more than one month in advance so we can supply trained facilitators.
- Watters Nature Trail (self-guided, starts near the pavilion)



CAMP MOUNT LUTHER

355 Mt. Luther Lane, Mifflinburg, PA 17844

Phone: (570) 922-1587 Fax: (570) 922-1118
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Checklist for Your Event

Step One: Confirm Your Reservation

- Contact us to book an available date. We'll send you a rental agreement/contract which should be returned with the non-refundable deposit within 21 days of receipt to confirm reservation.
- Send a copy of your Certificate of Insurance

Step Two: Screening Personnel and Supervision (HR-9)

It is the policy of Camp Mount Luther that when hiring staff or utilizing volunteers, the following screening procedures are in place. We share these practices with our rental groups as per ACA standards and encourage user groups who use our facilities to screen their volunteers and staff.

- Camp staff and volunteers are required to have a Child Abuse Clearance and Criminal Background Check. Annually, staff and volunteers must sign a voluntary disclosure statement. (Links to forms are available at <http://www.campmountluther.org/program/summer.php>)
- A check of the National Sex Offender Registry (www.nsopr.org) is done on each staff/volunteer.
- Two reference checks, verification of previous work and personal interviews are done for paid staff.

All children and youth should be supervised by an adult (19 years or older) who stays in the cabin and is responsible for the conduct of the minors. Youth groups should have the following ratios:

- 4-5 years old 1 adult for every 5 children
- 6-8 years old 1 adult for every 6 children
- 9-14 years old 1 adult for every 8 youth
- 15-18 years old 1 adult for every 10 youth

Step Three: Call Us Two Weeks Prior to Event

- Tell us final count of participants and number of cabins needed
- Tell us final count of meals (if we are providing) and any special dietary requests. If those numbers change, it is the group's responsibility to let the food service manager know.
- Tell us any special needs (e.g. equipment, times for pool or ropes course, etc.)

Step Four: During Your Event

- Unless other arrangements are made, arrival time is after 3:00 p.m. Upon arrival on the date of your retreat, the facilities will be open and prepared for your group. You should proceed to your living area. Directions are available at <http://www.campmountluther.org/about/directions.php>
- The speed limit on camp property is 15 mph. Always be alert for pedestrians walking on the camp grounds. Maple Village guests may park in the village only for loading and unloading vehicles. They must then be moved to the parking area adjacent to the village. Pine Village guests may park in the village as long as there is access in case of emergency. Over flow cars may be parked in the office parking lot or Evergreen Center. Transportation is prohibited in the backs of pickup trucks or wagons where seats are not attached to the vehicle. (TR-4)
- In the main lodge, a green sheet will tell you which cabins are open for your use. Should you have any maintenance concerns, please call Tom Watters, Mount Luther's Site Manager. If he is unavailable, call Executive Director Chad Hershberger. Their numbers are listed by each phone.
- Make sure that you read the following posted in each area:
 - **Our "Cabin Commandments,"** which list rules you should share with participants that we expect you to abide by. These are posted in each cabin.
 - **Telephone Instructions** as well as emergency numbers and staff phone numbers are located next to each phone in our main buildings.
 - **Food Service Procedures** are located in Maple Hall, Pine Lodge, and Oak Cottage. If you are providing your own food, please make sure you read these.
- Groups receiving mail at camp are not to take it out of the camp mailbox. It will be delivered to your group by camp staff. Our address is 355 Mt. Luther Lane, Mifflinburg, PA 17844
- Always leave your cabin, lodges, and bathrooms in good condition. Please do some basic cleaning, including washing any used dishes and putting them away, sweeping floors, and checking for personal items. All trash should be in trash cans or bagged beside the cans. Unless other arrangements are made, departure time is 12:00 noon.

