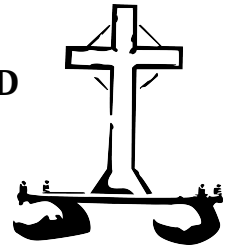




**LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED  
METHODIST CAMP**



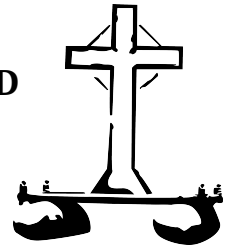
**Guest Use Agreement and Safety Policies**

**TABLE OF CONTENTS**

Welcome!	2
Reservations, Deposits & Fees	2
Changes & Cancellation Policy	3
Insurance Requirements	4
<b>Programming and Food</b>	
Meals and Food Service	5
Meeting Areas	6
Programming While at Camp	7
Challenge Courses, Swimming, & Canoeing	7
Campfires	8
<b>Group Information</b>	
Group Leader Information	9
What to Bring	11
Vehicles and Parking	11
Trash, Cleaning, & Recycling	12
<b>Staying Safe while at camp</b>	
Health, Safety, & First Aid	12
Safety Around the Site	15



**LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED  
METHODIST CAMP**



**Guest Use Agreement and Safety Policies**

**WELCOME!**

Our facility is a beautiful camp and retreat center located on Lake Griffin, owned and operated by the Florida Conference of the United Methodist Church. We offer our facility to children, youth and adults for spiritual renewal, training and leadership development. Whatever your purpose, we want to offer you genuine Christian hospitality in a beautiful and natural setting. We take very seriously the safety of all our guests. Thank you for helping us be good stewards of our facility.

**We look forward to welcoming your group to the Life Enrichment Center & Warren Willis United Methodist Camp.**

**RESERVATIONS, DEPOSITS, AND FEES**

**RESERVATIONS ARE REQUIRED**

Reservations are secured only upon receipt of the full reservation deposit along with the signed, dated and initialed contract. Dates will be held temporarily by verbal agreement for 21 days from the date of the contract. If we have not received the appropriate deposit by that date, we reserve the right to schedule another group in the space you have reserved. The management reserves the right to make any necessary changes regarding lodging and function space.

**DEPOSIT/PAYMENT SCHEDULE**

All deposits go toward your final balance due. In cases of cancellation these deposits may be forfeited.  
20% Non-Refundable Deposit Due to reserve your space (20% of lodging and meals)  
Programming Deposit if Applicable  
30% Deposit / Payment Due 60 Days prior to your contracted dates  
Final Balance Due Upon Arrival  
Program Balance, if applicable, due with final payment

If your reservation is made within 90 days of arriving at camp:

50% Deposit Due to reserve your space  
Final Balance Due Upon Arrival

**PROGRAMMING DEPOSIT**

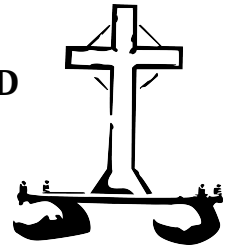
A non-refundable program deposit will be charged for the following programs:

Challenge Course (Low and High)  
Swimming Pool  
Canoeing

This deposit is due 21 days from the day the programming is booked. This program deposit must be paid in order to ensure your booking. If you book your programming at the same time that you book your retreat, this deposit will be included in your initial invoice.



## **LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP**



### **Guest Use Agreement and Safety Policies**

#### **TAX EXEMPT**

Applicable taxes will be added to your overnight lodging, meeting space and meals as required by law. All groups that don't provide a copy of their Florida Tax Exempt Certificate will receive this tax. A copy of the certificate must be sent with the signed contract and deposit.

#### **FINAL COUNT**

Groups must call the reservation office 2 weeks (14 days) prior to arrival to give their guaranteed minimum meal and lodging counts. If we have not received the final numbers by Noon 5 business days prior to arrival, the contracted number of guests will be your final guaranteed number for food and lodging. These final numbers will be used to create an invoice of your final balance due that will be emailed to the group leader. Final payment is due upon arrival. Adjustments to this final balance will be made only if more attend the event than the guaranteed count. Any extenuating circumstances will be approved at the Director's discretion.

