

# Camp Roger Camp Scottie

## Camp Roger Rental Policies & Frequently Asked Questions

### RESERVATION INSTRUCTIONS

**Initial Reservations:** All reservations will be made through Camp Roger's Hospitality Director, Deb Medendorp ([office@camproger.org](mailto:office@camproger.org)). Reservations are available on a first come first serve basis. Groups may tentatively hold a spot for up to one week. Contact us for available dates by calling (616-874-7286) or emailing your request through the form located on our website at <https://camproger.org/retreats/>.

**Contract Details:** Once your group has confirmed an event date with us, a contract will be sent. The contract must be signed and returned with the deposit and insurance documents by the expiration date. If your group cannot make the deposit by the expiration date, please call the office.

**Final Invoice:** A final invoice will be processed and sent after the completion of your retreat. The deposit will be deducted from the invoice, and your group is responsible to pay the balance due within 30 days of the final invoice.

**Cancellation Policy:** Cancellations more than 90 days prior to rental date are eligible for a 50% refund of the deposit. Cancellations made less than 90 days from rental date are non-refundable.

In the unlikely event that it is necessary for Camp Roger to cancel your rental, a full refund of your deposit will be given.

**Severe/Inclement Weather Policy:** If there is severe/inclement weather and your group needs to cancel the reservation, the original deposit that has been paid can be transferred to a future date. If a new reservation is not possible, Camp Roger reserves the right to determine if the deposit is refundable or not. Deposits are not refundable or transferrable due to rainy or cloudy conditions during your group's scheduled stay.

If severe weather occurs while your group is at Camp Roger, please see the guest booklet for safety guidelines and note the location of emergency exits and shelter areas posted in our facilities.

**Planning Information Deadlines:** At least a week prior to your arrival, your group leader should provide a final retreat schedule, final meal counts (if our staff is cooking), requests for equipment or meeting space, and your group's arrival time to our Hospitality Director. Group leaders are responsible for registering their own guests and payments/communications with the individuals in your group.

**Safety Orientation and Guidelines:** Group leaders are expected to provide a general orientation for their participants which should include a review of the rental rules/policies, waterfront guidelines (if water activities are in your schedule), and general camp safety rules.

## **ENTRANCES AND PARKING**

**Multiple entrances:** Our main entrance is located on 8356 Belding Road, Rockford, Michigan. This is a seasonal, one-way gravel road that winds into camp. Cars and vans may use this entrance.

Busses should use our back entrance. To find this, drive past the main entrance on Belding Road, past Bostwick Bakery on the right, and turn right onto Pottawatomie Trail. Drive up the hill and turn right, following the gravel road to the back entrance and Circle Drive.

Camp Roger's main entrance is NOT plowed in the winter; please use the back entrance during those months.

**Parking:** Guests should park in designated parking areas (large lot to the east of property, parking spaces next to gazebo, and/or main camp by Ridge Hall). Please advise your guests of the parking areas before their arrival. In the winter, all parking areas and main camp will be plowed.

For the safety of guests, vehicles are not permitted up and around the cabins.

## **ARRIVAL AND DEPARTURE INSTRUCTIONS**

**Welcome:** Whenever possible, a Camp Roger representative will greet your group leader upon arrival and review important information from the guest binder. A set of keys will be given to the group leader for use in approved buildings around camp: Key #0--Ridge Hall, Key #11--cabins and Lodge Top and Lodge Basement. Please leave keys with the guest binder in Ridge Hall upon departure. Locked buildings and those not listed in #11 are off-limits for rental groups.

**Weekday Arrival and Departure:** Both arrival and departure times should be communicated during initial booking with Camp Roger's Hospitality Director. Times are flexible but may be limited due to multiple groups being onsite.

**Weekend Arrival and Departure:** Check-in time is 3:00 pm on either Friday or Saturday. Check-out time is 1:00 pm on either Saturday or Sunday. These times may be changed with prior approval.

**Late Departure:** A request for a later departure time on Saturday can be made two weeks prior to your arrival. Late check-out on Sunday may be requested at time of booking but is not guaranteed since other groups may be booked for Sunday arrival.

**Responsibilities Prior to Departure:** Please see guest binder for complete instructions of final cleaning procedures and responsibilities.

## **HEALTH, FIRST AID AND INSURANCE INFORMATION**

**Certificate of Insurance:** Along with your signed contract and deposit, Camp Roger requires a copy of your group's certificate of insurance showing the limit of your general liability and medical payments. The certificate should also show Camp Roger as an additional insured.

