

Retreating Disciplines and Information

Please Read Carefully- Retreat Leaders, it is your responsibility to share these disciplines with all members of your retreat.

We take seriously what it means to be stewards of God's creation. We need your help by stressing to your group the importance of eliminating waste in food, resources and energy, and in the Spirit of Christian Stewardship, working together to maintain clean facilities. We ask that you recycle and compost at FLBC. The staff will do an orientation upon arrival with your group and will work with you, as a leader, in coordination of facilities with other groups. Your group will be held responsible for any damage to property, equipment, or land during your stay. There will be staff living on site that will be present during meals and throughout camp. Please read the retreat handbook sent to you.

- 1. MEALS:** Catered meals are served to groups at the following times: Breakfast -8:15a.m., Lunch - 12:15p.m., Dinner- 5:30p.m. Sunday brunch is at 10:00a.m., and Friday and Sunday dinner at 6:15p.m. We normally serve family-style meals. During your first meal, our staff will explain our meal procedures. All people are welcome at FLBC; however, we are a Christian facility. Christian graces and/or a moment of silence will be led at each meal by the staff, and/or announcements will be made at this time by our staff. All groups will eat together, unless numbers exceed 50, in which case meal times will be staggered. Tables will be appropriately distanced and groups are not allowed to co-mingle at tables. Please let FLBC know no later than 10 days prior to arrival of any life-threatening allergies. Our kitchen is not gluten-free.
- 2. SNACKS:** Light evening snacks or Sunday morning snacks are served. Staff will announce, at dinner, where snacks will be served.
- 3. DINING HALL/COCKRELL CENTER:** The dining hall is open to all groups during meal time only.
- 4. MEDICAL EMERGENCIES/FIRST AID:** In case of emergency, call 911. Camp's physical address is 550 Lutheran Camp Road, Lakeside, MT. After enacting Emergency Medical Services (EMS), immediately contact the retreat host or nearest FLBC staff member. Our staff members are trained in First Aid, CPR & AED use; it is FLBC's responsibility to retrieve first aid materials and provide care until EMS arrives (if necessary). Though not required, FLBC advises all groups to provide a chaperone or group leader who has an age-appropriate CPR and a general First Aid certification from a recognized provider. Please note that although FLBC is near a local Quick Response Unit, we are in a remote area that does not have immediate access to medical help. You (the group leader) are responsible for transporting group members to advanced medical care if EMS is not enacted. Please make FLBC staff aware of any medical need that arises, regardless of severity. This information will be shared with your entire group at the beginning of your stay via an orientation presentation.
- 5. RESOURCES:** Please ask your staff person for assistance acquiring Bibles, pens, paper, easels, projectors, etc.
- 6. HAGEN HALL (if you are doing your own cooking):** The kitchen is stocked with cooking pots, pans, coffee pots, utensils and dishes. We strongly suggest that you DO NOT bring paper plates, disposable cups, disposable cutlery, etc. as we are concerned about this impact on the environment. Please bring your own food, snacks, and beverages. Staff will assist you with proper cleaning and sanitation techniques.
- 7. TELEPHONE:** Collect and credit card calls can be made from our office. Cell coverage is limited.
- 8. CAMP STORE:** Located in the Cockrell Center during fall, winter, and spring. Summer months – in camp store during store hours.
- 9. SMOKING:** Smoking is only permitted on the cement landing downstairs behind the Cockrell Center. NO SMOKING during meals.
- 10. ALCOHOL AND DRUGS:** Alcohol and illegal drugs are NOT ALLOWED during your stay at camp. Adult groups wishing to have beer or wine served must have approval from the Executive Director based on the guidelines prior to arrival. No hard liquor allowed. Beer, Wine & Champagne only. Must be served by a licensed vendor and a copy of license provided to camp. If approved, alcohol may only be served for two hours per days approved, and requires an additional deposit. Charges may incur based on need for clean-up, need for repairs due to damage and/or unauthorized alcohol on site.