#### **BALANCE OF FEES**

The total owed for your retreat is due upon your group's arrival. Please collect money due and issue one check payable to Life Enrichment Center & Warren Willis Camp.

#### **EXCLUSIVE USE**

Groups wishing guaranteed exclusive use are required to reserve 80% of the facility and include comparable deposit.

#### **CHANGES AND CANCELLATION POLICY**

##### **MINIMUMS/INCREASES**

A minimum of 50% capacity is required to reserve any of our lodging or meeting spaces. Before you increase your original reservation counts, please call us to check on available space.

##### **OVERESTIMATING GROUP SIZE**

Groups are asked to use reasonable estimates when booking. Overestimating carries a \$20.00 per person deposit penalty. Conversely, underestimating, the number of participants may result in not having an adequate size meeting space or extra lodging rooms at the time of your event.

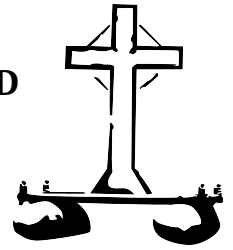
##### **GROUP SIZE DECREASES**

A reduction in your group count is allowed without penalty prior to 60 days of arrival. Your group is allowed 10% shrinkage after the 60 days. If there is more than a 10% shrinkage after the 60 days, your group will be billed the amount of one nights lodging fee for the difference. If there is more than 10% shrinkage after 5 business days prior to your arrival, your group will also be billed for scheduled meals.

#### **CANCELLATION POLICY**



## LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



### Guest Use Agreement and Safety Policies

#### Cancellations greater than 60 days out

Your 20% nonrefundable deposit will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

#### Cancellations 60 days to 30 days out

Your deposits paid up to 60% will be forfeited unless you choose to transfer your deposit to another date within one calendar year of your original retreat date. You will have 30 days to book this new retreat date based on availability. Deposits may only be transferred one time.

#### Cancellations less than 30 days out

Your deposits paid up to 50% will be forfeited at this time.

#### CHANGES TO YOUR RETREAT DATE

Your deposits may be transferable. Life Enrichment Center & Warren Willis Camp must approve all transfers. Deposits may only be transferred one time. Deposits for group retreats may not be applied to in house retreats (Confirmation, Imprint, Summer Camp etc).

#### CANCELLATION OF RECREATION DUE TO INCLEMENT WEATHER

- Low Challenge Course: Your session will occur rain or shine
- High Challenge Course: Your session will occur rain or shine, unless deemed unsafe by your facilitator. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program fee, less their non-refundable deposit.
- Pool: Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable balance.
- Canoes: Your session will occur rain or shine, unless deemed unsafe by your lifeguard. High winds and lightning are the most common occurrences that will cancel a session. Your group will be refunded their program balance, less their non-refundable balance.

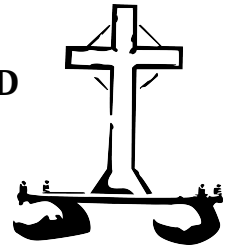
#### INSURANCE REQUIREMENTS

Any group not a member of the Florida Conference of the United Methodist Church using the Life Enrichment Center & Warren Willis Camp must provide a Certificate of Insurance for at least one million dollars in liability coverage that names Life Enrichment Center OR Warren Willis Camp / The Florida Conference of the United Methodist Church as additional insured for the dates of service. This certificate is due a minimum of two weeks before the scheduled event/retreat. See the link on the website for information on what is required on the Certificate of Liability Insurance.

#### MEALS & FOOD SERVICE



**LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED  
METHODIST CAMP**



**Guest Use Agreement and Safety Policies**

**FOOD SERVICE**

We require a group to be of 25 guests in order to prepare and serve meals, unless there is currently another group already booked. Groups of 30 guests or more are required to purchase their meals from our Food Service.

Emphasis is on nutritious meals. Please notify the camp if your group has any special dietary needs including but not limited to: food allergies, vegetarian and gluten free. Special dietary needs may require an additional cost per meal. Our food service manager will work with your group to provide the best dining experience possible. We ask groups to bring their table settings to the dish window upon completion of their meals.

**MEAL TIMES**

Our regular meal times are as listed unless previous arrangements are made.

