



Presbytery of Coastal Carolina, Inc.

807 West King Street, Elizabethtown, NC 28337
(910) 862-8300

www.presbycc-camps.org

Monroe Camp and Retreat Center,
Registrar (910) 276-1654

Dear Friends,

Thank you for your interest in visiting Monroe Camp and Retreat Center. We hope you enjoy your stay with us, and we are sending this welcome packet to assist you in making arrangements for your stay. Enclosed, you will find reservation request forms, descriptions of our facility, directions to camp, some details about checking in and out, things to do at camp (and a couple of things not to do as well), and other information. There is also information available about camp on our website.

There are a few things you should know right off the bat. We strive at Monroe to provide a ministry of hospitality and retreat for your group. Whether you're bringing a youth group, business group, boy scouts, etc. or planning a family reunion, wedding reception, church officer retreat, or just a fellowship event, our job is to make you as comfortable as possible. It will be much easier for us to provide you with the best possible service if you are in contact about any special needs your group may have prior to your arrival. Please call the registrar above for further assistance.

Please understand that once you have been advised of our policies in this packet and upon arrival at camp, your group (through the group leader) will be responsible for complying with these policies. These policies are not only to maintain the camp so guests can enjoy it for years to come, but also for your safety and protection.

We would also like you to know that our camp is accredited by the American Camping Association (ACA). Every three years, the ACA sends visitors to our facility to evaluate our practices in everything from dishwashing, to hiring our summer staff. This is something we do voluntarily so we can provide you with the best possible experience by keeping up to date with current safety, operational, and human resource standards.

As always, we thank you for choosing our camp facility, and we hope you have a wonderful time with us. Please let us know if we can be of further assistance to you.

In Christ,

Rev. David A. Walker
General Presbyterian/Stated Clerk

Presbytery of Coastal Carolina, Inc.

Monroe Camp and Retreat Center General Rules and Regulations

Please read all of the following information that applies to your group to get acquainted with our facilities and orient you to camp policies and procedures. Once on site, you will be responsible for adhering to all policies and procedures in this packet through your group leader.

I. General Rules, Regulations, and Suggestions [OM 10&19]

- A. Groups using Monroe camping facilities shall have a mission that is compatible with that of the Presbytery and its camping program. Reservation request forms should contain a summary of proposed event activities. Presbytery reserves the right to deny use of camp facilities and services at its discretion.
- B. Reservation requests for Monroe are accepted on a first come, first serve basis and may be made up to 12 months in advance. Reservation request forms and other documents are available on the camp website, or you may contact the Camp Registrar for forms.
- C. Once your form is completed and signed, please mail it with a 25% deposit to the Presbytery of Coastal Carolina at our business office at 807 West King Street, Elizabethtown, NC 28337. Your form will then be sent to the Camp Registrar, and they will contact you to confirm your reservation if your requested date is available, answer your questions, and negotiate any details or special requests. Your requested date is NOT guaranteed until we receive your completed form and 25% deposit. Requests for use of the facilities shall be made ONLY through the Camp Registrar. To contact the registrar for Monroe, please call (910) 276-1654. Reservations may not be made at the camp and will not be finalized until all forms are signed and dated.
- D. Groups using the camp's food services must select menu items for each meal for each of the days that the group will be at camp. A signed copy of the selections shall be returned with the reservation request form to the Camp Registrar.
- E. Once a reservation request is confirmed and a deposit is made, monthly statements will be sent to the billing address on the form until full payment is made. All deposits for reservations are **25% of the total reservation costs** requested with a \$25.00 minimum. A reservation is not guaranteed until a completed, signed, and dated reservation request form is received with a **25% deposit**. The registrar will contact the group to confirm the reservation. All projected reservation costs must be paid in full at least **ten (10) business days** prior to the scheduled arrival date. Any additional expenses incurred during a camp stay will appear on the first statement following camp use. All additional billing is expected to be paid within ten (10) business days after receiving the statement. **ALL PAYMENTS** must be sent to the Presbytery of Coastal Carolina at our business office at 807 West King Street, Elizabethtown, NC 28337.
- F. Cancellations of more than 60 days before first day of use will receive a refund of all payments made minus a \$25.00 processing fee. Cancellations of 30-59 days will forfeit their 25% deposit and receive a refund for all payments made over that amount. Cancellations made 15-29 days will be responsible for paying 50% of the total reservation cost on file on the date of cancellation. Cancellations made within 14 days of the event shall pay full cost. Refund checks are only issued to the person who made the original payment.
- G. Your group is responsible for providing insurance for all of your participants. Groups must also furnish a copy of a certificate or waiver of liability indicating that the Presbytery is not liable for injury due to user negligence, sexual misconduct, etc.
- H. Camp facilities, equipment, and grounds shall not be used for purposes other than that for which they were designed.
- I. The Presbytery reserves the right to enter and inspect all facilities while a group is using the camp. Activities found to be unlawful or incompatible with the mission of the camping program may constitute grounds for terminating the agreement between the Presbytery and the group.
- J. The Presbytery encourages the full and economic use of each camp and reserves the right to book multiple groups at the same time. Each group is encouraged to check with the Camp Registrar to inquire about possible multiple bookings during their usage. Cabin rental is based on a per person charge. Each residential facility has a maximum established occupancy which cannot be exceeded.
- K. All groups should check in and check out with the Site Manager between 8:00 a.m. and 5:00 p.m. If you need to arrive earlier or leave later, please make arrangements in advance with the Camp Registrar.

