



1. **CAMP STAFF:** Your group will be greeted by a Retreat Host who will assist with any special needs or setup requirements to make your event a pleasant experience. The retreat host will check your group in, collect all health forms and go through emergency procedures. After 10:00 p.m., please contact the retreat host for emergencies only. Program assistance is available between the hours of 9 AM and 10 PM if arrangements are made in advance. Some program services require additional fees. Please contact the Crossways office for details & fees.

2. **LEADER SUPERVISION:** All youth events must be chaperoned by adults (18 or older) at a ratio of: 1 adult for every 5 youth (Ages 5 and under), 1 adult for every 6 youth (Ages 6-8), 1 adult for every 8 youth (Ages 9-14), 1 adult for every 10 youth (Ages 15-18). A minimum of 2 adults are required on all youth retreats with enough adult chaperones for each gender. Chaperones are expected to stay in the same rooms with the youth. It is the responsibility of the group leaders to maintain proper conduct and supervision of the group at all times. It is recommended that all adult leaders/chaperones undergo any and all required/appropriate screening policies and avoid situations where they would be one-on-one with any youth/minor in a closed space or room.

3. **HEALTH HISTORY FORM/FIRST AID:** All attendees staying overnight are required to complete a health history form. All medications must be listed for each attendee and these medications must be locked either in your personal vehicles or in the locked medication box provided by the camp in each cabin. Upon arrival the group coordinator must show the camp staff the completed health history forms for all attendees; all medications must be listed for each attendee. If anyone has food allergies, special dietary needs, or health concerns please alert the camp director at least two weeks prior to arrival. The rental group is responsible for providing their own First Aid care & CPR if needed. Your Retreat Host will have a First Aid kit and supplies available.

4. **EMERGENCIES:** Please report all emergencies to camp staff immediately, keeping personal safety in mind. Fire extinguishers are located in all buildings. Appropriate emergency phone numbers are located at camp phones. Rental groups are responsible for providing their own emergency transportation and emergency care.

5. **INSURANCE:** The camp and staff will not be held responsible for accidents or personal injuries arising from the use of camp facilities. Any medical expenses will be covered first by your personal insurance carriers, then by the sponsoring organization's insurance carrier. Group leaders should have permission slips/medical release forms with parent/guardian signatures and insurance information for all attendees. All churches, organizations and businesses are required to submit a certificate of insurance with the signed policies and rental contract.

6. **DAMAGES:** Damages will be the responsibility of the contracting group. Unwarranted discharge of a fire extinguisher will result in a \$500 fine and violators will be turned in to the authorities as required by state law for public facilities.

7. **FACILITY AND GROUNDS:** Please keep your activities to assigned areas. All outdoor campfire locations must be approved by camp staff. Buildings left excessively dirty will be charged an hourly cleaning fee.

8. **FOOD SERVICE & KITCHEN USE:** Food service staff prepares and serves fresh, well-balanced meals at all three sites. If anyone has food allergies, special dietary needs, or health concerns please alert the camp director at least two weeks prior to arrival. Our minimum group size for providing meals is 10 people. Some facilities are equipped with kitchens that allow groups to provide their own meal service. All groups cooking their own meals are required to follow WI State Codes for food handling, sanitation, and safety, and must participate in a kitchen orientation upon arrival. The kitchen orientation includes a tour of the kitchen, operation by Wisconsin State Codes of kitchen equipment, review of kitchen policies, and location of recycling and garbage receptacles.

- Imago Dei Village: Food service provided by Crossways is required to be served in the Lodge. Groups using Johnson Lodge or Woodlands Center may elect to provide their own meals using the kitchens in those facilities.
- Pine Lake Camp: Food service provided by Crossways is required to be served in the Dining Room for all groups. Groups using Evergreen Lodge may elect to provide their own meals using Evergreen's kitchen.
- Waypost: Food service provided by Crossways is required to be served in the Lodge.

Groups who wish to provide their own meals using our commercial kitchens may do so for a \$250 commercial kitchen rental fee, contingent upon the provision of proof of ServSafe Certification by the group member who will be managing meal service no later than two weeks prior to arrival.

