



**WOODLANDS CAMP**  
*Guest Group Rental Packet*  
woodlandscamp.org

It's a simple choice.

Dear Camp/Retreat Leader,

In a world inundated with cell phones, texting, email and wireless internet, it is growing harder and harder to find moments of quiet. Because of that, we as Christians must be intentional about setting aside time to get away from all the craziness of life for a period of physical and spiritual nourishment. In fact, this thought originated with Jesus. In Mark 6, Christ sent the disciples out to minister across the area. They gave of themselves both physically and spiritually and in verse thirty-one, when they returned to Christ, He said, "Come with me by yourselves to a quiet place and get some rest..." The Lord recognized the need for the disciples to separate themselves from the busy-ness of life for a time of refreshment. Camps and retreats certainly have played a significant part in the lives of many Christians in today's culture for various reasons. Most significantly, however, they provide a refuge from the noise and distractions of life in the middle of God's beautiful creation where the Spirit of God can speak to hearts.

Enclosed you will find current rental retreat information for Woodlands Camp & Conference Center. I believe you will be excited about what God is doing here at Woodlands. Whether your group is junior-age, college-age, middle-age, or "I-can't remember-my-age", Woodlands truly is a beautiful, peaceful place where the Spirit of God is present.

If I may, please allow me to tell you about Woodlands to see if we may be able to meet some of your ministry needs. The Lord has blessed Woodlands with an incredible setting, activities galore (including boating, swimming, hiking, paintball, ropes course, climbing tower, a zip-line and more), great food, a fantastic staff and beautiful facilities. Our two lodging facilities are 7,000 square foot log cabins, each sitting right on the lake, each sleeping over 100 people, putting our year-round capacity at 230. You've got to see them to believe it! Our beautiful chapel is equipped with a full audio/video system and seats 250. Our Trading Post has a large game room, snack shop, gift shop, bookstore and coffee shop!

Woodlands is the ideal setting for your church's families, youth, teens, singles, men, or ladies retreats (so please feel free to share this information with other departments at your church). We aim to partner with you by providing the food service, setup, maintenance and other behind-the-scenes work, all within an atmosphere of excellence, thus allowing you to focus all of your attention on the spiritual and programmatic aspects. Winter, spring and fall rental dates are filling up fast. If you have a date in mind, call the camp office and we'll check to see if it's available. If so, simply fill out the enclosed Agreement for Use and send it in with your deposit. Upon receipt of those two items, we'll reserve the date for your group.

We also have a full array of summer camps for every age group. We provide the speaker, counselors, staff and program – all you have to do is send your kids. Nearly 2,000 kids attend our programs each summer, and countless lives are being changed as a result of God's working in and through Woodlands. It is a setting where young people can build lifelong friendships, develop unforgettable memories and get to know the God who created it all. We would love to have your church's kids join us!

If you would like additional information on either our retreat center or our summer camps, please visit us online at [woodlandscamp.org](http://woodlandscamp.org) or call the camp office at 706.865.0853.

I look forward to serving you and hope to hear from you soon!

For the KING,

A handwritten signature in black ink that reads "Jon". The signature is written in a cursive, flowing style.

