



# Chestnut Ridge Camp and Retreat Center



## School Group Reservation Form

Dear Educator,

Greetings from the beautiful woods of Chestnut Ridge Camp & Retreat Center! We are excited that you are considering participating in the Outdoor Education program at this very special place. As you plan, and organize your event, we hope the following information is helpful to your efforts. If you need more information, just give us a call.

Grace and peace to you,

*Leadership Team*

Chestnut Ridge Camp & Retreat Center

### FAQ for Outdoor Education at Chestnut Ridge Camp & Retreat Center

Q. Can our group bring our own food to Chestnut Ridge?

1 If you are a day-use group, you are welcome to bring your own meals.

2 If you are an overnight group, you are our guest for all meals during your stay. Your group is welcome to bring snacks, but not meals. You may bring a picnic lunch on your arrival date if your programming starts in the afternoon.

Q. What times are meals served?

1 Breakfast is served at 8:00 a.m., lunch at 12:30 p.m. and dinner at 6:00 p.m. If your group requires a change in service time, please notify the camp office and we will do our best to accommodate your schedule.

Q. Do you accommodate special diets?

1 We can accommodate requests for special diets with notification prior to your event

Q. Can I bring my pet with me?

1 No, unless your pet is required for human assistance (see general information below).

Q. Where should I park my car/bus? Can I park next to my cabin or lodge?

1 Parking is available at the main parking lot, adjacent to the Morris Center and Pavilion, as well as in our additional parking lot, located on the road leading out of camp. We ask that all buses park in our additional parking lot. Camp staff is happy to help you locate these lots. Temporary drop-off parking is available near most (not all) buildings. We request all guests use our parking lots for long-term parking.

2 As our parking is limited and we encourage conservation of energy, we request groups to plan car pools to limit the number of vehicles required during their event.

### General Information for Group Leaders

#### Compliance with standards for camp use and camp policies

Group leaders are responsible for sharing camp rules and policies with participants prior to arrival. Chestnut Ridge reserves the right to place groups in lodging facilities best suited for the size of each group. All information on this form is subject to change at any time, including the rates. Chestnut Ridge reserves the right to acknowledge guest groups on the entry sign, website and camp newsletter unless otherwise notified.

#### Standards for Camp Use

1. Designate an adult leader to ensure compliance with camp regulations and to check in and out.
2. Use only the buildings and facilities specifically reserved for your group, leaving accommodations and grounds clean
3. Please ensure adequate adult supervision for all youth. Chestnut Ridge recommends supervisors be 18 years or older with 1 adult for every 6 youth and with at least 2 adults present in each facility occupied by youth. It is recommended that groups uphold appropriate screening policies for all rental-group staff with responsibility for or access to campers.
4. Please understand and comply with camp regulations as well as local, state, and federal laws. Possession and use of controlled substances or weapons is not welcome.
5. Please use edifying language, and being good stewards of the native flora and fauna. Do not harm native plants and animals. Of particular concern in this part of the state are copperhead snakes and poison ivy. Please ask camp staff if you need assistance identifying either. Do not harm copperheads; notify staff.
6. Restrict fire building to authorized areas, ensuring that any fires are extinguished cold before leaving them unattended.
7. Swimming is allowed only in the pool or lake, under the supervision of camp-authorized lifeguards.
8. Camp-authorized lifeguards, as well as adult leaders, must supervise lake activities. Borrowed equipment must be returned to its rightful place.
9. Use only camp-provided watercraft on Lake Fellowship.
10. Please observe quiet time from 11 PM to 7 AM.

**11.** Animals assisting a human partner with impairments are welcome, providing they are obedient and comply with local, state, and federal regulations. No other animals may be brought to camp unless they are being used in an educational program and approved by the camp leadership team.

**12.** Camp-authorized staff must supervise specialized recreational activities such as swimming, challenge course and horseback riding. These areas are marked with appropriate signage.

