

POLICIES & PROCEDURES for USER GROUPS

Fortune Lake Lutheran Camp - 2020

CONTACT INFORMATION:

Fortune Lake Lutheran Camp
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YEAR ROUND STAFF		
NAME	POSITION	EMAIL CONTACT
Cindy Beilfuss	Hospitality Coordinator	hospitality@fortunelake.org
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Camp Covenants

Fortune Lake Lutheran Camp strives to be a “Place of Grace” for all ages and all faiths. We welcome User Groups who care about the Creator and Creation and wish to grow as individuals, families, and groups in this beautiful natural setting. We ask for your partnership in stewarding this place as you enjoy it with us. Please also let us know of any concerns or suggestions you have.

- No pets. (This does not include preapproved service animals with proper identification.)
- Visitors and User-Groups are expected to comply with all applicable laws, codes, and regulations.
- Fortune Lake does not permit User Groups to possess, use, or store weapons on camp property.
- Fortune Lake is a substance-free property:
 1. No alcoholic beverages may be consumed or stored on camp property. (Any location-specific exceptions to this policy must be approved in writing in advance by the Camp Director.)
 2. We are a smoke-free camp. Absolutely no smoking is allowed in any building area at any time. A cleaning fee will be charged if evidence of smoking is found. Contact the office in advance of your stay if your Group wishes to request a waiver to this policy; upon approval, a designated outdoor smoking area will be identified.
 3. No illegal drug possession or drug use on camp property.
- Leave facilities clean as per posted guidelines.
- Pay for repairs or equipment replacements incurred as a result of your visit.

Vehicles / Parking

Please help us to maintain the beauty of Fortune Lake Camp by parking in designated areas only. Please do not drive or park on the grass or across the field. Do not block roadways.

Group Leaders

- Every User Group must have a designated leader. The Group Leader must be responsible for overall supervision of the group (including any specialized recreational activities), must contact the Fortune Lake staff during the retreat with any concerns and/or needs, and must inform all participants in the group of Camp Procedures and Policies. User-Group Participant List should be filled in and returned to the camp office within 24 hours of arrival.
- Group Leaders must review the applicable Policies and Procedures of the camp as part of completing their User-Group Agreement Form; Group Leaders shall meet with camp staff for camp orientation (if new to Fortune Lake).

Insurance – Hold Harmless

- User Groups/individuals agree to indemnify and hold harmless Fortune Lake Lutheran Camp Association and its employees and representatives against any claims of liability arising from injury, death or property losses or damage during their stay at camp, use of facilities, and related activities.
- User Groups may be requested to provide evidence of current valid Certificate of Insurance. If requested, certificate should be provided to camp with signed agreement form in advance of their stay.
- Groups not providing their own insurance coverage will be charged \$2.50 per person/per night, to cover increased insurance costs incurred by the camp for permitting the User Group to use camp's facilities and resources.

Reservation & Cancellation Policy

1. No reservations are secured until the signed contract and deposit have been received.
2. A 10% nonrefundable deposit fee is due at time of reservation based on *estimated* price, not less than \$100.
3. An additional 50% of the total *estimated* price is due 30 days in advance of Group's first day at camp.
4. Separate check for refundable damage deposit is due 30 days in advance of Group's first day at camp.
5. Guaranteed meal count and any dietary needs are due one week in advance of Group's first day at camp.
6. Balance due, based on final lodging and guaranteed meal count, is due at or before check-in on Group's first day at camp, based on prior arrangements made with office.
7. Cancellations less than 14 days prior to Group's first day at camp are **not eligible for refund**.

Damages and Cleaning

Please help keep Fortune Lake in good working order, and take precautions not to damage grounds and facilities. Camp reserves the right to request a refundable damage deposit check, separate from deposit and advance payments, to be held for duration of Group's stay. Report any damage to Fortune Lake staff. Damage will be assessed and determined if pre-existing, or caused by Group. If caused by Group, Group will be assessed for repair and, if cost exceeds damage deposit check, agrees to reimburse camp for all associated costs. Excessive clean-up which may be required after a Group's departure is subject to an additional fee for staff time and costs.

Lodging

- Check in is at 3 pm, and check out is at 11 am. (Exceptions must be cleared by office in advance of your stay.)
- All sleeping area buildings are equipped with emergency exits; please locate them at the beginning of your stay.
- Please keep duplexes, cabins, and lodge rooms neat and clean. Place trash and recycling in proper receptacles.
- Do not place items on or near heaters. Do not sit or stand or lean on heaters.
- Store all luggage neatly on or under beds, keeping all exits free of obstruction.
- Turn off all lights when not in room or building and keep windows closed during cold weather to conserve energy.
- Keep exterior doors to buildings closed at all times.
- Only adults may adjust thermostats in sleeping quarters and meeting rooms.
- All cabins and/or rooms are single sex; coed lodging is not permitted. Exceptions may be granted for retreats with married couples and/or families.
- For User Groups with youth participants: youth must be under adult supervision at all times.
- Refrain from damaging or writing graffiti on any camp equipment and/or property.