9. **SMOKING, DRUGS & ALCOHOL:** Crossways Camping Ministries is a drug-free, smoke-free environment. Use of illicit substances is strictly prohibited. Wisconsin state law prohibits smoking by anyone under the age of 18. Crossways' staff will direct anyone 18 or older wishing to smoke to a designated area. Alcohol may only be consumed responsibly by adults (21+) in assigned areas (without minors present) if prior permission has been given by the camp director. Crossways reserves the right to ask anyone who abuses this policy to leave camp and/or withhold the establishment of a new contract for another visit. The security deposit is double when requests in advance are made to consume alcohol.
10. **PETS:** Guests are not permitted to have pets on camp property at any time.
11. **HUNTING/WEAPONS:** No hunting (with the exception of the 120 acres at Imago Dei Village), firearms, weapons or fireworks are permitted on camp grounds.
12. **SNOWMOBILES, ATVS & MOTOR BOATS:** The camps function primarily as low impact, non-motorized areas. To preserve the quality of the environment motorized vehicles such as ATVs, dirt bikes, and snowmobiles are not permitted on camp property. Crossways camps do not have launching ramps for boats. The lakes at Waypost and Pine Lake have a public boat launch. The lake at Imago Dei Village has no public boat launch.
13. **WATERFRONT:** Per WI State Codes, all swimming and watercraft activities must be supervised by a Crossways staff member with a current lifeguard/first aid/CPR certification. Personal flotation devices shall be worn at all times by people using watercraft. A fee will be charged for certified lifeguards and arrangements must be made in advance. Crossways staff reserves the right to close the waterfront at any time due to behavior of participants or unsafe conditions.
14. **CURFEW:** For the consideration of neighbors and other retreat guests, outdoor activities in the evening should end no later than 10pm. Snow sledding, skiing and tubing are allowed during daylight hours only. Staff persons are not available to conduct programs later than 10:00 p.m.
15. **PROGRAM RESOURCES:** Sports equipment, challenge course elements and audio/visual equipment are available at each site. Please make your special needs known as soon as possible. There are often other groups on site at the same time, so please coordinate with your Retreat Host for times you may be using common facilities or equipment. Crossways is not responsible for any damages or losses to personal sports equipment. All (non-waterfront) recreational activities must be supervised by adults in the rental group.
16. **BEDDING & AMENITIES:** Evergreen Lodge at Pine Lake Camp provides bedding and other group amenities which require additional fees. Such services include special arrangements for group celebrations, linen services, and equipment rental. Please ask for assistance for any special requests well in advance.
17. **FOOD SERVICE & LODGING MINIMUMS:** Our minimum group size for providing meals is 10 people. If your group has fewer than 10 people and you are planning on meals we offer the following options: (1) you may choose to cook your own meals (some facilities are equipped with kitchens based on availability) and pay our kitchen usage fee, or (2) you can choose to pay the 10 person minimum food service charge per meal. Minimum lodging charge is 10 people *per night* (group minimum is not based on total group participation numbers over full length of stay) and is non-negotiable.
18. **DEPOSIT POLICY:** A non-refundable 25% deposit, in the form of one check, is required within 30 days of receiving a contract in order to hold requested dates. Deposits are due with the signed contract and will be applied to the final bill. Deposits *cannot* be rolled over to another retreat. Crossways reserves the right to cancel contracts to rebook dates if the deposit is not received by the due date.
19. **SIGNED CONTRACTS & GROUP RENTAL POLICIES:** A signature from the group leader on both a contract and group rental policy is required within 30 days of receiving a contract in order to secure and complete a reservation.
20. **CANCELLATION POLICY:** If you must cancel, please contact the Appleton Office immediately. Deposits may be refunded if cancellation occurs 30 days prior to retreat start date.
21. **FINAL PAYMENTS:** Total payment, in the form of one check, is due within 30 days of receiving the invoice.
22. **FINAL GUARANTEE:** Final guaranteed numbers for your group are due one week prior to retreat start dates to the Camp Director at the camp you are attending.

**I have read and agree to the terms of the Crossways Retreat Policies. Please return with contract and deposit.*

Group Leader

Date