



Retreat Policies and Information

CHECK-IN & CHECKOUT

- Check-in is between 3 and 8 pm; checkout is 11 am. Please communicate arrival and departure times at least 2 weeks prior to arrival.
- In certain circumstances, with advance notice, Luther Point Bible Camp may permit an early check-in or late check-out time at the applicable daily rate.
- Check-out list will be provided. Please complete the full check-out list and leave the facilities as you found them. All items should be returned to their original locations prior to check-out.
- User Group is responsible for reporting any lost, damaged, or broken items. User Group will be charged for any extensive property damage.

AMENITIES

- The Retreat Center is stocked with many of the basics you will need: pots and pans, dishes, coffee maker and coffee, hot chocolate, hot apple cider, etc. Please reach out to our staff if you have any questions about the supplies we provide.
- Guests are welcome to walk through Luther Point Bible Camp's Outpost area.
- Firewood is available for \$5/bundle (first bundle at no charge)
- Use of the main camp during summer camp (June – early August) is prohibited Sunday through Friday.

STAFF ASSISTANCE

- Our goal is to make you feel welcome. Upon your arrival, our staff will greet you, assist you with facilities, confirm group information, and listen to your group's needs. At this time, our staff will explain emergency procedures. If requested, our staff will give a brief orientation to the entire group.
- If staff assistance is needed, please contact the Retreat phone number: 715-602-3238. Due to spotty signals, text is preferred, but calls DO work in case of emergency.
- This number is only used for retreat groups actively using our facilities. After your departure, please use the Office phone number: 715-689-2347.

11525 Luther Point Rd.

Grantsburg, WI 54840

Office: 715-689-2347

Retreat: 715-602-3238

lporetreats@lutherpoint.org



Retreat Policies and Information Con.

HEALTH & SAFETY

- User Groups are required to report any death/injury/illness.
- Luther Point Bible Camp does not provide medical supervision, treatment, maintenance, or dispensing of medication for User Group campers and guests. These responsibilities belong to the User Group. Luther Point Bible camp agrees to provide an orientation to staff, families, and User Groups concerning all emergency procedures and reporting requirements upon arrival. Basic first aid kits are available. User Group must furnish any specialized supplies and equipment.
- User Group's contact person is advised to bring and keep available at all times, a current list of participants that includes: names, addresses, emergency contact information, and known allergies or health conditions.
- Emergency transportation is available through local emergency response groups by dialing 911. Emergency numbers are posted near facility entrances. User Group agrees to furnish non-emergency transportation.
- The use of alcohol is prohibited while youth are present at camp and is only allowed by adults 21 years of age or older with advance written permission from the Executive Director. No alcohol or glass at the waterfront.
- Smoking and vaping are not allowed in any of Luther Point Bible Camp's facilities. Cigarette butts must be disposed of properly. Additional clean-up charges may apply for cigarette butts not properly disposed of.
- Firearms, bows, ammunition, explosives, and fireworks are STRICTLY prohibited.
- The use of gasoline, flammables, poisonous substances, and hand and power tools are restricted. Prior authorization from the Property Manager must be obtained
- Operation of ATVs and snowmobiles is prohibited on camp property.
- Campfires are allowed in designated fire pits only. Campfires must be attended at all times.
- Candles are not allowed to be burnt inside facilities.
- Park vehicles in designated spaces. The Retreat Center turnaround and the road to the family cabins are a fire lane. Please do not block.

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BEHAVIOR

- You will most likely share some facilities (beachfront, boats, game room, mealtimes, etc.) with other retreat groups. Respect other people and their property, along with the camp's staff, property, and equipment.
- Lower voices by 10:00 pm and cease outside activities by 11:00 pm. Voices carry extremely well over the water and in the dark.
- Do not bring any animals inside the facilities. Dogs are permitted in Family Cabins only.
- Close all windows when using AC or heaters.
- Do not bring food or beverages into bedrooms.
- Help keep our wildlife safe by not using water balloons.
- There is to be no fish cleaning inside any facility. Please use the fish shack to clean your fish. Waste must be double-bagged and placed in the labeled refrigerator located in the shop.
- Noncompliance with any policy, disruptive behavior to residents and other guests, or staff direction will result in your removal from Luther Point Bible Camp. In this event, no refunds will be issued. Luther Point Bible Camp reserves the right to refuse service.
- Luther Point Bible Camp reserves the right to require that the User Group remove from the facility any persons in, or in any way connected with, the User Group who, in the sole opinion of Luther Point Bible Camp personnel, are creating a disturbance or who are otherwise disturbing activities on said facility. User Group agrees to permit only authorized persons to enter the facility and shall take all necessary steps to remove unauthorized persons from said facility.