Food Service

Camp-Provided Meals

- Meals will be served at agreed-upon times when reservation is made (recommended: 8am, Noon, 5:30pm)
- Food Service may be provided for User Groups based on a paid minimum of 15 people, and subject to staff availability.
- Guaranteed meal count is due at least one week in advance of the first day at camp; no reductions after this point. Additions to this number will be accommodated if possible by the kitchen.
- Any special dietary concerns, such as food allergies, shall be reported to the office no later than one week prior to Group's first day at camp. The Head Cook shall work to ensure that all food safety guidelines are met, in accordance with the State of Michigan requirements.

Rental of the main kitchen to User-Groups is based on availability of certified supervisory staff.

- See current User-Group Fees for additional information.

Lodge or Duplex kitchen areas. Groups may provide their own meal service if lodged in duplexes or renting Emanuel Lodge Great Room. Please use care and cleanliness in utilizing these areas so that we may continue to offer them.

Area restaurants and stores: Both Crystal Falls and Iron River offer nearby restaurants and grocery stores; some restaurants provide catering services.

State of Michigan Supervision and Ratio Requirements

All User Groups must adhere to the following supervision ratios for participants (here called “campers” under 18 years of age. Campers under the age of 18 must be supervised at all times. The minimum number of staff on duty and in camp is 2 adult staff members.

Camper Age	Number of Chaperones	Overnight Campers	Day-only Campers
4-12 years	1	14	10
13-18 years	1	14	14
W/ Disabilities	1	6	3

Telephone

- The telephone is located in the Dining Hall beneath the staircase and is available at all hours.
- Dial out is direct for all local and emergency numbers.
- Emergency phone numbers are posted near the telephone; when necessary, always contact EMS, fire department, or police first.

Special Area Guidelines: Sauna, Waterfront, Tubing

Any active event contains some risk of injury. All users of our sauna, waterfront, and tubing hill do so at their own risk. Fortune Lake does not assume responsibility for use or misuse of these areas. Waterfront may only be open with proper supervision. In order to continue to provide these fun options, we ask that our guests follow the guidelines for health and safety as posted. Please report any problems or concerns to the Retreat Host. Additional fees may apply to use of these areas; see current User-Group Fee sheet. Bring your own towels for beach and sauna use; please do not use lodge towels.

Campfires/Outdoor Cooking

- Fortune Lake has multiple fire pits/campfire located around the property, including a covered fireplace under our pavilion.
- Be advised of local burn ordinances posed by the DNR office. There are times when conditions may prohibit fires.
 - When in use, these areas must be overseen by an adult leader.
 - Common sense safety precautions shall be maintained at all times.
 - All fires must be extinguished immediately after use using the water and stir method as outlined below. Do not leave the area until fire is completely out as directed below:
 1. Break down fire with a large stick, stirring out flames, etc.
 2. Pour water onto fire, and stir again, attempting to extinguish all flames, cinders, etc.
 3. Repeat if necessary. Fire is considered properly extinguished when it is cool enough for a person to run their bare hands through the ashes.

Emergencies:

- Continual ringing of the Camp Bell will indicate an emergency situation; please gather your Group there.
- User Groups are responsible for providing their own insurance coverage, medical permissions, and health histories.
- All sleeping area buildings are equipped with emergency exits and first aid kits; please locate them at the beginning of your stay.
- All emergency procedures (weather, fire and waterfront) are available in each building.
- Notify camp staff of any accidents, incidents, or emergency situations as soon as possible (contact #s are posted for after-hours emergencies).
- Incident/Accident forms available from the Fortune Lake staff must be filled out within 24 hours of any situations that occur and must be returned to the Camp Director.
- Aspirus Iron River Hospital with Emergency Room and Walk-in clinic is located at 1400 W. Ice Lake Rd. in Iron River, MI approximately 11 miles west of camp off of US Highway 2 at Ice Lake just before Iron River.
- Walk-in clinic hours are: 4pm - 8pm week-nights only, excluding holidays.
- If the situation requires aid beyond that of your training, contact emergency medical transportation via 911. Note all drop-off/pick-up times and locations for Incident/Accident report.

Aspirus Iron River Hospital **(906) 265-6121**
Crystal Falls Police Department / Fire Department / Iron County Sheriff / EMS **911**

Weather Emergencies:

Emergency shelter in case of inclement weather is located in the basement of Emanuel Lodge. Siren may sound.