

GUIDE TO RETREATING AT CAMP ONOMIA

Thank you for your interest in scheduling your retreat group at Camp Onomia.

We believe that our camp is special place.

Over the years, thousands of people have enjoyed our retreat and conference facilities. Our goal is to make your stay as enjoyable and as safe as possible - we want you to return time and time again!

This packet is designed to help you plan your retreat or conference event. Please review it carefully. **The information contained in the Rental Policy Section (pages 2-3) is part of your agreement when you come to camp.** These policies govern your stay while participating in Camp Onomia's programs or while using our facilities.

Other sections of this booklet are designed to help you plan a quality event. Information on the program services we provide, and advice on selecting and training your youth advisors are provided to help you plan for a quality experience during your retreat or conference. Floor plans and pictures of our lodging facilities are available on our web site, www.camponomia.org

Nothing we can print can replace our staff when it comes to answering questions. If you have any need to consult with our trained retreat and conference staff, please contact us for assistance.

- All retreat and conference reservations are handled by the camp office at 320-532-3767 during normal business hours. You may leave details of your request for retreats on our answering machine after hours, or email us at office@camponomia.org

Camp Onomia is owned by an association of Lutheran Congregations. **Thank you very much for choosing one of our fine facilities on Lake Shakopee** We will do anything but move mountains to make your stay the best it can be!

Jim Schmidt
Executive Director
Camp Onomia

John Pedersen
Associate Director
Camp Onomia

Group Rental Policies for Retreat/Conference Groups CAMP ONOMIA

So that all may enjoy their time at one of our camp facilities, we ask our guests to follow these important policies and guidelines. **As group leader, it is your responsibility to share these policies with your group and to manage the conduct and behavior of your participants while at Camp Onomia.**

1. CAMP STAFF: Your group will be greeted by a retreat host. S/he will assist you with any special needs you may have and will be available to help make your event a pleasant experience. After 11:00 p.m., please contact her/him for emergencies only. Program assistance is available between the hours of 9 AM and 11 PM. Please make arrangements in advance. Some program services require additional fees. Please contact the Camp Office for details and fees.

2. LEADERS: It is the responsibility of the group leaders to maintain proper conduct of the group. You must provide at least one adult supervisor per six youth (a minimum of two adults are required on all youth retreats). It is our experience that youth groups need direction and supervision to have a successful retreat. Youth with significant "free time," left to their own choices can sometimes make bad choices (we suggest planning group activities, leaving a maximum of one hour chunks of free time—we are glad to assist with activity times if you contact us ahead of time; see program assistance section below). Damages will be the responsibility of the contracting group. Unwarranted discharge of a fire extinguisher will result in a \$100 fine and violators will be turned in to the authorities as required by state law for public facilities.

3. INSURANCE: The camp or its staff will not be held responsible for accidents or personal injuries arising from the use of camp facilities. Should an accident arise, insurance matters will be covered first by your personal insurance carriers, then by the sponsoring organization's insurance carrier. Group leaders will want to have permission slips/medical release forms complete with parents' signatures and insurance information for all minors in their group (as well as the sponsoring organization's insurance information). Rental groups may be asked to provide proof of insurance coverage.

4. FACILITY AND GROUNDS: Please keep your activities to assigned areas. You will be expected to clean up the areas you use before you leave (floors swept or vacuumed, paper and trash picked up inside and out, windows closed, equipment returned, etc.). Please separate recyclables. All outdoor campfire locations must be approved by camp staff. Groups leaving buildings excessively dirty, in the opinion of camp management, will be charged for additional cleaning.

5. MEALS AND DINING: Food service is provided for all retreat groups. Seasonally, food is served in the summer dining room, Friendship Hall. During winter months, the Retreat Center dining is located in the lower level. Groups (especially youth) often help with set-up and clean-up of prepared meals. Please let us know of any dietary needs in advance (vegetarians, allergies, etc.).

6. EMERGENCIES: Please report all emergencies immediately to camp staff. Fire extinguishers are located in all buildings. Appropriate emergency phone numbers are located at camp phones. Your retreat host has a first aid kit. An AED (defibrillator) is located in the camp office.

7. SMOKING: Smoking is prohibited except in designated outdoor areas. Smoking is not allowed inside buildings and we ask that no trace of smoking be left behind.

8. ALCOHOL AND DRUGS: We choose to keep Camp Onomia as an alcohol free environment. There are commonly several groups using our facilities at the same time. Some exceptions may be allowed with prior permission of camp staff..

9. PETS: Due to previous nuisance problems, pets are not allowed at retreat or family camping events.

10. HUNTING: No hunting, use of firearms, or use of fireworks is permitted on camp grounds unless written permission has been granted on outlying properties during times not scheduled for retreat use.

11. SNOWMOBILES, ATV'S & MOTOR BOATS: The camps function primarily as low impact, non-motorized areas. To preserve the quality of the wilderness, motorized vehicles such as ATVs, dirt bikes, and snowmobiles are not permitted on camp property. The camp does not have public launching ramps for boats. Owners of boats assume full liability in their use at Camp.

