

MACLEAY CHRISTIAN RETREAT GUIDELINES

1. REGISTRATION

- a. The guest group will provide its own registrar.
- b. All the attendees must be registered.
- c. The registrar is required to provide accurate attendance records so the group's authorized representative and the Macleay Christian Retreat host can complete the financial settlement before the group's departure. A calculation sheet will be provided for your use.

2. CHECK-IN TIME, CHECK-OUT TIME

- a. Check-in time for lodging rooms begins at 4:00 p.m. on the day of your event. The facilities are not available prior to that time unless special arrangements are approved by Macleay Christian Retreat. A fee of \$55.00 per hour will be charged for early arrival.
- b. Check-out time on the closing day of your event (unless special arrangements are approved by Macleay Christian Retreat) is 2:00 p.m. A fee of \$55.00 per hour will be charged for late departure.
- c. A Macleay Christian Retreat representative will provide information and instructions regarding use of the grounds upon your arrival.

3. FACILITY CARE

- a. The group leadership is responsible for maintaining order to prevent damage to Macleay Christian Retreat property.
- b. The facilities used by the group are subject to inspection and approval by Macleay Christian Retreat staff as part of the financial settlement. The group is financially liable for any damages by its group members, except damage arising from normal wear.
- c. Candles and craft items such as glue, paint, wax, etc. are only allowed in the dining area(s) over vinyl and not on any carpeted surface.

4. FOOD SERVICE

- a. All meals are to be purchased through Macleay Christian Retreat with the exception of groups renting Woodland Lodge.
- b. When a guest group is handling its own food service (Woodland Lodge Only), the group is responsible for safe and informed operation of the equipment and assumes full financial responsibility for damage to the equipment or the facility arising from unsafe or improper use of the equipment. The guest group is responsible for supplying most consumable kitchen goods including napkins and plates, salt, pepper, and spices, foil and plastic wrap. All cleaning supplies including dish soap, trash bags, and dispenser paper goods will be supplied by *Macleay Christian Retreat*.
- c. *Macleay Christian Retreat* and Pivot Point Inc. are held safe and harmless and absolved from any responsibility and all claims arising from any accident, injury, sickness, or damage suffered by any person or persons in connection with food service provided by the guest group.
- d. Shoes and shirts are required in the dining room.
- e. No food will be taken from the dining room.

5. RETREAT CENTER REGULATIONS

- a. Consumption of alcoholic beverages and illegal use of drugs are prohibited on the grounds.
- b. Smoking is NOT permitted anywhere on the entire property. Thank you for respecting our smoke free policy.
- c. Guests are not permitted to have pets on the grounds.

- d. Noise levels must be lowered between 11:00 p.m. and 7:00 a.m. Activities during this time must be indoors and of a quiet nature.
- e. Firearms and fireworks are not allowed on the grounds.
- f. Insurance regulations prohibit open fires, except at the campfire area as part of a supervised program. (Fire pit use after 11 p.m. must be arranged with the caretaker beforehand.)

6. STAFFING AND SUPERVISION

- a. Each group will provide its own staff. (NOTE: Each group is responsible for its own first aid and first aid supplies. Macleay Christian Retreat does not have a health care nurse or trained staff available on the property.)

7. INSURANCE COVERAGE

- a. Guest groups will need to provide evidence of liability insurance for their group in the amount of \$500,000 each occurrence. Evidence of the coverage (called a "Certificate of Insurance") must be provided at the time of the signing of this contract, or as per our agreement.

8. USE OF THE GROUNDS

- a. All of the grounds West of the gymnasium are strictly off limits. All of the grounds East of Meadowview Lodge are available for the recreational use of our guests as long as it doesn't conflict with the use of the property by Salem Fellowship or other guests.
- b. Recreational areas available for use by guest groups include volleyball courts (with nets), a softball diamond, basketball courts, a ping pong table (with paddles), horseshoes, and a playground for children. Guests need to bring their own balls and equipment for these games.
- c. The swimming pool and the gym are only available for those groups who have reserved them. See the enclosed Aquatics and Gymnasium Information Sheet for rates and details about your responsibilities for Aquatic and Gymnasium activities.
- d. Sometimes there will be other groups on the site during your retreat. Every group will be assured separate lodging, dining and meeting areas. Please be aware of the impact your group may have on others using the site and be a good neighbor.

9. MISCELLANEOUS

- a. All guests must bring their own bedding (pillows, sheets, and blankets or pillows, sleeping bag, and sheet) and personal toiletry articles.
- b. All articles left on the property by guests will be held for 90 days, after which they will, at the discretion of the Macleay Christian Retreat staff, be distributed in a charitable manner.
- c. A statement of faith must be submitted to Macleay Christian Retreat before a contract can be finalized. The Board of Macleay Christian Retreat requires that groups using the facility must support and promote Biblical doctrines that are consistent with those of Macleay Christian Retreat.
- d. **REMINDER:** The final head count that you give to our staff, two weeks before your event begins, **is the minimum number for meals and lodging that you will be required to pay for.** We encourage you to have deposits or full payment from your people before the final head count is delivered, so your count can be as accurate as possible.
- e. **DO NOT** leave valuables unattended.