CAMPHENRY

Visiting Group Information & Planning Guide

CAMPHENRY.ORG

616.717.5559 | fionas@camphenry.org | 5575 S. Gordon Ave, Newaygo, Michigan

WELCOME

Thank you for considering Camp Henry!

This planning guide is designed to assist you in preparing for your experience and to introduce you to camp's policies and procedures.

In this packet you will find:

ABOUT US	3
FACILITIES	4
MEETING SPACES	5
LODGING INFORMATION	7
FOOD SERVICE	9
PROGRAM ACTIVITIES	10
SAMPLE SCHEDULE	18
GROUP LEADER TIMELINE	20
SUGGESTED PACKING LIST	21
GROUP POLICIES	22





Fiona will be in touch with you throughout the planning process to provide additional information and answer any questions you may have.

See you at Camp!

Fiona Scott
Retreats & Hospitality Director
616.717.5559
fionas@camphenry.org

ABOUT US

Camp Henry's mission is to provide life changing experiences for all in a Christian environment.

We believe that a Camp Henry experience should be available to all and that we are called to be respectful of every camper and guest including individuals of varying abilities, genders, cultures, religions, races, regions, and socioeconomic status.

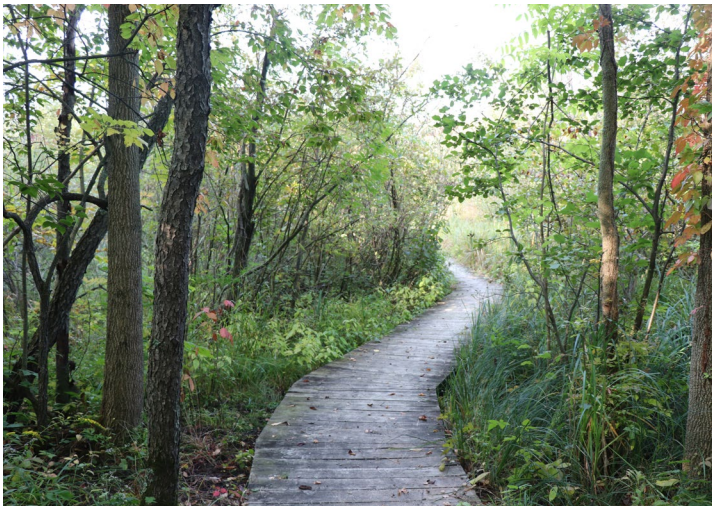
We have had the privilege of serving campers, families, and guests at Camp Henry since 1937. We believe that a camping experience at Camp Henry has the capacity to transform lives in many ways. With such a concentrated amount of time, a beautiful natural environment, intentional camp programs and activities, opportunities to try something new, and campers being surrounded by positive Christian role models – the combination is perfect for enhancing and positively changing the lives of campers and guests who come to Camp Henry.

Camp Henry welcomes guests of all faiths as well as no faith at all. We don't require, assume, or expect that all guests are Christians or come from Christian families. Our hope is to simply be Christian toward everyone who comes to camp.



FACILITIES





Since 2013, we have been blessed to be able to invest over $4.25 million into our facilities. We are thrilled to now have the capacity to sleep, feed, and provide excellent meeting spaces as well as high quality programs and activities year-round for groups of up to 300 guests.

Camp Henry sits on 212 beautiful acres along the shores of Kimball Lake in Newaygo, 35 miles North of Grand Rapids.





We are happy to customize a unique retreat that best fits your group's goals and needs!

MEETING SPACES

The **Conference Room** is located inside the dining hall and offers a great meeting and goal setting space!
Capacity: 18





The **Millar Lodge** is an awesome space for groups to spend time together. A kitchenette is available for use.
Capacity: 35

The Game Room, in the downstairs of the Dining Hall has , pool, ping pong, and more. Guests can grow together by enjoying games.
Capacity: 25



The **Nicely Center**, pictured below, offers a space for groups to meet, play, and dine together! A small kitchen is available for use.
Capacity: 25-135 based on usage









