

Thank you for joining us at Camp of the Cross Ministries (CCM). We are located on the northern shores of Lake Sakakawea near Garrison, ND and are owned and operated by a constituency of Lutheran congregations in Western North Dakota and the Northern Plains Conference of the United Church of Christ of North Dakota. CCM serves people of all ages through its summer bible camp programs and year-round retreats and seeks to provide a place and program where people can connect with God. May God bless your time with us.

Planning for Your Retreat

Lodging - There are a variety of options for lodging, including 6 hill cabins (10 beds each), 2 double retreat cabins (30 beds maximum each), a retreat lodge with private bedrooms (27 persons maximum capacity), 5 RV sites with electrical and water hook-ups, and multiple tent sites (please inquire about numbers). The hill cabins do not have indoor plumbing, but there is access to toilet facilities nearby. The retreat cabins are carpeted, and the middle room may be used as a bunk or meeting room. Each end of the double retreat cabins has its own toilet and sink. A bathhouse provides toilets and showers for all the facilities except the retreat lodge, which has its own bathrooms. All buildings in use during the winter months are heated.

WiFi- CCM does offer free WiFi to our retreat groups. Passwords are listed in various areas. Please note that some buildings have different passwords.

What you need to bring – User groups staying in retreat or hill cabins will need to bring their own bed linens and towels. Linens and towels are provided in the retreat lodge. We request that you plan for indoor and outdoor footwear.

Meals and Dining - CCM prefers to offer food service to user groups. Retreat groups may bring their own snacks. Refrigerator space is limited – dorm-size refrigerator in the retreat lodge and a standard –size fridge in the craft shack. Small groups of 10 or less may do their own cooking in the Craft Shack, which has an electric stove and oven, microwave, refrigerator, coffee maker, and sink.

Supervision of Youth Groups – CCM requires a supervision ratio of 1 adult chaperones to every 9 youth for the entire retreat experience; these adults are responsible for providing appropriate supervision. Adult chaperones must be at least 21 years of age. If overnight user groups are comprised of male and female youth participants, male and female adult chaperones must be provided.

Programming - CCM offers many year-round retreat experiences, all of which center around our mission statement of “Camping with Christ . . . for Lives of Faith.” CCM also offers program opportunities for user groups, including worship, music, camp fires & lake activities (seasonal) and group activities. Please Contact the camp office for additional information on these opportunities, inquiries about certifications and for upcoming CCM sponsored retreats.

Equipment - For presentation purposes, CCM has the following resource equipment available: TV with VCR/DVD player, whiteboard, LCD projector, screen (non-portable, dining room only & small portable for

cabins), sound system, extension cords, podium, and music stands. Recreational equipment is also available for retreat groups. If you wish to use any of the equipment listed above, you must reserve it in advance.

Check-in - Be prepared to check-in with the retreat host upon arrival. **Fees** - All fees should be paid prior to departure.

Tobacco Policy

Tobacco products are prohibited inside all buildings. There are designated smoking areas; these areas are marked by receptacles and are the only places in which tobacco waste should be deposited.

Alcohol Policy

The use of alcoholic beverages at CCM is prohibited on all our grounds and in the facilities. An exception has been made for the Fellowship Center and its own guidelines for alcohol use; the use for religious purposes and in year-round staff housing if staff and participants are of legal age.

As an extension of the ministry of our constituent churches, we ask your help in managing our community life in a way responsive to our mission statement.

Fellowship Center Alcohol Policy:

The use of alcohol in the Fellowship Center will ONLY be allowed when the following guidelines are met and kept by the party using the Fellowship Center. Alcohol consumption by all participants will comply with local laws and regulations.

- The outside group will contract with an establishment for the liquor license, purchase and serving of the alcohol beverages. The permitting time period does take a couple of months, so please contract as soon as possible with the establishment.
- The outside group can't bring in their own alcohol. Nor will CCM provide alcohol for groups.
- The outside group will contract with McLean County Sheriff's Department for a deputy to be present while alcohol is being served.
- The outside group will submit a \$500 refundable deposit to CCM, and it will be refunded if:
 - o Individuals consuming alcohol remain respectful of others, the building and the ministry of Camp of the Cross.
 - o The alcohol being served remains at the Fellowship Center and is not taken to any other facilities or onto the grounds of CCM before, during or after the event.
 - o Upon completion of the event, the group will be responsible for cleaning up of the Fellowship Center.

Service and Emotional Support Animals Policy

PURPOSE: The purpose of this policy is to establish when and where Service Animals and Emotional Support Dogs are allowed in facilities at Camp of the Cross Ministries.

As with any participant at CCM, we expect respectful and responsible behavior. If an accompanying service animal or support dog gets into a situation where they are not able to be controlled, they are a nuisance, they are a disruption, or they are a danger to others, the animal and their human companion will be asked to leave the area and move to an area of isolation until control can be reestablished or they can safely depart camp property.

