

## **Camp Sycamore Creek Guidelines and Policies:**

**ADULT COUNSELING.** It is necessary for an adult counselor to be in each cabin supervising the children/youth.

**ALCOHOL.** Alcoholic beverages or anyone under the influence of such ARE NOT PERMITTED on the grounds.

**ARTS & CRAFTS.** Arts and crafts projects should be done in porch area or pavilion.

**AUDIOVISUAL AIDS.** Camp Sycamore Creek maintains some audiovisual equipment. Equipment can be made available to the group director upon request. The group is responsible for all equipment before they depart.

**ATV'S.** All Terrain vehicles are not permitted on Camp Sycamore Creek grounds.

**BEDROOMS.** Each of the 10 cabins sleep 10 people in bunk style beds. There is also a camp director cabin that sleeps 3-4. Please take no drinks or food items into bedrooms. Blankets, pillows, linens, towels, etc. must be provided by the guests.

**CAMPFIRES.** A designated campfire area is provided for your use. Guests are responsible for wood and campfire clean-up. All campfires must be put out immediately following activity.

**CHECK-IN/OUT.** The following are general guidelines to be used in the process of checking your group in or out.

Retreats, camps, and conferences: the check-in time is set in coordination with the camp calendar.

Check-in. The Camp Representative or designee will be on hand at the prearranged time to open the camp and go over all rules and regulations. If not done previously, a waiver must be signed by renting group.

Check-out. The Camp Representative or designee will make an inspection of the camp facilities and grounds. Any damages, graffiti, or litter found, other than normal wear, will be added to the final bill. A rental day is considered from 2:00 p.m. to 2:00 p.m.

**CLEAN UP.** In order to maintain the lowest cost for your group we request each group to do the following:

Empty trash from the cabins, bathrooms, dining hall, and program areas.  
Sweep (mop if needed) cabins, porches, dining hall, and program areas.  
Close windows and doors, and turn off all lights.

Police grounds to pick up all litter and trash.

A camp care-taker will be able to provide you with assistance and direction. The Group Leader will check with CSC Staff before leaving. Please leave time in order to perform these tasks before departure. Should your group desire not to do the required cleanup, arrangements can be made to pay an additional cleanup fee.

**DAMAGES.** The renting agency will be held responsible for any damage to the facilities (outside normal wear) per contract. All damages will be reflected on the final bill as follows: damaged screen - \$15.00, damaged screen & frame - \$30.00, broken cabin window - \$25.00, writing/carving on bunks - \$25.00 each bunk each occurrence, writing, carving, marking on walls - \$25 each wall each occurrence, damaging bath facilities - \$50, other damages will be charged as per the repair necessary.

**EMERGENCY CARE.** CSC is located close to North Crest Medical Center. The contact information is as follows: 100 North Crest Dr., Springfield, TN 37172, 615/384-2411, [www.northcrest.com](http://www.northcrest.com). The camp care-taker should be notified, if possible, before leaving the grounds for medical care. For very minor injuries complete first aid kits are readily available and a medical log which is required to be completed at the camp. **YOUR GROUP WILL PROVIDE ITS OWN MEDICAL STAFF DURING YOUR STAY.**

**FIRE EXTINGUISHER.** These are located one at the entrance, one on the right side of the fireplace, one on the wall in the kitchen, and one in the mechanical room.

**FIREWORKS & FIREARMS.** Fireworks, firearms, and facsimiles of firearms are prohibited on the property.

**FOOD SERVICE.** CSC does not provide food resources. Guests are responsible for kitchen AND dining hall clean up as well as food and beverage disposal.

Clean up guidelines are as follows: All counters and tables will be wiped down in dining hall and kitchen area if used, All floors to be swept in both areas if used, All dishes to be washed if used, and Trash to be taken out.

**GENERAL CONDUCT.** Camp Sycamore Creek prides itself in being a Christian Camp. It is expected that all who use the facilities will conduct themselves in a Christian manner regarding language, dress, and behavior. Girls and boys shall not enter rooms assigned to the opposite sex or unoccupied buildings.

**GROUP LEADER.** It is necessary for an adult (at least 21 years old) to be in charge of the program, and must be present during the entire stay of the group.

**INTOXICANTS OR DRUGS.** No intoxicants or drugs (other than prescribed in their original container) of any kind should be brought to or used on Camp Sycamore Creek grounds.

**REFURBISHED FACILITY.** This camp has undergone major renovations for you, the guests. It took a considerable amount of time and many donations to complete. We ask that you take pride in this building by helping keep it this way; not wearing muddy shoes in, keeping swept up after yourselves, taking no drinks and food items in to the cabins, and keeping graffiti off all surfaces in the dining hall and pavilion. Thank you for preserving our camp.

**OUTDOOR ACTIVITIES.** At CSC there are plenty of activities for everyone. Not only are the facilities available, but the camp also has the equipment necessary to partake in the following activities: Volleyball, Basketball, Softball, Soccer, Shuffle Board, Horseshoes, and Hiking. All sports equipment will be made available to the group director upon request. The group is responsible for all equipment upon departure. There is to be no sports or physical games played in the dining hall.

**PORCHES.** The camp's dining hall has a big porch with rocking chairs. Please do not take the chairs from the porch at any time.

**RESERVATION/DEPOSIT.** The following procedure is used to book a group at CSC.

A simple phone call can reserve a date for up to seven days as a "tentative reservation." A tentative reservation means the dates requested are held for your group, pending your deposit. A full deposit is due in order to confirm your dates.

A \$300 deposit is required. Deposits are due 6 months in advance. Long range reservations are dependent upon usage by Youth Encouragement Services. In the event of a cancellation, every effort will be made to re-rent that time. If your reservation can be re-rented, your deposit will be refunded. Deposits are non-refundable if canceled dates cannot be re-rented.

The following guidelines must be adhered to in making reservations for use of CSC:

- That the group will adhere to and enforce the "Guidelines and Policies" for CSC.
- It is the group's responsibility to notify the CSC staff of their expected number of guests at least 14 days prior to arrival.
- Payment of the balance due (and damages, if any) will be due upon departure.
- A rental day is from 2:00 p.m. to 2:00 p.m.
- The Group Leader must have all paperwork (including deposit, rental contract, certificate of insurance) in order with administrator.

**RESTROOMS/BATHHOUSES.** Two main bathhouses for male and females each include six showers, six sinks, and six toilets. With your assistance every effort will be made to maintain the facilities at an optimum level of cleanliness.

**RIGHT AND RESPONSIBILITIES.** The Board of Directors reserves the right to deny use of camp facilities to groups or individuals whose behavior or organizational goals could be harmful to the image, reputation, or ministry of Camp Sycamore Creek. The staff and Board of Directors of CSC assumes no responsibility for personal injury, theft,

or damage or loss of personal property. These "Guidelines and Policies" have been approved by the CSC Board of Directors.

**RULES FOR ACCEPTANCE.** Rules for acceptance and participation in the camping program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

**SECURITY.** At night the camp gate may be closed, but not locked, to discourage people casually driving into camp. A retired policeman is within one mile of camp and can be called if necessary.

**SMOKING.** No Smoking is permitted on CSC grounds.

**TELEPHONE.** A telephone is provided in the camp office. It is set up primarily for emergency use. Outgoing calls will be overseen by the responsibility of the Group Leader. Children/youth may not make calls without the Group Leader present. Long distance calls may be made only using reverse charges or calling cards.

**WORSHIP FACILITIES.** The natural setting of CSC lends itself well to several areas for worship.