MEETING SPACES

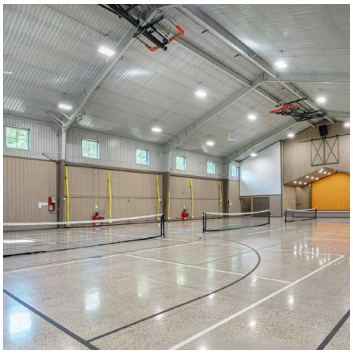
Our centrally located indoor/outdoor **Idema Theater** provides a stage, projector, screen, sound system, and is heated.
Capacity: 250



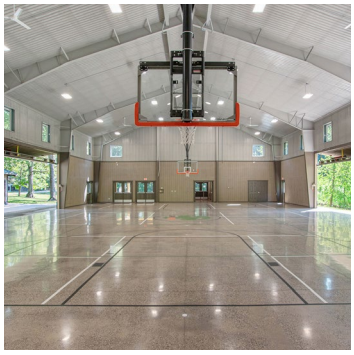


Outdoor Meeting Spaces:
Ancient Fire Circle
Barb's Point
Basecamp
Don Taylor Boat House Deck (DTB)
Gordon Chapel
Village Fire Circles

The **Jacobs Recreation Pavilion** is equipped with indoor sports courts, a stage, sound system, and much more! Exterior side walls open to transform it to an open air setting.
Capacity: 299









LODGING INFORMATION

Parks Village

Connected Cabins: Two cabins connected by a common area.

Arches- 15 beds
Denali- 15 beds
Glacier- 15 beds
Olympic- 15 beds

Stand Alone Cabins:

Acadia - 15 beds
Sequoia - 15 beds
Voyageurs - 15 beds
Yellowstone - 15 beds
Yosemite - 15 beds

Apartments: each of the following have a private restroom

Isle Royale - 5 twin size beds (are bunked)
Aloha - 1 queen, 1 pull out twin
Cheboygan - 1 queen, 1 twin, 1 twin trundle
Benzie - 1 queen, 1 twin, 1 twin trundle







Lakes Village

Connected Cabins: Two cabins connected by a sliding door

Bear- 15 beds
Crystal - 15 beds
Higgins - 15 beds
Platte - 15 beds

Stand Alone Cabins:

Gull - 15 beds
Kimball - 15 beds
Silver - 13 Beds
Torch - 13 beds
Walloon - 13 beds

Apartments:

Pioneer - bunk bed with 1 full & 1 twin, private restroom
Porcupine - 1 queen and bunk bed with 1 twin & 1 full, private restroom
Sleeping Bear - 3 twin beds, shared restroom with Bear cabin

LODGING INFORMATION

Additional Notes about Lodging:

- Linens are not provided in cabins. All beds in cabins are twin sized.
- Linens may be available but are not guaranteed in apartments.
- All cabins and apartments are heated.
- Each cabin is equipped with an attached restroom facility.
- Additional beds can be arranged by adding cots into specific cabins based on capacity. Contact Fiona for more info.
- Rustic cabins and camping alternatives like hammocks and tents are available by request.
- Please do not bring food or sticky beverages into cabins. Arrangements can be made to accommodate food items brought by your groups in advance if so









FOOD SERVICE

Guests at Camp Henry will typically enjoy buffet style meals in our Dining Hall overlooking Kimball Lake. Cookouts and "family style" meals can be requested. Meals are an excellent time to enjoy the company of your fellow participants and build community.





For guests with **food allergies or dietary restrictions**, please encourage them to fill out their **Release Form** early and to contact our Food Service Team with any questions. We need information **two weeks out** to be able to provide proper accommodations. If anyone from your group has questions or details to share, please connect with our Food Service Team - foodservice@camphenry.org or 616-717-5568

Sample Meals

Breakfast	Lunch	Dinner
French Toast Sticks & Sausage	Beef Tacos, Spanish Rice, Refried Beans, Chips & Salsa	Pasta with Red/White Sauce, Garlic Bread, & Green Beans
Scrambled Eggs & Bacon	Hamburgers & French Fries	Chicken Tenders, Mac and Cheese & Vegetable
Pancakes & Sausage	Chicken Sandwiches & Tator Tots	Roast Beef, Mashed Potatoes and Gravy, & Rolls
Yogurt Bar	Salad Bar	Salad Bar & Dessert

There is also a beverage bar in the Dining Hall with coffee, hot water & tea, etc.

