



PREPARING FOR YOUR EVENT

MEALS AT CEDARKIRK

All meals at Cedarkirk are served family-style at set times. In order to best serve your group, we ask that the entire group arrive promptly for the start of the meal.

- Breakfast: served at 8:30 am
- Lunch: served at 12:30 pm
- Dinner: served at 5:30 pm
 - (Friday dinner is served at 7:00 pm)

ARRIVAL & DEPARTURE

Please have your group leader check in with Cedarkirk staff upon arrival (look for them in the Cedar Lodge office wing). They will orient you to your reserved spaces, dining location, and scheduled activities. Unless other plans have been pre-arranged, you may arrive no earlier than 3:00 pm on the day your event begins and must depart no later than 2:00 pm on the day your event ends.

ROOM ASSIGNMENTS

It is the responsibility of the group leader to assign individual rooms to guests in their group. Cedarkirk has floor plans of all residential buildings on its website that may be useful in pre-assigning each guest to a living space. We are happy to answer any questions you might have about building layout, rooms, etc.

ALLERGEN & DIETARY INFO

Our kitchen accommodates vegetarian and gluten-free diets, as well as a host of common food allergens (e.g. peanuts, dairy, shellfish, etc.). Guests following vegan diets will need to bring their own food to supplement their meals.

Please submit all special diet requests and food allergies for your group at least 14 days prior to your scheduled arrival.

ON-DUTY STAFF

During your time at Cedarkirk there will be an on-duty staff member who will serve your group. They will lead meal instructions, answer any questions you have, and be available to assist with anything you need. You will meet with them when you arrive and receive contact info for them.

LINENS

Unless you have specifically requested linens for your group, each guest will need to bring their own set. We recommend bringing sheets and a favorite pillow or blanket. Cedarkirk will furnish pillows and blankets, but most people prefer to bring their own. All beds at Cedarkirk are twin size beds.



SCHEDULED ACTIVITIES

Please let us know of any activities you'd like to schedule for your group at least 14 days prior to your arrival so we can arrange for facilitators. We recommend you ask your guests what activities they'd like to do ahead of time to find out what kinds of things they're interested in doing. (Individuals in a group will sometimes ask if they can do an activity after they're on site and we generally can't schedule staff with such little notice.)

HEALTH & SAFETY

Following these health and safety guidelines will ensure that your group (and any others on site along with you) have a safe and enjoyable time at Cedarkirk.

- Each group is responsible for their own health needs and first aid supplies, as well as for providing a qualified driver and vehicle for transporting guests in the event of an emergency.
- If you do have an emergency on site, we ask that you contact emergency services first (dial 9-1-1) and then notify Cedarkirk staff so they can initiate site emergency protocols.
- AEDs are located in the camp store in Cedar Lodge as well as the interior of the Pavilion.

CREATING A SAFE ENVIRONMENT

In order to create a safe space for all guests, please ensure your group adheres to the following stipulations:

- Alcohol, illegal drugs, fireworks, and firearms are not permitted on the property.
- Animals and pets are not allowed on property. Credentialed service animals trained to perform a task for the benefit of their owners are allowed if Cedarkirk is notified in advance.
- Please do not bring motorized vehicles like golf carts, ATVs, or dirt bikes.
- Property damage resulting from the intentional or neglectful actions of an individual will be invoiced to the group.
- Cedarkirk values the diversity of God's people and welcomes everyone into a culture of equality and mutual respect. We do not tolerate harassment, abusive language, or hate speech. Groups or individuals violating this policy will be asked to leave.

WHAT TO BRING



comfortable clothes

water shoes & swimsuit

toiletries

personal medications

bed linens & towels

refillable water bottle

flashlight

sunscreen & bug spray

games/snacks to share

sports equipment