

Retreat/Rental Information & Policies

Luther Park Camping & Retreat Center is an Outdoor Ministry site located on Lake 26 in the beautiful Northwoods of Wisconsin. We are open year-round for groups of all kinds to gather, find respite, renewal, and growth.

30376 Lakes Dr. Danbury, WI 54830

The following policies, guidelines and release are established to help provide a positive and safe experience for your group and others at Luther Park. Please ensure each member of your group understands and agrees to abide by the following items.

PRE-RETREAT:

Communication Timeline

- At the time of booking, an estimated number of attendees and an idea of the need for space is required.
- At the one-month mark, a check-in will be done with the retreat organizer where details around meals, facility use, and another update of attendee numbers will be required.
- Final numbers and allergies/food restrictions are due 14 days before the time of the event, especially if food service is being provided.

Cancellation Policy

- Cancellation More Than 60 Days Before Arrival: Full refund of deposit minus a \$100 administrative fee.
- Cancellation Between 30-60 Days Before Arrival: 50% refund of the deposit.
- Cancellation Less Than 30 Days Before Arrival: No refund of the deposit. However, the deposit can be applied to a future booking within one year, subject to availability.
- Changes in Group Size: Any reduction in group size must be communicated at least 14 days before arrival; otherwise, you will be charged for the original group size provided. Increases in group size will be charged accordingly.

WHILE ON-SITE:

Check-in/Check-out

- Arrival for groups is no earlier than 4pm on check-in day, unless otherwise discussed with the Associate or Executive Director.
- Departure for groups is no later than 12/noon, unless otherwise discussed with the Associate or Executive Director.
- Each guest will be asked to fill out an evaluation to help improve the stay for future guests.

Orientation

- Luther Park staff will conduct a brief, mandatory orientation to the whole group to communicate Luther Park's safety and emergency procedures and expectations while at camp and any other information that will be important for your stay. Please be sure to plan for this orientation upon arrival and require the attendance of everyone in your group. (AD:19)

Meals

- If a group pays for meals, mealtimes are as follows: Breakfast @ 8:30am, Lunch @ 12:30pm, Dinner @ 5:30pm, Brunch @ 10:00am. A group may request to have a continental breakfast instead of a hot meal. Continental breakfast will be served in the requested retreat/rental space or in the Lodge.

Youth Supervision

- Youth 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. A supervising adult is required to stay in buildings where minors are staying. (ST.35)
- An adult should never be alone with a minor. If an adult and minor 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. It is important to advise all your adult leaders of this policy. (ST.36.2)

Safety Expectations

- No pets of any kind are allowed inside the buildings (other than the main level of Welcome Center/office) unless the animal is registered as a service animal.
- Footwear must be worn at all times when outside and especially while inside the Dining Hall (upstairs Lodge). The three exceptions to this rule are at the waterfront, at the volleyball courts, and in your sleeping space.
- 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.
- Please obey the speed limits on the camp property. We also request that the transportation of people be done only with vehicles designated for passengers (i.e.: people are not allowed to ride in the back of the bed of a pickup truck).
- A responsible adult must be present in the Recreation Room (basement of Lodge), in Arts & Crafts, and at the waterfront at all times that minors from their group are present.

-A responsible and trained adult must be present with their group at all times on the challenge course. To use the challenge course, a trained Luther Park staff member must be present and lead the activities.

-Luther Park staff are the only ones allowed in the house at the end of the driveway, staff housing spaces, the kitchen, all storage spaces or rooms marked as "staff only," all roofs, anyone's sleeping area but your own, and the maintenance areas.

Quiet Hours

-In respect of others on the lake and those that may be staying at camp, quiet hours are from 11:00pm – 8:00am.

Animals/Pets

-Luther Park does not allow pets or animals in the buildings, except for the Welcome Center main level/office area. Only certified service animals are allowed inside buildings, please let the camp staff know ahead of time that you are bringing a service animal. Pets may be brought to camp with pre-approval from the Executive or Associate Director, but they are to stay outside or in one's car (safely). Pets must be controlled and cleaned up by their owners. Any damages caused by the pet, are to be covered by the pet's owner. An invoice will be sent to the pet owner after the time of stay.

Camp Kitchen

-The camp kitchen (inside the lodge/dining hall) is not allowed to be used by guests or groups. If there is a desire to use it, please contact the Associate Director prior to your arrival, however, it is likely that we may not be able to grant you access. We are able to keep the Log House, Retreat Center and Apartment Kitchen stocked with items you are in need of. Please call ahead to make sure we have what you might need.