WATERFRONT

- Use of the waterfront is limited to Memorial Day through Labor Day on Saturdays from 1:00 PM to 3:00 PM. Do not enter the waterfront without a lifeguard present.
- At the time of booking, please inform the Retreat Coordinator of any intended waterfront usage.
- Watercraft, paddles, and life jackets are available for guests' use, free of charge.
 - Watercraft includes canoes, kayaks, peddleboats, and stand-up paddleboards.
 - Life jackets are required while using watercraft.
 - Do NOT enter or operate any motorboats owned by Luther Point Bible Camp or other groups.
- Please return all equipment to its proper location after use.
- Luther Point Bible Camp reserves the right to cancel waterfront usage with regard to hazardous weather conditions, lack of upholding waterfront and boating policies, or general unsafe conduct at the waterfront.

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PROGRAM

- Conducting a program of its own design, the User Group shall comply with all applicable laws, codes, and regulations. User Group shall notify Luther Point Bible Camp of the nature of its program and shall promptly supply information concerning the program upon request.
- Luther Point Bible Camp Programming is available at an additional cost of \$25/hour. Please communicate your programming needs at the time of booking. A programming schedule must be provided two weeks prior to arrival. A list of programming options can be provided upon request.

FOOD SERVICE

- Luther Point Bible Camp will provide meals as specified in the Retreat Contract. The minimum number of attendees for meal service is 15.
- Final billing for meals will be based on either the number confirmed or the number attending, whichever is greater.
- User Group shall not use the licensed kitchen or the coolers in the Dining Hall for food preparation.
 - There are certain circumstances where User Groups may be permitted to prepare their own food in the Dining Hall. Prior written authorization must be obtained from the Executive Director and the Food Service Manager.
 - If the User Group is permitted to utilize the Dining Hall, an individual with a certified food handlers certificate is responsible for ensuring food safety, that all Wisconsin state health codes are being followed, proper use of food service equipment, and the kitchen is clean and ready for the next food service session. A copy of their food handlers certificate must be provided to Luther Point Bible Camp prior to the event.
- If the User Group prepares its own food either in the Retreat Center or Dining Hall, the User Group assumes all liability and responsibility for any food prepared, and for all activities incident to their preparations, and shall hold Luther Point Bible camp (staff and board) harmless from all liability therein. User Group agrees to assist with supervision over the use of the dining facilities.

UTILITIES & MAINTENANCE

- Luther Point Bible Camp shall provide water, electricity, and garbage disposal without charge to the User Group, unless otherwise specified at the time of booking.
- During holiday rentals, Luther Point Bible Camp may ask that User Groups dispose of their own garbage in the onsite dumpster.
- Luther Point Bible camp shall maintain the Facility in good condition and repair and shall provide janitorial services to the premises and buildings. Luther Point Bible Camp shall provide beds, mattresses, and other equipment necessary for the operation of the Facility.

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Luther Point
BIBLE CAMP

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YOUTH Retreat Policies and Information

Luther Point Bible Camp policies and procedures are derived from Chapter ATCP 78 (Recreational and Educational Camps) of the Department of Agriculture, Trade, and Consumer Protection. **To find more details regarding these policies and procedures, visit https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78/v/16.** This document includes helpful definitions and more detailed descriptions.

SAFETY

- User Group is required to conduct Sexual Abuse Prevention Training with all of its User Group volunteers and staff over 18 years of age prior to its program at Luther Point Bible Camp.
- User Groups with minors in attendance must maintain a 1:8 adult/youth ratio for campers AT ALL TIMES.
 - It is advised that 1:1 supervision is provided for youth who require individual assistance.
 - It is strongly advised that at least 2 adults are always present to prevent situations with the opportunity for child abuse. Relevant situations would include overnight lodging spaces, bathrooms, and showers.
- Regarding all persons who have contact with youth coming to Luther Point Bible Camp, the User Group is required to conduct background checks and is advised to require a signed voluntary disclosure statement. Results must be available to Luther Point Bible Camp upon request.

HEALTH & FIRST AID

- Please review the section "Health and Safety" on page one of Policies & Information.
- User Group is required to provide their own health records and to maintain them for 3 calendar years. Records must be available upon request. Medicine documentation must be recorded in a numbered, bound book.
- User Group must designate a qualified adult(s) to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a current certification of training in the principles of First Aid and age-appropriate CPR/AED from a nationally recognized provider.
- User Group shall be aware of any User Group volunteers or staff taking any medications that may impair their ability to do work.
- User Group should have, for each participant under the age of 18 and not accompanied by their parents or guardian, a signed form granting emergency treatment.
 - A sample permission form is printed below:

Emergency Authorization: In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the physicians selected by _____ to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for my child named above.

Parent/Guardian Signature: _____ Date: _____