- L. Quiet Time - Hours of rest for all guests and staff are essential. Please observe the 11:00 p.m. quiet time. Groups should be in their own areas and respectful of other groups. Exceptions to this quiet time may be granted if arrangements are made with the Site Manager when you arrive at camp.
- M. Emergencies - If an emergency should occur while you are at camp, please get your group to safety first. If the emergency involves injury or illness to a member of your group, it is your group's responsibility to secure medical attention. If the emergency involves camp property (building on fire, etc.), please inform camp staff as soon as everyone in your group has reached safety. Local 911 service covers the camp.
- N. Responsibility - Unless supervision services are contracted out (such as lifeguarding and ropes courses), your group shall be responsible for its own behavior at camp. This packet shall serve as your orientation to our rules and regulations. If you have any questions, you should contact the Camp Registrar prior to arrival at camp or ask the Site Manager when you arrive. Your group will be billed for any damage, excessive wear and tear, or excessive clean up that is attributable to your group.
- O. Lifeguards are required for pool and canoe activities. Groups at Monroe are asked to secure a lifeguard through the camp or provide the name and copy of certification card for persons who will serve as lifeguards during your stay at camp. To meet the Presbytery's insurance carrier's safety standards, the Site Manager shall determine if lifeguard requirements are being met throughout the stay. Failure to meet these guidelines will result in a reduction in the number of swimmers and/or persons using canoes.
- P. Groups shall provide basic clean up to the facilities after use such as making sure all trash is in appropriate receptacles. The Site Manager will conduct a "walk through" with the user group's leader, identifying areas that require additional attention. Failure to take appropriate action may result in additional charges.

II. Health Care Planning for User Groups [HW 23-25]

- A. It is recommended that each group has an adult with current CPR and First Aid training, who shall be on duty for emergency care for your group.
- B. Your group is responsible for its own emergency care.
- C. Local 911 service will respond to camp, but your group is responsible for emergency transportation.
- D. The camp has a limited supply of First Aid equipment, which your group may use, but we strongly recommend you bring your own comprehensive kit.
- E. A list of emergency phone numbers are positioned at each phone in the camp.
- F. We recommend that you bring to camp:
 1. a roster of all participants in your group and their addresses.
 2. emergency contact names and numbers for each participant.
 3. a health form with allergies, medications, and other conditions for each participant.
 4. signed permission slips from parents/guardians to treat minors in case of an emergency while at camp.