**Injuries:** If there is an injury while on Camp Roger's property, medical claims must be submitted through your primary health insurance.

Please notify Camp Roger of any injuries or accidents that occurred during your stay by filling out the incident report sheet found in the back of the guest binder.

Groups are responsible for providing their own first aid, supplies, emergency transportation, and emergency care.

Groups are advised to provide a qualified adult to be on duty for emergency care who has a current certification in CPR; for participants age 18 or under, this adult should also be certified in first aid.

**Emergency Information:** The med-center closest to Camp Roger is Spectrum Health Med Center, 5378 Plainfield NE (corner of Plainfield and Northland Drive); phone is 616-363-0881. Injuries occurring outside the operating hours of the Spectrum Health Med Center could be taken to Butterworth Hospital in Grand Rapids.

In case of fire, serious injury, or other emergencies requiring police, fire or ambulance assistance group—**dial 911**. Inform dispatcher that you are at Camp Roger, 8356 Belding Road, Rockford, Michigan, south of Bostwick Lake.

Groups are advised to gather the following information from each participant prior to arrival: (1) name and address; (2) emergency contact information; (3) allergies or health conditions that require treatment, restriction or accommodation while on site; and (4) a signed permission form to seek emergency treatment for minors without a parent on site.

If electrical service at camp is interrupted during your event, be advised that Camp's well, water supply, WIFI, and phone systems will not be operable. Please contact the staff member on-call immediately.

## **SITE RENTAL INSTRUCTIONS AND POLICIES**

**Meals:** As a rental guest, you are welcome to use our commercial kitchen in Ridge Hall. Please follow these guidelines:

1. All plates, silverware, cooking utensils, pans, serving bowls, etc. are provided for your use.
2. Groups should bring their own paper products (plates, cups, bowls, napkins). Use only clean and sanitized utensils and equipment during food preparation.
3. Clean and sanitize food contact surfaces after each use.
4. Minimize time that potentially hazardous foods remain in the temperature danger zone of 40-140 degrees F. Please notify staff immediately if walk-in refrigerator reads higher than 40 degrees.
5. Wash and dry all dishes per instructions posted in kitchen. Store items in their original locations.

### **Food Service Options:**

1. Camp Roger can be hired to prepare a minimum of at least two back-to-back meals (for example Breakfast/Lunch, Lunch/Dinner). See Camp Roger Facility Rental Information Sheet for complete information on fees.
2. Your retreat schedule (including meal times) must be provided for the Hospitality Director one week prior to arrival. Meals may be scheduled at times that work best with your group.
3. Special dietary restrictions may be accommodated. Please communicate these requests with the Hospitality Director within a reasonable timeframe.
5. Meals will be fully planned and served by Camp staff. If you would like to know what is being served or would like to provide input, please contact the Hospitality Director within two weeks of arrival.

**Wireless Internet and Audio-Visual Equipment:** Camp Roger provides internet access in all main spaces and meeting rooms to our guests. Login credentials are available in your guest binder. Internet access in cabins may be spotty due to location and distance from main buildings.

Ridge Hall has a dual-screen projection system with connected audio. The system includes two wireless microphones and can be connected to a laptop via HDMI or VGA input, in order to use video projectors. A portable screen, projector, and presentation easel are available upon request. Laptops are not provided.

Each smaller meeting space has specific equipment. See descriptions of these rooms on the Camp Roger Facility Rental Information Sheet and our website.

**Cabins:** Our cabins have twin-size mattresses on bunkbeds. All mattresses have anti-bacterial covers on them. Sleeping bags or twin-size sheets/blankets should be brought for sleeping use.

The Lodge apartments and sleeping areas have a variety of twin beds, queen beds, or bunk beds.

We do not provide linens or towels. Please do not put mattresses on the floor or move the beds or bunkbeds in any sleeping area. Doors should not be left open to cabins or buildings as insects, squirrels and chipmunks might get inside.

**Specific Buildings and Areas Available for Renters:** As the rental group, many areas and buildings on Camp's property are yours to use and are included in your rental fee. There is no additional charge for the use of Ridge Hall Conference Room, Ridge Hall Couch Room, Ridge Hall Dining Room, Ridge Hall Kitchen, Lodge Top, Lodge Basement, Cabins, Chapel Grove, Covered Gazebo, Waterfront, or Outdoor Areas.

We ask that you indicate on your event request form which buildings and areas you would like to use for your rental event. See above list.

