



# DOGWOOD ACRES

## **Dogwood Acres/Presbytery of Florida User Group Policies**

### **Check-In**

Check-in on the first day of your stay is at 3 pm Central Time but may be adjusted by mutual agreement between the Staff and the retreat leader. A Staff person will welcome you and go over last minutes details as well as check-out procedures.

### **Check-Out**

Check-out on the final day of your stay will be associated with the last meal you choose to have served. If your final meal is breakfast your check-out time will be no later than 11:30 am. If your final meal is lunch your check-out time will be 2:00 pm. Later check-outs can be arranged with our staff for an additional fee.

### **Meal Times**

To help our kitchen staff, our standard meal times at camp are breakfast at 8 am, Lunch at 12 pm, and Dinner at 6 pm Central Time. These times can be changed, but arrangements must be made 30 days before arrival.

### **Length of Stay**

The maximum lodging stay is one week to provide for facility maintenance and use by others.

### **Quiet Hours**

From 11 pm to 7 am, noise should be minimal. 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, practical jokes, and other destructive behavior are not allowed. Violation of these rules are grounds for immediate termination of your event or the stay of an individual. DWA has a limited responsible alcohol use policy designed for adult retreats and other adult gatherings. All interested parties should contact the Staff for further explanation and documentation.



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## **Buildings**

User groups are responsible for damage to buildings, property, and equipment. Dogwood Acres is a shared responsibility. Guests are asked to leave the buildings clean and cleaner than they were upon their arrival. Cleaning supplies and a checklist are provided in each building. Fees for repairs or excessive cleaning will be charged.

## **Campfires**

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

Coordinate campfires with Staff before building. There is a fee for the setup and supplies provided. No outside firewood is allowed on the property.

## **Vehicles**

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

## **Low Elements Course**

Our low-elements challenge course is available for use by all of our groups at a fee. Self-facilitated use of the course is available with an included instructional booklet for some of the more simple elements. If desired a group can reserve a trained facilitator for their group at an additional cost.

## **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 one 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) be made available to file in the DWA office two weeks before the activity. The Staff must be notified before pool or ponds are used for aquatic activities. According to Florida State Law, all boat occupants must wear a lifejacket regardless of swimming ability.



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## **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 Healthcare Release**

Your group is responsible for its own primary medical/accident insurance coverage. Two weeks before your stay, we require a copy of insurance coverage to be submitted to our office or sign a liability release form provided by DWA. We recommend group leaders have a primary 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 the 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 and Deposits**

To reserve the camp for your group, contact the Staff, and they will provide a reservation request form. After receiving the completed form, DWA will prepare an agreement based on your requests which will be emailed to you as soon as possible. A signed contract and reservation deposit are required to complete your event reservation of facilities. Final numbers and 80% of the total payment are required 14 days prior to your arrival. This amount cannot be reduced but may be increased on a case-by-case basis. Regardless of the event attendance, you will be responsible for payment in full of the agreed amount and additions to the number of attendees or add-on services. Full payment, with additional charges (if any), are due within ten days of your stay. Payment should be made to "Dogwood Acres" and mailed or delivered to 3320 Harmony Road, Chipley, Florida 32428