SERVICE ANIMALS: Camp of the Cross Ministries is legally obligated to allow for certified service animals in our facilities. Proof of certification will be requested. We would first offer a hill or row cabin for housing but if that does not meet the guest's needs, then we would offer the designated room in the retreat center.

EMOTIONAL SUPPORT ANIMALS: Camp of the Cross Ministries overall will not treat emotional support animals like service animals.

Emotional Support Animals will only be considered if they are a dog. Participants at CCM who have an emotional disability must be certified as emotionally disabled by a psychologist, therapist, psychiatrist or other duly licensed and/or certified mental health professional. This certification should be a formal and appropriately formatted letter.

Any other kind of doctor – a cardiologist, for instance – does not qualify as a mental health professional because unlike a psychiatrist, other medical doctors are not specialists in mental health.

A dog will be allowed in our facilities, after thorough discussion between the individual and the Executive Director and a mental health professional prescribed note is provided. We would first offer a hill or row cabin for housing but if that does not meet the guest's needs, then we would offer the designated room in the retreat center.

Telephone and Emergency Information

The camp phone number is **701-337-2246**. **Staff phone numbers** are listed through out buildings.

In case of emergency- call 911 Please report all emergencies immediately to CCM staff. All buildings are also equipped with fire extinguishers, smoke alarms and carbon monoxide detectors.

Insurance - Camp of the Cross does not provide health and accident insurance for campers or retreat groups.

Caring for the Camp

Facility and Grounds Usage - We are proud of our facility, and we ask for the cooperation of each user group in helping to keep the camp in good condition. We would appreciate your help in leaving the buildings and grounds as clean as possible. Please make every effort to pick up trash and place it in the proper receptacle. Damages to buildings and/or equipment, other than that due to ordinary wear and based upon the replacement/repair cost, will be assessed and charged to the user group to be included in your final bill. User groups leaving buildings excessively dirty will also be charged for cleaning services.

Firewood and Campfire Sites - Bundles of firewood are available, and fires are permitted within designated campfire pits. Please contact a CCM staff member to obtain firewood and a suitable location for your campfire. CCM staff must approve all campfire locations.

Fireworks - The use of fireworks is strictly prohibited on the premises of Camp of the Cross by mandate from the Army Corp of Engineers.

Hunting and/or trapping - These activities are prohibited on CCM property due to our lease agreement with the Army Corps of Engineers.

Maintenance Problems - If a maintenance problem arises, please make a note of it and alert CCM staff so that it can be addressed as soon as possible.

Parking - All vehicles are to be parked in designated areas, most notably the central parking lot. This allows access for deliveries, maintenance, and emergency vehicles. Please do not park along the roadways or on the grass.

Pets should be kept on a leash at all times in the camping area. Pets are not permitted in any camp buildings. Owners are responsible for cleaning up after their pets. An exception is Service and Emotional Support Animals.

Evening Quiet Time - 10:30 p.m. Central Time is the designated quiet time in the campground and cabin areas. This simply provides reasonable quiet for those desiring earlier rest and assures a measure of respect toward others who may also be staying at Camp of the Cross. You may still gather in the campfire areas and lounges for conversation and quiet activity.

Snowmobiles are not permitted on CCM Property because of insurance restrictions.

Waterfront Activity – If a user group intends to use the roped off area or camp water equipment, a CCM staff member with current lifeguard certification must be present to supervise these activities. No one should swim alone, and the rules posted at the waterfront must be followed. When boating, personal floating devices (PFDs) are to be worn at all times. Persons unable to follow waterfront rules and the direction of CCM staff will be asked to leave the waterfront area.

Deposits, Meal and Group #'s and Refunds/Cancellation Fees

Deposits- **Two non-refundable deposits** will be designated by our office depending on group size, activity and if a facility is being requested by numerous groups for the same time period. The deposits will **reflect 25%** of your anticipated final bill and again is non-refundable but will be credited to your bill once a retreat has been completed.

Food Deposit- this deposit is designated for the preparation we make in advance for groups before they even arrive. This is non-refundable because when groups cancel we do have food on hand that has been ordered for them.

Lodging Deposit- our cabins and retreat lodge are frequently asked to be used by multiple groups for the same time frame and we do turn groups away. This is also a non-refundable deposit if you cancel because again in most cases a group has been turned away because of your contract.

These two deposits will be credited to the final balance and are due within 15 days of a contract being issued. Your deposit must be paid to insure that space is being secured for your group. Your registration will not be confirmed until your deposits have been received.

Meal Count and Group Count- 5 days prior to the start of your event, you must contact the camp office with your final anticipated number of participants for food & lodging, which will serve for CCM's planning and billing purposes. You will be charged for the number of participants given even if the number of participants is less than your anticipated number. Additional participants will be charged accordingly.

Refunds and Cancellation Fees

- CCM is not able to provide any refunds unless the groups arrival and contract has been cancelled by CCM staff.
- If you are not able to reschedule with us because of cancellations due to adverse weather conditions, you will receive 50% of your deposits back.

** The two deposits are considered cancellation fees unless an additional cancellation fee has been assessed by our office for your particular contract.