*Please refer to your contract for facilities reserved*

***Please share information with your group. The following applies to ALL groups/facilities:***

* Group Leadership check-in time **is** 12:00 PM or after on arrival day at the Camp Office. We ask that none of your group proceed to your reserved facilities to unload prior to leadership check-in.
* Safety is the highest priority. All individuals and groups spending a day or an overnight retreat at Monroe Camp and Retreat Center are responsible for their own insurance. By signing the reservation contract, retreatants waive all rights of action against Monroe Camp and Retreat Center.
* After un-loading at your facilities, promptly return cars for long-term parking to the Hafer parking lot.
* Check out all lodging by 11:00 AM on departure day. If lunch is scheduled on your day of departure, please contact Office for arrangements. Any early check-in or late check-out must be arranged in advance of your arrival with the Camp Office and will be assessed a $25/hour if available.
* Please remember to leave facilities as your found them, cleaned & vacated by check-out time. Refer to check-out page for specific check-out procedures.
* Camp Monroe grounds and conference areas are smoke free. Smoking is only permitted in designated outside areas.
* Guests are NOT permitted to bring pets onto Camp Monroe grounds.
* Quiet time is observed between 10:30pm & 7:30am. Always be courteous and mindful of other guests on the grounds. If you are disturbed by a noisy group after quiet time has commenced, please call the emergency number and a staff member on call will take care of the disturbance.
* Remind your attendees not to enter facilities not rented by your group without an invitation from the other group(s) using them.
* Firearms of any kind are strictly prohibited on Monroe Camp and Retreat Center property.
* Wireless Internet is available for guests to use in Hafer Hall and McKnight Lodge. Service is on an un-secure network and can be spotty.
	+ Hafer password: campmonroe
	+ McKnight password: CampMonroe

*Information Specific to Facilities:*

Lodges (McKnight Lodge):

* Linens, bedspreads, and towels are provided in McKnight Lodge. Please bring your own toiletries (shampoo, toothbrush, etc.).
* There are eight bedrooms, with two bedrooms sharing one bathroom and are furnished with bathroom vanity, beds, dresser, nightstand, & lamp.
* Paper towels, toilet paper, dish towels, and dish soap are provided.
* Please do not staple or nail anything to the walls or windows.
* Please do not dismantle any alarms, they are a requirement by law
* Basic dishes and utensils are provided in the kitchen. Staple items are not included, though may be left behind by others. The kitchen has a dishwasher. You may need to bring additional dishcloths, dish towels, & pot holders.
* Please leave in condition found, cleaned, & vacated by 11:00am.

Cabins

* You will need to provide your own linen/sleeping bag, pillows & pillowcases, bath towels, and soap/toiletries.
* Please do not staple or nail anything to the walls or windows.
* Please do not dismantle any alarms, they are a requirement by law.
* Please turn off all AC/Heat and lights upon leaving.
* Please leave in condition found, cleaned & vacated by 11:00am. Place the garbage in the large trashcan on the bathhouse porch.

Bathhouses

* Paper towels, toilet paper, and hand soap are provided.
* Please turn off AC/Heat and lights upon leaving.
* Please leave in condition found, cleaned, & vacated by 11:00am. Place all garbage in the large trashcan on the bathhouse porch.

Boyd Hall

* Please place all trash in large trashcans and tie off the bags.
* Please do not staple or nail anything to the walls or windows.
* Please do not dismantle any alarms, they are a requirement by law
* Please leave in condition found, cleaned, & vacated by 11:00pm if single day event, or 11:00am at checkout.

Hafer Hall

* Please place all trash in large trashcans inside dining hall and tie off the bags.
* Please leave in condition found, cleaned, & vacated by 11:00pm if single day event, or 11:00am at checkout. If reserved for a luncheon meal, checkout time needs to be confirmed through the Camp Office.

Conference Rules and Procedures

We welcome you to Camp Monroe and hope you enjoy “a place set apart”. As you embark on activities that nourish your soul, observation of the following will help to make everyone’s experience here a positive one. Please share this information with your group and provide them with a site map to become familiar with the grounds.

Parking:

* Please park in the Hafer parking lot after unloading your car for overnight stay in cabins, using the picnic shelter/lakefront, or Hafer Hall.
* Please park in the McKnight parking lot when using McKnight Lodge

Restrooms:

* Public restrooms are located in Hafer Hall, Boyd Hall, and Unit Bathhouses.

Site Rules & Guidelines:

* Group Leadership check-in time is 12:00pm. All lodging check-out time is 11:00am.
* Smoking is not permitted inside any of the Camp Monroe facilities. Smoking is allowed only in designated outside areas. There is a significant fee for non-compliance to the smoking policy to cover the cost of restoring to a smoke-free condition.
* Guests may not bring pets onto the grounds.
* Alcoholic beverages are not permitted on the property without Director authorization.
* Quiet time is strictly observed between the hours of 10:30pm and 7:30am.
* Be aware that your group may not be the only ones on the property. Monitor the volume of speaker systems and noise levels during all your activities so they will not interfere with another group or program.

