

BONCLARKEN RULES AND POLICIES

Bonclarken Conference Center is a ministry of the Associate Reformed Presbyterian Church. Other groups not affiliated with the Associate Reformed Presbyterian Church are welcome to utilize the facility as long as their purpose, mission, and values do not conflict with that of the Associate Reformed Presbyterian Church. Bonclarken reserves the right to limit or deny use of the facility.

The Renting Organization is aware that Bonclarken's mission is to provide and promote a Christian environment for inspiration and renewal, worship, education, fellowship, and recreation by the power of the Holy Spirit.

The Renting Organization agrees to abide by the rules and policies set forth below as part of the terms of the Group Rental Contract. The Contact Person agrees to communicate these rules and policies to the Renting Organization and the persons attending the event.

Please note the following policies:

1. HOUSING RELATED

- a. Check-in time is 4:00 p.m. 4:00 p.m. is when housing will be available.
- b. Check-out time is 10:30 a.m. Bonclarken expects all personal belongings to be out of each guest room by 10:30am.
- c. Bonclarken may book several groups at the same time. Bonclarken reserves the right to assign housing, meeting, and recreation space to each group.
- d. Quiet Time is from midnight to 7am. We ask guests to be in their rooms and keep noise to a minimum during these hours.
- e. Damage done to the facilities or property of Bonclarken will be paid for by the Renting Organization.
- f. Room Replacement Policy: At Bonclarken, we take all the proper measures to ensure that our facilities are in excellent operating condition prior to the arrival of a rental group. If an issue arises during your stay that renders your housing or that of a group member unusable, we will do the following:
 - Offer you or your group member alternative housing from our available housing inventory.
 - Correct the issue as soon as possible. We will not rent or return the room to inventory until the issue is addressed.

2. FOOD SERVICE

- a. Promptness to meals is essential to maintain the quality of food. Meals are generally served at 8:00 a.m., noon, and 6:00 p.m. However, our Director of Guest Relations may ask visiting groups to adjust meal times to ensure quality food service for all. Meals are served buffet-style. No refunds will be given for persons who miss meals.
- b. The Renting Organization may be sharing the dining room with other guests of Bonclarken.

3. GENERAL INFORMATION

- a. Bonclarken recommends that the Renting Organization use the following guidelines when determining staffing needs for youth groups: Adult to child supervision ratios should be as follows: 1:5 (adults per child) ages 5 years and younger, 1:6 ages 6-8 years, 1:8 ages 9-14 years, 1:10 ages 15-18 years. Any exceptions or situations requiring a minimum of two adults should be given careful consideration. All chaperones/staff accompanying youth groups should be eighteen years of age or older and at least two years older than the minors whom they are supervising. The Renting Organization should use appropriate screening policies for all chaperones/staff with responsibility for or access to campers and provide training to all staff to minimize the potential of personnel being in a one on one youth/personnel situation when out of sight of others. The responsibility for following these guidelines rests solely on the Renting Organization.
- b. Bonclarken is not responsible for the conduct or discipline of youth attending a camp or conference. Bonclarken relies upon those in charge to stress the Christian nature of our conference center and acceptable standards of behavior.
- c. The Renting Organization is expected to make payment in full upon departure by one check or cash.
- d. Any unpaid balances will be charged a monthly 1.5% late fee (minimum of \$5) beginning 30 days after departure. Subsequent reservations will not be made until unpaid balances (plus any late fees) are paid.
- e. Bonclarken provides limited assistance for some expenses related to accidental injuries of a guest attending a retreat, camp, or conference. This assistance, considered on a case by case basis, is for costs not covered by the injured party's primary insurance.
- f. All injuries and/or accidents must be reported to the Office or Manager on Call prior to the group's departure. An Incident Report must also be filed with the Office prior to the group's departure.
- g. Each group is advised to have one non-swimming adult per 25 participants at the swimming pool at all times.
- h. The group leader should remind participants that only the areas indicated as Bonclarken property on the map of grounds are accessible to our guests and make sure group members respect the boundary lines of private property and homes.
- i. All vehicles, including all motor vehicles and golf carts, must be driven by licensed, responsible drivers. Right of way should always be given to the pedestrian. Our streets are also our sidewalks. All drivers and passengers must observe all traffic laws and posted signs while on Bonclarken property. Children riding in vehicles should be supervised at all times in the appropriate ratios.
- j. Media Release: This contract gives permission to Bonclarken to photograph and/or take video footage of your group members to be used for Bonclarken promotional purposes.

