

RIVER USAGE:

The Alafia River is a wonderful program resource for Cedarkirk. All activities on or in the river must be properly supervised, and all participants must wear footwear. Activities at the river include canoeing, tubing, and shark's tooth hunting.

WHAT TO BRING:

Please Bring:

- Linens for a single or double bed, as is appropriate
- Towels for your use
- An extra pair of shoes, appropriate for river usage, if such activity is planned
- Clothing, casual and comfortable
- Toiletry items
- Flashlight
- Bug Spray

CAMPFIRES:

Cedarkirk has two campfire circles. Pine Campfire Circle easily fits 100 people around the perimeter on benches. Westminster Woods campfire circle is smaller and accommodates approximately 40 persons.

Campfire programs can be led by Cedarkirk Staff (songs & stories) or your group may choose to lead your own program. If you choose to lead your own program, we will set the fire, provide matches and buckets of water – to insure the fire is out, when you are done. We can also provide the fixings for S'mores, for a fee, or your group can provide their own. We have roasting sticks to aid in toasting marshmallows.

ZZZZZZZZZZ...

Please remember that other groups, often with small children, may be sharing Cedarkirk with your group. Activities should be planned to insure reasonable quiet hours.

E-MAIL & WEB SITE ADDRESSES

Cedarkirk's web site is www.cedarkirk.com and our staff e-mail addresses are as follows:

Executive Director: Rev John Reiter
john@cedarkirk.com

Assistant Director: Mark Orendorf
mark@cedarkirk.com

Program Director: Matt Shick
matt@cedarkirk.com

Director of Facilities: Kevin Taylor
dirfacilities@cedarkirk.com

Event Coordinator & Registrar: Karin Dale
karin@cedarkirk.com

Food Service Manager: Jackie Butler
jackie@cedarkirk.com



*A place apart to
build up the body
of Christ in love.*

Cedarkirk

1920 Streetman DR
Lithia, FL 33547

Phone: 813-685-4224
Fax: 813-689-9170

E-mail: camps@cedarkirk.com

Cedarkirk
Presbyterian Camp and
Conference Ministries

**What Every
Retreat Leader
Needs to Know**

Policies and Guidelines
for a Successful Event

1920 Streetman DR
Lithia, FL 33547
813-685-4224
www.cedarkirk.com

The following information is furnished to you in the hopes it will assist in the planning of your upcoming event at Cedarkirk. The A to Z Guide includes answers to questions most often asked and information pertaining to safety issues (topics are listed in alphabetical order). **It is the responsibility of the group leadership to read and understand our policies. The success of your event at Cedarkirk is very important to us.** If you have any questions, please do not hesitate to contact our office.



We maintain our Christian identity, acting out the love of Christ by attempting to provide extra-mile hospitality to all guests, whether friend or stranger. We do not, however, welcome all programs. Some examples of programs that would not be welcomed at Cedarkirk would be ones that included drugs, alcohol, violence, hate-mongering or the teaching of any form of prejudice.



AUDIO-VISUAL EQUIPMENT:

The following equipment is available for group usage: TV/VCR, DVD Player, Overhead Projector, and Projection Screens. An LCD Projector (for a small fee) is available. Equipment may need to be shared between groups. Please advise the staff, in advance, if equipment is required.

COPIER:

A copy machine is available for groups to use. The first 20 copies are complimentary. Additional copies are \$0.05 per side.

TELEPHONES:

Telephones for guest usage are located in all buildings. Long distance calls must be made collect or with a calling/credit card.

Phone messages will be received during business hours and at other times when the Cedarkirk Staff are present. Guests anticipating a call at other times should arrange to be near a phone when the call is expected.

COMPUTER/WIRELESS SERVICE:

Wireless internet access and a computer with printer are available for guest use in Cedar Lodge.

FAX MESSAGES:

Messages may be sent and received via fax. The service is complimentary except for long distance charges on outgoing messages. Our fax number is (813) 689-9170.

LINENS/TOWELS:

Linens and towels are available for groups for a small fee per set, which includes sheets (top and fitted bottom), a pillowcase, a bath towel, hand towel, and a washcloth. If one or two people from a group forget their linens, Cedarkirk will provide them as a courtesy. Blankets and pillows are provided for all guests in Cedar Lodge, Pine Lodge, Retreat House and Kirk Kabins.

PARKING:

We request that you observe posted signs, that you do not park on grass next to buildings and that driveways are not blocked except for loading and unloading.

COMMUNION ELEMENTS: Cedarkirk will gladly furnish elements as well as a chalice and plate for serving communion.