PROGRAM ACTIVITIES

Environmental Education
- Animal Adaptations
- Forest Ecology
- Maple Syruping (seasonal)
- Wetland Ecology

Challenge Programs
- Bouldering Wall
- Engineering for Success
- High Adventure:
  - Giant Swing
  - Rock Climbing Wall
  - Leap of Faith (age 10+)
  - Cargo Net Zip Line* (age 10+)
  - High Ropes w/ Zipline* (age 13+)
- Low Ropes & Teambuilding
- Suvivor Team Challenge Course

Outdoor Adventure
- Archery
- Archery Tag & Laser Tag
- Canoeing & Kayaking* (seasonal)
- Fire Building
- Fishing* (seasonal)
- Hatchet Throwing (age 10+)
- Hiking & Scavenger Hunts
- Homesteading Adventure
- Mountain Biking* (age 10+)
- Orienteering
- Shelter Building
- Slingshot

Horses
- Equine Team Building*
- Horse Meet & Greet
- Pony Rides*
- Trail Rides* (age 10+)

Evening Programming
- Camp Henry Amazing Race
- Camp Henry Clue
- Campfire & S'mores
- Capture the Flag
- Glow Dodgeball/Bombo
- Night Hike
- Smuggle
- Talent Show
- Zany Group Games

Additional Programs
- Arts & Crafts
- Chapel/Worship
- Classic Camp & Lawn Games
- Dodgeball/Bombo
- Hockey & Broomball (seasonal)
- Human Hungry Hippos
- Interactive Prayer Walks
- Service Projects
- Sidekick Games
- Swimming* (seasonal)
- Team & Field Sports
- Trick Dominoes
- Water Polo* (seasonal)



*Collective Staffed Activity - 1 included in Package Retreat Rate





PROGRAM ACTIVITIES

Environmental Education



Wetland Ecology

Participants get the most out of our wetland habitats by hiking along our Wetland Trail and surrounding themselves amongst the beauty of this fascinating ecosystem. Participants will engage in our hands-on lessons and activities which foster connections to the natural world and encourage participants to develop a stronger sense of environmental stewardship. Activities are customized for each group and focus on activities that sharpen observation skills while helping them better understand how these unique ecosystems work!

Forest Ecology

Exploring the forest as an interactive classroom is a true adventure as participants discover the interconnected world of plants, animals, and soils, as well as understanding the role each plays in maintaining a healthy forest ecosystem.

Animal Adaptations

The term adaptation describes the concept that certain animals have selective features which help them survive in their given habitat. This includes animals that camouflage themselves amongst their surroundings, animals whose features allow them to survive in a given climate, and various ways in which animals forage, hunt, and gather their food. Participants will explore several habitats and play games that simulate the concept of adaptation.

Maple Syruping in our Sugar Shack

Dive deep into the sweet history of traditional syrup making methods, discover nature-conscious practices to tap trees and harvest sap, experience the seasons and cycles of Sugar Maple trees, and see if the syrup makes the grade! Syrup tasting? More than likely!





PROGRAM ACTIVITIES

Challenge Programs

Team Building

Whether you are a part of a youth group, school classroom, sports team or club, our team building initiatives can be a very effective way for group members to look deeper into team dynamics covering all aspects, including: communication, cooperation, and trust. Facilitators will develop a series of goal-oriented activities to foster conversations that gears to your group goals and objectives. Our focus is about the process and not the end result. Aside from our Challenge Courses, we offer dozens of other portable field activities.



Low Ropes Challenge Course

Our challenge course consists of a series of cables, ropes, and other props located close to the ground. Completion of these elements requires the bulk of the group's efforts. Participants use their problem solving and communication skills, along with built-in safety procedures, to solve the challenges.
Suggested Ages: 7 & up

Engineering for Success

Putting a STEM twist on Camp Henry Team Building, participants are split into small groups and encouraged to accomplish tasks using simple materials such as paper, cardboard, tape, etc. These initiatives foster communication, collaboration, creativity, engineering, resourcefulness, and thinking outside the box.
Suggested Ages: 7 & up





Survivor Team Challenge Course

Compete in a variety of team and individual challenges, find clues, solve puzzles, build and move heavy objects, test your balance, climb towers, and work together to win it all!