Alcohol

-The possession and consumption of alcohol are strictly prohibited, except in situations that have been approved by the Executive or Associate Director. If your group is approved to consume alcohol on-site, it may only be done inside and/or within 200 feet of your lodging. Your group is responsible for cleaning up after yourselves by getting rid of all cans, bottles, and messes properly. No alcohol is ever allowed at the waterfront, on personal watercraft equipment or on the pontoon. If renting the pontoon, the driver of the pontoon must be sober. During authorized circumstances, individuals must be of legal drinking age. Wine used for administering Holy Communion can be brought by the Retreat Organizer without prior approval from the Associate Director or Executive Director.

Controlled Substances

-The possession, use, distribution, or sale of illegal, narcotic or mood-altering drugs or controlled substances is prohibited while on Luther Park property. Marijuana may not be used for medicinal or recreational purposes on Luther Park property. Prescription medications are to be used only by the individual prescribed and individuals/groups must follow the distribution of medications that is set by the Luther Park staff. If any illegal, narcotic or mood-altering drugs or controlled substances are found on Luther Park property, the Luther Park staff will notify local law enforcement, and a report will be made.

Smoking

-Smoking or vaping of any kind is not allowed in any camp buildings or in the woods. Smoking or vaping of tobacco/nicotine is allowed outside near the Tin Shed/recreation area. Given the fact that there may be multiple groups on site at the same time, we ask that you be discreet if children/youth are present. No evidence of cigarettes or vapes may be left in the buildings, sleeping spaces or outside. Please throw away the cigarette butts.

Personal Equipment

-Individuals are responsible for their own personal equipment and Luther Park is not liable for damage or loss. Personal equipment includes items such as: sports gear, electronics, personal items, etc.

Vehicles

-The organization is not responsible for any damage or theft to vehicles. They must be parked in proper parking spaces and cannot be used to transport campers unless they are approved by the Associate or Executive Director.

Vandalism

-Vandalism, including the deliberate destruction, defacement, or damage to property, is strictly prohibited. Prohibited Acts include; graffiti or tagging on walls, equipment, or any other property; breaking, damaging, or tampering with property or equipment; removal or alteration of signs, notices, or other organizational materials, and any other intentional act that harms or diminishes the value of property. Individuals found responsible for vandalism will be subject to disciplinary action, which may include restitution for damages, suspension of privileges, or legal action. In the case of minors, parents or guardians may be held financially responsible for damages. Anyone who witnesses or becomes aware of vandalism is encouraged to report it immediately to a Luther Park staff member.

Weapons

-Luther Park prohibits weapons of any kind on the property. The possession, use, or display of weapons is strictly prohibited, except for law enforcement personnel on duty. Any violations of this policy may result in disciplinary action, including removal from the premises, and the organization reserves the right to amend the policy to ensure safety and well-being.

Stewardship

- Help conserve electricity and water. Please turn lights and water off when not in use.
- Try not to waste food, take what you can eat or let the servers know how much you want.
- Help keep camp clean. If you see litter or trash, please pick it up and put it in its proper place.
- Please don't graffiti or vandalize any part of camp. If you see broken or ruined things around camp, please let your host know ASAP.

General Health Information

- 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 groups must be arranged within your group and will not be provided by Luther Park. We can supply directions to facilities. (AD.43, ACTP 78:28(1)(c))
- AEDs are located in the Welcome Center and the Lodge.
- First Aid Kit locations include: Lodge kitchen (ask cooks/host), Log House kitchen, Retreat Center kitchen, Welcome Center main level hallway, waterfront storage bin, and travel kits are available for hikes and challenge course. (AD.43)
- Incidents resulting in serious injury, illness or death where emergency medical service response is required, the group shall report the incident to the Department of Agriculture, Trade and Consumer Protection in Wisconsin by the end of the next working day following the incident. (ACTP 78:29)

General Waterfront information

- Private groups: Luther Park does not provide a lifeguard unless arranged prior to arriving on-site, and there is no guarantee a lifeguard can be hired. Minors must be supervised by a sober adult. Everyone who uses personal watercrafts or motorized watercrafts must wear a personal flotation device.
- Organized groups please see the "Waterfront" section below.

Insurance

- Luther Park has secondary insurance for accidents through Church Mutual Insurance. Individuals own personal insurance must provide primary coverage.
- Organized groups please see the "Insurance" section below.

