

## **2014 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.
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, bouldering wall, and tree climb.
5. Areas off limits to all guests: shop area, bamboo field, maintenance area and waste site.
6. After hours help (11PM – 7 AM).

Phone numbers for staff on call will be 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 zipline, challenge course, swimming area, high ropes course, tree climb, canoes/paddleboats, and the climbing tower require the supervision of Camp Tekoa Staff.
4. The Mini-climbing 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 cane poles for use. Tekoa does not provide bait or tackle.

#### KITCHEN USE:

Anyone working in the kitchen should thoroughly wash his/her hands with soap and warm water prior to working in any area of the kitchen.

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

If your group is preparing meals in the main dining hall kitchen a Tekoa Staff person will be on kitchen duty to assist you.

In order to ensure the health and safety of everyone in your group, groups preparing their own meals must observe the following procedures:

1. Sanitized utensils and equipment must be used for food preparation.
2. All dirty dishes, utensils, pots and pans, etc., must be run through the Hobart Mechanical Dishwasher/Sanitizer. Use the following Sanitizing Standards:

Mechanical Dishwasher:

Wash Cycle: 150 degrees F.

Rinse Cycle: 180 degrees F.

\*\*\*All dishes, utensils, pots, pans, etc., must be air-dried. Please do not use a towel/rag to dry any dishes, utensils, pots, pans, etc.

3. Clean and sanitize all food preparation surfaces after each use. This includes: counter tops, tables, cutting boards, etc.

Procedure:

A. Clean surface with wet rag.

B. Spray bleach solution on surface and let stand for at least 2 minutes.

C. Use a clean rag to wipe off the surface.

4. Proper Food Handling:

A. Utilize food thermometers to determine temperature of foods. Food should be cooked to a minimum of 165 degrees. Food can be kept in the warming bin at a minimum of 145 degrees. Cooked foods should be served as quickly as possible and should not fall below 145 degrees prior to serving.

B. Leftover foods should be stored in the refrigerator.

5. Lids on garbage cans should be on at all times except during clean-up and food preparation. Can liners are located in kitchen closet. Empty all Dining Hall trash cans after the evening meal or when full. Place tied trash bags in service truck located behind dining hall.

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.

A phone is located on the dining hall porch. Information about Camp Tekoa is located beside the phone.

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.

## 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 is not permitted in 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.

6. Firearms, fireworks, etc., are not permitted.

7. Pets must be on a leash or contained at all times. No pets are allowed inside the buildings. Seeing eye dogs are permitted.

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 years    1 adult: 5 Children

Age: 6-8 years    1 adult: 6

Age: 9-14        1 adult: 8 youth

Age: 15-18      1 adult: 10 youth

11. The staff person 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.

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Signature of Person in charge of the group Date

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Printed Name