

WHAT EVERY RETREAT LEADER NEEDS TO KNOW

POLICIES AND GUIDELINES FOR A SUCCESSFUL EVENT

The following information is furnished to you in the hopes it will assist in the planning of your upcoming event at Cedarkirk. The Retreat Leader's Guide includes answers to questions most often asked and information pertaining to safety issues. It is the responsibility of the group leadership to read and understand our policies. The success of your event at Cedarkirk is very important to us. If you have any questions, please do not hesitate to contact our office.

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We maintain our Christian identity, acting out the love of Christ by attempting to provide extra-mile hospitality to all guests, whether friend or stranger. We do not, however, welcome all programs.

Some examples of programs that would not be welcomed at Cedarkirk would be ones that included drugs, alcohol, violence, hate-mongering or the teaching of any form of prejudice.

RIVER USAGE:

The Alafia River is a wonderful program resource for Cedarkirk. All activities on or in the river must be properly supervised, and all participants must wear footwear. Activities at the river include canoeing and shark's tooth hunting.

CAMPFIRES:

Cedarkirk has two campfire circles. Pine Campfire Circle easily fits 100 people around the perimeter on benches. Westminster Woods campfire circle is smaller and accommodates approximately 40 persons.

Campfire programs can be led by Cedarkirk Staff (songs & stories) or your group may choose to lead your own program. If you choose to lead your own program, we will light the fire, provide matches and buckets of water to insure the fire is out when you are done. We can also provide the fixings for S'mores (for a fee) or your group can provide their own. We have roasting sticks to aid in toasting marshmallows.

QUIET HOURS:

Please remember that other groups, often with small children, may be sharing Cedarkirk with your group. Activities should be planned to ensure reasonable quiet hours.

MEAL TIMES:

Meals are served as follows:

Breakfast- 8:30 AM

Lunch- 12:30 PM

Dinner- 5:30 PM (Fridays- 7:00 PM)

When we are hosting multiple groups, changing meal times is complicated. If your group has a particular request, let us know well in advance so we may attempt to accommodate your needs.

Meals are served family style. The groups gather, announcements are made, and grace is sung (a Cedarkirk tradition). We request that your group arrives promptly at the designated time. The camp bell rings 10 minutes prior to give a reminder.

SNACKS:

Snacks are available from Cedarkirk Food Service for a nominal fee. Please ask about snack options.

Complimentary coffee, tea, and iced tea are available in Cedar Lodge, Pine Lodge and the Retreat House.

SPECIAL DIETS/RESTRICTIONS/ALLERGIES:

We will attempt to accommodate those who have special diet needs. Requests should be made known when meal counts are provided, no less than one week before your event.

FULL TIME STAFF

Executive Director: Matt Shick - matt@cedarkirk.org

Assistant Director: Mark Orendorf - mark@cedarkirk.org

Program Director: Mandy Goff - mandy@cedarkirk.org

Facilities Director: Kevin Taylor - dirfacilities@cedarkirk.org

Event Coordinator & Registrar: Morgan Willborn - events@cedarkirk.org

Bookkeeper: Marsha Chalfant - admin@cedarkirk.org

Food Service Manager: Jackie Butler - jackie@cedarkirk.org

1920 Streetman Drive
Lithia, fl 33547



www.cedarkirk.org
(813) 685-4224



Cedarkirk *A place apart to build up
the body of Christ in love.*
CAMP & CONFERENCE CENTER

AUDIO-VISUAL EQUIPMENT:

The following equipment is available for group usage: TV/VCR, DVD player, overhead projector, and projection screens. An LCD Projector is available for a small fee. Please advise the staff, in advance, if equipment is required.

COPIER:

A copy machine is available for groups to use. The first 20 copies are complimentary. Additional copies are \$0.05 per side.

TELEPHONES:

Telephones are located in Cedar Lodge. Long distance calls must be made collect or a calling/credit card. Phone messages will be received during business hours and at other times when the Cedarkirk Staff are present. Guests anticipating a call at other times should arrange to be near a phone when the call is expected.

WIFI:

Wireless internet access is only available at Cedar Lodge.

FAX MESSAGES:

Messages may be sent and received via fax. Our fax number is (813) 689-9170.

PROHIBITED ITEMS:

Fireworks, firearms, and/or weapons of any kind are not permitted at Cedarkirk.