Step Three: Following the Event

- Complete the green sheet and leave on table in lodge. This will be how your billing is determined.
- Wait for an invoice to be mailed to you via U.S. Mail and pay for your event in a timely fashion

Safety and Emergency Orientation

(OM-8, PD-5)

Safety Guidelines

- Occasionally, local residents walk through the camp property. If a group is concerned about the intentions of a visitor, please call the camp staff
- If at any time a group encounters a situation in which they are not sure of how to proceed, please contact the camp staff for assistance
- Mount Luther provides general liability insurance. Groups must provide health and accident insurance for their participants. In addition, the camp requests you provide us with a certificate of liability insurance proving that your organization is covered with liability insurance
- Groups should use caution when involved in activities around streams and the pond
- Mount Luther policy dictates that no males are allowed in female cabins and no females are allowed in men's cabins unless it is a married couple or a family staying together.

Emergency Care Personnel (HW-23, PA-17, PA-23)

User groups are encouraged to provide adults with the following qualifications to be on duty at all times:

- An adult with First Aid certification from a nationally recognized organization such as the American Red Cross (ARC).
- An adult with CPR certification from a nationally recognized organization such as the ARC or American Heart Association.
- An adult who has received training on blood born pathogens and the use of protective barriers.

Health Care Planning (TR-1 and HW-24)

All rental groups will be responsible to provide first aid, emergency care, emergency transportation, and their own first aid supplies. A list of emergency numbers are posted next to each phone. Additional first aid supplies can be obtained in an emergency from the camp office or the site manager. All accidents, injuries and incidents should be reported to the camp and documented on an accident/incident form to kept on file.

Health Information (HW-25)

In order to provide access to emergency information for your group, Mount Luther asks leaders to gather the following:

- Roster of names and addresses of all participants.
- Roster of emergency contact names and numbers for all participants.
- Description of any allergies or health conditions requiring special restrictions and/or adaptations
- For minors, signed permission form to seek emergency treatment, or if a non-medical religious camper, a signed religious waiver.

Personal Property (OM-10)

No alcohol or illegal controlled substances are permitted. Persons using, possessing or under the influence of illegal drugs will be reported to the local authorities and may be asked to leave the grounds. Mount Luther will not be responsible for any damages to or loss of personal belongings, including sports equipment and vehicles. Participants should use their own judgment as to personal belongings they bring to camp. Jewelry, radios, CD players and other expensive items should be left at home. We ask that pets not be brought to camp because of safety and health concerns. Guests are **not** permitted to bring firearms, air rifles, sling shots, archery, other weapons and/or ammunitions on the camp premises.

Smoking Policy (OM-11)

Mount Luther does not permit smoking anywhere on the property.

Emergency Communication (OM-15)

In case of emergency/incident, groups are to notify the following as needed:

1. The group leaders
2. Emergency Medical Services (911) in an obvious emergency situation (after you call 911 send someone to the entrance to meet the emergency response team and direct team to exact location)
3. The parent/guardian or emergency contact person.
4. The Mount Luther executive director and/or site manager. The Mount Luther administration will be the only one designated to speak with the media if an emergency situation occurs. If an emergency occurs and the media contacts you for a statement, please do not speak to them. Refer them to the Mount Luther executive director. It is the camp's policy that only the director or board president is to make a statement to the media in emergency situations.

Emergency Procedures

Fire

- Notify the Fire Department by dialing 911 and give exact location of the fire and directions to camp.
- Upon notification of a fire, rental groups are instructed to do the following:
 - Evacuate the area immediately.
 - Group leaders should take their participants to a safe location.
 - Group leaders should take a count to confirm that all members of their groups are present.
 - A group member should meet the emergency response team and direct them to the emergency location.
 - Keep group members calm by playing games, singing, etc.
 - Be prepared to render first aid as needed.
 - Notify the Mount Luther Director and/or Site Manager

Severe Thunderstorms

- When severe thunderstorm warnings are received rental groups should restrict all activities to cabins.
- Group leaders should check to make sure that all participants are present and initiate activities to keep participants occupied throughout the storm. Do not permit participants to leave shelter until storm subsides.
- If a building is struck by lightning, evacuate all persons and send them to the next closest building. If persons are injured, initiate proper first aid procedures. Send a responsible person the nearest place for help and contact 911. If there is a fire, initiate Fire Emergency procedures as previously outlined.