12. WATERFRONT: The waterfront, when weather permits, **must be supervised by a qualified lifeguard** provided by or approved by Camp Onomia. There is no swimming without a lifeguard on duty. A fee may be charged for this service and arrangements must be made in advance. Lifeguards must submit evidence to Camp staff of current lifeguard and first aid certifications approved by the state of Minnesota Department of Health for residential camps and will abide by camp aquatic policies and safety standards provided upon your arrival. **The camp staff reserves the right to close the waterfront at any time it deems behavior of participants or conditions to be unsafe.**

13. CURFEW: For the consideration of neighbors and other retreat guests, outdoor activities in the evening should be done quietly and end at a reasonable hour. **Snow sledding, skiing, running games, and tubing are allowed during daylight hours only.** Staff persons are not available to conduct programs later than 11:00 p.m. The Retreat Center is especially noisy. Please respect the needs of our other guests.

14. PROGRAM RESOURCES: Sports 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.

15. BEDDING & AMENITIES: Upon request, Camp Onomia will provide bedding and other group amenities which require additional fees. Such services may include airport pickup, special arrangements for group celebrations (birthdays or recognitions), bedding and laundry services, and equipment rental. Please ask for assistance for any special requests well in advance of your stay. Linen service is available for \$10 per set.

**** Please contact the camp office 7 days prior to your event with final numbers attending and with your special needs or requests. This number times your fee becomes your minimum fee due at the retreat.**

PROGRAM ASSISTANCE DURING YOUR STAY

Camp Onomia is always ready to assist you with program planning and assistance. Our staff is available to help you with planning ideas; simply call us prior to your arrival. Your retreat will be hosted by one of our professional camping staff or wonderful volunteers. They will greet you and check with you throughout the event to make sure your needs are being met. During your retreat or conference stay, our staff is able to provide orientation to the site, conduct mixing activities, lead hikes and outdoor activities, assist with music and games, or lead worships and other program events.

Each camp is well equipped for conferences and retreats. Equipment at each site includes TVs and DVD players, projection equipment, marker boards or other marking devices, and general conference and retreat supplies. In season, you will find waterfront options including swimming, boating, and canoeing. Arrangements must be made in advance for a lifeguard to supervise any waterfront activities. Field sports, basketball and volleyball courts are also available. The striking outdoor fire circle amphitheater is available for your program gatherings. Hiking and cross country skiing through forest and ponds is available just down the road at Kathio State Park.

FOOD SERVICE DURING YOUR EVENT

Food Service is provided to most groups or 12 or more that participate in conference and retreat activities. Groups under 12 may cook their own meals provided there are no other groups in camp. Food is prepared and served in our dining facilities. During general retreat events, we ask that your group assist with set-up and clean-up. During conference events, camp staff take care of all necessary food service needs, including set up of meals and dishes. Meals are well-balanced, tasty, "home-made" and geared to fit the needs of the group. Special requests can be made in advance at additional rates. Please relay any special dietary needs at least one week prior to arrival.

HEALTH & SAFETY

Camp Onomia is as concerned as you about the health and safety of guests. Our facilities are checked regularly for safe conditions. All buildings are equipped with fire extinguishers, smoke alarms, and large fire alarm systems. Our food service programs are led by able professionals who follow all applicable codes governing camps and conference centers.

Each facility has first aid kits readily available, first aid trained staff, and there is a first aid treatment center on site. Onamia (5 miles away) has a high quality medical facility for those who might need special care. Camp Onomia requires adequate supervision of all youth groups. No youth group is allowed to stay unless a minimum of two adult sponsors are with the group at all times. This is to protect all camp guests from any inappropriate behavior that may arise. We strongly encourage all youth groups to post with us at time of registration parental permission slips, health histories, and insurance records so that your group advisors and our staff are adequately prepared to manage any health crisis that might arise during your stay.

Many activities that normally take place at camp are limited to daylight hours. Adequate supervision of guests is the responsibility of participant sponsors and camp staff will provide helpful instruction regarding weather, ice, and lake conditions during your stay at camp.

FEES AND HOUSING ASSIGNMENTS

Final meeting space and lodging assignments are made by the camps according to group size. Larger groups are assigned the larger meeting rooms and so on. With multiple groups on site during most retreat weekends, your

understanding is appreciated. We will make every attempt to accommodate your requests and needs for your stay.

Some meeting spaces require minimum numbers to book. If you wish to schedule these, be advised that you will be billed for the minimum whether you bring that many or not. Upon its discretion, the camp may assign a larger meeting or lodging facility to your group than requested without additional charges due to availability.

Final fees and charges for your group are due upon your arrival or before your departure unless arrangements have been made in advance with the camp. Groups from our Association churches may request billing.

Your deposit will be applied to the final cost of the event, less any damages assessed. When re-scheduling for the following year, you may forward this deposit into that new booking. Multiple bookings require a deposit per contracted event.

