



# WARREN W. WILLIS UNITED METHODIST CAMP

## Guest Use Agreement and Safety Policies

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## **WARREN W. WILLIS UNITED METHODIST CAMP**

### **Guest Use Agreement and Safety Policies**

#### **WELCOME TO CAMP**

Our facility is a beautiful camp and retreat center located on Lake Griffin, owned and operated by the Florida Conference of the United Methodist Church. We offer our facility to children, youth and adults for spiritual renewal, training, leadership development and times of worship, prayer and reflection. We take very seriously the safety of all our guests. Thank you for helping us be good stewards of our facility. We look forward to welcoming your group to Warren Willis United Methodist Camp.

#### **RESERVATIONS, DEPOSITS, AND FEES**

##### **RESERVATIONS ARE REQUIRED**

Reservations are secured only upon receipt of the full reservation deposit along with the signed, dated and initialed contract. Dates will be held temporarily by verbal agreement for 21 days from the date of the contract. If we have not received the appropriate deposit by that date, we reserve the right to schedule another group in the space you have reserved. The management reserves the right to make any necessary changes regarding lodging and function space.

##### **Deposit / Payment Schedule:**

20% Non-Refundable Deposit Due to reserve your space at camp (20% of lodging and meals)  
Programming Deposit if Applicable  
40% Deposit / Payment Due 60 Days prior to your stay at camp  
Final Balance Due Upon Arrival At Camp  
Program Balance if applicable due with final payment

##### **If your reservation is made within 60 days of arriving at camp:**

60% Deposit Due to reserve your space at camp  
Final Balance Due Upon Arrival At Camp

##### **Programming Deposits:**

A non-refundable program deposit will be charged for the following programs:

Challenge Course (Low and High)

Swimming Pool

Canoeing

This deposit is due 21 days from the day the programming is booked. This program deposit must be paid in order to ensure your booking. If you book your programming at the same time that you book your retreat, this deposit will be included in your initial invoice.

##### **TAX EXEMPT**

Applicable taxes will be added to your overnight lodging as required by law. All groups that don't provide a copy of their Florida Tax Exempt Certificate will receive this tax. A copy of the certificate must be sent with the signed contract and deposit.



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#### **FINAL COUNT**

Groups must call the reservation office on the Friday a week before arrival to give their guaranteed meal and lodging counts. If we have not received the final numbers by 4:00 pm on the Monday before arrival, the contracted number of guests will be your guaranteed number for food and lodging. These final numbers will be used to create an invoice of your final balance due that will be emailed to the group leader. Final payment is due upon arrival. Adjustments to this final balance will be made only if more attend the event than the guaranteed count.

#### **BALANCE OF FEES**

The total owed for your retreat is due upon your group's arrival. Please collect money due and issue one check payable to Warren Willis Camp.

#### **RATE SCHEDULE**

Please refer to the Rate Schedule for current pricing. Note minimums and requirements.

#### **EXCLUSIVE USE**

Groups wishing guaranteed exclusive use are required to reserve 80% of the facility and include comparable deposit.

#### **CHANGES AND CANCELLATION POLICY**

##### **MINIMUMS/INCREASES**

A minimum of 50% capacity is required to reserve any of our lodging spaces. Before you increase your original reservation counts, please call us to check on available space.

##### **GROUP SIZE DECREASES**

A reduction in your group count is allowed without penalty prior to 60 days of arrival. Your group is allowed 10% shrinkage after the 60 days. If there is more than a 10% shrinkage after the 60 days, your group will be billed the amount of one nights lodging fee for the difference.

##### **CANCELLATION POLICY**

###### **Cancellations greater than 60 days out**

Your 20% nonrefundable deposit will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

###### **Cancellations 60 days to 30 days out**

Your deposits paid up to 60% will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

###### **Cancellations less than 30 days out**

Your deposits paid up to 60% will be forfeited at this time.

##### **CHANGES TO YOUR RETREAT DATE**

Your deposits may be transferable. Warren Willis Camp must approve all transfers. Deposits may only be transferred one time.



