

2023 POLICIES and PROCEDURES for Retreat/User Groups

Prior to arrival, please share this information with your
group.

GENERAL INFORMATION:

1. Quiet Hours: 11 PM – 7 AM
2. Directions to Pardee Hospital are posted on bulletin boards in the Main Dining Hall, Laurel Lodge, Redbud Lodge, and Thrushwood Lodge.
3. Safety/Emergency Procedures are posted in buildings.
 - a. Safe Zones for Tornados / Severe Weather: Thrushwood Lodge Basement, Laurel basement, Dining Hall Bathrooms, Cedar Bathrooms
4. All Program Areas and Waterfront are off limits without Tekoa Staff supervision. These areas include but are not limited to the challenge course, high ropes course, ziplines, boats, climbing tower, and tree climb.
5. Areas off limits to all guests: shop area, bamboo field, staff lodging (including Redbud), maintenance area and waste site.
6. Emergency Contacts are posted on bulletin boards in each of the lodges and the Dining Hall.
7. Emergency exit signs are posted in all living/sleeping areas.
8. The speed limit in camp is 10 mph.
9. The camp bell is ONLY to be used to signal meal times and to alert camp staff of an emergency.

Information for Picnic/Day Groups:

Check-in time for all picnic groups is **2:00 p.m.** or later unless prior arrangements are made with the director.

Please remember to follow user group polices regarding clean-up of facilities.

CARE OF SITE & FACILITIES:

1. Graffiti is unsightly and damaging. Violators must clean it off and/or pay for damages.
2. Park in designated areas. ROADS MUST BE KEPT OPEN AT ALL TIMES FOR EMERGENCY PURPOSES.
3. Keep Tekoa clean by picking up trash and disposing of it in trashcans located throughout camp.
4. Please do not disturb any natural wildlife such as plants, trees, animals, animal habitats, etc.
5. All equipment such as basketballs, 4 square balls, etc., should be properly stored at the end of each day.

Tekoa is not responsible for personal property lost or stolen while at camp.

RECREATIONAL ACTIVITIES:

1. All activities must have adult supervision.

2. Activities that are NOT permitted: paint ball, food fights, improper toilet paper use, etc. If you have any questions, please ask a staff person.
3. The ziplines, challenge course, swimming area, high ropes course, tree climb, canoes/paddleboats, and climbing tower require the supervision of Camp Tekoa Staff.
4. The Ninja Cave bouldering wall requires adult supervision. Please ask your camp host for more information.
5. All fishing in Tekoa Lake is catch and release. Tekoa has a limited number of poles for use. Tekoa does not provide bait or tackle.

MEALS AND CLEAN UP:

Overnight retreat groups are required to use Tekoa food service.

If your group is staying in Thrushwood Lodge you must provide disposable dining ware, cups, paper towels, etc.

Lids on garbage cans should be on at all times except during meals and clean-up. Can liners are located in on the shelf in the dining hall. Empty all Dining Hall trash cans after the evening meal or when full. Place tied trash bags and recycling bags in dumpster located behind dining hall.

All building doors must be securely closed at night and lights turned off.

EMERGENCY CARE:

CALL 911 FOR ANY LIFE THREATENING INJURIES OR ILLNESSES.

In the event of an accident and/or injury please report it to the staff person on duty. Copies of the accident and/or injury report must be turned in to the camp office.

Information about Camp Tekoa is located in the glass case inside the dining hall.

