



# { POLICIES & GUIDELINES }

**EVERY GUEST** at Oakridge Christian Camp should become familiar with these guidelines. **GROUP LEADERS** are responsible for communicating this information to their group.

**Thank you for choosing Oakridge Christian Camp!** It is our pleasure to serve you as our guest. Oakridge is a private Christian retreat center, not a hotel; therefore there may be some guidelines and policies that may not seem “hotel-like.” This is our purposeful intent. Oakridge does not serve the “general public,” but only those interested in a Christian camp perspective. Your understanding of and cooperation with these guidelines is appreciated.

**Everyone** in your group should be made aware of these Oakridge policies and guidelines **before** checking in. All minors must have a release form signed by their parent or guardian in order to take part in any of Oakridge’s activities, any activities that take place outside of Oakridge, and to stay overnight at Oakridge Camp. Oakridge is more rustic than a hotel, and provides more activities than a typical hotel; therefore, a greater risk to you and your group members exists.

Guests **may not enter** any Lodge Room or Dorm before reading and signing the Oakridge release form. Oakridge Camp does not provide TV’s or phones in our rooms. Room assignments and keys will not be issued until proof of identification (*if needed*) and each guest’s signed form is presented. Keys are available for some private rooms (one key per room) if desired. **Adults** should retain possession of the keys. A \$5 charge for any lost keys will be applied. Additional camp information and guideline requests are on the back of the map you can receive at check-in.

Oakridge guests should conduct themselves in a manner consistent with the basic interpersonal teachings of the New Testament in the Bible. Oakridge Camp’s approach to life is one that is Bible-based and evangelically Christian in nature.

Proper care of the buildings, grounds, and equipment is expected of all guests. Oakridge furniture and equipment **should not** be moved or rearranged without specific permission from Oakridge Management. This includes beds and bunks in **all** rooms and dorms.

Please do your part to help keep campgrounds and buildings free from litter during your stay. Trash cans are placed throughout the camp for your convenience. Please stay on the sidewalks and off of the flowers whenever possible. Please be sure to **wipe off or remove dirty shoes** before entering your lodge and room.

Unauthorized firearms, archery, and other weapons, fireworks, illegal and/or hallucinogenic drugs are not permitted on Oakridge grounds at any time. Profane language, inappropriate physical and intimate contact for unmarried persons are not permitted. Tobacco usage for **adults** is discouraged, but is permitted **only** outdoors; please find a private area and be mindful of fires or secondhand smoke that may bother other guests. **Please pick up and properly dispose of your cigarette butts.**

Linens and towels are **complimentary** in the **Comfort Rooms** and are available **for rent in Lodges**. One towel is provided per event. Please **do not** use Oakridge towels for cleaning up mud, make-up, outside areas, etc.

All guests should be on time and prepared for all schedule activities of which they are a part.

**No unregistered persons may be in your room at any time for any reason.** All unregistered persons and visitors must first check in at Oakridge’s office.

**No pets allowed** except by those guests bringing their own RV. Please leash your pet when other guests are on Oakridge property.

Campfires are permitted in **designated areas only**, and **only with permission** of Oakridge Management. Unauthorized cutting of trees or shrubs is **not allowed**. Please use the receptacles which are available for trash.

All motorists should respect Oakridge’s speed limit of **15 MPH**. Please observe all posted signs. There is **no parking on any driveways**. Please limit your unloading time on driveways to **15 minutes maximum**. Please park in designated areas - generally in the grass in front of the buildings. Please ask Oakridge Staff if you’re uncertain.

Oakridge guests are generally **not permitted** in maintenance buildings or any other private dorms, sleeping areas, or staff houses. Privacy of other guests should be honored. Use of Oakridge Camp tools, personal staff toys or belongings, equipment, or vehicles **without permission** of Oakridge Staff is not permitted.

Each Oakridge guest authorizes and gives full consent to Oakridge to copyright or publish all photographs and/or videos in which any guest appears while participating in any Oakridge-related program.

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Generally, no Oakridge phone service is available to any guest. Wireless internet is available in the main building. Fax sending and receiving and other office needs are available for a small fee.

## INSURANCE INFORMATION

Each Oakridge guest understands the potential risk of injury involved in staying at Oakridge Christian Camp and agrees to release from all liability Oakridge Ministries and its Staff and Directors, and Brian Ball Ministries and its Staff and Directors, from any and all injury, hurt, damage or otherwise, that may occur while on Oakridge grounds. The bluffs overlooking Oakridge, the highway in front of Oakridge, recreation activities (*including riflery, archery, Go-Karts, ropes course, paintball, children's play area, Moonbounce, and waterslide*) and other areas around the camp represent potential life-threatening dangers. **Group Leaders, parents, and adult counselors are to supervise, restrict, and otherwise care for and protect their group guests, especially minor children.** All Oakridge adult guests, by virtue of being on Oakridge property, whether they choose to participate in any of the aforementioned or other high-risk recreational activities or not, are required to sign an additional release form in order to register. Minors are also required to have an additional release form signed by their parent or legal guardian in order to register. If no additional release of liability is utilized or signed, **THIS SIGNED FORM** acts as a specific release of liability relating to each and every activity in which you and/or all of your group members may engage, including any and all high-risk activities, while on Oakridge property, and/or while traveling to and from, and engaging in, any Oakridge-sponsored off-site high-risk activities. Primary health insurance is the responsibility of the guest group and/or each guest who provides their own primary personal coverage. Individuals should have personal insurance information on hand. **In the event of an injury or a medical need, expenses incurred will be the responsibility of each individual (private pay), individual personal insurance, or group insurance from the sponsoring group. Oakridge provides third position insurance, after the individual and the group of which they are a part.**

Oakridge Staff will need about 20 minutes upon arrival to speak to all of your group concerning an Oakridge Orientation, and the some occasional time to address guests concerning schedules, announcements, planned activities, etc. Also, prayer in Jesus' Name will generally be offered for all groups during meals.