## **WARREN W. WILLIS UNITED METHODIST CAMP Guest Use Agreement and Safety Policies**

### **CANCELLATION OF RECREATION DUE TO INCLEMENT WEATHER**

- Low Challenge Course:** Your session will occur rain or shine
- High Challenge Course:** Your session will occur rain or shine, unless deemed unsafe by your facilitator. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program fee, less their non-refundable deposit.
- Pool:** Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable balance.
- Canoes:** Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable balance.

### **INSURANCE REQUIREMENTS**

#### **INSURANCE**

Any group not a member of the Florida Conference of the United Methodist Church using the Warren Willis Camp must provide a Certificate of Insurance for at least one million dollars in liability coverage that names Warren Willis Camp / The Florida Conference of the United Methodist Church as additional insured for the dates of service. This certificate is due a minimum of two weeks before the scheduled event/retreat. See the Insurance Information Request form.

### **MEALS & FOOD SERVICE**

#### **FOOD SERVICE**

Groups of 30 guests or more are required to purchase their meals from our Food Service. Please see our rate schedule for the current prices.

Emphasis is on nutritious meals. Please notify the camp if your group has any special dietary needs including but not limited to: food allergies and vegetarians. Our food service manager will work with your group to provide the best dining experience possible.

We ask groups to bring their table settings to the dish window upon completion of their meals.

#### **MEAL TIMES**

Our regular meal times are as listed unless previous arrangements are made.  
Breakfast (8:00 am), Lunch (12:00 pm), Dinner (5:30 pm)

#### **KITCHEN RENTAL**

Groups of less than 30 have the option of preparing their own meals. If your group wishes to prepare their own meals, we have buildings that can be reserved that have kitchens in them. Please coordinate this reservation with our reservations office. All reservations are subject to availability.



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#### **KITCHEN USE AND FOOD HANDLING FOOD TEMPERATURE**

Do not leave stoves unattended while in use. Observe the location of nearest fire extinguisher. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F–140°F by following procedures posted in kitchens.

#### **CLEAN HANDS**

Wash hands before preparing and serving food.

#### **DISHWASHING**

Proper dishwashing procedures are posted in every kitchen. Please use these procedures—wash, rinse, sanitize, air dry. If posted instructions are missing, please contact camp staff.

#### **SANITIZING**

Use only clean, sanitized utensils and equipment during food preparation. Clean and sanitize utensils, appliances and food contact surfaces after use. Food contact surfaces means anything including counters, cutting boards and knives that contacts raw food during preparation. Sanitize these surfaces between uses with the sanitizing solution chlorine bleach and water. Groups will need to provide their own bleach. Follow posted procedures.

#### **MEETING AREAS**

##### **MEETING ROOMS AND HALLS**

Your group will be provided with one free meeting space large enough to accommodate your group. The only exception is if your overnight accommodations are in the lodges then the meeting space in the lodge becomes your free space since it cannot be used by any other group. Additional meeting spaces can be reserved for an additional fee. See our rate schedule for the current prices.

##### **MEETING EQUIPMENT**

Televisions, VCRs, DVD players, projection screens, and overhead projectors are available on a first reserve basis. If you are unable to bring your own, please contact the camp office so we can anticipate your needs during your stay.

The sound system in the Fellowship Hall is available for rental. We also have a portable four channel sound system that is available for rental. Contact the camp for pricing.

##### **COMMON AREAS AT CAMP**

Warren Willis Camp also has several areas with outdoor benches facing the lake, a basketball court and a sand volleyball court that is available to groups on a first come/first serve basis.



## **WARREN W. WILLIS UNITED METHODIST CAMP**

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#### **PROGRAMMING WHILE AT CAMP**

##### **YOUR SCHEDULE**

Please mail or fax a copy of your schedule prior to arrival so that we may better assist you and help eliminate conflicts with other groups using the site.

##### **PROGRAM HELP AND RETREAT PLANNING**

Warren Willis Camp is happy to offer retreat-planning assistance. This help can range from a few suggestions to complete planning and facilitating your retreat. We will be happy to discuss retreat-planning costs based on our involvement.

