

## **CAMP OF COLORS POLICIES AND PROCEDURES**

The sole reason for the existence of the Camp of Colors is to provide a permanent facility where spiritual renewal weekends are held for the Glory of God.

Each community, or other group, sharing in the use of the facility (for weekends, team meetings, and/or other functions) is expected to share in its upkeep. We, as members of these communities, share the responsibility, both individually and corporately, as the body of Christ, for stewardship in the care and use of the Camp of Colors.

In order to assist, inform and support you in the use of the facility, the Board of the Camp of Colors submits to you the following Policies and Procedures regarding the use of the facility.

### **1.0 Fees**

#### **1.1 Reservation Fees:**

A fee of \$200.00 is required for each time period (weekend) for which a reservation is requested. This fee is non-refundable and due 6 months in advance of each reserved weekend. At the end of a weekend, the reservation fee will be refunded if the camp is cleaned and left in accordance with the Closing Checklist. (*amended Feb. 2005*)

#### **1.2 Weekend Fees:**

1.2.1 Community rates - see Appendix "A", attached

1.2.2 Non-community reservations will receive secondary consideration. Use of additional facilities is not included. If additional rooms are needed, that space will be negotiated as an extra charge. Appropriate fees will be charged, per event, for use of specific rooms:

Dining Hall \$50.00 Conference Rooms \$35.00. Dining Hall rental does not include the use of the kitchen. The kitchen facility may only be used by non-community renters if the Camp's approved catering staff is utilized. Meal rates are separate from facility rates and must be negotiated with the catering staff.

### **2.0 Cleaning/Repair Fees**

Time and material charges will be charged for any maintenance and /or clean up required after a weekend other than that due to normal use. The labor charge is \$50.00 per hour. There will be a minimum one-hour charge for any time spent on these items. See Appendix "B" for examples.

### **3.0 Key Replacement**

Replacement keys are available at a fee of \$100.00 each. It is unlawful to duplicate Camp of Colors keys.

## **4.0 General**

### **4.1 Tobacco Products:**

No use of tobacco products is allowed in the building or on the grounds at any time. Violation of this policy may cause a fee of \$200.00 to be assessed to the community holding the weekend during which the policy is violated. (*March 1999*)

### **4.2 Alcohol Beverages:**

No use of alcoholic beverages is allowed in the building or on the camp grounds at any time.

### **4.3 Cleanup/Closing:**

Each community is responsible for cleaning the kitchen, bathrooms, dorms and public spaces before leaving the premises. A checklist will be provided and should be reviewed and signed by the responsible team member, weekend couple and a Camp of Colors representative. It is important that clean up start as early as possible on Sunday in order to be finished as soon after closing as possible.

### **4.4 Insurance:**

Each organization using the Camp of Colors must provide their own liability insurance in the amount of \$1,000,000.00. The Camp of Colors is to be named as additional insured on the policy.

### **4.5 Dress Code:**

We request compliance with the Camps policy of modest attire. Please insure that there are no short shorts, halter tops, tube tops, tank tops or other skimpy clothing worn at any event.

### **4.6 Youth Weekends:**

Youth groups must be teenagers and supervised with at least one adult per ten youth.

### **4.7 Signage:**

All posted signs must be observed.

### **4.8 Lost and Found:**

All sorts of items accumulate quickly, therefore all items left at the campground will be disposed of at the discretion of the Camp of Colors Board, after reasonable attempts to reach the owners.

### **4.9 Material/Equipment Donations:**

Ideas and contributions are welcomed. Please put it in writing with specifics. Anyone who wants to donate anything to the Camp of Colors or leave anything there for use by others must have Board approval. This includes items defined as decoration.

### **4.10 Moving Beds and Other Equipment:**

Under no circumstances should beds be moved. Other equipment moved during a weekend (tables, chairs, etc.) should be returned to their original place before the weekend is over.

#### 4.11 Wall Damage:

Repairing damage to walls caused by the use of improper adhesives will result in repair charges to the community involved. No tape on the walls, it pulls the paint off. Use “Blue Painter’s Masking Tape”. No holes drilled, fasteners, anchors and the like are to be installed in the walls or ceilings. Tack strips are provided for hanging decorations, etc.

#### 4.12 Hot Plates/Appliances:

No cooking, hot plates or coffee pots are allowed in the dorm area. These types of appliances are only allowed in designated areas (kitchens and the storeroom adjacent to the conference room).