- 11. RECREATION EQUIPMENT:** Indoor and outdoor equipment is provided, including basketball, volleyball, Corn-Hole, GaGa pit, board games, kayaks and canoes (weather permitting). Please DO NOT bring bicycles.
- 12. LINENS:** Each person shall provide their own bedding/sleeping bag/pillow, towels, and personal toiletry items.
- 13. SUPERVISION:** For youth retreats, there must be one adult for every seven youth to stay in cabins with youth. We recommend 2 adults per cabin if possible. FLBC advises all groups working with youth to have their chaperones submit to a background check prior to coming to camp.
- 14. WATERFRONT:** Swimming at your own risk is allowed only with proper supervision, and only in designated swimming areas. No swimming alone; no night swimming. We do provide life jackets; all non-swimmers must wear life jackets. There must be at least one person on the beach if anyone is swimming. NO one under 18 is allowed to swim without an adult present. If using the swimming area when a lifeguard is not on duty, swimming and water activities are at your own risk. **BOATING/KAYAKING/SUP:** life jackets MUST be worn in any boat by everyone. NO EXCEPTIONS- ALL AGES.
- 15. PETS:** No pets are allowed on site at any time with the exception of ADA dogs – Certificate must be sent to our office; prior arrangements must be made. Note: Per Law, emotional support pets are not the same as ADA dogs.
- 16. FACILITIES:** Upon arrival, you will be assigned one bed per person. We assign groups to sleeping areas and a meeting place to best facilitate all groups. No beds or furniture shall be moved without staff approval. Our facilities are warm and comfortable, but not hot. We do our best to conserve energy. Dress warmly (especially if you'll be sitting a lot)! We use wood heat whenever possible. Please help us conserve our resources by not wasting wood.
- 17. PERSONAL ITEMS:** FLBC is not responsible for any lost or stolen items.
- 18. FIRE/EMERGENCY:** IF the bell rings continuously, go directly to the water/docks behind the Cockrell Center. This is our FIRE BELL! If you hear our horn, go to nearest building until further notice.
- 19. PARKING:** Parking is only permitted in the designated parking areas. Guests must return their vehicles to the designated parking areas after loading and unloading. No parking by cabins or driving up to cabins at any time. Luggage carts are available.
- 20. WEAPONS:** Weapons are not allowed on FLBC property. This includes firearms of any type, Tasers, large knives, or other weapons of any kind.
- 21. ORIENTATION:** Mandatory orientation will be at 5 pm for all guests on the date of their arrival. FLBC Staff will direct you to orientation upon your arrival.
- 22. HEALTH INFORMATION:** FLBC advises all groups to obtain appropriate health information from their participants for use in medical emergencies. Retreat leaders should acquire the names and addresses of all participants, emergency contact names of all participants, a complete list of known allergies or other medical conditions, and a signed permission form for any minors on site without a parent or guardian. Any medications must be kept under the control of the person responsible for administering them, or otherwise locked up until needed.
- 23. EXCLUSIVE USE:** If you have reserved "Exclusive use of the camp facilities, we will not book another group when your group is here. However, be aware that we are not a rental facility and all camp policies apply. There will be staff housed and working around the property, and eating meals the same time as your group. There may also be tours given of the property, to donors and other potential retreat groups. Some cabins may not be available due to repairs.
- 24. QUIET TIME:** In respect of our neighbors, other groups, etc. **quiet hours are: 11pm – 6am.**

REMEMBER to tell your group that you are at FLBC. In respect for our land, neighbors, and the law, we ask that you DO NOT put up any signs, naming your group along the road or on camp property. Thank you. Failure to adhere to any policies can result in charges or fines.

Please Sign: _____ **Group Leader has read, understands, and agrees 1) to inform their group of Flathead Lutheran Bible Camp's policies listed on this form, including the policy of prohibiting weapons of any kind on Flathead Lutheran Bible Camp's property, and 2) their group will follow Flathead Lutheran Bible Camp's policies.**