4. SAFETY RELATED

- a. All Bonclarken adventure, challenge, and aquatic facilities and/or equipment may only be used when staffed and supervised by a qualified Bonclarken staff member who is trained and/or certified to do so. For adventure and challenge activities, all participants must have a signed and current activity release on file with Bonclarken to participate.
- b. Bonclarken encourages the Renting Organization to provide a qualified adult to provide basic health supervision. This person should possess current, age-appropriate certification in first aid, CPR/AED, and blood borne pathogens by a nationally recognized provider. The Renting Organization is solely responsible for verifying these qualifications.
- c. The Renting Organization is advised to provide its own first aid supplies and equipment and to develop appropriate emergency preparedness plan and communicate those to the group.
- d. The Renting Organization is advised to store all medications under lock and key (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.
- e. The Renting Organization is responsible for gathering and maintaining information on all members of the group. This information should include name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. For minors or adults with cognitive impairment without a parent/guardian on site, group leaders are also advised to have readily available on-site signed permission to seek emergency treatment or a signed waiver refusing permission to treat based on religious grounds.
- f. In case of serious medical emergency, contact 911 immediately and inform the Bonclarken Office as soon as possible.
- g. The Renting Organization is responsible for its own emergency transportation. Information on Pardee Hospital will be given to group leader upon check in.
- h. All personal equipment/property (including sports equipment) brought into/onto Bonclarken's facilities and grounds by a guest is to be used only by the owner of the equipment/property. At no time can Bonclarken be responsible for theft, loss, damage, or misuse of personal property. Equipment should be handled and stored with caution to prevent injury to guests or staff members.
- i. All vehicles, including all motor vehicles and golf carts, must have no more passengers than there are seats. In vehicles equipped with safety belts, there must be one safety belt per passenger and safety belts should be worn at all times. There should be NO passengers riding atop a vehicle, holding onto the back of a vehicle, or riding in the bed of a vehicle at any time, for any reason.
- j. The Renting Organization is asked to alert Bonclarken of any group members that may suffer from allergies. A copy of the Bonclarken Allergy Policy is available on our website or through the mail by request.
- k. Guests are asked to observe reasonable precautions when interacting with the Bonclarken natural environment and wildlife. Guests should report any hazardous or unusual situation they encounter to the office.

5. PROHIBITIONS

The following items and actions are not allowed at Bonclarken:

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| a. Alcoholic beverages | e. Firearms and other weapons |
| b. Smoking of any form (including use of electronic smoking/vaporizing devices) | f. Fireworks (unless permission granted by President of Bonclarken) |
| c. Illegal drugs and/or illegal use of drugs | g. Pets inside any building (exception for service animals) |
| d. Swimming in the lake | |
| h. Other activity/materials deemed damaging or disruptive by Bonclarken | |

STATEMENT OF BELIEF OF THE ARP CHURCH

We, the members of the Associate Reformed Presbyterian Church, in order to carry out God's mission, profess our life together in Christ and our desire to set forth a united strategy for the work of His church. We express our desire to continue to be a Presbyterian and Reformed church, committed to the Lordship of Jesus Christ and the Bible as the Word of God.

Rooted in and shaped by a living tradition, we are part of the new creation in Christ which God is bringing into existence. Therefore we are committed to the worship of the Triune God, the Holy Scriptures as the basis of our faith and activity, Unity with other believers in Christ, Total Stewardship of life—time, talents, and money—including tithing through the local church, Excellence in education and equipping leaders for tomorrow, Loving and caring for one another and for other people, Spreading the Gospel to all parts of the world, and Evaluating and changing structures and priorities in order to meet the challenges of the future while preserving the best of the past.

To this end and in humble reliance upon the enabling power of the Holy Spirit, we covenant together to pray steadfastly that God will open doors of opportunity so that we may declare the riches of Christ.

The following definition of evangelical was adopted by the 1976 General Synod of the ARP Church: The word "evangelical" comes from a Greek root meaning "good news" and refers to the gospel of Jesus Christ. In a broad sense, evangelicals are people who believe that the Bible is God's inspired Word and that an individual can become a Christian only by accepting Jesus Christ as his personal Savior. Evangelicals believe: the Bible to be the inspired, the only infallible authoritative Word of God; that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit; in the Deity of the Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through the shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory; that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential; in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life; in the resurrection of both the saved and the lost; that they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation; in the spiritual unity of believers in the Lord Jesus Christ.