

Camp Wabanna Rental Policies

The following will help you to adequately plan your retreat at Wabanna. It is the contract signers' responsibility to communicate these policies to their participants. By signing the contract, you are also signing your agreement with the following policies.

FOOD & BEVERAGE:

- ✘ Due to health code regulations, only pre-packaged, store bought snacks are allowed on the property. Home baked goods, or any items that need preparation or cooking are not permitted.
- ✘ Guests with severe allergy or medical conditions related to food, may contact the camp for menu information.
- ✘ Alcoholic beverages are not permitted on the property.
- ✘ A prayer is said by the Wabanna Host at the retreat's first meal.
- ✘ Meals are served for 45 minutes and the Dining Hall closes one hour after meal service begins.

Meal Times:

Breakfast: 8:00 - 8:45am

Lunch: 12:30 - 1:15pm

Dinner: 5:30 - 6:15pm (except Friday's from 6:30 - 7:15pm)

ARRIVAL & DEPARTURE:

Check-In Times:

- ✘ If your first meal is dinner: 3:00pm
- ✘ If your first meal is breakfast and you are spending the night: 7:00pm
- ✘ If your first meal is breakfast and you did not spend the previous night: 7:30am
- ✘ If your first meal is lunch: 9:00am

Check-Out Times:

- ✘ If your last meal is breakfast: 12:00pm
- ✘ If your last meal is lunch: 3:00pm
- ✘ If your last meal is dinner and you are spending the night: 10:00am
- ✘ If your last meal is dinner and you are NOT spending the night: 10:00pm

Additional Hours:

- ✘ Additional hours can be rented for \$75 an hour, if groups would like to arrive sooner or depart later than above listed times.

Check In & Out Policies:

- ✘ The group leader must first meet with their Wabanna Host prior to the guests arriving and entering their assigned spaces.
- ✘ If a group leader is unable to do this, please assign an alternate leader, and alert your Wabanna host as to who this will be.
- ✘ Before departing, guests are asked to remove all trash from their rooms and return everything to it's original location.
- ✘ Group leaders will be notified of any damages to Wabanna property & repair fees will be charged to the credit card on file.

WABANNA POINT OF CONTACT:

- ✘ During your stay here, groups will have a "Wabanna Host" assigned to your group, who will be here to assist as needed.
- ✘ Before group members may check-in, or the group departs, the Host must be notified.
- ✘ Your Wabanna Host will provide you with a cell phone for emergencies; otherwise they will be available at each meal.
- ✘ Please do not distribute this cell phone number to anyone but the group leader to whom it is given, as a courtesy to the host.

ACCOMODATIONS:

Meeting Room Assignments:

- ✘ Each group will be assigned one meeting space by the Retreat Center Director, based on the groups' size & preference.
- ✘ Additional meeting spaces may be available for rent, but cannot be guaranteed until one month prior to the event.

Overnight Rooming Assignments:

- ✘ All groups will be assigned enough bed spaces within their lodging that accommodate their final guest count. Groups that utilize rooms beyond their assigned rooms will be subject to additional charges.
- ✘ Additional rooms above and beyond what the group size necessitates may be rented based on availability.

General :

- ✘ Guests are responsible for providing their own bed linens, pillows and towels.
- ✘ The burning of candles, incense or smoking is not permitted inside any of the buildings.
- ✘ Furniture is not to be moved or rearranged during a groups' stay, unless first discussed & approved by their Wabanna host.

PROPERTY:

- ✘ Property curfew is 12:00am; please be in your overnight accommodations by this time, unless otherwise approved.
- ✘ Quiet hours begin promptly at 11:00pm. No speakers of any type may be used after this time. Groups that want to continue meeting past this time must do so in their meeting space with their windows closed.
- ✘ The beach is a non-swimming beach; please ensure that guests do not enter the water for swimming purposes.
- ✘ Fireworks, tiki torches, and bonfires outside of the bonfire areas are not permitted on the property.
- ✘ Pets are not permitted on the property, with the exception of Assistance Animals with proper documentation.

CHAPERONES:

- ✘ One chaperone per every ten youth (under 18) is required throughout the duration of your stay.
- ✘ For overnight groups, at least one chaperone must sleep on each floor that youth are staying in.
- ✘ Youth are not permitted inside any buildings or at the waterfront without the supervision of their chaperones.

FINAL GUEST COUNT:

- ✘ Your final guest count is due one week prior to your arrival. Once submitted, it cannot be reduced but can be increased up to 10% more. More than 10% may be permitted only with approval from the Retreat Center Director.
- ✘ If a group fails to submit a final guest count by the above mentioned deadline, either the original contracted number or the actual on-site guest count will be billed for, whichever is higher.

FINAL PAYMENT:

- ✘ Final payment is due to your Wabanna Host at any point during your groups' stay.
- ✘ Groups that fail to bring their payment incur a \$200 late fee if payment is not received within two weeks after the event.

ETHICAL STANDARDS:

- ✘ Inappropriate violent or sexual interaction, language, apparel or material of any type is not permitted on camp property.
- ✘ If water activities are on the schedule, one piece bathing suits & modest swim trunks are required.