



Camp New Journey



Where Your Journey Begins

Guest Group Policies

Camp New Journey has been blessed with amazing facilities on 10 wooded mountain acres. We utilize our facility to run camp programs and engage volunteers in ministry year-round. Partnering with guest groups allows us to bless others with the use of our facility and help us financially support our ministry.

Agreement with and signing our rental/group contract is a commitment of adhering to and communicating the following key guidelines.

1. Property Guidelines regarding Buildings, Grounds, and Parking
2. The Group's Cleaning and Facility Care Responsibilities
3. First Aid, Healthcare, Safety, Dress Code, and Insurance
4. Activities, Program, and Food Service
5. Adequate Staffing and Supervision ratios
6. Finances, Cancellation, and Accommodations



Property Guidelines regarding Buildings, Grounds, and Parking

Camp New Journey recognizes their role in being a positive ministry partner during your stay.

We provide:

- A safe and well-maintained facility
- Campfire supplies and spaces
- A host to assist your group during your stay
- Trained staff for provided activities
- Trash removal from grey outdoor trash cans during your stay
- Cleaning supplies
- Meal plans, as agreed upon

Signing our rental agreement confirms that the group will strive to leave the facility in the same condition they received it.

Note: Children and youth events should be heavily programmed and supervised. Free Time is generally when negativity occurs. Limit free time. Pranks are discouraged.

- Camp New Journey reserves the right to charge an additional fee if, for any reason, additional cleaning is required. Also, damage to buildings and/or equipment as the result of vandalism or lack of supervision, will be charged to the guest group on a time plus material basis.
- A fee will be charged to the group for any lost keys.
- Tape and nails/tacks should not be used on the walls.
- The landscaping on the property should remain as the maintenance team has it prepared.
- Tampering with smoke alarms and/or fire extinguishers is considered a serious safety violation and group will be charged a fee per tampered unit.
- Use of candles, incense, or oils in cabins or meeting rooms is prohibited.
- The use of alcoholic beverages, illegal drugs, firearms, explosives, gasoline and/or any other flammables is prohibited.
- The camp is a smoke-free facility; smoking is prohibited in all buildings and is discouraged on the grounds as well.
- Pets of any kind are not permitted.
- Campfires are only permitted in designated areas.
- Out of respect to other guests and our local neighbors, the use of amplified sound or loud instruments should be kept at a reasonable level and is discouraged after 10:30 PM. Quiet hours should be observed from 11:00 PM to 7:00 AM.



Vehicles and Parking

- All vehicles are to be parked in the south lot near the main lodge.
- The group should assign a separate parking attendant/greeter to meet guests as they arrive.
- All driveways and lanes are to be kept open at all times for emergency and maintenance personnel.
- No one is to be transported in any vehicle not specifically designed for passengers
- No riding in the back of pickup trucks, tractors, golf carts.
- Golf carts are designed for one driver and three passengers only (see separate rental agreement for golf carts).
- No unauthorized motor vehicles are permitted.

Swimming Pool

- No one is permitted inside the fenced area without a currently certified lifeguard on duty.
- No one is permitted inside the pool house. (Pool under construction)
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Archery Range

- A certified Range Safety Officer must be present whenever the range is in use.
- Make certain that all campers and staff know when these areas are in use.
- No one is permitted in the field above the ranges during these times.
- Maintain a ratio of one adult to every five campers - close supervision is a must!
- Teach respect for these Bow/Arrows - Safety First!
- All target sport equipment will be supplied by Camp management.

Trash / Litter

Litter is an increasing problem on the camp property. We limit snacks and candy with wrappers to the Main Lodge area. Trash cans are strategically placed and should be used. Water bottles are discouraged. Water jugs are available and can be placed in activity/high traffic areas. Plan to police areas at the end of your event to scan for litter. **Food should not be in the cabins.**



Guest Group cleaning and facility care responsibilities

The guest group is responsible for general cleanup of utilized buildings and activity areas. Perform cleaning as per the checklist located in the Guest Group Binder located in each meeting room. These checklists are posted in each building. The group should choose one person to supervise and assign these tasks. This includes:

- Bathroom touch-up
- Sanitizing of mattresses
- Kitchen clean up (if providing own food service)
- Floor Sweeping / Dusting
- Outdoor litter removal
- Trash removal: bring all trash to the cans located behind the Dining Hall
- Return all furniture to original location

First Aid, Healthcare, Safety, Dress Code, and Insurance

Proof of Liability Insurance:

Groups must submit a certificate of Insurance naming Camp New Journey as an “Additional Insured” for the dates of the contract. This must be submitted prior to the date of the contract.