Jon Estes, CEO & Director  
Woodlands Camp

## CONDITIONS FOR USE

- I. Groups using Woodlands must provide the following:
  - A. Linens, pillows, toiletries, towels, etc.
  - B. Competent adult counselors and leaders
  - C. Appropriate insurance coverage for all guests. Necessary insurance claims for injury occurring during one's stay at Woodlands should be filed with the guest's insurance company for primary coverage. Group leaders should have a record of insurance information for all group members.
  - D. Qualified medical personnel (for children and youth groups only)
- II. Groups using Woodlands must agree to the following:
  - A. Personal Conduct:
    1. The group leader is responsible to inform all members of his/her group of the standards of Woodlands Camp and Conference Center. **A leader must be on duty at all times in areas where youth campers are.** Youth campers may not be left on their own.
    2. The use of cigarettes, tobacco products, alcohol, illegal narcotics, fireworks, and firearms is prohibited.
    3. Excessively loud or questionable styles of music are prohibited. The texts of songs being used are to be biblically true and doctrinally correct. If you have questions concerning styles of music, please seek assistance beforehand. **The volume of the music being used should be confined to the room or area in which it is being played.**
    4. Modesty in dress is an important principle in the life of a Christian. Clothing must be appropriate for the recreational activities in which the group is participating. Shorts and pants should be modest and loose fitting. **Clothing which is NOT permissible:** clothing that has offensive logos, pictures, or wording; strapless, or bare midriff tops for girls.
    5. Offensive language or swearing is not permitted.
  - B. Activities
    1. Water
      - a Canoes, paddleboats, and kayaks are available for your use during your stay and may be used under adult supervision only. All boaters must wear a properly-secured life vest.
      - b Swimming will be allowed only in specified areas, and no lake activities will be allowed after dark. If your group chooses to swim (including the blob, diving board and water slide), Woodlands will provide lifeguards for an additional \$25 per hour.
      - c Girls and boys bathing suits must be modest (Girls – one-piece suit, Boys – boxer type).
    2. Recreational
      - a Outdoor basketball and volleyball complexes as well as a multi-purpose ball field are available for use at no additional charge
      - b Balls are also available upon request
    3. Adventure
      - a A 36' climbing tower, side-by-side 540' zip lines and a low ropes course are available to your group while at Woodlands. These attractions must be facilitated by Woodlands' personnel and each carries a \$25 per hour activity fee.
      - b Paintball is available for guests 12 years old or older. Pricing is outlined on Woodlands' current price guide.
  - C. Facilities:

Most of our lodging is cabin-style. Each room has 12 twin-size beds and one queen-size bed. To help keep utility and cleaning costs as low as possible, our minimum occupancy is 9 people per room. An additional fee (\$25 per room per night) will be charged if rooms are under-filled. A limited number of private lodging rooms are also available. Your group is entitled to use one private room at no cost for every 25 guests. Additional private rooms are available for \$10 per room per night. Please park in the designated parking areas only. Do not park on the grass or on the Lodge driveway! Guests are to leave facilities as they found them. Damages to room furnishings, equipment and buildings will be deducted from the group's Security Deposit. Any additional costs above the amount of the Security Deposit will be billed to the group leader or organization. Pets are NOT permitted!
  - D. Safety
    1. Specific permission must be secured for camp fires or any unusual activity.
    2. Shoes must be worn at all times and places other than at the designated swim areas.
- III. Reservations, Security Deposits and Payments
  - A. **Reservations** – A minimum of 40 people is required to reserve the facilities for a weekend (the minimum number for events in January and February drops to 25). **If you're group size is less than 40, you are responsible to pay for 40**

**people at the current rate.** To make a reservation with Woodlands Camp and Conference Center, an "Agreement for Use" must be completed and returned with a security deposit. Upon our receipt of these items, a confirmation letter or email will be sent to the group leader.

**B. Security Deposits**

1. A \$500 security deposit is required to reserve the facility.
2. The security deposit may be used to cover expenses created from damage to property, buildings or equipment by individual or group neglect, misuse, or abuse and any additional expenses created by a member of the group. The security deposit is not applied to your balance due. After the visit, the refundable portion of the security deposit will be processed and mailed by our business office (this will take at least one week).
3. In the event that a retreat or camp is canceled, the security deposit will be forfeited. For cancellations inside of 90 days, please refer to **#2-5 in Cancellation Policy (E)**.

**C. Payments**

1. Checks or money orders are acceptable ways for making security deposits or payments. Please make checks and money orders payable to Woodlands Camp and Conference Center. Credit cards are not accepted.
2. The total unpaid balance is due upon arrival at Woodlands. (Remember: Your security deposit is not applied toward your balance!) If payment is not made by the end of the retreat, you will forfeit your security deposit as a late payment penalty.