#### 4.13 Temperature Controls:

Utilities are costly. Therefore a specific team member should be designated for any thermostat adjustments. In this type facility, the temperature should be adjusted in anticipation of an event, not to react to temperatures during the event. For example, the dining room and chapel should be cool when empty in anticipation of the rise in temperature due to body heat, when occupied. Individual adjustment for individual comfort should be avoided.

#### 4.14 Access to Camp of Colors:

Keys are provided to each community (one to the Chairman and one for the weekend couple[s]) for access to the facility for scheduled weekends. Prior approval must be obtained from the Board for access at any other time.

#### 4.15 Open/Moving Flame:

There should be no unattended flame (candle, etc.) with in the facility. Moving of open flames must be avoided.

### **5.0 Emergency Contacts**

The current Building Supervisor and current Building & Grounds Committee Chairman and current Board Chairman is posted in the kitchen in the event of an emergency. Your Secretariat/Council Chairman will have additional contact information if it is needed.

#### 5.1 Emergency Procedures:

- A. Fire
- B. Electric Power
- C. Sever Storm

## APPENDIX "A"

### FACILITY RENTAL RATES

The Camp of Colors exists for the purpose of hosting Tres Dias, Cursillo, or Vida Nueva (hereafter known as the "Communities") type of weekends. Other non-profit organizations/groups are known as "Non-Communities". Rental rates for the Communities/Non-Communities are established on a cost per person per night basic for lodging only. Cost for facility rentals are:

1. Community rental cost is \$12.00 per person, per night. Three-day Weekends should use \$36.00 per person, per weekend. However there is a minimum usage fee of \$1000.00 per night. (*amended March 2008*)
2. Minimum usage fees are due and payable 10 days from the sendoff for the weekend.
3. The balance of fees based on total head count are due and payable no later than 30 days from the Sunday of a weekends closing. (*amended March 2008*)
4. Non-community rental cost is \$30.00 per person per night. However there is a minimum usage fee of \$1000.00 per night.
5. A non-refundable reservation fee of \$200.00 is required to secure the reservation, and is due six months in advance of the reserved date.
6. All requests for scheduling should be conducted through the camp scheduler, the COC Board Secretary:

Current Secretary until December 2009

Charles Carter, Secretary

404-234-5050

[charles.carter@att.com](mailto:charles.carter@att.com)

7. Deposits, fees and donations should be made payable to the Camp of Colors and sent to the current COC Treasurer:

Current Treasurer until December 2010

Geoff Furr

294 Bayou Ln

Winder, GA 30680

706-273-3347

[furrflies@windstream.net](mailto:furrflies@windstream.net)

[geoff.furr@barco.com](mailto:geoff.furr@barco.com)

## **APPENDIX “B”**

### **NORMAL USE AND CLEANING**

Examples of “Normal Use and Cleaning”

1. Bathrooms, dorms and all public areas should be clean enough for the next occupants to be able to use without prior cleaning.
2. Leaking faucets, etc., will be repaired as part of normal maintenance. Clogged drain lines will be cleaned as part of normal maintenance, unless the clog is due to the introduction of foreign articles (kitchen grease, sanitary napkins, food scraps, etc.) during the weekend.
3. Picking up trash, etc., around the dumpsters will be considered extra. In the event the dumpsters become full on your weekend, the lids should be opened and trash placed on top. This will make it possible for the dumpster to be properly emptied by the driver.
4. Repairing damage to walls (labor and materials) caused by the use of improper adhesives will be considered extra.
5. Only the building supervisor of the campground is allowed to work on any of the equipment, plumbing, electrical appliances or machinery. Therefore, if anything breaks down which requires immediate attention (heat, kitchen equipment, electricity, etc.) the building supervisor must be notified immediately.

## **APPENDIX “C”**

### **FOOD MANAGEMENT**

Because of health and liability reasons, the Lumpkin County Health Department recommended that the Camp of Colors take a more positive approach concerning the kitchen, preparation, holding and serving of food.

Through the University of Georgia Extension Service, a class is offered called ServSafe. It is a two-day, 8-hour per day class dealing with the handling of food and disease associated with mishandling. Currently Cobb County Extension Office offers this class twice a year. Usually once in the spring and once in the fall. The cost is \$75.00 per person in advance and \$90.00 after the cutoff date.

The Camp of Colors Board of Directors recommends that each community’s secretariat food couple take this class and as each replacement couple rotates, they take the course as soon as possible.

The main purpose for the Board’s recommendation is so that the food couple can educate the weekend’s head and assistant head kitchen of the proper way of handling food and proper clean up plus proper attire for kitchen duty.

Revised: January 1, 2006