Breakfast – 7:30 am (LEC) or 8:00 am (WWC)

Lunch – 12:00 pm

Dinner - 5:30 pm

The serving lines will be closed after 45 minutes to ensure food safety.

**SMALL GROUP KITCHEN USE \*\*Warren Willis Camp side ONLY\*\***

Groups of less than 30 have the option of preparing their own meals. If your group wishes to prepare their own meals, we have buildings that can be reserved that have kitchens in them. Please coordinate this reservation with our reservations office. All reservations are subject to availability.

**KITCHEN USE AND FOOD HANDLING FOOD TEMPERATURE**

Do not leave stoves unattended while in use. Observe the location of nearest fire extinguisher.

Minimize the time that potentially hazardous foods remain in the temperature danger zone of 41°F—135°F by following procedures posted in kitchens.

**CLEAN HANDS**

Wash hands before preparing and serving food.

**DISHWASHING**

Proper dishwashing procedures are posted in every kitchen. Please use these procedures—wash, rinse, sanitize, air dry. If posted instructions are missing, please contact camp staff.

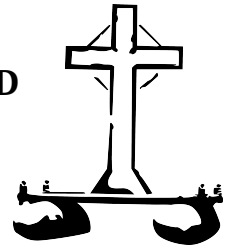
**SANITIZING**

Use only clean, sanitized utensils and equipment during food preparation. Clean and sanitize utensils, appliances and food contact surfaces after use. Food contact surfaces means anything including counters, cutting boards and knives that contacts raw food during preparation. Sanitize these surfaces between uses with the sanitizing solution chlorine bleach and water. Groups will need to provide their own bleach. Follow posted procedures.

**MEETING AREAS**



# LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



## Guest Use Agreement and Safety Policies

### LIFE ENRICHMENT CENTER

#### MEETING AREAS

Your group will be provided with one free meeting space large enough to accommodate your group. Additional meeting spaces can be reserved for an additional fee, depending on availability.

#### MEETING SETUP

Your group will be sent a meeting setup form to be completed 2 weeks prior to your event/retreat, in order to provide the highest level of service.

#### MEETING ROOM AUDIOVISUAL EQUIPMENT

This equipment is available on a first reserve basis. If you are unable to bring your own, please contact Group Services so we can anticipate your need during your stay.

#### WIFI

Wifi is available in all of our lodging and meeting rooms, as well as our campground area. Our goal is to provide groups with the best experience possible, but we also acknowledge the technological limits of what we are able to offer at this time. Our network is set up primarily for basic web-browsing and email, and is not able to support streaming or downloading of large videos or documents. If there are specific videos or documents that you need to download as part of your retreat or presentation, we kindly recommend that you do so before you arrive. Instructions for connecting are available at the front desk.

### WARREN WILLIS CAMP

#### MEETING ROOMS AND HALLS

Your group will be provided with one free meeting space large enough to accommodate your group. The only exception is if your overnight accommodations are in the lodges then the meeting space in the lodge becomes your free space since it cannot be used by any other group. Additional meeting spaces can be reserved for an additional fee.

#### MEETING SETUP/TEAR DOWN

All of our meeting spaces have tables & chairs available for you to set up as you wish. If you would like the tables and chairs set up in a particular configuration prior to your arrival, please let us know at the time of booking. We ask that all chairs be stacked at the back or side of the room before you depart.

The exception is the Chapel, which has 150 chairs set up theater style. These chairs do not need to be stacked at the end of your retreat.

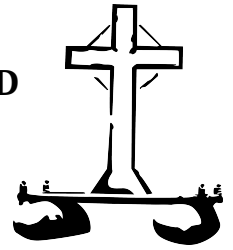
#### MEETING EQUIPMENT

Televisions, DVD players, projection screens, and flip charts are available on a first reserve basis. If you are unable to bring your own, please contact the camp office so we can anticipate your needs during your stay.

The Chapel and Fellowship Hall have a 4 channel sound system with 1 microphone provided for your convenience. We also have a 12-16 channel sound system for a band that is available for rental. For other meeting spaces, we have a portable four channel sounds system with 1 microphone available for



# LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



## Guest Use Agreement and Safety Policies

rental. Contact the camp for details and pricing.