III. General Rules for Camp Safety [OM-8]

- A. Wear shoes at all times unless in pool area.
- B. Stay with your group leader or counselor at all times.
- C. If you go somewhere away from the group, go with a buddy.
- D. Respect all dogs, cats, horses, and wildlife at camp.
- E. Keep plenty of space between you and wild animals such as snakes, raccoons, squirrels, etc.
- F. Respect trees and plant life at camp.
- G. Keep the camp clean - PLEASE pick up after yourself. And, if you see trash that does not belong to you, please help by throwing it away as well.

IV. Policies for Personal Property [OM-10]

- A. Alcohol and drugs (banned substances) are not permitted on the camp grounds by groups.
- B. Personal Sports Equipment - Groups are encouraged to bring personal sports equipment except for archery or climbing equipment and motorized personal watercraft.
- C. Vehicles - Groups may drive to camp and are asked to park in obvious parking spaces and observe all North Carolina and camp traffic regulations. Camp policies dictate that no passengers are carried in vehicles or parts of vehicles not expressly designated for that purpose (i.e. please do not transport people around camp in the back of pick up trucks).
- D. Animals - Groups may not bring animals to camp unless approved by the Site Manager.

- E. Weapons - Firearms and fireworks are expressly forbidden on camp property by groups.
- F. The Presbytery and its camp will not be responsible for damage, theft, or any other damage/loss to personal property that may occur at the camp.

V. Recommendations for Supervision for User Groups [HR-9]

- A. The camp recommends that general supervisory ratios for youth groups (defined as groups with minors – under the age of 18) should be 6:1 with a male and female advisor if the group is a mixed gender group. The younger the age group, the more staff you should have for supervision. The American Camping Association (ACA) recommends the following ratios:
 - 1. 4-5 years old: 5:1 for overnight 6:1 for day use
 - 2. 6-8 years old: 6:1 for overnight 8:1 for day use
 - 3. 9-14 years old: 8:1 for overnight 10:1 for day use
 - 4. 15-18 years old 10:1 for overnight 12:1 for day use
- B. Minors should be supervised at all times and should not be allowed to wander the grounds without supervision. Each group who comes to camp must determine to what extent it will enforce this rule.
- C. Under all circumstances the staff recommends that you provide double coverage to campers when in a building separate from the rest of the group. We also recommend that double advisor coverage be implemented when on hiking trails.
- D. An adult advisor must be 18 years of age or older. Each group may determine that younger advisors may be used for younger campers provided that those advisors are at least three years older than the campers. Groups may determine that advisors should be of an older minimum age. At least 80% of a group's staff that has direct responsibility for minors should be 18 years of age or older.

VI. Equipment Use by Groups [PD-5]

- A. Groups may use any common equipment such as sporting equipment (balls, bats, etc.)
- B. Groups are asked to NOT use the archery equipment unless a Monroe Camp staff member is present.
- C. All use of the Agogae Trail Ropes Courses must be supervised by a certified ropes course staff member.
- D. If your group wishes to go on a hike, please ask for a map of camp if you don't have one.
- E. Groups can schedule certified lifeguards through the camp or bring their own before using the pool or canoes.
- F. Use of any camp equipment is the responsibility of the group. This applies both to using equipment safely and for its intended purpose and also for returning equipment in good condition after its use.

VII. Kitchen Facilities [SF 26-28]

The Health Department does not allow groups to cook in the commercial kitchen at camp. The following guidelines apply to smaller kitchen areas available for groups and are for your safety.

- A. Use only clean and sanitized utensils and equipment when preparing food.
- B. Clean and sanitize food contact surfaces after each use.
- C. Keep perishables that could cause sickness (meat, eggs, etc.) stored below 40 degrees Fahrenheit until they are being prepared. If refrigerator is above 40 degrees, please notify the Site Manager immediately.
- D. Groups using designated kitchen facilities at camp need to be sure all pots and pans are cleaned and dried properly. Cleaning pots and pans with proper scrubbers and then letting them air dry is an appropriate method. Silverware should be washed and stored in its appropriate location.