Frequently, another group may be on site for outdoor education or adventure course programming and activities. These groups are carefully scheduled as to not interfere with your group's planned activity schedule that you have provided for us.

**Staff On-Site:** Several Camp Roger staff members live on-site throughout the year. They will not be in rental areas during your stay. In your guest binder you will be given the contact information for the on-call staff member who will assist you with any questions during your stay.

**Sledding:** Camp Roger offers a sledding hill for groups during the winter. The groomed path is located behind Ridge Hall. To turn on lights for the path and sledding hill, find the switch located on the pole at the top of the hill. Please only use this sledding hill for sledding activities. Adult supervision is always required. Sledding is done at your own risk.

**Campfires/Fireplaces:** Campfires are limited to designated fire pits located in various areas around camp. The guest binder contains a map with these locations. Firewood is located at campfire pits and in the wood shed beside the Lodge. Please help yourself. Do not use lighter fluid to start fires. Gather small sticks from the woods or the fire starters available in Ridge Hall. Rental groups are required to provide proper supervision and fully extinguish fires when finished.

Fireplaces are located within Ridge Hall, Lodge Top and Lodge Basement. We ask that the use of these fireplaces be supervised and that fires be fully extinguished when finished.

**Heat and Lights:** Please help us save on our heating and electric bills by turning off lights as you leave buildings. Turn thermostats in cabins down to 55 degrees and close all windows before departure.

**Camp Equipment:** Return all camp equipment to the proper locations. Brooms should be put in the broom storage, and mops back in the closet. Groups are responsible for any property and equipment damage beyond reasonable wear and tear. Please report damages on the feedback sheet located in the guest binder.

**Personal Belongings:** Participants are responsible for their own belongings while at camp.

**Quiet Hours:** Quiet hours are observed from 11:00 pm to 7:00 am.

**Trash:** All trash should be brought to the dumpster marked "Trash" located in the loading dock area, to the east of the kitchen. All cardboard should be flattened and put in the "Cardboard Only" dumpster.

## **WATERFRONT GUIDELINES**

Rental groups are instructed to read and follow the outlined guidelines for use of Little Bostwick Lake and swimming area:

1. All swimming and watercraft activities must be supervised by a minimum of two responsible adults. At least one of the adults supervising must be a currently certified lifeguard and certified in first aid and CPR. Additional, non-certified adults may be used as lookouts, based on the number of swimmers. The ratio of guards/lookouts to swimmers should be 1:10. All lifeguards/lookouts should always be attentive to their responsibilities and be located in positions from which they can readily observe and assist participants. There should be a certified guard in each separate area of swimming and watercraft location. The nearest phone is in the kitchen. It is advised to have a working cell phone with an adult lookout.
2. Minor children should never be allowed at the waterfront without adult supervision.
3. For safety, and to protect the hill from erosion, use only the designated waterfront steps when going to or coming from the waterfront (next to the Staff Cabin). Do not run down the waterfront steps or the hill to the waterfront.
4. General Waterfront Rules:
  - a. Enter and leave the waterfront area *only* by the steps. Do not go over or under or around the fence.
  - b. Personal items (towels, shoes, glasses, watches, etc.) may be left by the deck. It's unsafe to wear chains or dangling earrings while swimming.
  - c. Campers may not chew gum or have candy in their mouth while swimming.
  - d. Masks, fins, snorkels, inner tubes, lifejackets are not allowed in the swimming area during recreational swim.
  - e. Campers are not to talk to, bother, splash, or distract the lifeguards; they have an important job to do.
  - f. Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.

