

## Guest Group Guidelines 2010/2011

We are excited that you have chosen Berea as the place to host your event! Below are some guidelines that we have in place to ensure that everything runs smoothly and safely. Please read through them before signing your contract. If you have any questions, feel free to contact our Rental Retreat Coordinator (603.744.6344).

### Welcome Center

The Welcome Center is our main office and its hours are 7:30am-5:30pm daily.

Any lost and found items that are collected by the staff will be brought to the Welcome Center.

**Please report all accidents to the Welcome Center. If an emergency occurs after hours, 911 can be called by cell phone. Be sure to relay camp's full name and address (Camp Berea, 68 Berea Road, Hebron) and to send someone to the parking lot to direct emergency personnel when they arrive. In case of an emergency after hours or in the middle of the night, staff personnel can be reached in Staff 8 (the large brown building on the hill behind the dining hall) by ringing the night bell next to the front door.**

If there are any maintenance issues with your cabin, please fill out a maintenance slip in the Welcome Center so we can solve the problem for you as quickly as possible. Any damages or graffiti will be charged to the group responsible.

### Dining Hall

Coffee, tea and hot chocolate are available in the Dining Hall at all times. **Camp staff only** are allowed back into the kitchen area.

Meal times are standard due to multiple groups on site. Breakfast, 8:30, Lunch, 12:30, and Dinner, 5:30.

Due to state law, bathing suits may not be worn into the Dining Hall and shoes must be worn at all times except while on the waterfront.

### Waterfront

Our waterfront is open seasonally and in accordance with the availability of qualified Berea staff. Please **do not** go swimming or boating when it is closed.

### Gymnasium

Children under the age of 18 **must** be supervised by an adult when using the gym.

Please do not kick balls in the gym as they can loosen and damage the ceiling tiles.

The Rockwall in the gym is **off limits** unless opened by qualified Berea staff.

### Skate Park

The skate park is outdoors and open seasonally; children under 18 **must** be supervised by an adult.

Due to insurance regulations, the skate park is the **only** place bikes, skates, skateboards, and scooters may be used on camp.

They may **not** be used on the paths, roads, or in the gym. Helmets and pads must be worn in the Skate Park.

### Challenge Course and Tubing Hill

The Challenge Course (low ropes course) and the Tubing Hill are **off limits** unless opened by qualified Berea staff.

### State/Insurance Regulations

All cars must be kept in the parking lot.

No smoking or alcohol use on camp grounds.

Possession or use of personal firearms is prohibited.

Please be sure all in your group leave their pets at home.

No tents or RVs are allowed on site as overnight accommodations.

Campfires must be extinguished by guests **completely** upon leaving the campfire area for the night.

### Quiet Hours

Quiet hours are from 11:30pm to 7:30am. Due to camp staff who live on site and other groups who are guests at Berea, please be considerate of these times. Public buildings may still be used, but please minimize outside noise.

**A welcome and five minute presentation of these guidelines will be given by a staff member to your entire group upon arrival at Berea. Please allow time for this in your first scheduled meeting. In addition, at the first meal time in the Dining Hall a brief announcement will be made on Dining Hall procedures.**