Presbytery of Coastal Carolina, Inc.

Monroe Camp and Retreat Center Aquatic Rules and Regulations

Below you will find policies, procedures, and guidelines for anyone wishing to use our pool or lake facilities. Please read these carefully and make all arrangements for supervision before coming to camp.

I. Pool and Swimming Policies and Procedures [PA-4]

A. Supervisory ratios

1. For User Groups - 25 swimmers to 1 lifeguard
2. For Campers - 25 campers to 1 lifeguard and at least one counselor from each family group attends swimming with group, serves as supervisor to assist lifeguards. At least one of the staff members must be an adult - 18 years or older.

Positioning and attentiveness for swimming - Qualified staff are to use the lifeguard chair or may walk the perimeter of the pool. Lookouts may use chairs or benches provided their line of sight is not blocked.

II. Safety Regulations [PA-5]

- A. Ratios shall not exceed those set above in I-A. (PA-4)
- B. The buddy system shall be used for checking on swimmers
- C. All camper groups are subject to a swim test during the first swim of camp. The swim test shall determine the ability of the swimmer to safely swim in deeper water. Non-swimmers are to remain in the shallow end (3 feet or less). User groups are encouraged to ask the lifeguard to help them with a swim test before using the pool with their group.
- D. No running, horseplay, or other dangerous behavior at pool side.
- E. No diving in shallow water (6 feet or less).
- F. No glass in pool area.
- G. Lifeguards are to monitor the weather for the day, and are to enact basic safety rules regarding storms.
- H. Swimmers are to be informed of whistle signals at the pool.
- I. Groups are to defer to the lifeguards judgment while in the pool area. Lifeguards reserve the right to sit swimmers out, or to ask that swimmers be removed from the pool area if they feel they are a safety risk to themselves or others.

III. Emergency procedures for pool areas [PA-6]

A. Thunderstorms

1. Lifeguards are to implement safety protocols when storms approach.
2. When evacuation is necessary, swimmers are to get out of pool. For camp groups staff will direct you to shelter. User groups are encouraged to seek shelter as quickly as possible.

B. Drowning/Injury

1. Lifeguards are to implement rescue protocols and render First Aid/CPR if necessary.
2. In cases of drowning, 911 shall be called. There is a phone at the pool attached to the bathhouse. Staff are to remember "Check, Call, Care" principle of rendering First Aid/CPR. Head injuries where swimmers are bleeding or are unconscious are also to call for 911.

C. Hazards in the Pool Area.

1. Hard Concrete - warn swimmers not to run or horseplay in pool area.
2. Shallow water - for your safety, no diving in shallow water.

D. Rescue Protocols

1. Certifying bodies provide training in rescue protocols. The intent of this procedure is not to replace those protocols. Trained personnel are to implement those protocols when necessary as they were trained. To include those protocols in camp procedures may cause confusion to our trained personnel.

IV. Rescue Equipment

1. Shepherd's Crook
2. Flotation Devices
3. Personal Flotation Devices (PFD's) may be use by non-swimmers
4. Rescue Tubes/Rings

