

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.



We maintain our Christian identity, acting out the love of Christ by providing 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.



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 and DVD player. An LCD Projector (and projection screen) 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.

WIFI:

Wireless internet access is available at Cedar Lodge.

FAX MESSAGES:

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

LINENS:

Linens and towels are available for group us at \$7/set. If your group would like linens provided, please notify Cedarkirk at least two weeks prior to your arrival. 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:

For the safety of our guests and the natural environment, we request that you park in designated areas only. Please do not park on grass next to buildings, and ensure that driveways are not blocked.

PETS:

Cedarkirk does not allow pets or animals to be brought on site.

SERVICE ANIMALS:

Cedarkirk allows guests to bring service animals. The animal must be recognized as a service animal and trained to perform a task related the the owner's disability.

SMOKING:

Smoking is not permitted in any Cedarkirk building or at the pool. Smoking, by adults, is permitted outside of the buildings. We ask that all butts be disposed of responsibly.

ALCOHOLIC BEVERAGES:

Alcoholic beverages are not permitted at Cedarkirk.

PROHIBITED ITEMS:

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

DRESS CODE:

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

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 on duty staff will be provided to your group leader upon arrival. Please contact them if an emergency occurs. However, in case of a life-threatening emergency, please dial 911 to alert emergency services before contacting Cedarkirk staff.

FIRST AID:

It is the responsibility of the Guest Group to bring First Aid supplies. We recommend having several adults with CPR and First Aid Certification to accompany the group while at Cedarkirk. Basic First Aid supplies are available, which can be provided by staff. In case of an emergency, call 911. Each group is responsible for its own emergency transportation. We recommend that groups bringing minors, without a parent/guardian attending, obtain medical release forms for said minors. Cedarkirk requires consent forms for each guest participating in activities with us. Forms are sent to you when an event is booked. We also require a list of any persons with known allergies or health conditions requiring treatment, restrictions, or special accommodations while on site.

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. Damages will be assessed and may be included in a group's bill.

NO SHOW POLICY:

The number of attendees 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. 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 availability with Cedarkirk.

PAYMENT OF BILL:

A billing worksheet will be provided to the group contact prior to departure and a copy will be sent within the week following an event. Terms of the final invoice are Net 10.

INSURANCE:

Cedarkirk provides individuals with secondary accident coverage. Your group or individual policies are the primary coverage. If an individual does not have coverage, Cedarkirk's policy becomes the primary policy. All accidents must be reported to Cedarkirk Staff immediately after the occurrence. Our staff will work with you to complete the appropriate accident/incident reports at that time.

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:

Children to 3rd Grade- 1:5
4th Grade to 12th Grade- 1:8

WHAT TO BRING:

- Linens and towels
- Activity appropriate shoes
- Clothing, casual & comfortable
- Toiletry items
- Flashlight; Bug Spray; Sunscreen

COMMUNION ELEMENTS:

Cedarkirk will gladly furnish elements as well as a chalice and plate for serving communion. Please give us a week's notice if you'd like communion elements.

OUTDOOR SPACES:

Sit on a bench and enjoy a look at God's creation. Listen to the sounds nature. There are many spaces around camp to relax and enjoy reflection or meditation. Take advantage of that while you're here, and please be respectful of others who might be doing the same.

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, kayaking, and shark's tooth hunting.

CAMPFIRES:

Cedarkirk has two large campfire circles and a number of smaller ones. 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 for you and provide buckets of water to ensure the fire is out when you are finished. We can provide ingredients for S'mores (for a fee) or your group can provide their own. We provide roasting sticks for your 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. Groups gather, announcements are made, and grace is sung (a Cedarkirk tradition). We request that your group arrive promptly at the designated time. The camp bell rings about 10 minutes prior as a reminder.

SNACKS:

Snacks are available from Cedarkirk's food service for a nominal fee. Please ask about snack options.

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

SPECIAL DIETS/RESTRICTIONS/ALLERGIES:

We strive 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.

CEDARKIRK DIRECTORIAL STAFF

Food Service Director Jackie Butler | jackie@cedarkirk.org

Facilities Director Kevin Taylor | kevin@cedarkirk.org

Program Director Mandy Goff | mandy@cedarkirk.org

Assistant Director Mark Orendorf | mark@cedarkirk.org

Executive Director Matt Shick | matt@cedarkirk.org