**13.** Minimum suggested footwear at camp is a sturdy, athletic shoe that provides support and protection for the foot.

**14.** Camp is not responsible for personal property and vehicles brought on site.

### **Emergency Preparedness**

User groups are responsible for providing their own first aid and emergency care, including providing and storing first aid equipment and supplies. User groups are responsible for providing emergency transportation. Orange County EMS can be reached by calling 911. Your group is also advised to provide an adult certified in CPR/AED, First-aid, and Preventing Disease Transmission by a nationally recognized provider to be on-duty in case your group needs emergency care. Upon arrival, user groups will be instructed how to contact camp personnel in an emergency. User groups are requested to notify camp staff if professional medical care is sought for any member of their group while at Chestnut Ridge.

Group leaders should have on hand the names and addresses of all group participants, emergency contact names and numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodation on site. Minors without a parent on site should have a signed permission form to seek emergency treatment.

### **Damages/Extra Cleaning**

The group leader should report any pre-existing damages to camp staff as soon as possible. Damages 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 property with respect.

### **Proof of Insurance**

Please include with your reservation form a copy of your group's liability insurance coverage. We recommend a minimum of \$500,000 liability coverage. Chestnut Ridge does not provide sickness/accident insurance.

### **Alcohol and Tobacco Use and Fines**

The use of alcohol is not permitted at Chestnut Ridge. Smoking is discouraged and restricted to outdoor areas away from children and non-smokers. Smoking refuse must be collected and disposed of in a trash container after all threat of fire is passed.

A \$200 fine will be charged to the group if anyone in the group uses alcohol. A \$200 fine also applies for groups leaving evidence of tobacco use in or around the facilities after the group departs. In addition, law enforcement authorities may be notified if criminal behavior regarding these or any other controlled substance is suspected.

### **Indemnification**

In consideration for use of the facility, the group leader ("User") hereby agrees to defend, indemnify and hold harmless Chestnut Ridge and the North Carolina United Methodist Camp and Retreat Ministries, Inc., its Board, employees, and representatives, from and against any and all liability, loss, damage, injury or death arising from acts connected with User's activities while using the facilities, whether same is caused by or arises from the negligence of User or of its participants, members or guests or by failure to perform any terms of this agreement. Personal sports equipment such as bats, hockey sticks, climbing gear, mountain bikes, and archery equipment should be stored and handled safely for the protection of all individuals. Chestnut Ridge is not responsible for any personal equipment brought onsite by guests.

The Chestnut Ridge director has the authority to ask individuals or the total group to leave the campsite when they will not cooperate with the policies of Chestnut Ridge. The director will consult with the leader of the group before this extreme action is taken.

I have read and understand the above information \_\_\_\_\_

4300 Camp Chestnut Ridge Road, Efland, NC 27243

919.304.2178 fax 866.372.5801

www.campchestnutridge.org *christine@campchestnutridge.org*

School name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Arrival Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_

First Meal \_\_\_\_\_ Last Meal \_\_\_\_\_

Please share your vision for this event:

Organizer's Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

# of Students \_\_\_\_\_ # of Adult Supervisors \_\_\_\_\_ (we request a 6:1 ratio)

All group Members agree to abide by the reservation terms and conditions herein.

Do members of your group have special needs that we should be aware of? Special needs include vegetarian diet or access restrictions \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Day Group**

**Half Day Program (3 sessions) \$10/participant**

**Full Day Program (5 sessions) \$16/participant**

We are planning on bringing a picnic lunch

We would like to purchase a meal # of meals

Hot lunch @ \$7.50 per person .....

Bagged Lunch @ \$4.50 per person.....

Snack @ \$3.00 per person.....

Campfire w/smores @ \$3.00 per person ....

**Overnight Group**

**One Night Program (5 sessions; 3 meals)**

Student rate @ \$55.00 per person

Chaperone Rate @ \$48.00 per person

Teacher Rate @ \$25.00 per person

**Two Night Program (9 sessions; 6 meals)**

Student rate @ \$110.00 per person

Chaperone Rate @ \$90.00 per person

Teacher Rate @ \$45.00 per person

# of participants

Overnight guests will need to bring bed linens for a twin size bed or sleeping bag, pillow, towel, and bath items if not using our linen service. Linen service can be provided for individuals or entire groups for an additional charge. This service includes sheets, a blanket, a pillowcase, a washcloth, and a towel.