- g. Do not swim under the docks.
  - h. Remain within the swimming enclosures.
  - i. No head-first diving from the side of the docks into the shallow or deep.
  - j. Two people must be in a boat or canoe; up to three people are allowed in rowboat at one time.
  - k. No tipping, banging, splashing or other messing around is allowed in the boats, canoes.
  - l. Small Craft: Stay away from shore except in the landing area.
  - m. Small Craft: Stay out of the lily pad area and do not pick the blossoms.
  - n. Do not stand up in the boats or canoes.
  - o. All participants must wear lifejackets while using watercrafts.
  - p. The Rope Swing ramp and the Rope Swing are off-limits to rental groups.
5. No swimming or watercraft activities should occur after sunset.
6. Paddles, oars, and lifejackets must be locked in the boathouse when not in use. Return boats and canoes to proper areas. (Boathouse is off-limits from November - April).
7. Upon request, Camp Roger will provide the following rescue equipment for swimming activities: whistle, back board, throw ring, rescue tube. Groups may provide additional safety equipment, if necessary.
8. Groups are instructed to institute a safety system to quickly account for all participants at the waterfront. The "buddy system" is a common example of a tracking or safety system for swimmers; a sign-in and sign-out system using a clipboard is another effective system. The swimming ability of participants should be evaluated prior to swimming and non-swimmers should be restricted to the shallow area. Lifejackets are in the boathouse and should be worn by all participants in watercraft.
9. Emergency and rescue equipment should be provided by the group renting camp.
10. All participants should receive a safety orientation prior to each swimming or watercraft activity to review safety rules, practices, and emergency procedures. For swimming this should include a swimming skill evaluation, assignment to swimming areas, and review of safety rules and procedures. For watercraft activity this orientation will include instruction on boarding, debarking, trimming and movement on the craft, the use of lifejackets, and self-rescue in case of capsize or swamping. The group instructor must be certified by a nationally recognized certifying body or have experience in teaching watercraft skills.
11. Groups should be aware of the dangers of diving into water less than 10 feet deep; dive only off the end of the docks where you see a green strip.

## **SUPERVISION OF PARTICIPANTS**

The rental group assumes responsibility for the safety of all activities and events and is always required to provide adequate supervision of participants. Please see the following ratios recommended for supervising minor children:

<b>Ages of Campers</b>	<b>Ratio of Staff Per Camper:</b>	<b>Daytime Camper</b>	<b>Overnight Camper</b>
4 - 5	1	6	5
6 - 8	1	8	6
9 - 14	1	10	8
15 - 18	1	12	10

Groups are advised that at least 80% of staff should be 18 years or older; all staff should be at least 16 and at least 2 years older than the minors they are working with. All user-group leaders with responsibility or access to campers must be screened appropriately.

Camp Roger advises that rental groups provide training to all staff to minimize the potential of any rental group personnel being in a one-on-one camper/personnel situation when out of sight of others. With proper supervision and safety procedures in place the chances of injury to participants are minimized.

Groups are instructed that the following activities should be supervised by at least two adults provided by your group: archery, cross-country skiing, sledding, walking on frozen lakes, ice-skating, walking on or near roadways, boating, canoeing, hiking or any activity near water. A safety orientation should be conducted by the adult leaders prior to the activity.

Hunting by rental groups is not allowed on camp property or the adjoining county nature preserve. However, hikers are advised to wear bright colored clothing in the woods during deer-hunting season.

For safety and supervision policies regarding aquatic activities see Waterfront section.

## **PROHIBITED ITEMS AND AREAS**

1. Group participants are not allowed to bring pets to camp.
2. Alcohol, illegal drugs and smoking are all prohibited.
3. Firearms, ammunition and fireworks are not allowed on Camp Roger property.
4. The Adventure Course (high ropes, climbing tower, zip line) as well as our Low Ropes Course are off-limits unless our staff has been hired to facilitate these activities.
5. The Rope Swing at the waterfront is not available for rental groups.

## THINGS TO DO DURING YOUR STAY

**Frisbee Golf Course:** Located in main camp.

### **Sand Volleyball Court**

**Gaga Ball:** Pits near both cabin areas.

### **Nine Square in the Air**

**Swimming:** Only in designated swim area at Little Bostwick Lake (must provide own lifeguards).

**Broom Ball:** Available in the winter on Little Bostwick Lake. Going out on ice is at your own risk.

**Hiking Trails:** There are many trails on Camp Roger's property. Pickerel Lake is at the south end of our property and has trails all the way around it.

**Canoeing:** Open during the fall and spring (must have own lifeguard on duty).

**Prayer Walk:** Walk around Little Bostwick Lake. See prayer walk guide with your guest binder.

**Adventure Course:** Climbing tower, zipline, high ropes course and low ropes course must be facilitated by Camp Roger. These activities must be scheduled in advance. Additional charges will apply.

**Vertical Playpen:** This activity is for advanced, experienced climbers and must be scheduled in advance and facilitated by Camp Roger. Additional charges will apply.

**Nature Classes:** Must be scheduled in advance for an additional charge.

We hope you have an amazing time at Camp Roger! If you have any questions while you are here, feel free to contact the on-call staff member. Or if you have questions regarding availability or need to make changes to your reservation, contact our Hospitality Director, Deb Medendorp, at [office@camproger.org](mailto:office@camproger.org).