Wind Storms

- When wind storms occur, rental groups should restrict all activities to cabins.
- Seek shelter inside a structurally sound building; the bathrooms provide the strongest shelter followed by other buildings with the smallest roof areas and the least amount of windows.
- Once inside the building, gather in the corner that faces the direction from which the wind is coming.
- Construct a shelter of tables, beds, etc. and place all people under it.
- Give first aid treatment as needed.
- If a person is trapped, send a pair of responsible persons (after the storm has passed) to the nearest calling point requesting assistance.
- If no buildings are available, lie flat on the ground in ditches. Avoid the areas where there are large trees and electric lines. Seek shelter in groves of small trees or brush.
- When the storm subsides, initiate first aid procedures as necessary.
- Report your whereabouts to your group leader as soon as possible.

Search and Rescue Procedures (OM-14)

- Discuss with group members the importance of staying with the group at all times. Group members should always stay in sight of each other. Do not get separated. If members of the group must separate, go in a group of two or three persons.
- If a person is lost or runs away. Search the immediate area in groups of two or three. If the missing person is not found with the initial search, notify the camp director and/or site manager. The director will initiate the camp's normal search and rescue procedures.

Use Agreement for Mount Luther

Terms and Conditions

- 1. Description of Premises** – Mount Luther agrees to permit Licensee to use the property identified in the Agreement as “Facility” according to the following terms and conditions. The Agreement includes the use of all improvements to the Facility, except those which Mount Luther expressly excludes by so notifying the Licensee’s representative upon his/her arrival at the Facility.
- 2. Food Service** – Mount Luther shall provide meals as specified on the “Reservation Contract” in accordance with an estimate of the number of diners furnished Mount Luther at least 2 weeks in advance of the service of the first meal. If Licensee prepares its own food, it assumes all responsibility for any foods prepared and for all activities incident to their preparations, and shall hold Mount Luther and the Facility owner harmless from any and all liability therein. Licensee agrees to assist with food service as requested by Mount Luther and to assist with supervision over the use of the dining facilities.
- 3. Use of Premises and Schedule** – During the term of this Agreement, Licensee shall use the Facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. Licensee shall notify Mount Luther of the nature of its program, and shall promptly supply Mount Luther with information concerning the program upon request by Mount Luther. Mount Luther prohibits hunting, fireworks, firearms, ammunition, and explosives at the Facility. The use of gasoline, flammables, poisonous substances, and hand and power tools are restricted. Prior authorization from the Director must be obtained. If a swimming pool is a part of the Facility, no one shall enter the pool area unless a qualified lifeguard is supervising the pool area. Mount Luther shall, in its sole discretion, determine the minimum qualifications for said lifeguard, which will generally be a minimum of a Red Cross Lifeguard Certificate. The swimming pool is available from Memorial Day weekend through the end of our summer camp program, weather and maintenance permitting. Availability at other times is at the discretion of the Director, and is subject to change. If other specialized program activity areas or equipment are part of the Facility, Mount Luther will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the Licensee. Additional information and guidelines for pool use and use of special equipment (ropes course, canoes, etc.) will be sent to all applicants expressing an interest in participating in such activities.
- 4. Utilities** – Mount Luther shall provide water, electricity, and garbage disposal without additional charge to Licensee.
- 5. Maintenance** – Mount Luther shall maintain the Facility in good condition and repair and shall provide janitorial services to the premises and buildings. Mount Luther shall provide beds, mattresses and other equipment necessary for the operation of the Facility. Licensee agrees to assist in keeping the Facility clean, and shall leave the Facility free of defacement.
- 6. Health and Safety**
 - a. Mount Luther does not provide medical supervision, treatment, maintenance, or dispensing of medications for campers. The responsibilities belong to the Licensee.
 - b. Licensee agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. Licensee must bring own first aid supplies and equipment.
 - c. Licensee’s contact person shall bring and have available at all times a current list of participants that includes: names and addresses, emergency contact information, and known allergies or health conditions. Also, for each participant (camper and staff member) under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment.
 - d. Licensee agrees to furnish at least one counselor, age 18 years or older, who is trained in the principles of first aid, for each ten campers under 16 years of age.
 - e. Emergency transportation is available through local emergency response groups by dialing 911. Licensee agrees to furnish non-emergency transportation.
 - f. Licensee will prohibit smoking on Mount Luther property. Open fires may be built only in the campfire area, for which fire permits have been secured. It is understood that both Mount Luther and Licensee must comply with all lawful orders of appropriate fire control officials.
 - g. Use of vehicles at the Facility is restricted to roads and parking areas designated by the Director. There is no parking in Maple Village other than for loading and unloading. Posted speed limits shall be obeyed.
 - h. Once at the Facility, the Licensee is required to engage in a brief orientation to Mount Luther safety regulations and emergency procedures. These procedures are in the Facility Handbook and should be shared with the rental group participants.