1. Each group must provide and identify a person currently trained in CPR & Standard First Aid, including training on blood borne pathogens and use of breathing devices.
2. Each group must provide basic first aid/CPR supplies and equipment. Please visit the camp office if you need extra supplies.
3. Please report any accidents, injuries and/or illnesses to the staff person on duty. An accident form must be completed and signed by the staff person on duty.
4. The group must provide transportation for the sick or injured.
5. Please remember to bring: Names and addresses of all participants, emergency contact names and phone numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations, and signed permission to treat waivers for minors without a parent/guardian on site.
6. The group is responsible for all medical bills related to an accident, injury and/or illness unless such loss or injury results from the negligent or willful act of an employee of United Methodist Camp Tekoa acting within the scope of his/ her employment.
7. All medication MUST be stored and locked away from the group except when in controlled possession of the person administering medications. Exceptions include Epi-Pens, Inhalers and other medications for life-threatening conditions

HEALTH & SAFETY:

1. EVERYONE SHOULD ATTEND THE ORIENTATION SESSION CONDUCTED BY THE CAMP STAFF PERSON HOSTING YOUR GROUP.
2. **All groups must send a copy of your insurance liability coverage. Please enclose it with your reservation form.**
3. Camp Tekoa is a smoke/tobacco free site. We do have a designated smoking area. Smoking and vaping are not permitted in any of the buildings or other areas of camp. A \$200 fine will be charged to the group for any violation of the "Tobacco Free" policy.
4. Alcohol and/or illegal drugs are NOT permitted. Any violation of this policy will result in immediate dismissal from the camp.
5. Guests are never to ride in the back of open vehicles such as trucks, trailers, etc. ALWAYS ride inside a vehicle with your seatbelt buckled. All vehicles must be driven by a licensed driver.
6. Firearms, weapons, fireworks, etc., are not permitted.
7. No pets are allowed at camp except service animals.
8. Read and obey signs/rules at activity areas.
9. No swimming and/or wading unless a Camp Tekoa Lifeguard is on duty.
- 10: Children/youth under 18 years of age must have an adult supervising them at all times. Recommended ratios for adult supervision of children and youth:

Age: 4-5 1 adult: 5 Children
Age: 6-8 1 adult: 6
Age: 9-14 1 adult: 8 youth
Age: 15-18 1 adult: 10 youth
- 11: The staff person on duty, accompanied by another staff person or group member, may enter your building at anytime to address security, safety, or mechanical concerns.

General Consent and Liability Waiver

Duties of User Group

Immediately upon the user group's stay at Camp Tekoa, Inc., the user group shall inspect the Property for safety, dangers and usability. The user group shall then immediately report to Camp Tekoa, Inc., any pre-existing damage to the property or the existence of any danger on the Property which may cause injury to user group participants, or user group guests. At the end of the reservation date, User Group shall clean and restore the Property to its condition before the reservation date. All facilities are inspected by Camp Tekoa Staff within 24 hours prior to a User Group's arrival.

Limitation of Liability

To the fullest extent permitted by the law, User Group shall indemnify, defend, and hold harmless Camp Tekoa, Inc., owner and their respective officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the negligent acts of the User Group, User Group members, User Group participants, User Group social guests, or for any entity for which the User Group is legally responsible or vicariously liable.

Camp Tekoa, Inc., requires that User Group obtain and maintain at all times during the term of this agreement a policy of general liability insurance from an insurance company licensed to do business in the State of North Carolina. Such insurance shall name Camp Tekoa Inc., as an additional insured and shall be evidenced by a certificate of insurance and submitted to Camp Tekoa, Inc.

Required - Minimum Limits of Liability:

\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)

\$1,000,000 Personal and Advertising Injury Limit

\$2,000,000 Products & Completed Operations Aggregate

\$2,000,000 Bodily Injury and Property Damage Aggregate

\$100,000 Damage to Rented/Leased Premises

\$5,000 Medical Payments

Recommended - Excess or Umbrella Liability (to overlay Commercial Liability Coverages) \$1,000,000
occurrence/aggregate

In the event User Group does not commonly maintain a general liability policy, an affordable, and short-term, Special Events Policy may be purchased through an agency/company licensed to provide the required coverage in the State of North Carolina.

Participant Agreements

User Group also guarantees to have all participants in sporting events or activities that involve physical exertion on Camp Tekoa Property to complete and execute the Participant's release form. (Forms are available on-line)

I have read the policies and liability waiver agreement for the use of United Methodist Camp Tekoa and will share these policies and the waiver agreement with my group.

Signature of Person in charge of the group Date

Printed Name