



MOUNT LUTHER

FACILITY HANDBOOK

Mount Luther Camp and Conference Center
355 Mt. Luther Lane
Mifflinburg, PA 17844

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FAX: (570) 922-1118

cml@campmountluther.org
www.campmountluther.org

Welcome to Mount Luther!

We are glad that you have chosen to use our facilities and welcome you to this place set apart. Without your patronage, we would not be able to serve the community. 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. May your stay here be rich experience in Christian living and learning.

Mount Luther has been in existence since 1963. We are affiliated with the Evangelical Lutheran Church in America and have a partnership with the Episcopal Diocese of Central Pennsylvania. In the summer, more than 700 campers participate in our Christian camping program, both on-site and off-site. We serve children and adults of all ages. Information about our summer camping program is available on our website (www.campmountluther.org).

Throughout the rest of the year, our site is available for retreats and events for school, civic, church and community groups. Five school districts in the area use Mount Luther for their outdoor education and peer leadership programs.

Mount Luther as a camp and conference center has been set apart and has been called into existence by God to serve His church through ministry in an outdoor setting. As stewards of God's creation and because of the unique setting of Mount Luther, we will practice environmental stewardship in the management of facilities and will teach it in our programs. We believe that Mount Luther should be a model of reconciliation between the Creator and the creation.

Mount Luther is accredited by the American Camp Association (ACA). ACA has set forth standards and guidelines which try 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.

The facilities you have rented are for your use and we hope they will accommodate your needs. Please review all the materials that are presented within this handbook. When a group leader signs the reservation contract, you are agreeing to all the provisions in this Facility Handbook as well as the Use Agreement which is enclosed. **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 found it.

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.

Retreat Facilities Overview

	MAPLE VILLAGE	PINE VILLAGE	OAK COTTAGE	EVERGREEN CENTER	PAVILION
LODGING	8 A-Frames	6 Cabins which each sleep 15	Three bedrooms which sleep four each	No Lodging	No Lodging
CAPACITY	92	90	12	250	150
BEDS	Cabins # 1,2,3,5 sleep 12 each with four top bunks and eight bottom; Cabins # 4,6,7,8 sleep 11 each with three top bunks and eight bottom;	Seven pairs of bunk beds in the main cabin area; one single bed in the counselor room	Two pairs of bunk beds in each bedroom		
MEETING SPACE	Maple Hall Capacity: 75	Pine Lodge Capacity: 60	Living Room Capacity: 12	Dining Room: 250 Activities Room: 100	
TV/VCR/DVD	Yes	Yes	Yes	Yes	No
HANDICAP ACCESS	Cabin #4	Pine Lodge Cabin #4 Pine Bathhouse	No	Entire Building	Entire Building
KITCHEN	Stove, Refrigerator and Microwave	Stove, Refrigerator and Microwave	Stove, Refrigerator and Microwave	Kitchen use by Mount Luther Staff only	Barbecue Charcoal Grill
FOOD SERVICE	Mount Luther can provide in Evergreen Center	Mount Luther can provide in Evergreen Center	Mount Luther can provide in Evergreen Center	Mount Luther can provide in Evergreen Center	Mount Luther can provide in Evergreen Center
BATHROOM AND SHOWERS	Central Bathrooms and Showers in Maple Hall	Central Bathrooms and Showers in Separate Building	One Bathroom which includes shower	No public showers	No showers

Our Facilities

Maple Village

Maple Village is the oldest of our living areas and has the most charm. Maple Hall, the main meeting area, is a structure of many sides and has many functions. It serves as your meeting and eating place and houses the bathrooms and showers. This village features eight A-Frame cabins. The cabins house 11-12 people on the first floor. Two beds are provided in the second floor lofts which are only available for use in non-winter months. In the event of an emergency in the loft, kick out the screen and use the escape ladder.

Pine Village

Pine Village is a more traditional arrangement of cabins. Pine Lodge, the main meeting area, is a rectangular building with a fireplace and kitchen area. Six cabins are available in this village with 7 sets of bunk beds in each and one single bed in a separate room. A separate bathhouse houses toilets and showers for the whole village.