V. Canoeing and lakefront policies and procedures [PA-4,17, 21, & 26]

- A. NOTICE TO ALL USER GROUPS - Your group MUST have a currently certified Lifeguard (with current CPR) when canoeing or swimming. In the case your group is canoeing, you may have a watercraft safety trained instructor with current CPR/First Aid. [PA-17] See Footnote¹ below.
- B. NOTICE TO ALL ADULTS, FAMILIES AND STAFF OVER 18: Be advised that when you are canoeing, you are required to wear a Personal Flotation Device (PFD), and you are to follow all safety regulations for canoeing on the lake. (See V. Below for regulations) [PA-24]
- C. Supervisory ratios [PA-4]
 1. For User Groups - 20 boaters to 1 lifeguard or Canoe Safety Trained Personnel
 2. For Campers - 8 campers to every one adult present with at least one of those being a lifeguard or a Canoe Safety Trained Personnel (as long as ratio does not exceed 20:1 in which case appropriate ratios will be observed) and at least one counselor from each family group attends swimming with group, serves as supervisor to assist lifeguards. At least one of the lifeguards must be an adult -18 years or older. Supervision during this activity for younger campers is 6:1
- D. Positioning and attentiveness for Canoeing - Qualified staff should be in boats ready to render advice or aid. Qualified staff may also spot from land provided boats remain in sight, and staff has a boat available to use in the case of an emergency. Staff are to remain alert at all times to insure camper safety. [PA-4]
- E. Safe boating tips [PA-26]
 1. Launching from shore
 - a. push boat into water leaving back end out of water
 - b. hold boat steady for your partner
 - c. when entering boat, stay low and put both hands on sides for balance, equipment should already be in the boat
 - d. kneeling is the best position for balance, but staying low is the best advice overall
 - e. always put PFD on first, buckle up and keep it on!
 2. Launching from dock
 - a. hold boat steady for partner against dock
 - b. sit on dock and move in one motion from dock to the boat
 - c. kneeling is the best position
 3. Capsizing -
 - a. keep your lifejacket on and properly buckled
 - b. turn your boat so that the bottom is facing up
 - c. swim to shore

¹ General Rules and Regulations – Section I, subsection O states: Lifeguards are required for swimming and boating/canoes activities. User groups are asked to secure a lifeguard through the camp or provide the name and copy of certification card for person(s) who will serve as lifeguard during the stay at the camp. To meet the Presbytery's insurance carrier's safety standards, the Site Manager shall determine if lifeguard requirements are being met throughout the stay. Failure to meet these guidelines will result in a reduction in the number of swimmers and/or persons using canoes

4. Swamping

- a. keep your lifejacket on and properly buckled
- b. paddle to shore

VI. Canoe safety regulations [PA-5]

- A. A lifeguard or qualified staff in watercraft safety shall be on duty anytime canoeists are in the water.
- B. All boaters are to wear appropriate Personal Flotation Devices (PFD's) for the lake. Type I or Type III are appropriate. PFD's are to be buckled at all times while in the boat.
- C. No standing in the boat.
- D. No horseplay between boats.
- E. Paddles are to be used only as they were intended.
- F. No intentional tipping of canoes for fun. (You can hit your head.)
- G. Normally, only two to a canoe. However, three may be safe depending on the size of the boaters.
- H. Always have a minimum of two boats on the water. (So at least two boaters) Never be on the lake alone. Staff are included in this policy.
- I. At the first sound of thunder, boats are out to get out of the water and boaters are to move to safe shelter.
- J. Always wear shoes when boating.
- K. Stay away from spillways and dam drainage pipes on the lakes.

VII. Emergency procedures for canoeing [PA-6]

A. Thunderstorms

1. Supervising staff shall move all boaters to shore upon threat of storm. First rumble, move boaters to shore and safety.
2. Boaters shall remain undercover until storm passes.

B. Dam Drainage Pipe

1. Supervising staff are to inform all boaters of dam hazard and warn them to stay clear of drainage pipe.
2. If a boat becomes lodged in pipe, then supervising staff member is to call or help from other trained staff. When necessary 911 shall be called for rescue.
3. Canoes lodged in pipe shall be treated as campers drowning in pool. It is an emergency and calls for urgent attention!

C. Snakes

1. Avoidance and keeping distance between you and snakes is best.
2. If boaters get near a snake they're to back away slowly. Do not corner it.
3. If a snake gets in a boat, then boaters are to remain as still as possible and allow snake to leave.

D. Lost in Cypress trees

1. Boaters may become lost in cypress trees in lake. Procedures are the same as in any other lost camper situation. [OM-14]

E. Safety equipment for canoes

1. PFD's must fit snugly
 2. Phone: the nearest phone at Monroe is at pool bathhouse or Hafer kitchen.
 3. 911 will respond to camp
 4. Throw ropes are available to use by canoe groups
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