The Chapel and Fellowship Hall have a 4 channel sound system with 1 microphone provided for your convenience. We also have a 12-16 channel sound system for a band that is available for rental. For other meeting spaces, we have a portable four channel sounds system with 1 microphone available for rental. Contact the camp for details and pricing.

### COMMON AREAS AT CAMP

Life Enrichment Center & Warren Willis Camp has several areas with outdoor benches facing the lake, a basketball court, sand volleyball courts, 18 hole disc golf course, a bouldering wall, 2 gaga pits and several large areas for group games that are available to groups on a first come/first serve basis.

### PROGRAMMING WHILE AT CAMP

#### YOUR SCHEDULE

Please email or fax a copy of your schedule prior to arrival so that we may better assist you and help eliminate conflicts with other groups using the site.

#### PROGRAM HELP AND RETREAT PLANNING

Life Enrichment Center & Warren Willis Camp is happy to offer retreat-planning assistance. This help can range from a few suggestions to complete planning and facilitating your retreat. We will be happy to discuss retreat- planning costs based on our involvement.

#### SPORTS EQUIPMENT

Volleyballs, basketballs, soccer balls and other sports equipment are available in Recreation Boxes located around camp or at the front desk of the Life Enrichment Center. You are more than welcome to bring your own equipment as well.

### CHALLENGE COURSES, SWIMMING, CANOEING

All facilitated programs are subject to obtaining proper staffing. If we cannot secure staffing for your event 2 weeks prior to your arrival, you will be notified and it will be cancelled. All applicable deposits will be applied to your final balance.

#### POOL

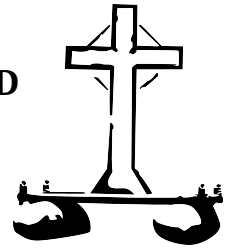
It is our goal to provide a safe and fun swimming experience while you are at camp. If your group would like to swim in our pool and use our large pool slides, you need to make reservations more than 60 days prior to your event. Your reservation fee will cover the number of lifeguards needed for your size group. A minimum of 2 Life Enrichment Center & Warren Willis Camp staff lifeguards is needed to open the pool. Our pool capacity is 100 swimmers.

Group Size to Lifeguard ratios:

0-50	2 Lifeguards
51-75	3 Lifeguards



# LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



## Guest Use Agreement and Safety Policies

76-100      4 Lifeguards

Group leaders will need to sign our Group Pool Usage Agreement Form, which explains pool rules to the group leader, so they can share this information with their group.

### SPECIALIZED RECREATIONAL ACTIVITIES

Scheduling activities such as swimming, canoeing, and our challenge courses is required at least 60 days prior to your retreat or event. We will provide trained personnel to facilitate these activities. These areas (pool, boathouse, challenge course) are off limits to any groups that have not reserved them. Access is available only with provided trained personnel.

### CANOES

Use of the canoes is only allowed with certified Waterfront Life Guards provided by the camp. The group leader will need to sign a Waterfront Usage Agreement, which can be found online at [www.warrenwilliscamp.org](http://www.warrenwilliscamp.org). Each person must submit a signed Waterfront Waiver of Liability Form before they go canoeing at camp. This form is also available on our website. Booking is required 60 days prior to retreat or event.

### Additional Policies:

Youth 12-17 must be accompanied by an adult.  
Children 6-11 must have an adult in the canoe with them  
Children under 6 are not allowed in the canoes.

### CHALLENGE COURSE

Our challenge courses are an amazing way for your group to work on their goals, communication skills, and trust. Our High and Low Challenge courses can be reserved through our reservations office. The Life Enrichment Center & Warren Willis Camp will provide facilitators to work with your group or groups during their challenge. Everyone in your group must sign our Challenge Course Waiver of Liability Form. This form can be found on-line at [www.warrenwilliscamp.org](http://www.warrenwilliscamp.org). Booking is required 60 days prior to retreat or event.

### CAMPFIRES

#### CAMPFIRES

Campfires can be reserved and are allowed in designated areas on the site only under supervision of an adult. Camp personnel will set up the campfire and leave it ready for you to light. A hose and/or buckets of water will be provided for extinguishing your fire before leaving the area. Please extinguish all fires completely before leaving your fire ring. Campfires at our camp are subject to local fire regulations. The camp may cancel your scheduled campfire with little to no notice if Lake County institutes a countywide fire ban. These bans usually occur in very dry weather when we have had little to no rain.