Oakridge Management reserves the right to refuse service to, or request the departure of, any guest at any time for any reason deemed appropriate by the management.

Oakridge discourages clothing that is immodest, revealing, or suggestive of negative lifestyles. Clothing styles which are discouraged for girls include halter- and tank-tops, spaghetti straps, tight pants, low-cut shorts and tops, revealing swimwear, and pants or shorts with words or illustrations printed across the bottom or rear.

Cash, checks, MasterCard, Discover, and Visa are accepted. **Full final payment is due one week prior to event.** No post-dated checks, please. Payment for gift items (*shirts, books, gifts, etc.*) can be made during Snack Shack or meal hours. All additional fees and other payments must be paid in full before leaving the camp. Damages to the camp are the responsibility of the guest group and must be settled with Oakridge management before leaving the grounds. Vandalism may result in immediate removal from property.

Oakridge reserves the right to enter all rooms for any reason deemed appropriate by Oakridge. Attempts will be made to notify guests before entrance. Housekeeping is **not** provided on a daily basis, so guests should clean their own rooms daily in a reasonable manner. If there is any problem with your room, please notify Oakridge Staff ASAP.

Please check with Oakridge concerning times for your arrival, departure, and the Oakridge Orientation.

## GROUP PAYMENTS

If groups do not have an established group bank account, Group Leaders should confirm events with personal funds and then secure reimbursement from their group. Oakridge prefers to receive payment from one **ONE** designated Group Leader. Please do not have every group member bring individual payments to Oakridge. Group members should give payments to their Group Leader who will then pay Oakridge with cash, **ONE** check, or with a credit card.

## ADULT SUPERVISION FOR CHILDREN AND YOUTH EVENTS

All children and youth retreats require one adult (*18 and over*) for every seven (1:9) same-sex minor guests attending. This applies to meals, all activities, and sleeping in the same room(s). Youth and children groups **will be charged** for adults **not present** to attain this ratio, Secure sufficient adult oversight **in advance!** This does not apply to Oakridge Summer Camp Individual Registrants.



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## BEVERAGE SERVICE

During Oakridge meals, beverage service usually includes regular and decaf coffee, iced tea, punch and/or lemonade, water, and ice; for breakfast, milk, apple juice and orange juice will be served. Hot tea and hot chocolate are generally available in the winter months. Sodas from the Snack Shack and water fountains are also available.

## FOOD SERVICE

Oakridge's kitchen staff serves most meals and snacks at Oakridge. However, groups can prepare their own meals in certain lodges, and under certain circumstances. All Oakridge-served meals are buffet type with seconds as available, beverages and dessert included, and are served by Oakridge Staff. **No tax and no tip** are expected. All children requiring assistance should be helped through the food service line. Children 3 and under eat **free**; 4 to 9 eat at a **discounted price**. All other guests ages 10 and older are served at normal price. Please cooperate with Oakridge kitchen staff concerning table clean up.

Meal times are usually 8:00 AM, 12:30 PM, and 6:00 PM unless otherwise notified by Oakridge management. Please be on time for all meals. Meals are made available for about 45 minutes. Changes in meal times may be authorized by Oakridge management to suit the needs of the groups that are present.

Oakridge guests are not permitted in the kitchen or Snack Shack without the permission of Oakridge Staff.

Groups and individuals are discouraged from bringing food or snacks on to Oakridge grounds, with the exception of those requiring special diets due to health reasons, or those groups doing their own cooking. Generally, all meals should be eaten in the serving area. Please limit or restrict snacks and drinks in the sleeping rooms, and be mindful of carpeted meeting rooms. Refrigerators, microwaves, ovens, stoves, electronic appliances, etc., are not permitted in any of the dorms or sleeping rooms.

The **Snack Shack** is available for drinks, chips, candy, ice cream, and other snacks daily. Hours are posted or announced. **Snack Cards** are available for purchase for children to prevent the loss of money and to assist leaders/counselors with keeping account of individual child/camper purchases. Snacks should be eaten outside or in the main Dining Hall.

Oakridge will regularly strive to prepare 10% overage on all meals to cover any additional guests that may attend. Failure to notify Oakridge Management of unexpected guests may result in late registrants not being served. Additional guests are charged on a per-meal basis. Please notify Oakridge Management if additional guests are present.

## THE DINING HALL LOUNGE AREA

This area is considered Group-Access. When multiple groups reserve Oakridge, all guests will have some degree of access to the Dining Hall and its associated game tables, lounge area, etc. Schedules will be worked out to accommodate the needs of each group. Groups may need to **share** the Dining Hall for some recreation.

## RECREATION

Many of the Oakridge recreational activities are considered Group-Access. When multiple groups reserve Oakridge, all guests will have some degree of access to the recreational activities and their related equipment. Schedules will be worked out to accommodate the needs of each group. Some Adventure Activities require additional fees. If your group desires any off-site or Adventure recreation, let Oakridge know ASAP so that reservations can be made. Rental costs and fees vary depending on group size and the nature of the recreation.

## GROUP CHECK-OUT

Group Check-Out involves picking up all trash on the property, generally cleaning the rooms used, placing all trash in cans, and doing a walk-through with Oakridge Staff for inspection of any damages.

## DAMAGES

It is recommended that Group Leaders full inspect their buildings with Oakridge Management to avoid assessment of any damage charges. Group leaders may be held personally responsible for buildings leased if Management is unable to determine the offending individual(s). Charges for damages depend on the degree of the damage.

**THANK YOU FOR COMING TO OAKRIDGE CHRISTIAN CAMP! GOD BLESS!**