PETS:

Cedarkirk's policy does not allow pets or animals to be brought on site. Pets living at Cedarkirk belong to permanent staff.

DRESS CODE:

We strongly recommend footwear be worn at all times. Footwear and shirts must be worn in the dining rooms – no exceptions. The dress code at Cedarkirk is comfortable and casual.

FIRE EXTINGUISHERS:

Fire extinguishers are placed in buildings and around the grounds on instructions from the Fire Marshall. Discharging of extinguishers renders them useless in case of an emergency and is illegal. Unwarranted discharges will be billed to the group responsible.

EMERGENCY PROCEDURES:

The telephone numbers for resident staff are posted by all phones. Please contact them if an emergency occurs and is not life threatening. In case of a life-threatening emergency – dial 911, and then contact the staff. The address at Cedarkirk is 1920 Streetman Drive, Lithia. The phone number is (813) 685-4224.

FIRST AID:

Basic First Aid supplies are available in all common areas (Cedar Lodge, Pine Lodge, the Pavilion and the Pool). It is the responsibility of the User Group to provide adults with CPR and First Aid Certification to accompany their group while at Cedarkirk. In case of an emergency, call 911. PCCM does not provide emergency transportation. It is recommended that User Group's bringing minors, without their parent/guardians attending, obtain medical release forms for said minors. User Group's are requested to provide the names and addresses of all participants, including emergency contact names and phone numbers. In addition, a listing of any persons with known allergies or health conditions requiring treatment, restrictions, or special accommodations while on site, needs to be provided.

MEAL TIMES:

Meals are served as follows:

- Breakfast – 8:30 AM
- Lunch – 12:30 PM
- Dinner – 5:30 PM (Friday Dinner – 7:00 PM)

When we are hosting multiple groups, changing meal times is complicated. If your group has a particular request, let us know well in advance so we may attempt to accommodate your needs. Meals are served family style. The groups gather, announcements are made, and grace is sung (a Cedarkirk tradition). We request that your group arrives promptly at the designated time. The camp bell rings 10 minutes prior to give a reminder.

SNACKS:

Snacks are available from Cedarkirk Food Service for a nominal fee. Please ask about snack options. Complimentary coffee, tea, and ice tea are available in Cedar Lodge, Pine Lodge and the Retreat House.

SPECIAL DIETS/RESTRICTIONS/ALLERGIES:

We will attempt to accommodate those who have special diet needs. Requests should be made known when meal counts are provided, but no less than one week before your event.

ALCOHOLIC BEVERAGES:

Alcoholic beverages are not permitted at Cedarkirk.

FIREWORKS:

Fireworks, of any nature, are not permitted at Cedarkirk.

FIREARMS/WEAPONS:

Firearms and weapons of any type are not permitted at Cedarkirk.

SMOKING:

Smoking is not permitted in any Cedarkirk building or at the pool. Smoking, by adults, is permitted outside of the buildings.

NO SHOW POLICY:

The reservation number can be reduced up to 90 days prior to the event. After that date, a 10%

reduction in the number of participants can be made at no penalty, but a decrease of participants greater than 10% will be charged a No-Show rate of 30% per person of the contracted rate. The total number of guests may be increased only after verifying space availability with Cedarkirk.

PAYMENT OF BILL:

You will be asked to complete a billing worksheet prior to departure. A bill will be provided to be group contact within the week following their event and a copy will be sent to the Bookkeeper/Financial Officer at the church/organization. Terms are Net 10.

INSURANCE:

PCCM provides individuals with secondary accident coverage. Your group or individual policies are the primary coverage. If an individual does not have coverage, PCCM's policy becomes the primary policy. All accidents must be reported to Cedarkirk's Staff and an Accident/Incident report must be completed.

DAMAGE TO PROPERTY:

We recognize that accidents do occur. However, our experience indicates that most damages occur when supervision is absent or lax. Any damages should be reported to the Cedarkirk Staff. Damages will be assessed and may be included in a group's bill.

SUPERVISION OF CHILDREN/YOUTH:

Guest groups should plan for adequate supervision. Experience shows that accidents and damage occur more frequently when supervision is absent or inadequate. The recommended ratios are as follows:

- Youth up to 3rd Grade: 1 Adult for 5 Youth
- 4th Grade to 12th Grade: 1 Adult for 8 Youth

PRAYER GARDEN:

Sit on a bench and enjoy a look at God's creation. Listen to the sounds of water flowing around a shell-encrusted fountain. The Prayer Garden offers a meditative and peaceful environment and provides worship space for up to 60 people.