### GROUP LEADER INFORMATION

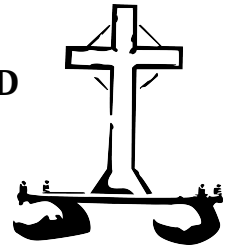
#### TIMES

Updated: April 27, 2018





## LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



### Guest Use Agreement and Safety Policies

Check in time is 3:00 PM on the scheduled day of arrival. Check out for lodging is 10:00 AM. Groups must depart by Noon. Early arrivals and late departures may be pre-arranged. Additional fees may apply.

**Group Leader**—check in at the office where your lodging accommodations are immediately upon arrival.

Quiet Hours are from 11:00 pm to 6:00 am.

#### WHILE YOU ARE HERE

Make payment of the balance due upon arrival unless other arrangements had been made in advance.

Use only those facilities assigned to your group and inform your group of this restriction.

Inspect each room assigned to your group upon arrival and before departure to check for damages.

Report maintenance needs or faulty equipment immediately.

Most of our air conditioning/heat units are preset, if your group is uncomfortable please have the group leader notify the camp staff and they will make adjustments as needed.

Please turn off lights and air conditioning/heat when not needed. (if applicable)

Please replace furniture to its original position.

The floors are slippery when wet.

Please be Careful! Please be respectful of other guests.

**Please keep in mind that our facility is in a rustic setting along Lake Griffin. Aquatic Midges, water bugs, frogs, lizards, and snakes may be abundantly present. We do our best to keep wildlife out of rooms and meeting spaces. Please help us by keeping all doors closed and turn off lights when possible.**

#### DAMAGE

Please report damage immediately. We will contact you should we notice damage after your group's departure.

#### STAFF ENTERING YOUR BUILDING

Life Enrichment Center & Warren Willis Camp Staff retains the right of entry to all facilities at any time. This would be for the purpose of helping your group with maintenance issues or in the event of an emergency.

#### APPROPRIATE ACTIVITIES

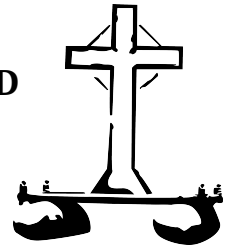
All program activities must meet with the approval of the Life Enrichment Center & Warren Willis Camp. Life Enrichment Center & Warren Willis Camp management will request curtailment of activities that are inappropriate or unsafe. Group leaders are responsible to supervise their group and its behavior and understand and enforce policies and guidelines as stated.

#### SAFETY ORIENTATION

Group leaders are required to provide a time for orientation to camp safety regulations as outlined in this information packet. A Life Enrichment Center & Warren Willis Camp Staff person will be available 9



## LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



### Guest Use Agreement and Safety Policies

to assist if requested.

#### SUPERVISION RATIOS

Youth and children group leaders are responsible for the behavior of the group and for maintaining the following adult/child ratio. Contact Life Enrichment Center & Warren Willis Camp Staff for special needs ratios:

Age 4-5 1:5

Age 6-8 1:6

Age 9-17 1:8

Appropriate supervision of youth also includes a minimum age of 16 years old and at least 2 years older than the campers. At least 80% of your leaders should be 18 years of age or older.

Please be mindful to always minimize the potential for any adult leaders to be in one on one situations with a child/youth when out of sight of others.

Per The Florida Annual Conference of the United Methodist Church's Child Protection Policy, all adults that accompany children / youth groups must be screened through the National Sex Offender Registry and State & Local criminal background check.

#### GROUP BEHAVIOR

Group leaders are responsible for the behavior of the group.

Any violations of the policies listed may result in the individual or group being asked to leave the premises immediately. At the discretion of the site Director, and in consultation with the group leader, this may also result in a forfeiture of fees paid or a prohibition on future visits to the site.

#### NO SMOKING IN BUILDINGS

Smoking is not allowed inside any buildings. Smoke only in designated outdoor area.

#### KEYS

Life Enrichment Center: group leader can pick up the appropriate keys from the Front Desk upon their arrival. The keys can be returned to the Front Desk upon your departure.