It is a pleasure to welcome you to this beautiful site and share our facilities with your group. We are happy to assist in any phase of the planning for your Outdoor Education program. Please visit our website to find suggested OE schedules based on the NC Essential Standards for Science or call to create a customized program plan for your group. The following self-directed activities are available to your group during your stay at no additional charge: volleyball, basketball, soccer, football, foursquare (access to sports equipment)

**Outdoor Education Program Options:**

Choose up to 3 courses for half-day program or up to 5 courses for a full day.  
 Choose up to 5 courses for a one-night stay, or 9 courses for a two-night stay.

<p align="center"><b><u>Animal Programs</u></b></p> <input type="checkbox"/> <b>Amazing Animals</b> <input type="checkbox"/> <b>Animal Adaptations</b> <input type="checkbox"/> <b>Herp- Encounters</b> <input type="checkbox"/> <b>Life Cycles at Chestnut Ridge</b> <input type="checkbox"/> <b>North Carolina Natives</b> <input type="checkbox"/> <b>Predator/Prey</b> <input type="checkbox"/> <b>The Wonder of Worms</b>	<p align="center"><b><u>Ecological Programs</u></b></p> <input type="checkbox"/> <b>Aquatic Plants &amp; Animal</b> <input type="checkbox"/> <b>Animal Tracks</b> <input type="checkbox"/> <b>Compost Crazy/ Up-close</b> <input type="checkbox"/> <b>Forests Forever</b> <input type="checkbox"/> <b>Lake Ecosystems</b> <input type="checkbox"/> <b>Owl pellets</b> <input type="checkbox"/> <b>The Hive and the Honeybee</b>	<p align="center"><b><u>Misc. Science Programs</u></b></p> <input type="checkbox"/> <b>Changes in Property</b> <input type="checkbox"/> <b>Force &amp; Motion</b> <input type="checkbox"/> <b>Landforms</b> <input type="checkbox"/> <b>Plant Parts / Fun with Food</b> <input type="checkbox"/> <b>Sensational Soils</b> <input type="checkbox"/> <b>Rock on! / Marvelous Minerals</b> <input type="checkbox"/> <b>Weather</b>												
<p align="center"><b><u>Other Programs</u></b></p> <input type="checkbox"/> <b>Archery</b> <input type="checkbox"/> <b>Campfire / S'mores</b> <input type="checkbox"/> <b>Canoe/kayaking</b> <input type="checkbox"/> <b>Hayride</b> <input type="checkbox"/> <b>Slingshots</b> <input type="checkbox"/> <b>Swimming</b> (summer only) <input type="checkbox"/> <b>Creatures of the Night</b> (fall overnight groups only) <input type="checkbox"/> <b>Stargazing</b> (fall overnight groups only)	<p align="center"><b><u>Team Building</u></b></p> <input type="checkbox"/> <b>Initiative Games</b> (each 50 minutes is 1 session) 1 session <input type="checkbox"/> 2 sessions <input type="checkbox"/> 3 sessions <input type="checkbox"/> <input type="checkbox"/> <b>Low Challenge Course</b> (up to 3 hrs.) A fee of \$12/participant is associated with this course <input type="checkbox"/> <b>High Challenge Course</b> (3 Hours) A fee of \$14 per participant is associated with this course <input type="checkbox"/> <b>Zipline</b> - A fee of \$7 per participant is associated with this course	<p align="center"><b><u>Programs for Pre K &amp; Kindergarten</u></b></p> <input type="checkbox"/> <b>Cold-Blooded Creatures</b> <input type="checkbox"/> <b>Eco-Explorers</b> <input type="checkbox"/> <b>Everything Animals</b> <input type="checkbox"/> <b>Farming Fun</b> <input type="checkbox"/> <b>Let's Get Moving</b> <input type="checkbox"/> <b>Native American Ways</b> <input type="checkbox"/> <b>Plants are Perfect</b> <input type="checkbox"/> <b>Wings &amp; Things</b>												
<p align="center"><b><u>Herpetological Field Studies</u></b></p> <input type="checkbox"/> <b>Aquatic Turtles</b> <input type="checkbox"/> <b>Stream Amphibians</b> <input type="checkbox"/> <b>Box Turtles</b> - A fee of \$18 per participant is associated with this course	<p align="center"><b><u>Courses to Go!</u></b> (Up to 30 students per session. \$180 per visit per repeated program + round trip travel fee of \$.73 per mile per visit)</p> <table border="0"> <tr> <td>Amazing Animals <input type="checkbox"/></td> <td>Animal Adaptations <input type="checkbox"/></td> <td>Herpetology <input type="checkbox"/></td> </tr> <tr> <td>Initiative Games <input type="checkbox"/></td> <td>Minerals <input type="checkbox"/></td> <td>NC Natives <input type="checkbox"/></td> </tr> <tr> <td>Owl Pellets <input type="checkbox"/></td> <td>Predator/Prey <input type="checkbox"/></td> <td>Sensational Soils <input type="checkbox"/></td> </tr> <tr> <td>Rock on! <input type="checkbox"/></td> <td>Weather Watch <input type="checkbox"/></td> <td>Worms <input type="checkbox"/></td> </tr> </table>		Amazing Animals <input type="checkbox"/>	Animal Adaptations <input type="checkbox"/>	Herpetology <input type="checkbox"/>	Initiative Games <input type="checkbox"/>	Minerals <input type="checkbox"/>	NC Natives <input type="checkbox"/>	Owl Pellets <input type="checkbox"/>	Predator/Prey <input type="checkbox"/>	Sensational Soils <input type="checkbox"/>	Rock on! <input type="checkbox"/>	Weather Watch <input type="checkbox"/>	Worms <input type="checkbox"/>
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<p align="center"><b><u>Horseback riding</u></b></p> This activity is an additional fee and is limited to 12 participants ½ hour-\$35/person <input type="checkbox"/> 1 hour-\$50/person <input type="checkbox"/>														