Oak Cottage

Oak Cottage is our small group retreat facility. The building was on the property when it was purchased to be used as a camp in 1963. This building features its own living room, complete with a fireplace; kitchen, bathroom and three bedrooms located on the second floor. Two bunk beds are in each bedroom.

Evergreen Center

Mount Luther's newest facility is the Evergreen Center. Built in 2003, this dining and activities building is equipped with a large dining room, small fireplace room, and an activities room for meetings. If we provide food service for you, your meals will be held in this facility. The Gift Shop, located in the Evergreen Center, has camp merchandise for sale. T-shirts, stuffed camels, water bottles and other items are available. If you would like the gift shop opened during your stay, you need to make arrangements at least two weeks prior to your arrival to set up a mutually convenient time.

Pavilion and Pool (PA-5, PA-17)

A large picnic pavilion is located near our swimming pool in the athletic field. The open-air facility is great for family events in the summer. Picnic tables seat up to 150 people. During the summer months, the swimming pool is available for use. Groups using the swimming pool must have a certified lifeguard present at all times while people are at the pool. Mount Luther can supply the lifeguard based on schedule availability or groups can supply their own lifeguard provided they give the camp office documentation of the lifeguard's certification. The Pool area is closed to all guests unless a swimming time has been arranged in advance with the camp administration and a qualified lifeguard is present.

Available Activities

Recreation on our Grounds

Mount Luther has several attractive trails on the property and hiking routes outside that appeal to explorers. Wild game abounds in fields and woods. Please stay on paths while you are hiking on our trails. Do not litter or build any shelters or dams. Outdoor campfires are permitted in designated fire circles only. If there is a burn ban, there will be signs in the lodges. Do not leave outdoor fires unattended and make sure they are extinguished before leaving.

Other recreational opportunities abound at Mount Luther. Two large athletic fields are available for use. Please be considerate of other groups using the facilities at the same time. Near the pool area are two volleyball courts- one sand and one grass. On the post of the court is a box where a ball is kept for use. We also have an 18-hole disc golf course. The course begins on the back porch of the A-Center where a wooden box on the wall contains Frisbees and score sheets.

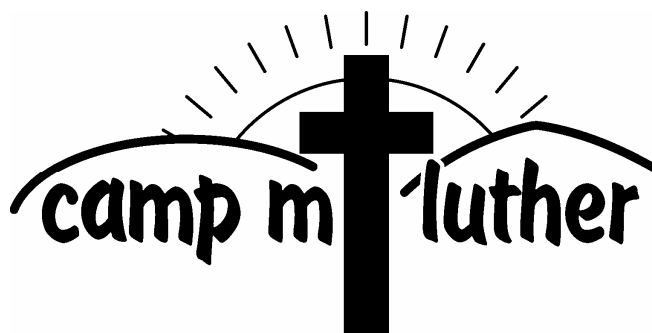
Mount Luther's low ropes course is available for use if prior arrangements are made. The ropes course consists of several elements that build team work and cooperation. Mount Luther must provide trained staff facilitators for this resource. Please let us know if this is something your group would like to do when they are at the camp. This activity is best done with children eight and older in groups of 5-15 at a time.

Near the pavilion, you will find the start of the Watters Nature Trail. It is a self-guided nature trail which is about a mile in length. Brochures which will guide you on the trail are located in a kiosk at the start of the trail.

Service Projects

If your group is looking for a simple service project to do, please consider the following possibilities:

- Pick up litter in camp, especially in the athletic field and around cabins and buildings
- Straighten the rocks and logs that line paths in the villages and on trails. These mark a clear walking path so that the rest of the area can regain some of its topsoil and plant growth
- Collect an offering for Mount Luther's campership fund which provides summer camp experiences for those who cannot afford it
- Conduct a stewardship of resources weekend where your group focuses on minimizing waste and damage. Some ideas could be eat all food taken at meals, turn off lights when not in use, take short showers, stay on trails, or recycle all waste possible.