Warren Willis Camp: keys are available to your spaces upon request. Keys by be checked out in the Office. Return any keys you have checked out before departure. The keys can be returned to the Reception Desk in the office. You will be charged \$25 per key that is not returned.

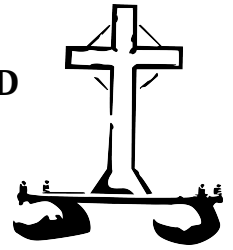
WHEN IN DOUBT...PLEASE ASK about anything regarding your stay, needs, concerns, problems, or questions.

#### WHAT TO BRING

#### WHAT TO BRING



## **LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP**



### **Guest Use Agreement and Safety Policies**

Warren Willis Camp guests must provide their own bedding, pillows, towels, and toiletries. Shoes or sandals must be worn at all time outdoors. Each group should have their own First Aid kit.

#### **WHAT NOT TO BRING**

We are a drug-free, alcohol-free and firearm-free facility.

Alcoholic beverages, illegal drugs, fireworks, guns, weapons, and pets (except service animals) are not allowed at Life Enrichment Center & Warren Willis Camp. Florida law prohibits persons under the age of 18 years of possessing tobacco products.

#### **VEHICLES AND PARKING**

##### **SPEED LIMIT**

The speed limit on property at the Life Enrichment Center & Warren Willis Camp is 10 MPH.

##### **PARKING & DRIVING ON PROPERTY**

All vehicles must be parked in designated parking areas. Please do not drive your vehicles outside of the designated driving or parking areas. For persons with limited mobility, or to load or unload large amounts of equipment for your retreat, please contact Management for appropriate parking, loading and unloading information.

##### **GOLF CARTS**

Golf Cart rentals will only available through an outside vendor, beginning January 2017 due to changes in our liability insurance. Please make us aware of all rentals and be present to sign all rental agreements. Camp and Retreat Staff will NOT sign rental agreements or any agreements that may bestow liability on the Life Enrichment Center & Warren Willis Camp or the Florida Conference of the United Methodist Church. Operators must have a valid driver's license. Must observe 10 mph speed limit. Only allow the number of passengers for which there are seats. Pedestrians have the right of way. Camp and Retreat Staff has the right to revoke golf cart privileges at any time due to unsafe practices or failure to follow the above policy.

##### **TRANSPORTING PEOPLE**

Transportation of persons in vehicles not designed for passengers or in the back of pick-up trucks is prohibited.

##### **PEDESTRIANS**

We have a great deal of traffic coming and going. Pedestrians please watch out for vehicles, and vehicles please yield to pedestrians at all times.

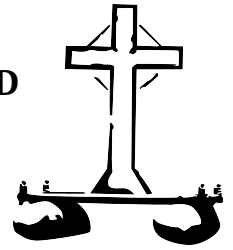
#### **TRASH, CLEANING, & RECYCLING**

##### **Life Enrichment Center**

##### **CLEANING**



**LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED  
METHODIST CAMP**



**Guest Use Agreement and Safety Policies**

Thank you for your help in keeping our Center clean and in good condition for everyone's enjoyment. All groups are asked to leave the Center the way they found it.

**TRASH**

Please place all trash in appropriate places to limited unwanted visitors. If the garbage container is full, please contact the Staff for assistance.

**RECYCLE**

Recycle-glass, aluminum cans, paper, cardboard and plastic. These containers are located in front of all lodging buildings and meeting spaces.

**Warren Willis Camp**

**CLEANING**

Thank you for your help in keeping our Camp clean and in good condition for everyone's enjoyment. All groups are asked to leave the camp the way they found it. All lodging and meeting areas have cleaning supply closets with vacuum cleansers and/or brooms to clean up spills or excessive sand/leaves. If your groups lodging and meeting area is not left in reasonable condition, a cleaning fee of up to \$200 may be charged.

**TRASH**

Please remove all trash from the kitchen (if applicable) and bath areas and place outside on the front porch before your group's departure.

**GARBAGE**

Garbage containers must be tied or covered when not in use. If garbage container is full, you may take garbage to the dumpster behind the kitchen, or notify a camp staff person to do this for you. If you have to empty your garbage cans during your stay we ask that you replace the garbage bag in the cans. Additional bags are provided in the housekeeping closet, or upon request.