LINENS/TOWELS:

Linens and towels are available for groups for \$7/set. If one or two people from a group forget their linens, Cedarkirk will provide them as a courtesy. Blankets and pillows are provided for all guests in Cedar Lodge, Pine Lodge, Retreat House, Hickory Cottage, and Kirk Kabins.

PARKING:

We request that you observe posted signs. Please do not park on grass next to buildings and that driveways are not blocked except for loading and unloading

PETS:

Cedarkirk’s policy does not allow pets or animals to be brought on site. Pets living at Cedarkirk belong to permanent staff.

SMOKING:

Smoking is not permitted in any Cedarkirk building or at the pool. Smoking, by adults, is permitted outside of the buildings.

ALCOHOLIC BEVERAGES:

Alcoholic beverages are not permitted at Cedarkirk.

KITCHEN SUPPLIES::

Our meeting rooms have coffee makers and supplies. Groups are responsible for supplying anything needed to make and serve meals or snacks.

FIRE EXTINGUISHERS:

Fire extinguishers are placed in buildings and around the grounds on instructions from the Fire Marshall. Discharging of extinguishers renders them useless in case of an emergency and is illegal. Unwarranted discharges will be billed to the group responsible.

DAMAGE TO PROPERTY:

We recognize that accidents do occur. However, our experience indicates that most damages occur when supervision is absent or lax. Any damages should be reported to the Cedarkirk Staff to be assessed and may be included in a group’s bill.

EMERGENCY PROCEDURES:

The phone numbers for resident staff are posted by all phones. Please contact them if an emergency occurs. However, in case of a life-threatening emergency, dial 911, then contact the staff.

DRESS CODE:

We strongly recommend footwear be worn at all times. Footwear and shirts must be worn in the dining rooms. The dress code at Cedarkirk is comfortable & casual

FIRST AID:

Basic First Aid supplies are available in all common areas (Cedar Lodge, Pine Lodge, the Pavilion and the Pool). It is the responsibility of the User Group to provide adults with CPR and First Aid Certification to accompany their group while at Cedarkirk. In case of an emergency, call 911. PCCM does not provide emergency transportation. It is recommended that User Group’s bringing minors, without their parent/guardians attending, obtain medical release forms for said minors. User Group’s are requested to provide the names and addresses of all participants, including emergency contact names and phone numbers. In addition, a listing of any persons with known allergies or health conditions requiring treatment, restrictions, or special accommodations while on site, needs to be provided.

WHAT TO BRING:

Linens and towels, activity appropriate shoes, clothing, casual & comfortable, toiletry items, flashlight, bug Spray

NO SHOW POLICY:

The reservation number can be reduced up to 90 days prior to the event. After that date, a 10% reduction in the number of participants can be made at no penalty, but a decrease of participants greater than 10% will be charged a No-Show rate of 30% per person of the contracted rate. The total number of guests may be increased only after verifying space availability with Cedarkirk.

PAYMENT OF BILL:

You will be given a billing worksheet to complete prior to departure. A bill will be provided to be group contact within the week following their event and a copy will be sent to the Bookkeeper/Financial Officer at the church/organization. Terms are Net 10.

INSURANCE:

PCCM provides individuals with secondary accident coverage. Your group or individual policies are the primary coverage. If an individual does not have coverage, PCCM’s policy becomes the primary policy. All accidents must be reported to Cedarkirk’s Staff and an Accident/Incident report must be completed.

SUPERVISION OF CHILDREN/YOUTH:

Guest groups should plan for adequate supervision. Experience shows that accidents and damage occur more frequently when supervision is absent or inadequate. The recommended ratios (adult:youth) are as follows:
Youth up to 3rd Grade- 1:5
4th Grade to 12th Grade- 1:8

PRAYER GARDEN:

Sit on a bench and enjoy a look at God’s creation. Listen to the sounds of water flowing around a shell-encrusted fountain. The Prayer Garden offers a meditative and peaceful environment and provides worship space for up to 60 people.

COMMUNION ELEMENTS:

Cedarkirk will gladly furnish elements as well as a chalice and plate for serving communion.

ICE:

Ice machines are available in Cedar and Pine Lodges and in the Pavilion. Ice is available for your onsite activities. Ice is not available in sufficient quantities to allow groups or individuals to refill coolers.