

## **Horizon Camp and Retreat Center**

### **Guest Group Information and General Policies**

Welcome to Horizon Camp and Retreat Center! Horizon is a community made up of many groups and persons and in order to function as a community, we must have some rules and policies. The following policies are in no way meant to infringe upon you and your group having a good time at Horizon. They are to help us maintain order and to ensure that our guests are happy campers. All we ask is that you play safe, have fun, obey the rules and respect others and the environment. We hope your stay here is most enjoyable!

Group leaders are responsible for reviewing this information with participants in your group before activities commence at the site.

#### **GUEST SERVICES**

A weekend host will be on call 24 hours a day for groups on site. When this person is not on site, they will provide you with a phone number where you can reach them. A phone is available in the staff lounge for emergency calls.

#### **MEDICAL SERVICES**

Groups are responsible for supplying their own first aid kit. The camp does not have medical personnel on site. Groups are expected to provide their own certified CPR/First Aid personnel. Emergency medical phone numbers are posted by or on the door of each building. In addition to contacting medical personnel, please contact camp staff if there is a medical emergency. If your group runs out of first aid supplies, a first aid kit is available in the staff lounge.

#### **CHILD SUPERVISION**

Groups are responsible for their participants' behavior while at camp. All children/youth under the age of 18 must be under the supervision of a responsible adult from your group at all times during your stay. We recommend a ratio of 1 adult to every 6 children or youth.

#### **SWIMMING**

Children under the age of 18 are not allowed to swim without adult supervision. The pool is to remain locked when not in use. Swimming is not allowed in the river.

#### **ATTIRE**

Appropriate attire should be worn when at camp. This includes wearing closed shoes at all times.

#### **PERSONAL PROPERTY**

Horizon Camp and Retreat Center is not responsible for any personal property or equipment belonging to your group or your group's leaders or participants that is lost, damaged or stolen during your stay here. Please do a thorough check of all sleeping quarters and meeting spaces for personal belongings before departure. Horizon will hold lost and found items for up to 3 months.

#### **VEHICLES**

Vehicular traffic shall only be allowed on designated roadways and parked in designated parking areas. Please do not park where a vehicle may block a driveway or road. The speed limit in camp is 10mph. Please be careful and watch for children, pedestrians, and pets. Riding in the back of pickup trucks is prohibited according to Kansas State Law. No one shall operate any vehicle without a license. Use of camp vehicles, including but not limited to the golf carts and gator, is prohibited.

## **BUILDINGS**

Please help us exhibit good stewardship by turning off all lights when leaving a building, and turning thermostats down before departure. Use only those buildings assigned for your use and stay out of all others. All groups are requested to leave their areas clean. Please sweep out any buildings used, put trash and recycling in its proper place and put any items moved back to their original location.

## **FOOD AND SNACKS**

Food and beverages are prohibited in sleeping quarters. Please keep all personal food and snacks in sealed containers in your group's meeting space.

## **DINING CENTER**

Use of the dining center for anything other than meals must be arranged through the camp office. Please do not remove any furniture or equipment from the dining center and do not attach anything to the dining center walls.

## **MEALS**

Meal times for those eating in our dining hall: breakfast- 8:00am, lunch- 12:00 noon, dinner- 5:30pm.

## **STORM SHELTER**

Storm Shelters are located below the Cedars Lodges for your safety. Horizon staff will keep you informed of weather alerts and when the storm shelters need to be used.

## **OFF-LIMITS AREAS**

The low and high ropes Challenge Course, and the maintenance area are off limits unless participating in supervised activity with a Horizon staff member. The storm shelter is also off limits during good weather. Use of the Challenge course is a scheduled activity through the office two weeks prior to your group's arrival.

## **CAMPFIRES**

Campfires are requested to be in designated areas only, used for cooking or evening campfires. Never leave the fire unattended. Only dead wood on the ground is to be used. Keep safety equipment such as shovels and buckets of water readily available. Extinguish the fire completely when finished.

## **PETS**

Pets are not allowed in camp sleeping quarters, meeting halls, or dining center. The camp must be notified ahead of time if you would like to bring your pet with you on your retreat. We discourage guests from bringing pets with them to Horizon.

## **HIKING/MOUNTAIN BIKING**

Horizon has over 8 miles of beautiful, rugged mountain biking and hiking trails. The trail begins at the south parking lot and ends over 8 miles later at the north end of camp, north of the challenge course at Teepee point. However, there are a series of smaller trails within this trail that you may take if you are familiar with the camp and trails. Hiking must be done in groups of three or more- never hike alone. Even when hiking with a group, make sure you know where you are going and how to get there. Consult Horizon staff for more information about the trails. When hiking, always take water, first aid and a means of communication (cell phone, walkie talkie) with you. Always wear a helmet when mountain biking. Beginning mountain bikers are not allowed on the expert bike trails (consult a staff member for information about the beginners trail).

## **TRASH**

Please help us care for Camp Horizon by putting trash in its proper place (trash cans or dumpsters). Please place plastic pop bottles in the recycling containers located around camp.

## **OUTDOORS**

Remember: Please be good stewards of God's World. Please help us protect the center's natural resources so that everyone may enjoy its beauty. Horizon Camp and Retreat Center is full of interesting and precious vegetation and wildlife. **Please do not pick plants, dig holes, or catch or kill any wildlife (this includes snakes) without first checking with the camp's staff.** Hunting is not allowed at horizon.

## **DAMAGE/EXTRA CLEANING**

The group leader should report any pre-existing damage to the camp staff as soon as possible. Damage inflicted by the group will be charged to the group on the basis of the cost of materials and labor. All persons are expected to treat the camp with respect.

## **FINE FOR USE OF ALCOHOL**

Alcohol is prohibited at Horizon. A \$75 fine will be charged to the group if anyone in the group violates this policy and/or evidence is found in or around the facilities after the group departs.

## **SMOKING**

Please do not smoke inside the buildings. Please put cigarette filters and other tobacco litter in sand cans.

## **WEAPONS**

All firearms and weapons (including BB guns and slingshots) are prohibited from the property.

Horizon Camp and Retreat Center reserves the right to dismiss any individual or group for failure to abide by any policies, illegal activity, or concern for theirs or others health and safety.

Horizon Camp and Retreat Center reserves the right to inspect living areas and personal property once reasonable suspicion of a crime or policy infringement has been established.

## **HAVE FUN AND ENJOY YOUR STAY!**

As the representative and leader of this group, I agree that all participants and leaders will abide by the above rules and policies.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Group Name \_\_\_\_\_ Date \_\_\_\_\_