##### **MISSION/SERVICE PROJECTS**

If you are interested in including mission or service projects as part of your retreat, please let us know. We will gladly offer suggestions on projects available here at camp. We offer special pricing and housing options for groups who wish to give to the camp through service. This special pricing and housing depends on availability and your groups purpose

##### **SPORTS EQUIPMENT**

Volleyballs, basketballs, soccer balls and other sports equipment are available at the Barnett Lodge. You are more than welcome to bring your own equipment as well.

##### **CAMP STORE**

The Camp Store is available to guests upon request. The store has a wide variety of Warren Willis Camp T-shirts, sweat shirts, bags, hats, camp chairs, water bottles, etc... Proceeds help fund Warren Willis's on-going ministry.

#### **CHALLENGE COURSES, SWIMMING, CANOEING**

##### **POOL**

It is our goal to provide a safe and fun swimming experience while you are at camp. If your group would like to swim in our pool and use our large pool slides, we recommend making reservations at least 6 weeks in advance. Your reservation fee will cover the number of lifeguards needed for your size group. A minimum of 2 Warren Willis Camp staff lifeguards is needed to open the pool. Our pool capacity is 100 swimmers.

Group Size to Lifeguard ratios:

0-50	2 Lifeguards
51-75	3 Lifeguards
76-100	4 Lifeguards

Group leaders will need to sign our Group Pool Usage Agreement Form, which explains pool rules to the group leader, so they can share this information with their group. A copy of this agreement is available on-line at [www.warrenwilliscamp.org](http://www.warrenwilliscamp.org).



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#### **SPECIALIZED RECREATIONAL ACTIVITIES**

We recommend scheduling activities such as swimming, canoeing, and our challenge courses at least 6 weeks prior to your retreat or event. We will provide trained personnel to facilitate these activities. These areas (pool, boathouse, challenge course) are off limits to any groups that have not reserved them. Access is available only with provided trained personnel.

#### **CANOES**

Use of the canoes is only allowed with certified Waterfront Life Guards provided by the camp. The group leader will need to sign a Waterfront Usage Agreement, which can be found on-line at [www.warrenwilliscamp.org](http://www.warrenwilliscamp.org). Each person must submit a signed Waterfront Waiver of Liability Form before they go canoeing at camp. This form is also available on our website. We recommend booking your groups canoeing times at least 6 weeks in advance.

#### **Additional Policies:**

Youth 12-17 must be accompanied by an adult.

Children 6-11 must have an adult in the canoe with them

Children under 6 are not allowed in the canoes.

#### **CHALLENGE COURSE**

Our challenge courses are an amazing way for your group to work on their goals, communication skills, and trust. Our High and Low Challenge courses can be reserved through our reservations office. The Warren Willis Camp will provide facilitators to work with your group or group(s) during their challenge. Everyone in your group must sign our Challenge Course Waiver of Liability Form. This form can be found on-line at [www.warrenwilliscamp.org](http://www.warrenwilliscamp.org). We recommend making your challenge course reservation at least 6 weeks in advance to ensure the booking of your facilitators.

#### **CAMPFIRES & HAYRIDES**

##### **CAMPFIRES**

Campfires can be reserved and are allowed in designated areas on the site only under supervision of an adult. Camp personnel will set up the campfire and leave it ready for you to light. A hose and/or buckets of water will be provided for extinguishing your fire before leaving the area. Please extinguish all fires completely before leaving your fire ring.

Campfires at our camp are subject to local fire regulations. The camp may cancel your scheduled campfire with little to no notice if Lake County institutes a countywide fire ban. These bans usually occur in very dry weather when we have had little to no rain.

##### **HAYRIDES**

Hayrides are available for your group. You need to book this time with our reservations office. We only allow 10-15 people on the trailer at a time. We require adult supervision to be present on each ride given, and that all participants stay seated during the entire ride.



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#### **GROUP LEADER INFORMATION**

##### **TIMES**

Check in time is 3:00 PM on the scheduled day of arrival. Groups must depart by Noon. Early arrivals and late departures may be pre-arranged. Additional fees may apply.

Group Leader—check in at the Warren Willis Camp Office immediately upon arrival.

Quiet Hours are from 11:00 pm to 6:00 am.