**Financial Obligations**

Please read this section carefully. It is the policy of Chestnut Ridge to require deposits to help groups plan their event and enable effective stewardship of the camp's resources. To allow the camp to meet the needs of as many groups as possible, two important deposits have been established:

**1. Overnight groups:**

Your completed reservation requires a \$250 deposit at the time it is submitted. Ten weeks prior to the event, a guaranteed lodging number is needed. Two weeks prior to the event date, a guaranteed meal and program count must be provided to the camp. This is the number of meals and program participants that your group is committing to pay for, even if you cancel or bring fewer people than you guaranteed. You are responsible for this amount at the two week point; the cost is payable upon arrival.

*Initial:*

**Day groups:**

A \$50 registration fee is recommended with this reservation form. Balance is due on arrival. Guaranteed minimums apply for program and meals and should be provided two weeks prior to the event.

*Initial:*

**Refund and cancellation policy:** The \$250 deposit for overnight groups and the \$50 deposit for day groups are non-refundable and non-transferable. Twelve weeks prior to the event, you are responsible for 100% of the lodging costs based on your guaranteed minimum. Within 12 weeks of the event, lodging costs are non-refundable and non-transferable. (Within 12 weeks, it is unlikely that the camp can rebook the space to another group.) Costs for guaranteed minimums for meals and program are incurred at 2 weeks before the event.

**Calculating Deposit and Initial Payment**

Deposit amount enclosed (\$50 per day-use groups, \$250 per night for overnight groups)

Check is enclosed or being mailed, payable to "Chestnut Ridge Camp and Retreat Center"

Bill credit card

Name on card \_\_\_\_\_ Card # \_\_\_\_\_

Expiration \_\_\_\_\_ CVS# \_\_\_\_\_

As the group organizer, I have read, understand, and agree to the standards for camp use and policies stated in this document including the FAQ, the General Information sections, and the Financial Obligations page. I agree to share them with my group and support their enforcement.

Signed by \_\_\_\_\_