7. Use Fees and Costs

- a. Deposit – The deposit is based on the length of stay at the Facility. If Licensee terminated this Agreement without using the Facility, it shall be refunded according to the terms stated in part 10b of this Agreement. The deposit is applied to the balance due on your reservation after your event.
- b. Food Service Fees – Food service fees are based on total number of people eating in the Dining Hall. Licensee will be charged for a minimum of 20 people if less than 20 are served. Licensee will be charged for number they give Facility to prepare for, or the number actually served, whichever is higher. A final count is needed 2 weeks prior to the event.
- c. Breakage, Damage, and Clean-Up – Licensee agrees to pay Mount Luther the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee's use. Included in this are extraordinary amounts of cleaning or removal of mattresses or other furnishings. A minimum Damage Fee of \$36.50 will be charged if damage is less than that amount. If more than \$36.50, the actual price will be charged. Please report all damages to the camp. Mount Luther will inspect facilities after your departure.
- d. Payment Terms – Licensee agrees to deliver payment in full to the office of Mount Luther in a timely manner after Licensee's departure from the Facility and receipt of invoice. Exceptions must be approved by Mount Luther prior to arrival. Licensee agrees to pay interest on any unpaid approved credit balance at the rate of 2% per month after 60 days of receipt of invoice.

8. Liability for Injury to Persons or Property

- a. Licensee agrees to supervise and to assume full control and responsibility for any persons, entities or things other than Mount Luther personnel or property who/which are, for any reason, on the Facility by reason of Licensee's program or use of the Facility.
- b. Licensee agrees to defend, indemnify and hold harmless Mount Luther and its past present and future members, directors, officers, employees, agents, and independent contractors and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with Licensee's action and/or failure(s) to act in respect of its use of the Facility.
- c. For the purpose of this section, "any person" includes, but is not limited to, Licensee's agents and employees, participants in Licensee's program, and Licensee's visitors.

9. Miscellaneous

- a. Licensee warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.
- b. This Agreement may be altered or amended only by written agreement of both parties.
- c. Mount Luther reserves the right to require that the Licensee remove from the Facility any persons in, or in any way connected with, Licensee's group who, in the sole opinion of Mount Luther, are creating a disturbance or who are otherwise disrupting activities on said Facility. Licensee agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from said Facility.
- d. Licensee agrees that the total number of participants on the premises will not exceed the Facility Building Maximum capacity at any time.

10. Termination

- a. Mount Luther may terminate this Agreement without any liability upon ten (10) days prior written notice to Licensee either 1) without cause or 2) upon a determination by Mount Luther in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on Mount Luther.
- b. In the event of cancellation by Licensee, Licensee will be released from payment of the Deposit provided Mount Luther receives written notice of the termination no later than 90 days prior to the event. If notification is 60 days prior to the event ½ the deposit will be refunded and if less than 30 days, no deposit will be refunded.

Rules for acceptance and participation in programs at MOUNT LUTHER are the same for everyone without regard to age, race, color, religion, sex, handicap, or national origin. Please sign Reservation Contract indicating agreed upon dates, times, costs, and services Mount Luther will provide, and return it to the office of Mount Luther within 21 days.