

ACADIAN BAPTIST CENTER

"POLICIES & PROCEDURES"

I. RESERVATIONS:

- A. All reservations must be made with the ABC office at 337-457-9047 or 1202 Academy Drive / Eunice, LA 70535 / Ph: 337-457-9047 / FAX: 337-457-7421. A reservation request form will be sent to you and must be returned **with your deposit within 14 days of booking retreat.** **Acadian Baptist Center reserves the right to refuse any individual or group.**
- B. Schedules, meals and use of facilities will be coordinated with the Acadian Baptist Center office as often there is more than one group in attendance at a time. ***Meal times are set between the hours of 7:30-8:30 for breakfast; 11:30-12:30 for lunch; 5:00-6:30 for supper – unless special arrangements are made with the ABC management.***
- C. **DEPOSIT for DORM:** Retreat deposit for dorm is \$10.00 per person, per night: **DEPOSIT for LODGE:** Retreat deposit for Family Lodge is \$10.00 per person, per night. **SUMMER CAMP DEPOSIT FOR ABC CAMP** - \$50.00 deposit per person; **SUMMER CAMP DEPOSITS FOR OTHER CAMPS** – \$50.00 per person with a \$1000.00 minimum. Only that portion of pre-registration fee for those actually attending will be deducted from total bill. **GROUPS PLANNING TO ATTEND SUMMER CAMP SHOULD REGISTER EARLY** – all summer camp reservations are accepted on a "first-come, first-served" basis, until camp capacity is reached. ***Only those groups who return paperwork with deposit will be considered "confirmed" – those groups who do not send paperwork and deposit will be required to wait until registered groups have signed in (i.e. phone in reservations, e-mail, faxed in reservations) are no longer accepted.***
- D. **REFUNDS** of pre-registration fees and retreat deposits are handled as follows: if notice of cancellation is received **90 days** or more in advance of date, full refund is issued; notice of cancellation received less than **90 days** in advance of date results in forfeiture of entire deposit. Deposits for people who do not attend will be forfeited and not applied to bill.
- E. Retreat groups will be billed for first meal according to number called in or pre-registered if actual number in attendance is less than anticipated. Fees will be adjusted accordingly for following meals if cafeteria is notified the night before. **25 person minimum to book retreat.**
- F. All expenses are to be paid upon the day of arrival. Make all checks payable to **ACADIAN BAPTIST CENTER**. Any damage to the facilities or grounds will be billed to the organization at replacement cost set by Manager. A clean-up fee will be billed to any group if, at the discretion of the Manager, the grounds are not left in good order.
- G. Any person or group coming to ABC must register upon arrival.
- H. **Each camper will furnish his/her own linens, towels, soap, pillow and personal articles. Linens, towels, etc. will be furnished for Family Lodge.**

II. SUPERVISION:

- A. Leaders of all groups will be responsible for the conduct of their group and the enforcement of "Policies and Procedures" of Acadian Baptist Center.
- B. Campers should be chaperoned by one (1) male counselor for every 8 boys or less and one (1) female counselor for every 8 girls or less. Counselors for Pre-teens should be at least 17 years of age or a high school senior. Youth counselors should be at least 19 years of age or have completed one year of college. Churches or groups are responsible for their counselors.
- C. Leaders and counselors must not leave campers unattended. All campers and counselors are expected to attend all activities. Anyone not cooperating or being destructive may be asked to leave at their expense without refund.
- D. Nothing should be moved, hung, or displayed without permission from Camp Manager.
- E. Acadian Baptist Center carries secondary insurance coverage on all campers. All injuries **MUST** be reported immediately and prior to leaving camp.

III. RESTRICTIONS:

- A. Food or cold drinks **ABSOLUTELY NOT ALLOWED IN CHAPEL or DORMITORIES**. Attendees are to use ABC snack facilities and not bring their own.

- B. No cooking allowed in dormitories.
- C. All vehicles must remain parked and unoccupied upon arrival at camp. No sitting on or riding on outside of vehicles.
- D. **NO DRUGS, NO ALCOHOLIC BEVERAGES, OR ANYONE UNDER THE INFLUENCE OF EITHER WILL BE ALLOWED ON THE GROUNDS. TOBACCO OR ALCOHOL LOGOS, UNCHRISTIAN SIGNS, EMBLEMS, LOGOS, BANNERS, ETC. ARE NOT ALLOWED TO BE DISPLAYED IN ANY FORM.**
- E. **SMOKING** is discouraged on the ABC grounds. **NO SMOKING in buildings at any time.**
- F. **CURFEWS** will be set and enforced by the Camp Manager in consultation with the camp or group leader. All groups must respect other groups using the camp as well as the neighbors next to Acadian Baptist Center. All camp activities must end and lights out by midnight.
- G. **NO FIREWORKS, FIREARMS, LOUD MUSIC, CURSING or GAMBLING** allowed on grounds. **NO SHAVING CREAM FIGHTS or WATER BALLOON FIGHTS.**
- H. **NO DANCES or DANCING** allowed on grounds.
- I. **NO TVS, RADIOS, etc.** allowed (unless used in camp or retreat programs) to help provide a peaceful retreat atmosphere. Counselors should encourage campers to turn cell phones and pagers off during Worship services, Bible Studies, etc.
- J. **NO SKATEBOARDS OR SKATES ALLOWED.**
- K. **ALL MEDICINES (prescription, non-prescription, herbs, vitamins, etc.) MUST BE IN ORIGINAL CONTAINER and MUST BE GIVEN TO COUNSELOR** at onset of camp. Any camper caught with unreported medications may be sent home immediately with no refund. Counselors provided from Acadian Baptist Center staff are not allowed to administer prescription medications.
- L. **CELL PHONES** are allowed but we ask that they be turned off/silent during Bible Study & Worship times. In the event that the cell phone is lost or forgotten, we will do our best to return it to you, but can not be liable if it is not found. However, campers should abide by their individual leader's/leaders' instructions regarding cell phone use.
- M. We strongly discourage students from bringing i-Pods, MP3 players, PSPs or other valuables – not only do they distract from the camp atmosphere, but in the event that they are lost or forgotten, the likelihood of ABC being able to retrieve & return them is not guaranteed.

IV. SWIMMING POOL:

- A. Reservations must be made for use of pool by individual retreat groups.
- B. All groups using pool must be accompanied by adult as well as ABC Staff Lifeguard.
- C. There will be no swimming except during designated swim periods with a camp lifeguard on duty.

V. DRESS:

- A. Everyone on grounds must be modestly dressed, in keeping with highest Christian standards.
- B. Swimmers must wear cover to and from pool. T-shirts must be worn over all two-piece suits.
- C. Shoes and shirts are required, except at the swimming pool. Shoes are necessary at the lake for safety. Swim shoes should be worn to pool and lake. Closed-toe shoes and jeans should be worn for horseback riding.
- D. Group leaders are responsible for enforcement of dress regulations.

VI. Additional Guidelines or Rules:

- A. Camp Directors are authorized to make additional rules which they deem necessary for their individual camps. These rules must not be contrary to general rules which apply to everyone and should only be made after consultation with ABC Camp Manager.