**RECYCLE**

Recycle—glass, aluminum cans, paper, cardboard and plastic. Blue recycle containers are located in all cabins, lodges and meeting areas.

**HEALTH, SAFETY, & FIRST AID**

**GENERAL SAFETY**

In the close community relationship that exists in a retreat center please consider others using the center as you pursue your own renewal and recreation. These guidelines will help ensure a safe camp experience.

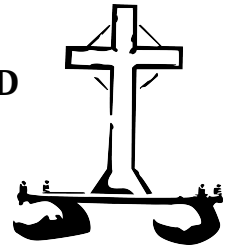
**AT YOUR OWN RISK**

Activities are solely at your own risk.

Groups are responsible for their own program needs, as well as risks involved with those programs



## **LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP**



### **Guest Use Agreement and Safety Policies**

and associated persons.

Groups must have with them a person (at the minimum) certified by American Red Cross in Standard First Aid and CPR for the appropriate age level.

Life Enrichment Center & Warren Willis Camp is not responsible for any personal property.

#### **PROHIBITED**

Alcoholic Beverages, Illegal Drugs, Firearms and other Weapons, Ammunition, Explosives, Knives or Switchblades, Fireworks, Pets (except service animals) and Gambling are prohibited at Life Enrichment Center & Warren Willis Camp.

#### **REPORT INCIDENTS/INTRUDERS**

Please report any accidents or "incidents" to Camp Staff immediately. This may range from intruders to inappropriate behavior by other guest groups or staff or any situation that may threaten the safety of our guests.

#### **LOCATING LIFE ENRICHMENT CENTER & WARREN WILLIS CAMP STAFF**

The main camp and retreat office is located in the west wing of the Barnett Lodge.

On-Call Camp Host Phone Number: (352) 978-9014. This number will be posted in the office on the Reception Desk.

If you are staying at the Life Enrichment Center, feel free to inquire during check-in when to expect staff at the Front Desk. On-Call Retreat Host Phone Number: (352) 409-7871.

#### **PERSONAL SPORTS EQUIPMENT**

Equipment must be stored and handled safely for the protection of all people.

#### **CROSSING THE ROAD**

Children and youth are not to cross the road between Life Enrichment Center & Warren Willis Camp and Life Enrichment

Center without supervision. We ask everyone to use caution when crossing Picciola Rd.

#### **SHOES**

Shoes or sandals must be worn at all times while outdoors or in the Dining Hall.

#### **FIRST AID PERSON**

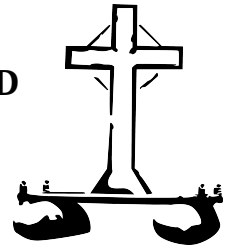
Guest groups are required to care for their own medical emergencies. At least one adult certified by the American Red Cross in Standard First Aid and CPR must accompany your group. Please identify your First Aid person to your group immediately upon arrival.

#### **EMERGENCY EXITS**

Windows and doors in all buildings serve as emergency exits. Leaders, please supervise your group and do not allow entering and exiting buildings via windows except in an emergency.



**LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED  
METHODIST CAMP**



**Guest Use Agreement and Safety Policies**

**ADDITIONAL EMERGENCY EXITS – LEC LODGING**

Windows serve as emergency exits in each lodging room; all lodging buildings have staircase exits on either side.

**HAZARDOUS OR FLAMMABLE LIQUIDS & POWER TOOLS**

All hazardous or flammable liquids must be clearly marked and stored in a locked location. Power and hand tools must be equipped with appropriate safety devices and locked up and used only by trained persons.

**EMERGENCIES**

After consulting with your own First Aid person, call 911 if appropriate. The Lake County Fire Department and Lake County Paramedics have emergency medical personnel on call 24 hours a day. Please call 911 when needed. If a call is placed to 911, please notify Camp Staff immediately so they can meet the emergency vehicles at the gate and direct them to the site of the problem

**REPORT ACCIDENTS TO CAMP STAFF**

Camp staff must be informed of any accidents or incidents and the appropriate forms completed.

