



## Camp Winnekeag Policies

The team at Camp Winnekeag strives to provide the best experience possible at an affordable rate for each guest. To help ensure all guests can safely enjoy their retreat and, in some cases, to retain our American Camp Association (ACA) Accreditation and comply with the regulations of the Massachusetts Department of Public Health and the local Board of Health, there are some policies that all our user groups must follow.

### Activities or Activity Areas Available

- Archery\*
- Basketball - Indoor (Activity Center Rental Required.)
- Climbing Wall\*
- Fishing (catch & release) in designated areas only with appropriate license. (See MA Division of Fisheries & Wildlife for more information.)
- Hiking
- Mountain Biking\*
- Power Boats\* (Skiing, Tubing & Wakeboarding)
- Sledding Hill
- Small Boats (Canoes & Kayaks)\*
- Soccer or other open field activities
- Swimming\*
- Volleyball – Outdoor
- Volleyball – Indoor (Activity Center Rental Required.)
- Zip Line\*

*\*Activities that require prior reservation and may require certified personnel and usage fee.*

### Activities or Actions Not Permitted

Non-compliant guests may be asked to leave camp property.

- Bullying or fighting.
- Use of firearms, including but not limited to firecrackers, guns of any kind, or articles of incendiary nature.
- Unauthorized bows and arrows, including crossbows.
- Hunting
- Cutting or trees and plants or any other defacing of nature.
- Catching, cutting, picking, or throwing anything into the lake.
- Use of the ropes course, climbing wall, archery area, equine area without certified Camp Winnekeag personnel.
- Personal use of off-road motor vehicles, motorized scooters, skateboards, or other equipment.
- Walking or any other activity on the lake during the winter season without Camp Winnekeag personnel approval.

### Bicycles, Scooters, Skateboards, Shoe-skates

Bicycles and *non-motorized* scooters are allowed in camp but must remain on the road and not allowed in buildings. Operators must wear a helmet and closed-toes shoes and any other appropriate safety gear and be courteous to all foot traffic. The long hills at the Activity Center and behind the Feather Inn (cafeteria) are off limits, as are any of the sidewalks.

**Check-in/ Check-out**

The group leader or designee is responsible to check in with the camp host prior to the group guests checking in. The group leader or designee is responsible for coordinating the remainder of the groups check in process and room assignments.

Groups are invited to check in after 3 pm on the first retreat day. Early check-in may be accommodated dependent on camp usage and must be arranged in writing prior to the group’s arrival and may incur additional charges for late checkout.

Departure time is on the last reservation day is 11 am. Late departure may be accommodated dependent on camp usage and must be arranged in writing prior to the group’s arrival and may incur additional charges for late checkout.

**Cleaning**

To help keep our costs down, groups are responsible for general cleaning, such as taking trash to the dumpsters, turning off all lights, putting equipment away, etc. Cleaning checklists are posted in each area. Should a group decide not to clean, the following charges will be incurred, dependent on the level of cleaning needed.

Activity Center (including bathrooms)	\$100+
Bathhouse	\$100+
Cabins (including bathroom)	\$25 +per room
Cafeteria (including bathrooms)	\$100+
Eagle Eye Cabin (including bathroom & kitchen)	\$75+
Ellis Lodge (including bathroom & kitchen)	\$100+
General Grounds	\$50+
Headquarters Directors Apt. (including bathroom)	\$75+
Headquarters Guestrooms (including bathroom)	\$50+ per room
Pathfinder Lodge (including bathrooms)	\$25+ per room
Pathfinder Lodge Kitchen	\$100+

**Damage Fees**

All facilities are checked after each group's use. Any damage to facilities, equipment, or property will be charged to your group. No moving of beds, equipment, tables, or chairs is permitted without prior Camp Winnekeag approval.

**Fires**

Due to our heavily wooded property, Camp Winnekeag has safety measures relating to all fires and possible sources of spark. For this reason, fires must be pre-approved by Camp Winnekeag personnel. Unauthorized fires will be considered as damage to the camp-and accessed a damage fee. Fires are to always be attended and fully extinguished.

**First Aid/Medical Needs**

Group leaders are responsible for providing for the medical needs of their group, including a First Aid Kit, any necessary transportation, and an adult within their group with CPR certification from a nationally recognized provider. Call 911 for life threatening emergencies and contact the Camp Winnekeag staff immediately.

Shoes or sandals should be always worn, except at the waterfront to help reduce injury.

**Golf Carts**

No golf carts, other than those owned or operated by Camp Winnekeag, will be permitted unless permission is obtained, and proof of insurance is provided prior to the group's arrival.

**Food Service- Camp Winnekeag Provided**

Food Service is available for groups of 30 or more. To provide top quality meals, a *Meal Guarantee Form* is required 10 days prior to the group's arrival for the Camp Winnekeag team to adequately prepare for your group. Groups under 30 may have food service provided but pay for the minimum of 30.

