

DOGWOOD ACRES/PRESBYTERY OF FLORIDA USER GROUP POLICIES

CHECK IN

Check in is normally at 3:00 p.m. Central Time, but may be adjusted by mutual agreement between the Director and the retreat leader. We wish to welcome you personally, and any last-minute details can be discussed at this time, as well as check-out procedures.

LENGTH OF STAY

In order to provide for facility maintenance and use by others, the maximum lodging stay is one week.

QUIET HOURS

From 11 p.m. to 7 a.m., noise should be kept to a minimum. Please respect the other guests and take this request seriously. Earlier quiet times may be set by mutual agreement.

SMOKING, ALCOHOL, FIREWORKS, OTHER ITEMS AND BEHAVIORS

Firearms or projectile weapons, illegal drugs and fireworks are prohibited on the property. Smoking is not permitted inside any building. Food and beverages are prohibited in the pool area. Mean spirited pranks and practical jokes, and other destructive behavior, are prohibited. Violation of these rules are grounds for immediate termination of your event or the stay of an individual. DWA has a very, very limited responsible alcohol use policy designed for adult retreats and other adult gatherings. All interested parties should contact the Director for further explanation and documentation.

BUILDINGS

User groups are responsible for all damage to buildings, property or equipment incurred under any conditions other than those of normal use. The care of Dogwood Acres is a shared responsibility. Guests are asked to leave the buildings as clean as or cleaner than they were upon their arrival. Cleaning supplies and a cleaning checklist are provided in each building. Fees for repairs or excessive cleaning will be charged to your group.

CAMPFIRES

Guests are asked to build campfires only in a few designated areas. Be sure all leaves and debris within a 10-foot radius of fire have been cleared before starting the fire. Fire buckets, or other water supply, have been provided at each campfire area. Completely extinguish all campfires with water prior to leaving campfire area.

Coordinate campfires with Director prior to building.

VEHICLES

Please park in designated parking areas, as described to you during check in. Drive only on main roads and observe a 10-m.p.h. speed limit.

POOLS AND PONDS

A certified lifeguard is required for each water site, which includes any aquatic activity such as boating and/or swimming. The minimum ratio is 1 lifeguard for every 20 participants. DWA can provide lifeguards for a fee. Groups may provide their own lifeguard(s), provided current valid lifeguard certification(s) must be made available to on file in the DWA office two weeks prior to the activity. The Director must be notified before pool or ponds are used for aquatic activities. All boat occupants must wear a lifejacket regardless of swimming ability according to Florida State Law.

SUPERVISION OF GROUPS CONTAINING MINORS

You must provide adult leadership and supervision for all youth under the age of 18 at all times. One adult leader (at least 19 years old) must be quartered in every cabin or lodge housing minors.

INSURANCE AND HEALTH CARE RELEASES

Your group is responsible for its own primary medical/accident insurance coverage. Two weeks before your stay, we require a copy of insurance coverage be submitted to our office, or sign a liability release form provided by DWA. We recommend group leaders have with them a basic health history including emergency phone numbers, and a release for treatment in the event of an emergency, for each minor not accompanied by a parent or legal guardian.

LOST AND FOUND

DWA and its staff are not responsible for loss or damage of personal property. However, any items left by retreat groups will be moved to the DWA office and an attempt will be made to contact the retreat leader.

TERMINATION OF STAY

DWA reserves the right to terminate an event or stay of any individual or group for violation of the law or the policies outlined in this document.

RESERVATIONS & DEPOSITS

To reserve the camp for your group, contact the Director and he or she will provide a reservation request form. After receiving the completed form, DWA will prepare a simple agreement based on your requests which will be emailed or mailed to you as soon as possible. A signed agreement and reservation deposit are required for completing your event reservation of facilities. Final numbers and 80% of full payment are required 30 days prior to your arrival. This amount cannot be reduced, but may be increased on a case by case basis. Regardless of the actual event attendance, you will be responsible for payment in full of the agreement amount, as well as additions made to the number of attendees or add-on services. Full payment, with additions (if any) are due within 10 days of your stay. Payment should be made to "Dogwood Acres" and mailed or delivered to 3320 Harmony Road, Chipley, Florida 32428.