Policies and Procedures

Arrival and Departure Times and Procedures

Unless other arrangements are made, arrival time is after 3:00 p.m. and departure time is 12:00 noon. 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. On the table in the main meeting space will be a green paper telling you which cabins are open for your use. We ask that before you leave, you fill out the other information on the green sheet and leave it on the table for the Mount Luther staff to pick up. This will be how your billing is determined. Following your retreat, a bill will be sent to you via U.S. Mail. We appreciate your prompt attention when you receive the invoice.

Damage

We hope that you will respect our facilities as guests would in someone's home. Please supervise your group so that graffiti and/or damage does not occur during your stay. You will be charged for repair time and materials for any damage incurred. We also have a minimum damage charge. Report all damages to the camp. Strictly prohibited are battles using water, balloons, shaving cream, silly string, toilet paper or any other material which will deface buildings and make the camp dirty with litter. Warn your group about careless use of magic markers, shaving cream, and the tracking of mud indoors. Each of these will leave damage. Camp staff will inspect facilities after your departure. You will be informed of any damage we observe. Most damage to camp facilities take place during unsupervised free time. Careful planning and supervision will prevent vandalism and costly repairs.

Deposit

A non-refundable deposit is needed to secure your reservation. The deposit is applied to the balance due on your reservation after your event. The deposit reflects a minimum that we will rent the facility for the time period you are here. Should your expenses equal less to the deposit, you will not be refunded the difference.

Food Service

For groups over 20 people, Mount Luther can provide food service for you in our Evergreen Center. The Evergreen Center is located between the two villages at the edge of the athletic fields. Dining room service is self-service and food is served family style through the serving window. Hot food will come out when all are seated. Participants are responsible for setting the tables, waiting on tables and clearing the tables. Happily, dishwashing is not a chore for you! Our dining room is equipped with round tables that seat up to eight persons. One person from each table should serve as the "runner" and be in charge of coming to the dining room about 10 minutes before meal time to set the table. Meal times, unless you request a change ahead of time are as follows: 8:00 a.m. for breakfast; 12:00 p.m. for lunch; 5:00 p.m. for dinner; 10:00 a.m. for brunch. All participants are expected to be at meals on time. We would ask, in keeping with the mission of the camp, that a meal-time prayer (silent or spoken) be given before each meal.

No group members should be in the kitchen at any time unless by permission of the Mount Luther staff. Groups will need to provide numbers for the food service manager two weeks ahead of time. If those numbers change, it is the groups' responsibility to let the food service manager know. You will be charged for the number you told us to prepare for, or the number we serve, whichever is higher. Groups of less than 20 will be charged for 20 people for each meal. Any special diets or restrictions should be noted at that time.

The refrigerator, microwave and stove in Maple Hall, Pine Lodge, and Oak Cottage are for groups to use. Please monitor the refrigerator temperature with the inside thermometer and notify the food service manager or camp office if temperature exceeds 40 degrees F. If you do your own cooking, we ask you to following these procedures:

- To insure proper storage of potentially hazardous food, Mount Luther provides thermometers for all mechanical refrigeration units. All groups are asked to monitor these temperatures and to notify camp staff if the temperatures exceed 40 degrees F.
- To prevent contamination of foods during preparation, rental groups should use only clean and sanitized utensils and equipment during food preparation. Groups should also clean and sanitize food contact surfaces after each use. Groups can use the disinfecting solution provided in the spray bottles to sanitize all food contact surfaces.
- To assure proper cooking and holding of potentially hazardous foods, groups should keep hot food hot and cold food cold.
- All dishes and food service utensils should be washed and sanitized after each use according to the following procedures: Wash and initial rinse temperatures are at least 100 degrees F; Allow dishes and food service utensils to air dry.

Maintenance Concerns

Tom Watters, Mount Luther's Site Manager, keeps a watchful eye over our camp. He opens and closes buildings and assists with maintenance needs during your stay here. If you have a problem, please call him. His numbers are listed by each telephone. If he is unavailable, call Executive Director Chad Hershberger whose numbers are also by each phone.

Please do not move mattresses or other furnishing from one cabin to the next. If items are found moved or missing, you will be charged the minimum damage fee. Good housekeepers sweep cabins daily and remove waste paper when necessary. Always leave your cabin in good condition as you would like to have others leave it for you. Please do some basic cleaning before your departure- wash any dishes used and put away. All trash should be in trash cans or bagged up beside the cans. Sweep and check sleeping areas and bathrooms for personal items.