##### **WHILE YOU ARE HERE**

Make payment of the balance due upon arrival.

Use only those facilities assigned to your group and inform your group of this restriction.

Inspect each room assigned to your group upon arrival and before departure to check for damages.

Report maintenance needs or faulty equipment immediately.

Most of our air conditioning/heat units are preset, if your group is uncomfortable please notify the camp staff and they will make adjustments as needed.

Please turn off lights and air conditioning/heat when not needed. (if applicable)

Please replace furniture to its original position.

The floors are slippery when wet. Please be Careful!

Please be respectful of other guests.

##### **DAMAGE**

Please report damage immediately. We will contact you should we notice damage after your group's departure.

##### **STAFF ENTERING YOUR BUILDING**

Warren Willis Camp Staff retains the right of entry to all facilities at any time. This would be for the purpose of helping your group with maintenance issues or in the event of an emergency.

##### **APPROPRIATE ACTIVITIES**

All program activities must meet with the approval of the Warren Willis Camp. Warren Willis Camp Management will request curtailment of activities that are inappropriate or unsafe. Group leaders are responsible to supervise their group and its behavior and understand and enforce policies and guidelines as stated.

##### **SAFETY ORIENTATION**

Group leaders are required to provide a time for orientation to camp safety regulations as outlined in this information packet. A Warren Willis Camp Staff person will be available to assist if requested.



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#### **SUPERVISION RATIOS**

Youth and children group leaders are responsible for the behavior of the group and for maintaining the following adult/child ratio. Contact Warren Willis Camp Staff for special needs ratios:

Age 4-5 1:5

Age 6-8 1:6

Age 9-17 1:8

Appropriate supervision of youth also includes a minimum age of 16 years old and at least 2 years older than the campers. At least 80% of your leaders should be 18 years of age or older.

Per The Florida Annual Conference of the United Methodist Church's Child Protection Policy, all adults that accompany children / youth groups must be screened through the National Sex Offender Registry and State & Local criminal background check.

#### **GROUP BEHAVIOR**

Group leaders are responsible for the behavior of the group.

Any violations of the policies listed may result in the individual or group being asked to leave the premises immediately. At the discretion of the site Director, and in consultation with the group leader, this may also result in a forfeiture of fees paid or a prohibition on future visits to the site.

#### **NO SMOKING IN BUILDINGS**

Smoking is not allowed inside any buildings. Smoke only in designated outdoor areas.

**WHEN IN DOUBT...PLEASE ASK** about anything regarding your stay, needs, concerns, problems, or questions.

#### **KEYS**

Keys are available to your spaces upon request. Keys by be checked out in the Warren Rucker Office. Return any keys you have checked out before departure. There is a key drop box on the left side of the Camp Office door. You will be charged \$25 per key that is not returned.

#### **WHAT TO BRING**

##### **WHAT TO BRING**

Guests must provide their own bedding, pillows, towels, and toiletries. Shoes or sandals must be worn at all time outdoors. Each group should have their own First Aid kit.

##### **WHAT NOT TO BRING**

We are a drug-free, alcohol-free and firearm-free facility.

Alcoholic beverages, illegal drugs, fireworks, guns, weapons, and pets are not allowed at Warren Willis Camp. Florida law prohibits persons under the age of 18 years of possessing tobacco products.



## **WARREN W. WILLIS UNITED METHODIST CAMP**

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#### **VEHICLES AND PARKING**

##### **SPEED LIMIT**

The speed limit on property at the Warren Willis Camp is 10 MPH.

##### **PARKING & DRIVING ON PROPERTY**

All vehicles must be parked in designated parking areas. Please do not drive your vehicles outside of the designated driving or parking areas. For persons with limited mobility, or to load or unload large amounts of equipment for your retreat, please contact Management for appropriate parking, loading and unloading information.

##### **GOLF CARTS**

Operators must have valid drivers license.

Must observe 10 mph speed limit

Only allow the number of passengers for which there are seats.

Please keep golf carts on sidewalks as much as possible.

Pedestrians have the right of way.

No driving or parking on the lawn or sidewalks in front of the Barnett Lodge

Camp Staff has the right to revoke golf cart privileges at any time due to unsafe practices or failure to follow the above policy.