Accidents/Injuries:

- Guest group is responsible to provide their own first aid personnel and supplies for general care and emergencies.
- Groups should follow their organizational procedures in case of an incident.
- Emergency contact information is in the guest group binders located in the Main Lodge.
- Group is responsible for all transportation needs.
- Fill out an incident report form and submit to Camp New Journey Office.

Healthcare:

- Guest group should provide the following personnel:
 - Age-appropriate CPR/AED certification from a nationally recognized provider.
 - Additionally, for groups serving children and youth, first-aid certification from a nationally recognized provider.
- Medications are to be stored under lock, except when in possession of the person responsible for them.
- Prior to arrival, the group should obtain a list of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site.
- A signed permission to seek emergency treatment should be obtained for minors without a parent on site.



Emergency Procedure Plan:

Fire:

- All campers should immediately vacate all buildings and proceed to the pool area via the shortest possible route.
- The group leader should immediately dial 911 on the nearest available phone giving the location: Camp New Journey – 22601 Big Pines Hwy — and the building(s) involved.
- Contact Camp New Journey Host and/or Management.

Natural Disasters (i.e. Severe Thunderstorms, Fires, etc.)

- All campers and staff should assemble in the Main Lodge.
- Contact Camp New Journey Host and/or Management.

Dress Code Policy

Camp New Journey believes the scriptures teach that a believer is to dress in such a way that attention is not drawn to the body (I Peter 3:1-4). The Word of God makes it clear that modesty must be the believer's rule of thumb.

- The camp reserves the right to define and enforce the meaning of the term "modest".
- Tight fitting clothes will not be worn at any time.
- Swimming attire: Girls must wear a swimsuit that covers the torso. (no cleavage, no bare mid-section, etc.) Boys are not permitted to wear bikini trunks. The camp reserves the right to restrict swimming privileges if a modest swimsuit is not worn.
- Shorts must be at least fist length.
- Suggestive clothing (i.e. see-thru styles, low-cut blouses, halter or spaghetti straps, or fashions with exposed midriffs are not acceptable).
- Clothing with objectionable slogans or pictures are not allowed.
- All clothing is to be modest in style and not draw attention to the body.
- Flip-flops should not be worn at camp except in the shower.



Adequate Staffing and Supervision ratios

Supervision Policy

Staff/camper ratios are based on the recommended ratios set by Camp New Journey, the Christian Camp Association and the American Camping Association. Organizations who utilize our site and services for youth group activities are advised of the following ratios that we recommend for effective camper supervision.

ACA Guideline:

All youth and children groups must be supervised at all times by the appropriate age and number of chaperones. Staff must be at least 16 years old and must be at least two years older than the campers they supervise. At least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff will be eighteen (18) years of age or older. For overnight stays, a minimum of one counselor is required in each cabin regardless of the number of campers. Additionally, the following ratios apply:

Camper Age	# Staff	Overnight Campers	Day Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- For maximum fun and safety, all activities are to be supervised by at least one adult. This ratio may increase with the increase of campers or risk involved. Campers should not be in high-risk areas (pool, pond, horses, archery range, challenge course areas, lake, wooded areas) without staff present.
- There should always be two staff members with a group of campers unless they are in an area near the main common area (Main Lodge) where other groups are around and have easy accessibility to get help in the event of an emergency.
- Exceptions to the above ratios are noted in the activities that already have personnel on duty for zipline, archery, ropes course, and horseback riding.
- Campers are never alone; you are never alone with a camper.

