

GENERAL USE POLICIES--GRAND OAKS

Note: Italic print applies specifically to summer camps only.

CAMP RENTAL & USAGE

- 1) The purpose of Grand Oaks Baptist Assembly, Inc. is to provide a suitable place whereby churches, associations and individuals may conduct programs and activities that may win the lost to Christ, disciple the saved, and train persons in Christian service.
- 2) Grand Oaks facilities are available to churches of participating Baptist Associations. They are also available to other groups as approved by the Executive Board or its Administrative Committee when space is available. In keeping with the purpose for Grand Oaks Baptist Assembly, the management has authority to schedule or refuse use of the Assembly grounds. In matters of faith & practice, the Grand Oaks Baptist Assembly, Inc. adheres to the 2000 Baptist Faith & Message. Organizations and individuals wishing to use Grand Oaks facilities must comply with the Grand Oaks statement of faith. A copy of this document is available on the grandoakscamp.org web site.
- 3) Summer camps are pre-scheduled on a rotating basis among the cooperating associations of churches. As a result, the facilities are not available to other groups to hold weekday camps during the summer.
- 4) When scheduling an event other than regular summer camps the following is required.
 - a) A deposit. This applies to the total PAYMENT which will be DUE AT THE END OF THE EVENT. Deposit is refundable if the event is canceled at least 4 weeks in advance of the set date.
 - b) A signed agreement with Grand Oaks. A "rental agreement" form will be sent for the group sponsor to sign and return.
 - c) A certificate of "also insured" from the rental group's insurance carrier naming Grand Oaks Baptist Assembly, Inc. for the dates the group is present.
 - d) A statement, signed by the pastor or person in authority, from the church or sponsoring organization affirming that all individuals accompanying minors have been properly screened and that current background checks are being maintained on them. Signing the "reservation agreement" is regarded as affirmation if a separate statement is not provided.
 - e) A letter of recommendation. For "non-cooperating church" groups or individuals seeking to use Grand Oaks, a letter of recommendation from the pastor of a Southern Baptist Church may be requested.
- 5) *Except for the restrictions outlined below, all Grand Oaks facilities are available for use during summer camps.* During other events the facilities are rented individually on a per building basis as available.
- 6) Grand Oaks does not provide housekeeping, linens, programming, or kitchen labor. Groups using the facilities provide these and are required to clean up after themselves prior to departure. General guidelines for cleanup procedures are posted in the buildings and are available upon request of the camp manager.
- 7) *Summer camp groups are required to have a nurse available at all times.*
- 8) Grand Oaks Baptist Assembly, Inc. holds each guest group leader responsible for the activity and conduct of their group members. This includes ensuring proper leadership/camper ratios are satisfied, and Assembly policies are followed at all times. Also, Grand Oaks holds the leadership and organization renting space responsible for the physical and moral conduct of their group. Every effort should be made to ensure chaperones and counselors of children and youth are properly screened, to protect campers from acts of abuse. This might include, but is not limited to, background checks, interviews and fingerprinting.

RETREAT CENTER USE

- 1) The RETREAT CENTER is available for housing during summer camps as well as for use year round as a retreat/conference facility.
- 2) The basement multi-use room is intended for a wide range of uses. However, it should not be used for any type of recreation or craft activity that might risk unnecessary damage. *During summer camps the multi-use room should be kept locked except when a "supervised" activity is taking place.*

CHAPEL USE

- 1) The Chapel building is available for use year round and is intended to serve as a facility for a wide range of activities. However, it should not be used for any type of recreation or craft activities that might cause an unnecessary risk of damage.
- 2) The chapel should be kept locked at all times unless there is a "supervised" activity taking place there.
- 3) One person should be designated to control the sound system and should be briefed by the manager as to its proper operation. Sound equipment should not be removed from the cabinet or the building without permission.

DINING HALL USE

- 1) The Dining Hall facility is available year round. For groups other than summer camps, the 3 dining/meeting areas and the kitchen facility are rented separately, depending on the group needs.
- 2) In most instances, Grand Oaks provides the food and menus used in the dining hall. The group provides the labor. In addition, the facility may be rented for individual meals or meetings where the group provides the food. However, there are some restrictions. Ask the manager for details if needed.
- 3) *During summer camps the dining areas are available as classroom space. However, these meetings should be scheduled to not interfere with the serving of meals. After being used for classes, the tables should always be wiped down before a meal is served. With the exception of the complimentary coffee/beverage center in the main dining area, all food and drink in the dining hall are for use during scheduled meals only. Groups are to use only the dining space required for the size of group they have. If the group is serving under 140, the two overflow areas should be kept closed during meal times to reduce the amount of cleanup required.*
- 4) Diners are to enter for meals through the main door under the east shelter area. This will allow 50 to 75 persons to enter at one time. A worker will be needed to control the door so that it is not left open for extended periods of time. When the end of the line has advanced near the serving area, another group can be let in. Groups are asked to not line up along the other walls.
- 5) Diners are to exit through the south door after leaving their trays with the cleanup workers.
- 6) Dishes or food are not to be removed from the dining hall without approval of the manager.

IN GENERAL

- 1) Smoking is not permitted in any of the buildings. The butts should be properly disposed of.
- 2) Firearms of any nature are strictly forbidden.
- 3) Fireworks of any nature are strictly forbidden.
- 4) Use or possession of alcoholic beverages or illegal drugs is forbidden. Guests in noncompliance will be asked to leave.
- 5) Do not cut or damage trees, shrubs or flowers.
- 6) Do not dig holes without permission of the manager.
- 7) Do not move furniture from one building to another without prior permission of the manager. If moving of beds or other furniture is necessary, they should be tagged or noted in some way to help insure their proper return at the end of the session.
- 8) All buildings must be clean prior to your leaving the camp. The buildings and grounds will be inspected by the manager prior to your departure. Any damage noted will be the responsibility of the group using the facilities. If you find damage upon your arrival, you are advised to make a note of it and give a copy to the manager to avoid problems upon departure.
- 9) Personal refrigerators are not allowed in the cabins.
(document adopted by G.O. board 10/6/94 & later revised air conditioner policy & retreat center use for summer camps 4/04, Statement of Faith addition 4/14.)
(revisions 4/29/96, 1/6/98, 10/03, 8/04 by manager)
(document submitted to Church Mutual Insurance and found acceptable in 1997)