Golf cart rentals through an outside vender must be coordinated through the camp office in advance of the retreat.

##### **TRANSPORTING PEOPLE**

Transportation of persons in vehicles not designed for passengers or in the back of pick-up trucks is prohibited.

##### **PEDESTRIANS**

We have a great deal of traffic coming and going. Pedestrians please watch out for vehicles, and vehicles please yield to pedestrians at all times.

#### **TRASH, CLEANING, & RECYCLING**

##### **CLEANING**

Thank you for your help in keeping our Camp clean and in good condition for everyone's enjoyment. All groups are asked to leave the camp the way they found it. All lodging and meeting areas have cleaning supply closets with vacuum cleansers and/or brooms to clean up spills or excessive sand/leaves. If your groups lodging and meeting area is not left in reasonable condition, a cleaning fee of up to \$200 may be charged.

##### **TRASH**

Please remove all trash from the kitchen (if applicable) and bath areas and place outside on the front porch before your group's departure.



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#### **GARBAGE**

Garbage containers must be tied or covered when not in use. If garbage container is full, you may take garbage to the dumpster behind the kitchen, or notify a camp staff person to do this for you. If you have to empty your garbage cans during your stay we ask that you replace the garbage bag in the cans. Additional bags are provided in the housekeeping closet, or upon request.

#### **RECYCLE**

Recycle—glass, aluminum cans, paper, cardboard and plastic. Blue recycle containers are located in all cabins, lodges and meeting areas.

#### **HEALTH, SAFETY, & FIRST AID**

##### **GENERAL SAFETY**

In the close community relationship that exists in a retreat center please consider others using the center as you pursue your own renewal and recreation. These guidelines will help ensure a safe camp experience.

##### **AT YOUR OWN RISK**

Activities are solely at your own risk.

Groups are responsible for their own program needs, as well as risks involved with those programs and associated persons.

Groups must have with them a person (at the minimum) certified by American Red Cross in Standard First Aid and CPR for the appropriate age level.

Warren Willis Camp is not responsible for any personal property.

##### **PROHIBITED**

Alcoholic Beverages, Illegal Drugs, Firearms and other Weapons, Ammunition, Explosives, Knives or Switchblades, Fireworks, Pets and Gambling are prohibited at Warren Willis Camp.

##### **REPORT INCIDENTS/INTRUDERS**

Please report any accidents or “incidents” to Camp Staff immediately. This may range from intruders to inappropriate behavior by other guest groups or staff or any situation that may threaten the safety of our guests.

##### **LOCATING WARREN WILLIS CAMP STAFF**

Warren Willis Camp staff can be located:

Warren Rucker Office Building (Bldg. 31): Located just North of the Barnett Lodge.

On-Call Camp Host Phone Number: (352) 978-9014

This number will be posted on the Warren Rucker Office Building Door.

##### **PERSONAL SPORTS EQUIPMENT**

Equipment must be stored and handled safely for the protection of all people.

##### **CROSSING THE ROAD**

Children and youth are not to cross the road between Warren Willis Camp and Life Enrichment Center without supervision. We ask everyone to use caution when crossing Picciola Rd.



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#### **SHOES**

Shoes or sandals must be worn at all times while outdoors or in the Dining Hall.

#### **FIRST AID PERSON**

Guest groups are required to care for their own medical emergencies. At least one adult certified by the American Red Cross in Standard First Aid and CPR must accompany your group. Please identify your First Aid person to your group immediately upon arrival.

#### **EMERGENCY EXITS**

Windows and doors in all buildings serve as emergency exits. Leaders, please supervise your group and do not allow entering and exiting buildings via windows except in an emergency.

#### **HAZARDOUS OR FLAMMABLE LIQUIDS & POWER TOOLS**

All hazardous or flammable liquids must be clearly marked and stored in a locked location. Power and hand tools must be equipped with appropriate safety devices and locked up and used only by trained persons.

#### **EMERGENCIES**

After consulting with your own First Aid person, call 911 if appropriate. If a call is placed to 911, please notify Camp Staff immediately so they can meet the emergency vehicles at the gate and direct them to the site of the problem. Please report all equipment failure, illness, accidents, and breakage to Camp Staff immediately.