POLICIES SPECIFIC TO ORGANIZED GROUPS

Youth to Adult Ratios

- Luther Park advises that groups follow the ratios below while onsite and in living quarters:
 - A 1:4 ratio for children 4 and under, 1:5 ratio for children ages 5, a 1:6 ratio for children ages 6-8 years, a 1:8 ratio for ages 9-14 years old, and a 1:10 ratio for youth 15-18 years. (ST.35.1, ACTP 78:25)
- Luther Park advises that groups follow the ratios below while during water activities:
 - A 1:6 ratio for all minors while at the waterfront or on the river. A minimum of 2 adults must be present at the waterfront at all times, and 1 of these adults must be a certified Lifeguard. (ST.35.3)
- Luther Park advises that all leaders are at least 16 and two years older than the minors with whom they are working. (ST.35.4)
- Luther Park advises that at least 80 percent of leaders are 18 years of age. (ST.35.5)

Background Checks

- Luther Park advises that all adult leaders in the group pass a national, criminal, and sexual offender background check before coming to Luther Park. These checks should be done within three years of the retreat dates. All Luther Park staff have up to date background checks. (AD.36)

Sexual abuse prevention training

- Luther Park advises that all adult leaders have undergone sexual abuse prevention training. (ACTP 78:35(5)(c))

Retreat Register

- The group shall keep a ledger with all retreat guests in the group and a method of tracking individuals entering and leaving the camp during operation. This information must be retained for 3 years after the retreat date. (ATCP 78:16(1)(d))

Health Care Person

- It is advised that the group brings a health care person that is at least of one of the following:
 1. A physician licensed in Wisconsin
 2. A registered nurse licensed in Wisconsin
 3. A physician assistant licensed in Wisconsin
 4. A practical nurse licensed in Wisconsin
 5. A national athletic trainers association certified trainer
 6. A person currently certified as completed a wilderness first aid course

-All health services persons should hold a current certification from the American Red Cross or American Heart Association for basic CPR and AED. (ACTP 78:27(2)(b))

Health Forms

-It is advised that your group collects 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 that require treatment, restriction, or other accommodations; medications taken; and for minors without a parent on site, a signed 'permission to treat' form in case of an emergency or a signed religious waiver. If you need a form to use for this purpose, please contact us prior to your event and we can supply you with one. (AD.44.1)

-It is required by the state to keep records of the health form for 3 years after the retreat date. (ACTP 78:28(5)(f))

-If your group is staying three nights or more, it is required that Luther Park obtains a copy of the health forms that include the information listed above. Please have copies ready when you check in or have them ready to make copies of in the camp office upon arrival. (ACTP 78:16c)

Medications & Record of Medical Care

-Medications for your group are to be controlled by a designated group medical person. Luther Park can provide a lock box if you need one to lock up medications. Medications (prescription and over the counter) must be locked up the whole time your group is on-site. Exceptions include inhalers and epi-pens, or other lifesaving medications that need to be kept on the person. (AD.44.2)

-Luther Park does not provide a trained adult with CPR and First Aid certification from a nationally recognized provider, so it is advised that your group to provide a trained adult with age-appropriate CPR, First Aid and AED Certification for groups using Luther Park. (AD.42)

-All records of medical care given, injuries, or medical incidents must be recorded in a bound book with preprinted page numbers and kept for a minimum of three years by the retreat organizer or organization that the group is organized through. (AD.43, ACTP 78:28(5)(g))

Waterfront

-Luther Park advises that each group brings their own Lifeguard with current certification (including first aid and professional CPR with AED) specifically trained for waterfront or open water/lakes/streams. (ST.12.3, ACTP 78:26(3)(c))

-If a group decides to use watercrafts (canoes, kayaks, and paddleboards) the lifeguard shall also be trained in rescue skills for watercrafts. (ST.15.3)

-The proper ratio for a lifeguard is 1:50 (but please follow the proper ratios for adults to children above for other adults in the waterfront) (ST.42)

-A minimum of 2 adults are required to be at the waterfront at all times when your group is present in the water. (ST.35.3)

-With proper notice, Luther Park may be able to help you find a lifeguard or provide one for your group for an extra fee. If Luther Park provides a Lifeguard, it is required that an adult from the group is present at the waterfront to provide supervision of minors.

-If a group decides to use waterfront and/or the watercrafts, an orientation will be done by Luther Park staff, or a group leader will be trained to then share the information with their group to ensure safety and care protocols. Written instructions will be sent to group leader upon request to use watercrafts. (PA.14.1/PA.15.1/PA.15.2/PA.2)

-Personal Flotation Devices (PFDs) are required to be always worn by all ages while using any watercraft or boat. (PA.11.1/PA.12.1)

-Retreat guests may only swim or use any watercrafts when there is a lifeguard present and on duty. If the lifeguard is under 18, an adult must be present as well.

-Emergency Procedures for the Waterfront are posted in every retreat/rental space and at the waterfront. (PA.3.1/PA.3.2)

Insurance

-Luther Park has secondary insurance for accidents through Church Mutual Insurance. Organized groups must provide a Certificate of Insurance for the dates they will be on-site.

Luther Park reserves the right to not book a group for the future if they cannot uphold the policies listed above. Luther Park follows state codes determine by the Wisconsin Department of Agriculture, Trade and Consumer Protection and standards set by the American Camp Association.