All cabins are equipped with propane heaters which have a pilot light on continually. Please do not lay anything on or near the heaters as it is a fire hazard. Also regulation of the heaters should only be done by an adult. The vents on the outside of the buildings are also hot so do not lay anything on or near the vents. If there are problems with the heaters, please call the site manager.

Postal Mail

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

Rate Changes

Persons renting Camp Mount Luther facilities over one year in advance shall note that the rental fees are subject to up to a 10 percent increase based on the fees set annually by the Camp Mount Luther Corporation Board of Directors.

Recycling

We encourage recycling and have collection bins in Maple Hall, Pine Lodge and the Activities Room in the Evergreen Center. Please empty, rinse and sort carefully all containers before placing them in the bins. Follow the instructions on the bin for correct recycling methods.

Rules to Share with Participants

Here are some things to follow as you live together in community at our camp.

In the cabins and village:

- No raiding cabins or playing pranks
- Keep porch lights on during nighttime hours
- Only members of same sex in your cabin
- Do not write on walls or mattresses
- Children should not regulate heaters
- No throwing stones or sticks; no climbing trees
- **Stay on the paths**

In the Bathhouse

- Place all refuse in the waste can
- **Do not leave personal supplies (ex: soap) in the shower room**
- No playing or roughhousing
- No water battles or throwing others in shower
- Use the urinals and toilets for intended purpose.
- An interior night light shall remain lighted during the night hours
- Younger campers shall be protected from intimidation in the showers by counselor supervision and scheduling of shower time.
- Females should use appropriate disposal containers for sanitary products.

In the Dining Area:

- Enter when called
- No food fights
- Remain seating while eating at the table with your cabin group
- Follow directions for special servings of food (cereal, salad)
- Use tables as intended. Do not pound on tables.

At Campsites

- Use existing fire circles, don't make new ones; don't play in the fire
- No running
- Keep woodpiles neat, especially tinder materials
- Keep water bucket with water nearby
- Remove left over food and waste material from the area
- Clean the area of litter at the conclusion of each meal
- Do not throw food or waste into the fire
- Permission must be granted by the counselor for a camper to leave the area.

General rules:

- No chewing gum- ANYWHERE AT CAMP
- Wear shoes at all times, except in shower, pool and cabin
- Don't talk to strangers
- Mount Luther is a smoke free, drug free, alcohol free facility
- Leave plants, animals and trees for others to enjoy
- Leave the property the way you found it- or better!

Screening Personnel

It is the policy of Camp Mount Luther that when hiring staff or utilizing volunteers, the following screening procedures are in place:

- Camp staff and volunteers who have direct contact with our campers are required to have a Child Abuse Clearance and Criminal Background Check.
- Annually, staff and volunteers must sign a voluntary disclosure statement.
- A check of the National Sex Offender Registry (www.nsopr.org) is done on each staff member and volunteer.
- Two reference checks and verification of previous work is done following personal interviews for paid staff.

We share these practices with our rental groups as per American Camp Association standards and encourage user groups to screen their volunteers and staff who accompany groups while using Mount Luther.

Telephones

Telephones are located in all buildings in camp. These phones can receive calls but cannot make long distance out-going calls. To make long distance calls, you must use a calling card or call collect. All phones work for 911 emergency calls. A list of emergency numbers as well as staff phone numbers are located next to each phone.

To make an out-going call, simply pick up the phone and dial out. Our main phone number (Line 1) is (570) 922-1587. The alternate number (Line 2) is (570) 922-1150. Calls for retreat groups can only be received when they come through LINE 2. Give this number (570) 922-1150 to those who may need to call you during your stay. If LINE 2 rings (single ring) you may pick it up and answer it. Please do not pick up LINE 1 during your stay. It will be answered by Mt. Luther Staff during business hours (8:00 a.m. to 3:00 p.m.) and by voice mail at other times. To make a call to another building, pick up the receiver and hit the INTERCOM button. Dial the code (listed next to each phone) for the extension. Calls within camp are distinguished by a DOUBLE RING. If you hear a double ring at your location, you are getting a call from another camp building. Simply pick up the phone and talk.