PROGRAM ACTIVITIES

Challenge Programs



Bouldering Wall

On our bouldering wall, participants use rock climbing techniques to climb across the 24ft long wall (no harness necessary and crash pads provided).









Giant Swing

Take a swing on this exhilarating ride either solo or as a pair. Participants are attached to a cable that is pulled up by their team to the height of their choice (up to 40ft). When ready, the harnessed participants pull the release cord and soar! This element is a lot of fun and keeps everyone involved in the experience. All ages (pending if gear fits)

Rock Climbing Wall

Participants will learn the basics of rock climbing technique and safety as they attempt to scale our 45 foot climbing wall. Participants may learn to belay each other under the careful supervision of our trained instructors. Suggested Ages: 8 & up

Leap of Faith

A challenge course classic! Here participants are encouraged to climb to the top of the 25 foot pole overlooking our beautiful horse pasture. Take a deep breath and leap out while attempting to touch the trapeze ball hanging in front. The rest of the team will be on belay and lower the jumper safely to the ground. Ages: 10 & up.

Cargo Net Zipline

Participants challenge themselves individually, or in pairs, as they attempt to reach the top of our 45 foot cargo net. Once reaching the top, participants have the option of riding down one of the dual 300ft ziplines! The rest of your team will be participating from the ground by belaying, spotting, and encouraging the climbers through the challenge. Ages: 10 & up

High Ropes Course

The course is an exciting and unique experience! Built high in the trees, participants have the opportunity to challenge themselves among 15 different elements! Climbers may complete their experience by zipping away on a 350 foot zip line. Ages: 13 & up. 12-15 participants per 2 1/2 hour time block.

PROGRAM ACTIVITIES

Outdoor Adventure

Homesteading Adventure

This robust journey, with historical undertones, contains a variety of traditional activities and homesteading explorations. Participants will journey to the homestead and engage in a series of games and challenges as they learn a variety of skills to survive on their homestead. Activities may include things such as wood splitting and stacking, candle making, animal husbandry, food preservation, map making, and handicrafts, all wrapped up with a thrilling challenge that positions participants in a by-gone era.



Canoeing & Kayaking (seasonal)

Participants will practice the proper techniques to navigate the waters of Lake Kimball once they've learned about kayaks, canoes, stand up paddleboards, and paddling 101. A certified lifeguard is present.

Fishing (seasonal)

Dig for worms and cast a line! Participants will test their skills of trying to catch and release the many fish on Lake Kimball. Poles provided. A certified lifeguard is present.

Hiking & Scavenger Hunts

Explore the trail systems on Camp Henry's 212 acres. Trail Guides will introduce one of our fun,interactive scavenger hunt games to create an exploratory experience.



Archery

Participants begin by learning about the anatomy of a bow and arrow, proper archery technique, and safety procedures. Following this overview, participants have the opportunity to put their newfound skills to use through fun archery games.

Fire Building

Participants learn the steps and different methods, as well as safety guidelines of building a fire. Part of this activity is practicing leave no trace ethics and methods.

Survival/Shelter Building

At the beginning of the activity, participants are given a survival scenario and an overview of basic survival needs. Once the scenario is issued, participants are arranged in teams and placed in a wooded area where they must use the natural resources around them to build a shelter that can withstand the elements!

Archery Tag & Laser Tag

Laser Tag Outdoors?! You bet! Laser tag is a fun and exhilarating way to instill healthy competition, improve logical thinking, develop teamwork,increase coordination, and further enhance communication skills in a variety of ways!

Orienteering

Long before Google Maps and GPS -- mariners, cartographers, and expedition leaders utilized map and compass for navigation. Participants will learn basic anatomy of a compass and introductory skills necessary to navigate. They'll test their newfound skills in a series of navigational games.

PROGRAM ACTIVITIES

Horses

Long pants and sturdy, closed-toe shoes are required for most of our horse activities. Horse programming availability is based on group size, age, duration of stay, and weather conditions.