If you choose to cancel your contract 60 days or more prior to the booking date, your deposit will be returned. If you choose to cancel your contract 0 to 59 days prior to the booking date, you will forfeit your full deposit.

- WE will make exceptions only for extreme weather conditions.
- You cannot cancel a retreat within the 60 day time period and expect to forward that retreat deposit to another later weekend.
- When using camp food service, we will bill for a minimum of 12 people regardless of your contract when your group is the only one we are preparing that meal for.

You are expected to provide the camp a guaranteed minimum number of participants 7 days before your contract date. This is the number which we plan food for. If you bring less than this amount you will be charged the full fee for attending participants plus 50% of the fees you guaranteed us from those not attending. If you bring more than the guaranteed number of participants, you will be charged for the total number attending.

RETREAT YOUTH HEALTH INFORMATION/ PARENTAL RELEASE FORM

Name of Camper _____ Birthdate _____ Male Female

Parent/Guardian _____ Home Phone (____) _____ - _____

Address _____ Work Phone (____) _____ - _____

City, State & Zip _____

Church _____ City _____ Phone _____

If parent/guardian is not available, emergency contact is...

Name _____ Relationship _____ Phone (____) _____ - _____

Health Insurance

Company _____ Policy No _____ Phone _____

Health Care Provider

Name _____ City _____ Phone _____

HEALTH HISTORY (completed by parent/guardian)

1. Check if camper been subject to medical treatment for any of the following:

Diabetes Ear Trouble Seizures Allergies Poison Ivy Throat or Sinus Asthma Behavior Bee Sting

Please explain above: _____

2. Dates of immunizations:

Tetanus DPT _____ Polio _____ Mumps _____ Measles _____

3. Check if camper is allergic to the following, please describe reaction:

Penicillin _____

Other Drugs _____

Bee Stings _____

Foods _____

Other _____

4. Current medications: Give name, dose, schedule (medication must be brought in original labeled prescription bottle)

5. Please explain conditions requiring medication or other condition requiring special care: _____

6. Is the camper subject to homesickness? If yes, provide suggestions on how to deal with it: _____

7. List any special dietary needs: _____

8. Please indicate any restrictions on physical activities or any concerns you may have regarding your child's stay: _____

PARENTAL AUTHORIZATION – MUST BE SIGNED BY PARENT/ GUARDIAN IF CAMPER IS UNDER THE AGE OF 18!

My child has permission to take part in all camp activities including offsite activities under supervision and I agree that the camp, or its personnel, will not be held responsible for accidents or personal injury arising therefrom. Camp Onomia has permission to use photos my child may be in for camp promotional purposes. In the case of a medical emergency, I understand that every effort will be made to contact the parents or guardians of the camper. In the event I cannot be reached I hereby give permission to the medical examiner selected by the Onomia staff to hospitalize, to secure proper treatment for, to order an injection, anesthesia, or surgery for my child as named on this form. I understand that Camp Onomia does not provide medical insurance. I agree to pick up my child upon notice due to disruptive behavior and will pay for any damages caused by my child attending this retreat.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PROGRAM NAME _____ DATE: _____

RETREAT PLANNING CHECKLIST

Use this checklist to make sure you are prepared for your retreat. If you are reserving a retreat, call the Camp Office at (320) 532-3767 (do not mail this checklist to reserve—please call). Reservations may only be made up to a year in advance (today's date, next year). Make retreat inquiries early to help ensure space will be available.

- Reserve retreat space with Camp Onomia by phone or email (office@camponomia.org)
- Name of group.
- Address of group (please include church address and phone #, if applicable).
- Contact person's name and phone numbers (day and evening).
- Facility your group is reserving.
- Dates and times of arrival and departure.
- Number of retreat guests (will there be changes throughout your retreat?).
- Meals requested (make sure to alert us of any special requests or needs).
- Contract and deposit sent in?
- Please share retreat policies with the members of your group so they are aware of what is expected of them before they arrive.

A week before your event, please contact the camp to confirm all your retreat arrangements and give guaranteed participant numbers.

- Confirm arrival and departure times.
- Confirm meals requested (Special meal requests? Vegetarian options requested?).
- Confirm number of attendees (different numbers at different times/meals?).
- Confirm any equipment needs:
 - Presentation equipment (Video Projector, TV/DVD, marker board, etc.).
 - Meeting room table/chair configuration request.
 - Playground/recreation equipment (volleyballs, basketballs, broomball equip., etc.).
- Confirm any program services requests:
 - Mixers and/or games with the group.
 - Low Ropes Initiatives Challenge Course (fee)
 - Guided tour-hike of grounds and facilities.
 - Waterfront activities (lifeguard required—see Waterfront policies in retreat handbook).
 - Bonfire.
 - Campfire sing-along.
 - Worship music assistance.
- Confirm any other special needs (handicap facilities, specific menus, etc.).