Activities and Food Service

Activities:

Our website has a full list of offered activities. Facilities and activities can be included with every rental. They are shared spaces unless the group has exclusive use of entire property. Your group will need to preschedule any requested activity. Most activities average \$50 per activity hour at about 10 participants per hour.

The Group acknowledges that they must provide activity requests and an event schedule one month prior to the event. Youth groups will provide adult supervision at each activity. The Group acknowledges that once an activity is staffed, the hourly rate will be charged, whether or not they participate in the activity. The Group will reasonably arrive at activities at scheduled times. Fees will be applied to final invoice.



Food Services:

Food is crucial to a great retreat or camping experience and can be a prime concern for parents and campers alike. Our menus appeal to many needs including those with special dietary restrictions. We spend a great deal of time planning all the menus, testing and selecting the best food choices, and making items available that promote healthy and tasty choices.

- Plan A - 2 Night 5 Meal Option
- Plan B - 3 Night 8 Meal Option
- Plan C - 4 Night 11 Meal Option

Kitchen Policy:

- Keep all areas in clean, sanitary, and orderly condition.
- All food must be covered and not left open.
- Use all equipment as directed by Camp New Journey Management.
- When using the automatic dishwasher, allow all dishes to air dry for sanitation purposes. Keep all silverware in covered containers.
- Report any broken or malfunctioning equipment to Camp New Journey Management.
- Cleaning supplies are in the storage room.
- Kitchen should be cleaned immediately. No food left open and uncovered.

Finances, Cancellations, and Accommodations

Finances/Payments:

We offer numerous payment methods for your convenience. PayPal, Zelle, CashApp, Credit Card even company checks. Checks should be made out to "Camp New Journey" and your check will need to clear before your session begins.

PayPal: Log in to your PayPal account. Send your full balance amount to info@campnewjourney.org. If your PayPal account is in a different name than you have registered, please email us at info@campnewjourney.org to let us know how to identify your payment.

Zelle: Log in to your Zelle account. Send your full balance amount to dperry@campnewjourney.org. If your Zelle account is in a different name than you have registered, please email us at info@campnewjourney.org to let us know how to identify your payment.

CashApp: Log in to your CashApp account. Send your full balance amount to \$CampNJ. If your CashApp account is in a different name than you have registered, please email us at info@campnewjourney.org to let us know how to identify your payment.

Credit or Debit Card: Simply select "Credit Card" at checkout and complete the secure online form. All major U.S. & Canadian credit/debit cards are accepted.



Cancellation Policy:

While unlikely, Camp New Journey does reserve the right to cancel an entire camp offered due to lack of enrollment, unforeseen severe weather conditions, or other scheduling conflicts. Groups will be notified as soon as this decision is made. The Camp New Journey Leadership team will work with groups to rebook their session.

- A \$50 processing fee will be withheld from all refunds.
- Cancellations received six weeks prior to camp will result in a 100% refund minus a \$50 processing fee per child if we are able to fill the vacancy.
- Cancellations received three to six weeks prior to camp will result in a 50% refund minus a \$50 processing fee per child if we are able to fill the vacancy
- Cancellations received less than three weeks prior to camp will not be refunded.
- Partial refunds are not granted for any of the following: late arrivals, camper’s choice to leave early, partial week attendance, at the parent’s request, or asked to leave due to non-compliance of the camper code of conduct.

Accommodations:

Lodging options for your group range from our most basic cabins with a shower-house just steps away, to our small group cabins with bathrooms inside. All of our housing is dormitory style with the vast majority of beds being bunk-beds. Guest groups of 8-120 can be accommodated with our cabin housing options. Outpost tents are also available (seasonal).

Cabins	# Beds	Restroom	
Owls	12	Two	Twin/Full Bunk Beds
Blue Jays	12	Two	Twin/Full Bunk Beds
Chipmunk	12	One	Twin - Bunk Beds
Joshua	16	Shower House	Twin - Bunk Beds
Deer	16	Shower House	Twin - Bunk Beds
Yucca	16	Shower House	Twin - Bunk Beds
Cactus	16	Shower House	Twin - Bunk Beds
Pine	16	Shower House	Twin - Bunk Beds