Beverage/Refreshment service must be included in the meal guarantee numbers, if desired.

No food or beverage is to be removed from the cafeteria.

Shirt, pants/shorts, and shoes must be worn in the cafeteria at all times.

Groups will not have access to the cafeteria for food preparation or storage. Groups may rent a kitchen facility if these services are needed.

**Food Service- Group Provided**

Pathfinder Lodge, Ellis Lodge, Eagle Eye Cabin & Directors Apartment have kitchens for groups to rent to prepare their own meals. Each kitchen is equipped with minimal cookware and utensils, along with a residential size stove/oven and a refrigerator/freezer. Groups are responsible for bringing their own plates, cups, silverware, napkins, paper towels, etc. to use during their stay.

All food should be kept below 40 degrees or above 140 degrees to minimize food contamination.

No pork products or shellfish are to be prepared or served on camp property.

**Group Leader**

The Group Leader acts as a liaison between Camp Winnekeag and the group members and is responsible for communicating and helping to implement policies and procedures required by Camp Winnekeag. The Group Leader should clearly convey their lodging assignment while on the grounds so that the needs of their group can be met. The Group Leader will receive a key to open necessary doors for their group.

**Keys**

Keys signed out by the Group Leader should only be used for the facilities that are part of the Rental Agreement and not given to anyone for general use. Unreturned keys will incur a \$50 charge per key.

**Lodging** – All buildings are winterized.

Group Leaders should not plan for more than the maximum occupancy as posted in each building.

*Eagle Eye Cabin* – Maximum occupancy is 4 individuals.

This cabin has two bedrooms, each with a queen bed, a shared bathroom, a living area, and a small kitchen. There is also a small porch for outdoor relaxing.

*Ellis Lodge* – Maximum occupancy is 4 individuals.

This lodge is located on the edge of Lake Winnekeag with two bedrooms, each with a queen bed. There is also a loft area, two bathrooms and small laundry facility. Guests will have a private deck to enjoy lakefront views and outdoor dining.

*Headquarters Guest Rooms* – Maximum occupancy is 2 individuals per room.

Each room has a queen bed and small dresser. Guestrooms 1 & 3 share a bathroom. Guestrooms 2 & 4 share a bathroom. All rooms share an upper porch that overlooks Lake Winnekeag.

*Headquarters Director's Apartment* – Maximum occupancy is 4 individuals.

The director's apartment has two bedrooms; one with a queen bed and the with two twin beds. The apartment has a kitchen, small dining area and a living room. There is a small shared upper porch that overlooks Lake Winnekeag.

*Pathfinder Lodge* – Maximum occupancy is 4 individuals per room.

The lodge has two wings, each with seven guest rooms with two sets of bunk beds and a shared shower room on each wing. A large meeting area is located between the two wings featuring a large fireplace. Upstairs is a kitchen which is perfect for small groups who would like to cook for themselves.

*Village Cabins* – Maximum occupancy is 108 individuals.

Each of the six cabins has two bunk rooms with four twin bunk beds, a counselor room with one bunk bed and a shared half bath. Maximum sleeping capacity is 18 per cabin. Cabins are hardwood floors. Guests need to bring sleeping bags, pillows, towels, and toiletries. Linens are NOT provided. A nearby centralized bathhouse has bathroom, sink and shower facilities.

*RV Sites* – Maximum occupancy is 4 individuals per site.

There are two RV sites that have electric and water hook ups and four that also have sewer hook ups.

*Tent Sites* – Maximum occupancy dependent on size of site.

There is a variety of tent sites available, from close to central campus to further in the woods for a more remote experience. Guest will have access to the central bathhouse.

### **Liability Insurance**

A Certificate of Insurance (\$1 million per occurrence) required for all groups not affiliated with the Southern New England Conference of Seventh-day Adventists. Certificate should list "Southern New England Conference- PO Box 1169, Lancaster, MA 01561" as additional insured. Camp Winnekeag/Southern New England Conference of SDA assumes no responsibility for theft or damage to individual property caused by nature or acts beyond our control.

### **Lost and Found**

Camp Winnekeag is not responsible for articles or money that may be lost, stolen, or broken. Unclaimed items will be donated/disposed of after two weeks.

### **Meeting Rooms**

Meeting rooms are requested and assigned according to group size and needs. Camp Winnekeag reserves the right to assign meeting rooms. In the event a group is moved to a larger meeting room than contracted, the lower rate will apply.

### **Non-Approved Substances**

Camp Winnekeag is a smoke, alcohol, and drug free campus. This includes, but not limited to:

- Smoking, vaping, or any related paraphernalia, including electronic cigarettes and tobacco products.
- Alcoholic beverages or food with alcohol.
- Marijuana or any illegal non-prescription drugs.

Use of these items will result immediate dismissal from the camp property.

