

# Cross Roads Group Policies and Procedures

We look forward to having your group retreat with us! The following policies and procedures have been implemented to help make your stay at Cross Roads safe and comfortable. Please call us if you have any questions.

## **CERTIFICATE OF INSURANCE**

User groups must have liability insurance for at least \$500,000. The user group must provide to Cross Roads a Certificate of Liability Insurance that states the insured's name, type of insurance, policy number and codes. Cross Roads should be named as an insured on the policy.

## **HEALTH AND WELLNESS**

User groups are responsible for first aid and emergency care of their campers. Cross Roads does not retain the services of a nurse for user groups and is not responsible for first aid or emergency care. For safety purposes, user groups are advised to provide a trained professional (licensed physician, registered nurse, or emergency medical technician) to administer medications to minors who are on site without their parents and to administer emergency health care to user group participants. User groups are also advised to provide adults certified in CPR and first aid. First aid kits are the responsibility of user groups. If any medical emergencies occur on camp, Cross Roads staff must be advised immediately, and user groups must complete an incident report (available from retreat host).

Cross Roads is not responsible for transportation in emergency situations. Local emergency services agencies have been advised of the camp's location and programs, and they can assist in emergency situations. You will receive these emergency numbers during your orientation. All other medical transportation is the responsibility of the user group.

Groups are advised to gather the following information in writing about all participants and leaders:

1. Names and addresses of all participants.
2. Emergency contact names and numbers.
3. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site,
4. For minors without a parent on site, signed permission to seek emergency treatment (or a signed religious waiver), health insurance information, and special medical information.

## **SMOKING, DRUGS, AND ALCOHOL USE**

Unless otherwise cleared by the Board and/or Executive Directors, the use of alcohol and drugs is strictly prohibited. (Wine may be used for church-sponsored Eucharist services.) Our buildings are smoke-free with smoking allowed outside in designated areas.

## **WEAPONS**

The possession of weapons of any kind by user groups is strictly prohibited.

## **ANIMALS**

Unfortunately, pets/animals of any kind may not be brought to Cross Roads.

## **FIRE SAFETY**

Candles and incense are prohibited in all buildings and tents. Fire extinguishers are provided for your safety and use in emergency situations. A \$250 fee will be charged for any unnecessary discharge of a fire extinguisher or pull of the Lodge fire alarm system.

## **PARKING & TRAFFIC**

Vehicles must use designated roads and parking areas only. Please be advised that for the protection of our guests and wildlife the speed limit on camp is 5 mph. Parking is restricted to the Lodge parking lot, Beisler Center parking lot, spaces around the Christ Center, and the field across the road from the Recreation Hall. Groups using the Log Cabin may park three vehicles there. All other vehicles must park in the Lodge parking lot. Only one vehicle per group may carry heavy equipment to either the Evergreen or Oakwood cabins, but the vehicle is to then return to the designated parking area.

## **RATIOS**

User groups are advised that ratios of staff who are on duty with campers in units or living groups and in general camp activities must meet the following minimum requirements:

<u>Age</u>	<u>Staff</u>	<u>Campers</u>
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

\*Exceptions: A minimum of two staff members must be present at all times with campers in the pool area. These can be staff of Cross Roads or of the group, provided they have the applicable training.

All staff used to satisfy the above ratios must be 16 years old or older and at least two years older than the minors with whom they are working and 80% must be 18 or older. Minors must have supervision at all times.

## **CHALLENGE COURSE/ARCHERY**

For safety reasons, the Cross Roads challenge course can only be used when led by a trained Cross Roads employee. User groups are asked to inform Cross Roads at least four weeks in advance if they wish to use the challenge course.

## **POOL**

The pool can only be used with the presence of an American Red Cross certified lifeguard, and in accordance with Cross Roads pool regulations and policies. Cross Roads staff is always in charge when user groups are swimming in the pool. Cross Roads staff will provide lifeguards for the pool at the user's expense. User groups can use their own lifeguards only if Cross Roads has been notified and receives copies of lifeguard/CPR certification cards in advance. User groups will abide by Cross Roads' pool rules and safety regulations at all times.

## **RECYCLING**

Please use all recycling bins.

## **OTHER GROUPS**

Please be advised that during your stay at Cross Roads, you may encounter other people on-site, including other retreat groups, maintenance workers, etc. If any of these people infringe on your privacy in your building, the Cross Roads staff member on duty should be immediately notified. Otherwise, those outside your group should not be disturbed.