**D. Changes** -Because Woodlands has to order food and supplies in advance, any changes to the number of guests must be made at least one week prior to your arrival date. Any unscheduled or late changes will result in your group being charged for either the contracted number of guests or the actual number of guests, whichever is greater. **Please be responsible and realistic when estimating your group's number, and contact Woodlands ASAP with changes!**

**E. Cancellations** – Woodlands is a nonprofit ministry which strives to provide a quality experience for all who visit. Our staff is preparing for your group's visit long before your arrival. Staff and food budgets are based upon group reservations. Cancellations create difficulties for our preparation and scheduling, and other groups may not have been able to come because of an already filled reservation. When a cancellation occurs, we may not have the opportunity to fill the vacant facilities because of a shortage of time. For these reasons, Woodlands has implemented the following Cancellation Policy: ***If a reservation is cancelled...***

1. **More than 90 days** in advance, the security deposit will be forfeited
2. **61 – 90 days** in advance, the group leader will be billed for and must pay **25%** of the estimated total bill
3. **31 - 60 days** in advance, the group leader will be billed for and must pay **50%** of the estimated total bill
4. **7 – 30 days** in advance, the group leader will be billed for and must pay **75%** of the estimated total bill
5. **Less than 7 days** in advance, the group leader will be billed for and must pay **100%** of the estimated total bill

**F. Meals** – We take pride in the quality of our food. Our Food Service Directors purchase only the freshest, highest quality supplies available. All menus are designed by Woodlands' Food Service Directors. Special menu requests may alter pricing.

***This information is in effect from January 1-December 31, 2010 ONLY. All other information is invalid.***

## **PAINTBALL PRICES**

### **Summer Campers**

\$5 per person Includes gun, mask, CO2  
50 free paintballs  
Session lasts 1 - 1 ½ hours

### **Retreat Guests**

\$10 per person Includes gun, mask, CO2  
50 free paintballs  
Session lasts 1 - 1 ½ hours

### **Paintball Only Groups**

\$20 per person Includes gun, mask, CO2  
100 free paintballs  
Session lasts 2 - 3 hours

### **Extra Paintballs**

50 balls - \$ 5 (\$0.10 per ball)  
100 balls - \$ 8 (\$0.08 per ball)  
500 balls - \$25 (\$0.05 per ball)

***\*\*NOTE: Please ask guests not to bring their own equipment or paint.  
We will supply all equipment needed in order to keep players safe and on an even playing field.  
Woodlands uses Tippmann Model 98 Custom Semi-Automatic Markers.  
Players must be at least 12 years old.***

**AGREEMENT FOR USE**

*(Please complete and return within 2 weeks of your retreat to receive a 5% "Welcome Back" Discount)*

Please Print: (blue or black ink)

Ministry Name \_\_\_\_\_ Group Type (e.g. Men, Ladies, Teens, etc.) \_\_\_\_\_

Ministry Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ministry Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Group Leader / Contact Person \_\_\_\_\_ E-mail Address \_\_\_\_\_

Leader AM #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Leader PM #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Leader Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Total number in your group (including sponsors): \_\_\_\_\_

Date & Time of Arrival: \_\_\_\_\_ First Meal: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_ Last Meal: \_\_\_\_\_

Total # of Meals: \_\_\_\_\_ Meal Times: Breakfast: \_\_\_\_:\_\_\_\_ Lunch: \_\_\_\_:\_\_\_\_ Dinner: \_\_\_\_:\_\_\_\_

How did you hear about Woodlands? \_\_\_\_\_

**\*As the group leader, I have read the "Conditions for Use", and our group agrees to abide by those regulations during our stay at Woodlands Camp & Conference Center.** Furthermore, we hereby release and discharge Woodlands Camp & Conference Center, its officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while our group is attending Woodlands Camp & Conference Center.

\*\*Remember, any changes to this information must be made at least one week in advance, and **payment is due upon arrival**. If payment is not made by the end of the retreat, you will forfeit your security deposit as a late payment penalty.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

**Please complete this "Agreement for Use" and return it with your security deposit to:**

**Woodlands Camp  
1242 Old Blue Creek Road  
Cleveland, GA 30528**

<b>Office Use Only:</b>							
Date Rec'd: _____	Deposit Rec'd: _____	Date Mailed: _____	Rate Quoted: \$ _____ (per person)				
Date Returned: _____	Deposit Returned: _____	GS: ____	Web: ____	Cal: ____	O: ____	Xc: ____	