### **Pets**

No pets are allowed on camp property. Pets indoors can cause allergy issues for other guests during and after your stay. Pets' outdoors can disturb the local wildlife or become a meal for the wildlife. In addition, animal behavior is unpredictable, and Camp Winnekeag cannot be responsible for how each guest will react to other guests. Non-compliance to this policy will result in a \$250 charge for room cleaning.

### **Quiet Time**

Camp Winnekeag is part of the community Lake Association. As part of that membership, Camp Winnekeag adheres to the Lake Association quiet hours of 10:00 pm to 7:00 am. We ask that all guests respect these hours.

### **Reservation Process**

1. Email a completed *Rental Request Form* to [info@campwnkg.org](mailto:info@campwnkg.org).
2. If the requested dates are available, a reservation will be made in UltraCamp by Camp Winnekeag and the group leader will receive an email confirmation along with the required deposit information and additional paperwork to be completed, as well as instructions on how to access their UltraCamp account.
3. Confirmed dates will be held for 5 business days to allow the group to submit the required deposit and paperwork.
4. Once the deposit and paperwork are received, the Cancellation Policy goes into effect.

### *Deposit*

For organizational groups a \$500 deposit, plus the signed Rental Agreement is due to hold the groups dates.

For family groups a \$250 deposit, plus the signed Rental Agreement is due to hold the groups dates.

### *Cancellation Policy*

Only cancellations in writing will be accepted and the following monies due accordingly.

61 to 90 days from first day of reservation	Only Deposit is forfeited
31 to 60 days from first day of reservation	50% of Guaranteed Minimum is due
30 days or less from first day of reservation	Total Guaranteed Minimum is due
15 days or less from first day of reservation	Total Guaranteed Minimum and Meal Guarantee is due.

### **Signs, Banners, Posters, Etc.**

Please contact the camp regarding appropriate methods and locations for displaying signs, banners, posters, etc., or the hanging of paper, cloth, or other such items. We highly suggest the use of removable adhesive putty, gaffer tape (NOT duct tape), or 3M Command products. The following items should NOT be used on walls, floors ceilings, tables, doors, or any other camp properties.: duct tape, masking tape, packing tape, nails, tacks, staples, etc. Each group is responsible for the removal of all signs, banners, posters, decorations, etc. prior to departure and any damage cost.

### **Sound System**

Each group should provide their own sound system, if possible. The camp has limited sound system options.

### **Supervision of Minors**

Minors may not be on camp premises without an assigned responsible adult. A minimum of one adult supervisor is required in each sleeping area (i.e., cabins, lodge, tents, etc.).

Supervisors should avoid situations where they are alone with a minor when out of sight of others.

For all groups using Camp Winnekeag facilities which consist of minors without their parents, the following ratio of staff on duty with campers in units or living groups and general camp activities is required:

<b>Camper Age</b>	<b>Number of Campers</b>	<b>Number of Staff</b>
4 to 5 years	5	1
6 to 8 years	6	1
9 to 14 years	8	1
15 to 18 years	10	1

For groups with campers having special physical, medical, or behavioral needs the ratio of adults to campers may be as low as 1 on 1, please contact Camp Winnekeag for details.

Group leaders must have the following information on file for each minor in their care:

- Name & Address
- Emergency contact names and numbers
- List of known allergies or health conditions (mental or physical) requiring treatment, restriction, or other accommodation while on site
- Signed parent/legal guardian permission is to seek emergency treatment or a signed religious waiver

Group leaders are advised to keep all medications (prescription and over the counter) in locked storage, except when in the controlled possession of a person responsible for administering them. Exception would be for a limited amount of medication for life-threatening conditions carried by camper (e.g., bee sting medication or inhaler) or limited medications approved for storage in first-aid kits.

### **Telephones**

Telephone services are available in the Headquarters and Feather Inn offices for emergency use only.

### **Vehicles**

Those with vehicles on camp property must adhere to the following:

- Vehicle use is to be limited as much as possible in Camp.
- Adhere to 5 MPH speed limit.
- Do not drive on the grass or sidewalks.
- Parking is available around the Pathfinder Lodge and Activity Center for groups using those facilities. All other guests should park in the main parking area at the entrance of camp.
- Only persons with a valid driver's license may drive any motorized vehicle on camp property.
- Keeping all roadways and no-parking zones clear for emergency vehicles.

### **Wildlife**

Camp Winnekeag is home to various wildlife. Each guest is responsible for the protection of wildlife and vegetation. Never approach, feed, or entice wildlife. Never leave food unattended. Always clean areas after picnicking/eating at campsites and take all trash to the dumpsters/recycle bins by the Feather Inn.

To discourage rodents and insects in the building, there is no open food in sleeping quarters. If group members have brought food and/or drink, it is up to the Group Leader to see that it is stored properly, and trash is taken to the dumpsters/recycle bins on a regular basis.