Telephones:

* The Camp Office phone is (910) 276-1654. For after-hours emergencies call (910) 670-6362.

Meals:

* For groups that have arranged for meal service, meals are served cafeteria style in Hafer Hall. Please be prompt at scheduled meal times. Serving lines are open for about 30 minutes. An adult should accompany children under 10 through the serving line. Please return your dishes to the Dish Room Window and wipe tables when finished. Coffee is available at all meals.

Departures:

* Group leadership should leave the Camp Office phone a message when leaving the property.
* See instructions for your individual facilities check-out procedures.
* The facilities will be inspected after guest group departure. If significant damage is found, photos will be taken and we will deduct from the security deposit and the group will be billed for the remaining amount if necessary.

Office Hours: Open Tuesday – Saturday; 8:30am-12:30pm.

Emergencies:

For medical emergencies, call 9-1-1!

Scotland Memorial Hospital: (910) 291-7000, 500 Lauchwood Drive, Laurinburg NC 28352 (10.5 miles in Laurinburg)

* Directions?

Scotland Urgent Care: (910) 291-8300, 500 Lauchwood Drive, Laurinburg NC 28352 (8:00am-6:30pm)

Youth Group/Retreat Guidelines

Camp Monroe offers facilities for Christian conferences of all ages. We expect all of our groups to care for the facilities and exhibit courteous and respectful behavior at all times. These guidelines will assist your leadership and youth groups in understanding our expectations and avoiding misunderstandings:

* Treat Camp Monroe as you would your home church.
* Required adult leadership to youth ratio is at least 1 adult to 8 youth, and/or a minimum of 1 chaperone per cabin if cabins are used, whichever is greater.
* Adult leadership must be at least 5 years older than the oldest youth.
* No food or drink except water in McKnight bedrooms or cabins.
* Quiet hours must be observed between 10:30pm and 7:30am. Please be considerate of others by moderating noise levels at all times.
* Foul or offensive language is not acceptable at Camp Monroe.
* If you have arranged for meals in our dining room, please be on time as scheduled. Shoes and shirts are required in the dining area. No cups, plates, or utensils are to be taken from the dining hall. Please be sure to bus and clean your tables.
* No soccer or football cleats allowed in Camp Monroe facilities.
* Please limit your group to the areas or facilities reserved for you.
* McKnight bedrooms and cabins must be left as found. Make sure all furnishings are in their proper place before departure. Do not remove any items from the bedrooms or cabins.
* Share check-out procedures with your group and follow them carefully. A walk-through inspection will take place after your group’s departure. If any rooms are found excessively dirty, you will be billed for extra cleaning.
* Damages to facilities are chargeable to the user group. Minimum restoration fee for graffiti is $100. Guest group will be charged for any missing items including linens and towels.
* You may contact the Camp Office to locate lost items. If shipment is required, the item(s) will be shipped at the owner’s expense. Items left on site by guests are kept for 30 days.
* If you are using the Agogae Ropes Course while at Camp Monroe, the Agogae Ropes Course Release Form must be signed by every individual participating, regardless of high or low ropes participation.
* We are here to serve you as an expression of God’s love. Please be courteous to staff and other guests at all times.

If you have any questions or need clarification, please ask.

May God’s presence inspire and guide your group throughout your stay at Camp Monroe.

**Camp Monroe After Hours Emergency Line: (910) 670-6362**

The staff at Camp Monroe want to be responsive to your needs. To that end we have an after-hours emergency line that is answered 5:00pm-8:30am Friday-Sunday. A few things you should know about out emergency line:

* There is no “night shift”. The emergency phone responsibility is rotated and manned by a staff member who has been on duty that day and will be working the next day.
* Should you have any issues that need to be attended to immediately we are happy to respond – just give us a moment to wake up! 😊

|  |  |
| --- | --- |
| Examples of emergencies: | Not an emergency: |
| * Locked out of Buildings
 | * There’s wildlife outside! (Go back to sleep – they don’t enter buildings)
 |
| * Toilet plugged or overflowing
 | * Do you have an extension cord or duct tape?
 |
| * Any situation where there is a danger to person or property
 | * We need someone to take a group picture!
 |
| * Excessive noise after quiet time
 | * The WIFI isn’t working
 |

**In case of a medical emergency, call 911**

Thanks for using good judgement when calling the emergency line.

