

Luther Park asks that the group leader/organizer shares the following information and policies with their group. It is also their responsibility to enforce and follow the information and policies while onsite at Luther Park.

## RETREAT INFORMATION

### MEAL TIMES

Breakfast: 8:30am	Lunch: 12:30pm	Dinner: 6:30pm	Brunch: 10:30pm
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\*\*Continental breakfast will either be available in your retreat/rental space or in the Lodge. This will be determined by the group leader/organizer and the LP Staff.

### WHAT TO BRING

Sleeping Bag/Sheets, Towel, Pillow, Personal Toiletries, Rain/Snow Gear, Seasonal Clothing, Flashlight, Bible and other books, Camera, Bug Spray, Suntan Lotion, Excitement

### WHAT TO LEAVE BEHIND:

Pets, Fireworks, Alcohol/Drugs, Firearms/Weapons, Gum, Loud Radios, Stress.

## RETREAT POLICIES

### 1. YOUTH SUPERVISION

Youth Groups are to have adult supervision at all times. Luther Park staff are not responsible for supervision unless pre-arranged with our staff prior to your arrival. The following adult/child or youth supervision ratios should be followed: 3-4<sup>th</sup> grade – 1:6; 5-8<sup>th</sup> grade–1:9; 9-12<sup>th</sup> grade–1:10. For user groups that utilize our waterfront and are providing their own trained lifeguarding staff, the staff to camper ratio that needs to be followed is 1:6 with a minimum of 2 trained staff present at the waterfront (one of which must be an adult – age 18 or older.) Youth and children should not be alone with an adult, if an adult and youth/child need to have a one-on-one conversation please find a public, seen space to have this conversation. This is for both the safety of the adult and the minor.

### 2. HEALTH AND SAFETY

We ask that no pets of any kind be in any of the public buildings on Luther Park property in case of potential allergies and for the safety of all guests. We also ask that Shoes/Footwear be worn at all times when outside of a Luther Park building because of the variety of sharp rocks, sticks and other items that could cause injury, as well as in the Dining Hall. The designated Water Front is the only exception to this policy.

No firearms or ammunition are allowed on camp property. Gasoline, flammable liquids, explosives, poisonous substances and power tools must be stored in locked maintenance areas.

## **HEALTH AND SAFETY CONTINUED:**

The following areas are to be used by Luther Park staff only: Director's house, staff housing, kitchen, all roofs, anyone's cabin but your own, and the maintenance area.

It is in your best interest as a group to collect the following information prior to your arrival in case of a medical situation: Names and addresses for all participants, emergency contact names and numbers, any known allergies or health concerns, medications taken, and for minors without a parent on site, a signed permission to treat form in case of an emergency. If you need a form to use for this purpose, please contact us prior to your event and we can supply you with one. It is also in your best interest to have all staff and volunteers who have access to and responsibility for campers be screening with a background check. Medications for your group are to be controlled by a designated group medical person.

Luther Park requests that you as a user group provide an adult with CPR and First Aid certification from a nationally recognized provider for youth groups using Luther Park. Local Emergency Personnel are aware of our camp usage times and we do have ambulance transportation available for emergencies. All non-emergency transportation to healthcare facilities for user groups must be arranged within your group and will not be provided by Luther Park. We can supply directions to facilities.

We also ask that for groups wanting to use our waterfront during seasonal stays provide their own lifeguard. Luther Park will provide a lifeguard for waterfront activities when requested and arranged for at the time of booking at an extra charge.

### **3. VEHICLES**

It is common for children to be present at all time of the year at Luther Park, so please obey the 15 MPH speed limit on the camp property. We also request that the transportation of people be done only with vehicles designated for passengers.

### **4. CONTROLLED SUBSTANCES**

It is forbidden for any guest to either possess or consume alcoholic beverages on camp property without prior approval by the Executive/Program Director. Wine used for administering Holy Communion can be brought by the Retreat Organizer without prior approval from the Executive/Program Director. It is forbidden for any guest to either possess or consume any illegal narcotic or mood-altering drug of any kind.

### **5. SMOKING**

Smoking is not allowed in any camp buildings or in the woods (because of potential forest fires). Smoking is allowed outside any building in a clear area. Given the fact that there may be multiple groups on site at the same time, we ask that you be discrete if children/youth are present.

### **6. INSURANCE**

Luther Park has secondary insurance for accidents through Church Mutual Insurance. Individuals own personal insurance must provide primary coverage.

## **7. COOPERATION**

Each group that comes to Luther Park is a very special member of the community. Given the fact that there can sometimes be multiple groups here on a given weekend, you may be asked to juggle your schedule so that we can provide service/space to all the groups equally. We appreciate your understanding and cooperation.

Luther Park staff are available for your programming needs from 8:30 a.m. to 11:00 p.m. As a courtesy to our neighbors, and because sound travels so well across the lake and throughout camp at night, we have established an 11:00 p.m. quiet hour policy.

## **EMERGENCY PROCEDURES**

### **1. GENERAL EMERGENCY PROCEDURES**

- A. THE BELL WILL BE RUNG CONTINUOUSLY IN ALL EMERGENCY SITUATIONS (i.e. Fire, Severe Weather, etc.)
- B. REPORT TO THE LODGE AND ASSEMBLE THERE
- C. PLEASE NOTIFY ANY STAFF MEMBER OF ANY SAFETY CONCERNS

### **2. WINTER SAFETY**

- A. Anyone going out onto the lake (i.e. ice-skating, walk, fishing, etc.) must clear it with a Luther Park Staff person as it may not be as safe to walk on as it appears.
- B. Please do not dry clothing on the heaters or by the fireplace.

### **3. WATER SAFETY**

Any group using the waterfront MUST provide a person certified in American Red Cross Lifeguard Training or equivalent Certification. If a group does not have a lifeguard amongst it's members, Luther Park can provide one for a fee. This applies to swimming and boating.

**IF THERE IS AN EMERGENCY WHICH REQUIRES PROFESSIONAL RESPONSE, DIAL 911 FROM THE PHONE IN THE MAIN OFFICE OR THE KITCHEN OFFICE. EMERGENCY PROCEDURES AND DIRECTIONS ARE POSTED BY EACH PHONE. THESE POSTINGS ALSO LIST NUMBERS FOR THE NEAREST HOSPITALS AND CLINICS.**

## **STEWARDSHIP**

1. Help conserve water and electricity. Please turn water and lights off when not in use.
2. Try not to waste food. Take only what you can eat.
3. Help keep the camp clean. If you see any litter around please pick it up and put it in its proper place.
4. Please don't graffiti. This means on both people-made items and in nature. We don't appreciate finding writing on walls/beds or carvings on trees.

**BECAUSE WE UNDERSTAND ALL GROUNDS, BUILDINGS, NATURAL RESOURCES, AND WILDLIFE TO BE GIFTS FROM GOD, IT IS OUR RESPONSIBILITY TO SHARE A PERSONAL CONCERN FOR THE WELFARE, APPEARANCE, AND CONSERVATION OF LUTHER PARK AND THE ENVIRONMENT.**

**Thank you for doing your part!**