

# Camp Roger Camp Scottie

## Camp Scottie Rental Policies & Frequently Asked Questions

**Please note: Camp Scottie is a secondary campus of Camp Roger in Rockford, Michigan. All mentions of Camp Roger in the document below pertain to this relationship.**

### 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 Scottie, 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**

**Entrance:** Camp Scottie's main entrance is located at 8181 Newcosta, Howard City, Michigan. This is a two-way gravel road that winds into Camp.

**Parking:** Guests should park in designated parking area (large lot to the east of property near pole barn). Please advise your guests of the parking area before their arrival.

## **ARRIVAL AND DEPARTURE INSTRUCTIONS**

**Welcome:** For new groups, it is recommended that you take a tour of the grounds with our staff prior to your rental visit.

Upon arrival for your rental visit, enter the unlocked double doors on the south side of Tamarack Lodge. As you enter the building and look to your right, you will see a binder (which includes a welcome letter and the cleaning checklist) as well as a set of keys for you to unlock any doors necessary for your stay (sheds and other buildings throughout the site are locked and off-limits to 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 5:00 pm (Please note that during the summer, check-in time is at 6:00 pm) on Friday. Check-out time is 1:00 pm on Sunday. These times may be changed with prior approval.

**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 Scottie'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 emergency room closest to Camp Scottie is Spectrum Butterworth, 100 Michigan Street NE, Grand Rapids, MI 49503; phone is 866-989-7999.

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 Scottie, 8181 Newcosta, Howard City, Michigan, north of M82.

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 Tamarack Lodge. 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 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 Scottie can be hired to prepare a minimum of at least two back-to-back meals (for example Breakfast/Lunch, Lunch/Dinner). See Camp Scottie 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.
4. 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:** Tamarack Lodge has limited internet access due to our campus being in a wooded area. Camp Scottie has satellite internet that is reliable for email and document sharing but is not meant to be used for streaming video. Login credentials are available in your guest binder.

Camp Scottie has a dual-screen projection and portable projector screen. Laptops are not provided.

**Bunkrooms:** Our bunkrooms 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.

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 buildings as insects, squirrels and chipmunks might get inside.

**Specific Buildings and Areas Available for Renters:** All outdoor areas, Tamarack Lodge, Creekside Center (spring, summer, & fall only) on Camp's property are yours to use as the rental group and are included in your rental fee.

**Campfires/Fireplaces:** Campfires are limited to designated fire pits located in various areas around camp. Firewood is located at campfire pits and in the wood shed beside Tamarack Lodge. Please help yourself. Do not use lighter fluid to start fires. Rental groups are required to provide proper supervision and fully extinguish fires when finished.

Fireplaces are located within Tamarack Lodge and Creekside Center. Before starting a fire, please make sure that the flue is open. 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 thermostat in Tamarack Lodge down to 55 degrees and close all windows before departure.

**Camp Equipment:** Return all camp equipment to the proper locations. 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 10:00 pm to 7:00 am.

**Trash:** All trash should be brought to the dumpster located in the parking lot area, north of the pole barn.

## **WATERFRONT GUIDELINES**

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

1. All swimming 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 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 only by the opening in the fence. Do not go over, 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 dock.

h. Remain within the swimming enclosures.

i. No head-first diving.

5. No swimming activities should occur after sunset.

6. Emergency and rescue equipment should be provided by the group renting camp.

Upon request, Camp Scottie will provide the following rescue equipment for swimming activities: back board, rescue tube. Groups may provide additional safety equipment, if necessary.

7. 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.

8. All participants should receive a safety orientation prior to each swimming 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.

## **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: walking on frozen lakes, walking on or near roadways, 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. 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 Scottie property.
4. The Low Ropes Course is off-limits unless our staff has been hired to facilitate these activities.

## **THINGS TO DO DURING YOUR STAY**

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

**Sand Volleyball Court\***

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

**Mole Ball\***

**Swing Set**

**Outdoor Basketball Court\***

**Athletic Field:** Regulation size\*

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

**Broom Ball:** Available in the winter on Lake Gordon. Go out on ice at your own risk.

**Hiking Trails:** There are many throughout Camp Scottie's property.

**Low Ropes Adventure Course:** Use of the low ropes course must be facilitated by Camp Scottie staff. These activities must be scheduled in advance. Additional charges will apply.

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

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

\*Balls/Frisbees located in Tamarack Lodge.

We hope you have an amazing time at Camp Scottie! 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).