Camp Monroe WiFi Access

Camp Monroe offers complimentary wireless internet access to all guests staying onsite. Access is available in the following areas and **requires a password** to connect:

McKnight Lodge Password: **CampMonroe** (unsecured)

Hafer Hall Password: **campmonroe** (unsecured) Network: Guest

[Any other access points are private and not for guest use.]

Guests are required to navigate wireless connectivity without staff assistance. Camp Monroe cannot guarantee that any given device will connect or guarantee any specific level of bandwidth. Due to Camp Monroe’s location, cellphone service may be limited.

Please note that the use of WiFi in a public place does come with an element of risk. General wisdom on the subject suggests ensuring a personal firewall is installed and switched on; antivirus software is installed, up to date and working; and private/confidential emails are not sent.

**McKnight Guest Room Check-Out Instructions**

* Vacate room by 10:00am.
* Turn off all lights and fans.
* Wrap covers, blankets, pillowcases, & towels in sheets and place on your unmade bed.
* Bag all trash and place outside guest room in common area. To prevent animals, any exterior garbage must be secured in cans or left bagged in kitchen.
* Leave guest room door open when you are done. This will inform housekeeping you have checked out of your room.
* If necessary, place dirty dishes in dishwasher.
* Please close and secure all exterior doors and windows upon your departure.
* Please notify Camp Office of any maintenance needs upon your departure via email: office@monroecamp.org or detailed message to (910) 276-1654.
* Please ensure all trash is picked up around exterior of buildings. **Bagged garbage cannot be left outside unless secured in cans.**

THANK YOU & HAVE A BLESSED DAY

**Meeting Space Check-Out Instructions
(Hafer/Boyd/McKnight Middle Room)**

* Vacate room by 12:00pm.
* Clean & leave in condition found.
* Wipe off tables & counters.
* Clean coffee pot & Keruig (if any).
* Return tables and chairs to original location.
* Bag and tie off all trash and place in exterior trash cans (McKnight & Boyd) or dumpster (Hafer)
* Turn off lights when exiting the building for the last time.
* Close and secure all exterior doors and windows upon your departure.
* Please notify Camp Office of any maintenance needs upon your departure via email: office@monroecamp.org or detailed message to (910) 276-1654.
* Please ensure all trash is picked up around exterior of buildings. **Bagged garbage cannot be left outside unless secured in cans.**

THANK YOU & HAVE A BLESSED DAY

**Cabin & Bathhouse Check-Out Instructions**

* Vacate room by 11:00am.
* Turn off all lights and HVAC units and gas heaters.
* Double check for personal belongings under beds, in bed cubbies, and Unit Bathhouses.
* Bag all trash from cabins and bathrooms, tie it off, and place it in the large Unit Bathhouse trash can.
* Please close and secure all exterior doors and windows upon your departure.
* Please notify Camp Office of any maintenance needs upon your departure via email: office@monroecamp.org or detailed message to (910) 276-1654.
* Please ensure all trash is picked up around exterior of buildings. **Bagged garbage cannot be left outside unless secured in cans.**

THANK YOU & HAVE A BLESSED DAY

Thank you for choosing to transport your group by bus!! This not only helps reduce traffic, but also alleviates some of the issues that we experience due to limited parking space.

WHAT YOU NEED TO KNOW ABOUT BRINGING A BUS:

* Once you notify us you are bringing a bus, we will reserve a parking area for the bus.
* If needed, a Camp Monroe staff member will aid in directing the bus into the parking area. (Daylight hours only)
* Buses may only drop off and/or park in Hafer or Boyd fields.
* Buses may release passengers at McKnight Lodge or Hafer Hall if needed and the bus is not remaining onsite.
* Groups must have a secondary vehicle in case of emergency. It may also be used for shuttling and loading/unloading.

**Lakefront Activities & Pool Instructions**

* Lifeguards are required to be on duty. Lifeguards must be authorized by Camp Monroe. Two lifeguards minimum with all groups. Lifeguard Ratio: 1:20.
* Lifejackets are required for all ages when canoeing, standup paddleboards, and using ‘the Rock’. Helmets are required with standup paddleboards.
* Please place lifejackets, helmets, and paddles back in the boathouse when activities are complete.
* It is solely the lifeguard’s responsibility to maintain the safety standards of the pool; this includes but is not limited to inclement weather, sanitation, and the number of users in the gated area of the pool.
* If found within the perimeter of the pool with the gate locked, you will be escorted off the property.
* Fishing from the shore is allowed for guests staying on the property. All fish caught must be released back into the lake.
* Fishing from a boat on the lake requires a lifeguard and lifejackets.
* Please pick up any and all trash and place in trashcans provided at the lakefront or pool area.
* Please notify Camp Office of any maintenance needs upon your departure via email: office@monroecamp.org or detailed message to (910) 276-1654.

THANK YOU & HAVE A BLESSED DAY