

Church Group Rental Information

“Everything you need to know to run a retreat at Sonlight Christian Camp”

Please visit our web site at www.sonlightcamp.org for more information and photos of the camp and the facilities.

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Phone (970) 264-4379

sonlight@sonlightcamp.org

Contract and Rental Rates

When a date is booked for your church, we will mail you two copies of our rental contract. Please read over this information letter and the contract carefully. Collect the necessary signatures and return one copy of the contract along with your \$300.00 deposit by the due date indicated on the contract. Keep the second copy for your records. Your \$300.00 deposit applies towards your total charge. If you rolled your deposit from a previous year, you do not need to send a new deposit. **We require a signed contract and \$300.00 deposit to hold your reservation. If we do not have the contract and deposit by the due date, we reserve the right to book another church for those dates.**

Our rental rate is \$60.00 per person per day, with a minimum 2 day stay (\$120.00) required. This rate covers all meals, snacks, activities, and use of the facilities. Since each group receives exclusive use of the facility, there is a 35 person minimum group size (you may come with fewer people, but you must pay for 35). The maximum capacity of the camp is 64 people. Please call Sonlight **one week (7 days)** before your retreat begins to communicate the final number of participants in your group, as well as the meal schedule, food allergies, and any other special needs or requests. Payment is due when your group arrives. We prefer that your church pay with a single church check.



Cancellation Policy

If your group should decide to cancel, cancellations made less than 8 months (240 days) prior to your rental dates will be charged 100% of the minimum amount due on your contract (35 people X your per person rate). This amount is payable upon cancellation. Your group will also be liable for any legal and/or collection fees incurred by Sonlight to enforce the contract. Cancellations made more than 8 months (240 days) in advance will forfeit the \$300.00 deposit but owe nothing else. If we are able to rebook your dates to another church, you will receive a full refund of your money including the deposit.



Supervision, Behavior, and Discipline

Supervision and discipline of the campers is the responsibility of the rental group. The behavior of the group as a whole and each individual of the group is the responsibility of the group leader. To comply with our accreditation standards, the following minimum supervision ratios must be maintained in both living group (cabins) and general camp activities:

<u>Age of Children</u>	<u># of Children</u>	<u># of Adults (18 or over)</u>
9 through 14 yrs. old	8	1
15 through 18 yrs. old	10	1

Sonlight also reserves the right to charge for damage (including graffiti) caused by the rental group to any equipment or property.



Facilities / What We Provide

Each rental group gets exclusive use of the camp and its guest facilities including:

General Use Facilities

- The Dining Room - 6 to 8 round tables with chairs
- Winchester Cathedral - Meeting and game room, stereo and AV equipment, extra girls and boys bathrooms with showers
- Meadow - includes seasonal activities with equipment
- Two outdoor hot tubs.

Sleeping Cabins

- Alpine Cabin (above the Dining Room) - 15 beds, private bathroom
- Nordic Cabin (above the Dining Room) - 17 beds, private bathroom
Note: We suggest putting campers of the same gender in the Alpine and Nordic cabins due to their close proximity.
- Hilton Cabin - 8 beds (4 bunks), private handicap accessible bathroom
- High-Up Regency Cabin - 12 beds (6 bunks), private bathroom
- Eastin Westin Cabin - 12 beds (6 bunks), private bathroom
- NOTE: Hilton, High-Up Regency and the Eastin-Westin cabins may change (at Sonlight's option) the sleeping capacity during the winter months to conserve energy and utilities.

The group leader is responsible for assigning housing for group participants. We suggest putting one sex upstairs in the Lodge (like all boys) and the other sex in the cabins (like all girls). We try to use only the Hilton and Hi Up Regency cabins during the winter as this conserves our limited resources.

Smoking is not allowed in any of the buildings, and may be restricted outdoors due to fire conditions. Smokers may smoke in a designated area in the parking lot (conditions permitting) or in a personal vehicle.

Sonlight provides a pillow and pillowcase on each bed; Sonlight DOES NOT provide sheets or towels. Participants will need to **bring a sleeping bag** (or their own sheets and perhaps an extra blanket) as well as a **towel** for showers and the hot tub. If you plan on hot tubbing, don't forget swim suits!

In addition to the ping-pong table, foosball table, and pool table in Winchester Cathedral, we provide stereo and AV equipment including:

- 25 inch TV
- CD / DVD player
- VCR
- Overhead transparency projector
- Ceiling mounted digital projector capable of showing DVDs, VCR tapes, and PowerPoint/computer presentations (computer is NOT provided)
- Indoor and outdoor speakers
- Large projection screen
- Easel and whiteboard
- Small wooden podium
- Piano

There is a guest phone in the dining room that is available for group members to use. This phone accepts calling card, collect, and local calls only. The office phone is available to the group leader for emergencies only. Most cell phones do not receive service at Sonlight.



On-Site Activities

Sonlight provides several on-site activities for your staff to facilitate. These include:

- 2 Hot Tubs - each holds 6-8 people at a time
- Snowshoes - (during the winter) for hiking around the meadow or forest (12 pairs)
- Ping-pong, Foosball, and Pool Table (Billiards)
- Cards & Board Games - several decks of cards and a variety of board games
- Movies on the Digital Projector. Sonlight has a few movies but suggests you bring your own.



Skiing at Wolf Creek

Many of our winter groups ski at the nearby Wolf Creek Ski Area. Sonlight is located 29 miles from the ski area (about a 45-60 minute drive, depending on the weather). Sonlight is not affiliated with Wolf Creek Ski Area, but we do offer some suggestions for ski trips:

- Sonlight does not rent skis or equipment. We recommend that your group rent directly from the rental shop at the ski area. They are usually well organized, reasonably priced, and good at accommodating large groups. In addition, you can leave your equipment at the ski area instead of hauling it back and forth to camp.
- Sonlight does not sell lift passes. They can be purchased directly from the ski area.