#### **REPORT ACCIDENTS TO CAMP STAFF**

Camp staff must be informed of any accidents or incidents and the appropriate forms completed.

#### **FIRST AID SUPPLIES**

Groups must supply their own First Aid supplies including, but not limited to:

- Disposable Latex Gloves
- Assorted gauze and bandages
- Antiseptic/alcohol wipes
- Adhesive tape
- Bee sting relief pads
- Antibiotic ointment
- Cold compress
- Scissors
- CPR barrier

#### **EMERGENCY TRANSPORTATION**

You are responsible for providing your own medical transportation for minor incidents. Maps and contact information for local hospitals are available at the information desk in the Barnett Lodge. There is also a phone available for local and emergency calls only.

The Lake County Fire Department and Lake County Paramedics have emergency medical personnel on call 24 hours a day. Please call 911 when needed. Please call your camp host at (352) 978-9014 anytime you call 911, so we may assist in dealing with your emergency.



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#### **CAMPER HEALTH INFORMATION**

Group leaders should have available for all participants:

Names and addresses of all participants

Emergency contact names and numbers

A listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodations while on site

For minors without a parent on site: signed permission to seek emergency treatment or a signed religious waiver.

Whoever is responsible for providing emergency care should have immediate access to this information.

#### **SAFETY AROUND THE SITE**

##### **WATERFRONT AREA**

Lake Griffin is a fresh water lake - home to many fish and animals including alligators and snakes. Swimming is not allowed in the lake.

##### **DOCK**

Anytime around water, there is potential for injury or death. Guests should not sit or play in a way that may cause someone to fall in the water.

**WHEELCHAIRS**—If possible, persons in wheelchairs should not be strapped into their chairs when near water. They must be accompanied at all times and have direct supervision.

##### **THINGS THAT CRAWL AND THINGS THAT FLY...**

such as Spiders, Ants, Mosquitoes, Hornets, Yellow Jackets, and other various creatures of entomology and other species...No building or place on Camp property is exempt from these creatures. We are living in their home! Wipe on repellents are recommended. Persons with mild to severe reactions should see their First Aid Person.

##### **ALLIGATORS**

Please be aware of the presence of alligators. If you see an alligator, move away from the area. Alligators are protected. It is unlawful to feed or harass them.

##### **SNAKES**

There are poisonous snakes (coral, water moccasin) along with non-poisonous snakes on property. We ask you to use caution in all outdoor activities. If you see a snake, move away from the area. If a snake bites you, see your First Aid Person immediately. Notify camp staff of any snakebite.

##### **PLANTS, TREES AND SHRUBS**

Part of the beauty of Warren Willis Camp is its large variety of both wild and domestic plants, trees and shrubs on the site. Some fallen and dead trees are left in the forest for animal housing and as part of the natural eco-system. We ask that do not eat any plants found on property.



## **WARREN W. WILLIS UNITED METHODIST CAMP**

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#### **CONSTRUCTION**

Warren Willis Camp is continually upgrading and improving. Buildings, facilities, and areas under construction are off limits at all times and are indicated by “keep out” signs and barrier screening.

#### **BUILDINGS**

Guests are not allowed on roofs of any cabins, under buildings or in rafters of buildings with open ceiling.

#### **UTILITY FAILURE WATER**

Warren Willis Camp has its own well that is shared with the Life Enrichment Center located across the street. In an effort to be good stewards of the earth’s resources, we ask groups to practice conservation in their use of water.

If at any time during your stay you experience a loss of water pressure or no water at all, please notify the camp office or Camp Host immediately.

#### **UTILITY FAILURE ELECTRICITY**

Power outages may affect one building or the entire camp. Report outages to the Camp Host.

Please note that an electric pump operates our well, therefore power outages may cause water outages. Please be patient while these problems are fixed, and conserve water while the power is out.

#### **EXITS AND EXTINGUISHERS**

Make certain everyone in your group knows where all available building exits are in case of fire. Also, please make certain that several adults know where to locate fire extinguishers.