**FIRST AID SUPPLIES**

Groups must supply their own First Aid supplies including, but not limited to:

- |                          |                             |
|--------------------------|-----------------------------|
| Disposable Latex Gloves  | Assorted gauze and bandages |
| Antiseptic/alcohol wipes | Adhesive tape               |
| Bee sting relief Pads    | Antibiotic ointment         |
| Cold compress            | Scissors                    |
| CPR barrier              |                             |

**EMERGENCY TRANSPORTATION**

You are responsible for providing your own medical transportation for minor incidents. Maps and contact information for local hospitals are available in the Office located in the west wing of the Barnett Lodge. There is also a phone available for local and emergency calls only.

**CAMPER HEALTH INFORMATION**

Group leaders should have available for all participants: Names and addresses of all participants  
Emergency contact names and numbers.

A listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodations while on site.

For minors without a parent on site: signed permission to seek emergency treatment or a signed religious waiver.

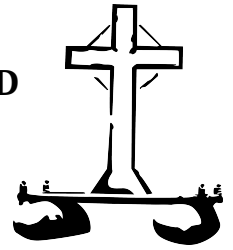
Whoever is responsible for providing emergency care should have immediate access to this information.

**SAFETY AROUND THE SITE**

**WATERFRONT AREA**



## LIFE ENRICHMENT CENTER & WARREN W. WILLIS UNITED METHODIST CAMP



### Guest Use Agreement and Safety Policies

Lake Griffin is a fresh water lake - home to many fish and animals including alligators and snakes (including poisonous snakes). Swimming is not allowed in the lake.

#### DOCK

Anytime around water, there is potential for injury or death. Guests should not sit or play in a way that may cause someone to fall in the water.

**WHEELCHAIRS**—If possible, persons in wheelchairs should not be strapped into their chairs when near water. They must be accompanied at all times and have direct supervision.

#### THINGS THAT CRAWL AND THINGS THAT FLY...

such as Spiders, Ants, Mosquitoes, Hornets, Yellow Jackets, and other various creatures of entomology and other species...No building or place on Camp property is exempt from these creatures. We are living in their home! Wipe on repellents are recommended. Persons with mild to severe reactions should see their First Aid Person.

#### ALLIGATORS

Please be aware of the presence of alligators. If you see an alligator, move away from the area. Alligators are protected. It is unlawful to feed or harass them.

#### SNAKES

There are poisonous snakes (coral, water moccasin) along with non-poisonous snakes on property. We ask you to use caution in all outdoor activities. If you see a snake, move away from the area. If a snake bites you, see your First Aid Person immediately. Notify camp staff of any snakebite.

#### PLANTS, TREES AND SHRUBS

Part of the beauty of Life Enrichment Center & Warren Willis Camp is its large variety of both wild and domestic plants, trees and shrubs on the site. Some fallen and dead trees are left in the forest for animal housing and as part of the natural eco-system. We ask that do not eat any plants found on property.

#### CONSTRUCTION

Life Enrichment Center & Warren Willis Camp is continually upgrading and improving. Buildings, facilities, and areas under construction are off limits at all times and are indicated by "keep out" signs and barrier screening.

#### BUILDINGS

Guests are not allowed on roofs of any cabins, under buildings or in rafters of buildings with open ceiling.

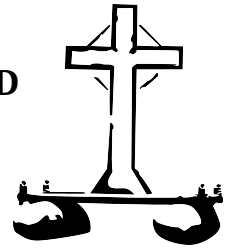
#### UTILITY FAILURE WATER

Life Enrichment Center & Warren Willis Camp has its own well that is shared with the Life Enrichment Center located across the street. In an effort to be good stewards of the earth's resources,

Updated: April 27, 2018



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METHODIST CAMP**



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we ask groups to practice conservation in their use of water. If at any time during your stay you experience a loss of water pressure or no water at all, please notify the camp office or Camp Host immediately.

**UTILITY FAILURE ELECTRICITY**

Power outages may affect one building or the entire camp. Report outages to the Camp Host.

Please note that an electric pump operates our well, therefore power outages may cause water outages. Please be patient while these problems are fixed, and conserve water while the power is out.

**EXITS AND EXTINGUISHERS**

Make certain everyone in your group knows where all available building exits are in case of fire. Also, please make certain that several adults know where to locate fire extinguishers.