Wolf Creek offers group discounts on ski rentals, lessons, and lift passes for groups of 25 or more. For more information and group package literature, call Wolf Creek Ski Area at 1-800-SKI-WOLF (1-800-754-9653) or visit their web site at www.wolfcreekski.com. Don't forget that Wolf Creek requires all your group information forms **two weeks before** your first day of skiing.



Charter Busses

If your group will be traveling by charter bus, we would like to offer some important tips to make your trip hassle free. We suggest that you call your charter bus company and confirm the following details with them:

Your bus should:

- Have snow tires or all season radials with adequate and legal tread depth
- Have tire chains that fit and are in good repair with rubber chain tighteners
- Be able to release the air off the tag axle for added traction
- Have an engine heater for cold morning starts

Your bus driver should:

- Have experience in Colorado winter driving and mountain road conditions
- Make arrangements to stay at a motel in Pagosa Springs or with your group at camp (Note: there are no private accommodations for drivers at Sonlight).
- Know the highway route to get from your city to Pagosa Springs, CO. It is not uncommon for drivers to miss turns or intersections (get lost) and add several hours on to an already long bus ride.

The bus company should be aware that:

- Colorado State Patrol may (depending on road conditions) require tire chains on all vehicles over 10,000 lbs. GVW in order to go up Wolf Creek Pass.
- Sonlight Camp is located 7 miles off of US 160 on a maintained gravel road



Food Service

Sonlight serves meals family style (with serving bowls and platters at each table). We also provide a “sack lunch bar” in the mornings for groups that will be skiing during the day. We can make allowances for most dietary allergies or intolerances **if we are notified at least one week in advance**. Please contact the Sonlight office (Mary) by phone: 970.264.4379 or email at sonlight@sonlightcamp.org. Vegetarian alternates will be offered if advance notice is given. Due to our family style food service, Sonlight cannot cater to individual diets.

One week prior to your arrival, please send Sonlight a copy of your retreat schedule with meal times indicated. While you are at camp, if changes need to be made to this schedule, please notify the kitchen as soon as possible. We time our food preparation so that meals are hot, fresh, and ready to be served at the time indicated on your schedule, so please encourage your group members to arrive on time for meals! We will ring the dinner bell five minutes prior to each meal.

Note: Sonlight does not have a soft drink machine on our premises. You may bring your own soft drinks if you wish to provide them for your group.



Insurance / Medical Provisions

Sonlight carries a general liability policy that covers our staff. This policy DOES NOT cover rental group staff or counselors. Any liability policy to cover rental group staff is the responsibility of the rental group. Sonlight does not carry health or accident insurance for rental groups. We suggest that you check with your church to determine what coverage is provided for your participants.

We **strongly** recommend that you keep a record of the names and address of all participants in your group, as well as emergency contact information should the need arise to contact next of kin, parents or guardians. We also suggest that you gather information regarding the special health concerns of your participants, including known allergies, chronic or recent health concerns and healthcare treatments which a participant may need on the trip. For minors, a signed *Permission to Treat* statement from parent or guardian should also be obtained.

Sonlight does not provide health care for rental groups. It is the responsibility of the rental group to provide first aid and/or emergency care for group participants. We recommend that someone in your group hold at least a current certification in basic first aid and CPR from a nationally recognized provider. We do keep a small stock of minor first aid supplies (band-aids, ointment, etc.) which your group is welcome to use.

Finally, emergency medical transportation is the responsibility of the rental group. There is a family medical clinic and a full service hospital in Pagosa Springs (30 minutes from camp). Should a trip to the clinic or hospital be necessary, Sonlight is serviced by an ambulance and EMS personnel from the Upper San Juan Hospital District, or you may choose to transport the patient in a private vehicle, if appropriate. Sonlight is not liable for any ambulance and/or medical fees incurred by your group.



Responsibility

This section summarizes the responsibilities of the Sonlight Staff and the rental group using the facilities:

Responsibilities of the Sonlight Staff:

- All meals and related food service (washing dishes, etc.)
- Facilities and grounds maintenance
- Thorough cleaning of the camp prior to group arrival
- Camp welcome / safety orientation when the rental group arrives

Responsibilities of the Rental Group and Group Leader:

- Contacting Sonlight one week before the retreat to communicate meal times, housing arrangements, food allergies, and other special needs or requests
- Housing assignments for group participants
- Arranging ski rentals, lessons, and lift tickets for the group, if necessary
- Ensuring all group members are present for the camp welcome / safety orientation
- All games, activities, programs, and the schedule for the retreat
- Adult supervision of campers at all times; ensuring that supervision ratios are met
- Controlling camper behavior and discipline
- Setting tables 15 minutes prior to each meal
- Clearing and wiping down tables after each meal
- Leaving the camp moderately clean, including picking up all trash in the buildings and meadow, and collecting all lost and found
- Medical and/or liability insurance for group participants
- First aid and/or emergency care for group participants
- Emergency medical transportation for group participants, if needed

Note that any other responsibilities not specifically listed here are the responsibility of the rental group and the rental group leader.

As the person assuming ultimate responsibility for the camp and its facilities, the Sonlight Executive Director (or his designee) is always in direct control of what happens on the Sonlight grounds. The Sonlight Executive Director reserves the right to:

- Veto any activity that is too dangerous
- Postpone or cancel activities due to dangerous conditions (lightning, for instance)
- Send home from camp any camper or adult who is acting in a reckless manner towards camp property or other campers.



Miscellaneous

Sonlight does not allow firearms at camp.

Personal pets are not allowed at camp.

If we can help in any way, please let us know. We look forward to hosting your retreat.