Vehicles and Parking (TR-4)

- 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.
- Transportation is prohibited in the backs of pickup trucks or wagons where seats are not attached to the vehicle.

Safety and Emergency Orientation

(OM-8, PD-5)

Safety Guidelines

- In case of fire call 911 and retreat to a safe location
- In case of medical emergency call 911
- 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 the stream and pond

Supervision Requirements

- Youth groups should have the following adult to youth ratios:
 - 4-5 years old 1:5
 - 6-8 years old 1:6
 - 9-14 years old 1:8
 - 15-18 years old 1:10
- **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.**
- Group leaders are responsible for the behavior and control of their participants.
- The challenge and/or ropes course is to be used only with permission and under proper supervision
- When hiking on the trails, please go with at least one other person. Children and youth should always have an adult with them

Program Restrictions

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

Emergency Communication

In case of any emergency or incident, groups are to notify the following persons 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 gate to meet the emergency response team and direct team to the emergency 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
- 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 period. Do not permit participants to leave shelter until the 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

- 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 maintenance director.
 - The director will initiate their search and rescue procedures.

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

All rental groups will be responsible to provide first aid, emergency care, and emergency transportation for themselves. A list of emergency numbers are posted next to each phone at the camp. Rental groups are also responsible for providing their own first aid supplies. Additional first aid supplies can be obtained in an emergency from the camp office or from the site manager. All accidents, injuries and incidents should be reported to the camp administration. An accident/incident form (provided in this packet) must be filled out and turned in to camp office.

Health Information (HW-25)

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

- 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 while at Mount Luther.
- 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 on camp premises. 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.

Checklist for Event at Mount Luther

Here's what you need to do for us to make your stay at our camp run smoothly:

Step One: Confirm Your Reservation

- Return contract to us within 21 days of receipt to confirm reservation
- Include the non-refundable deposit with the contract to secure your date.
- Send a copy of your Certificate of Insurance

Step Two: Call Us Two Weeks Prior to Event and Tell Us:

- Final count of participants
- Number of cabins needed (remember the minimum charge is 5 people per cabin)
- Final count of meals (if we are providing)
- Any special dietary requests or menu requests
- Any special needs (e.g. equipment)
- If you would like to have the gift shop open during your stay

Step Three: Following the Event

- Complete the green sheet and leave on table in lodge
- Wait for an invoice to be mailed to you
- Pay for your event in a timely fashion

Directions to Reach Mount Luther

From Interstate 80

Take the Lewisburg exit and follow Route 15 South to Lewisburg. Turn west on Route 45, and continue through Lewisburg, Vicksburg, and Mifflinburg. Continue on Route 45 W until you come to Christ's United Lutheran Church (about 3.5 miles outside of Mifflinburg) which will be on your left. Follow the directions below from Christ's United Lutheran Church.

From Harrisburg

Follow Routes 11/15 North to Route 104 North (about 4 miles north of Liverpool). Turn west on Route 104 and continue to Middleburg and then Mifflinburg. Turn west onto Route 45 at Mifflinburg and go about three miles until you come to Christ's United Lutheran. Follow the directions below from Christ's United Lutheran Church.

From State College

Follow Route 45 from State College through Hartleton. Continue on Route 45 E until you come to Christ's United Lutheran Church, which will be on your right. Follow the directions below from Christ's United Lutheran Church.

From Christ's United Lutheran Church

If traveling on Route 45 West, you will turn right onto Pleasant Grove Road at the church. If traveling east, you will turn left onto Pleasant Grove Road. Look for the street signs. There are red and white signs with directional arrows for Camp Mount Luther from the Lutheran Church all the way back to the camp. You will stay on Pleasant Grove Road until you come to Moll Road. There, you will take a left (again, there is a red and white sign at this "Y" in the road.) The camp is about 2.6 miles from Route 45.

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 Labor Day weekend, 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 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.
- 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 and Damage - Licensee agrees to pay Mount Luther the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee's use. 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.
- 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 its 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.

WELCOME TO CAMP MOUNT LUTHER