Horse Meet & Greet

Spend time at the barn with our horses. In this program, participants will learn about horses, their behavior, and horse care. Participants will also learn how to safely interact with horses through a series of hands on activities.
Suggested ages: 7 & up or with parental supervision

Equine Team Building

Similar to our challenge course and team building programs, Equine Team Building adds a new element with a mind of its own. Horses provide a unique opportunity for groups to exercise trust, test patience, and improve communication through a variety of activities and challenges. Horses are great mirrors of our own body language and emotions, and participants must think creatively to work with them to accomplish their goals.
Suggested ages: 7 & up

Pony Rides

Younger participants will enjoy this introduction to horseback riding. Two participants will be hand-led on a short ride around the arena. Your group will also have a chance to spend time meeting the rest of the herd at the corral.
All Ages

Trail Rides

Saddle up and hit the trails! Participants will have the opportunity to enjoy some of Camp Henry's beautiful 212 acres on horseback. No previous riding experience is necessary. Participants will be guided by our experienced wranglers. 10 participants about every hour and a half.
Ages: 10 & up.





PROGRAM ACTIVITIES

Evening Programming

Campfire & S'mores
Let us entertain you with songs, skits, and stories that we guarantee your campers will be singing and talking about long after the fire has gone out.



Talent Show
Participants will show off their skills and celebrate their talents as they take the stage.

Camp Henry CLUE
Another adaptation of a classic board game, participants are tasked with solving this Camp Henry style mystery. In this game, participants must complete challenges to receive clues in order to find out which Camp Henry character is responsible for stealing the s'more supplies!



Night Hike
Participants take off on a journey to examine the unique capabilities of our five senses through a series of fun activities that are facilitated during the course of a walk on camp's trail system at night! There's nothing quite like a starry night at camp.

Zany Group Games
Full of laughter and fun, these games are designed to allow participants to expend extra energy and have a blast doing it! From Toe Tag to Bandana Tag to Spider in the Web, these activities put a wild twist on classic games!



Camp Henry Amazing Race
In this exciting race to the finish, teams will travel all over camp, while working together to accomplish the tasks set out before them. From solving riddles, to completing rapid team challenges, this activity is designed around developing teamwork and shared experiences!

Smuggle
This is a fan favorite! Participants try to reach a specified zone protected by others who can only tag them with pool noodles. Participants and group leaders alike love playing this hilarious game!



Capture the Flag
A classic camp game! Teams compete against each other to find the other team's flag.

PROGRAM ACTIVITIES

Additional Programs

Sidekick Games
A variety of digital-based stage games that engage the whole crowd yet give opportunities for a few people to shine and celebrate their victory on stage. There's a game for everything, and they are sure to get your group moving and laughing together.

Arts & Crafts
From classic projects like friendship bracelets, painting tree cookies, and wood-burned signs to useful projects like assembling and binding personal nature journals and candle making, participants will have the opportunity to express themselves as they feel inspired by their surroundings.

Glow Dodge Ball
A great option for evening programming during our colder months, participants play this classic game of dodge ball indoors using neon balls under our black light setup!

Human Hungry Hippos
Just like the classic board game, in this program, participants become the 'hungry hippos' as four individuals are harnessed to an anchored bungee cord. The participants race towards the center of the play area as they try to retrieve as many pieces of "food" as possible in the time allotted!

Service Projects
One unique way to get connected to camp is to plan a service project day. Whether it is a full day of work or combining it with other camp programs, service project teams help create the high quality of excellence we strive for.

Team & Field Sports
Enjoy your favorite team sport on our beautiful Camp Henry grounds or in the new Recreation Pavilion! We have sand volleyball, kickball, soccer, indoor volleyball, basketball, and picklebll, and so much more!

Interactive Prayer Walks & Chapel/Worship
With different walks to choose from, participants are given the opportunity to grow deeper in theirwalk with God. Our staff are happy to lead worship, engage participants in Bible lessons, and/or provide programming designed to explore individual relationships with our Creator.

Swimming (seasonal)
Take a dip in Lake Kimball and enjoy the sun on our beautiful shore. Certified lifeguards present.

Classic Camp and Lawn Games
Enjoy this time to play classic lawn games like Corn Hole, Horseshoes, 4-square, 9-square, Gaga, and Fowling!

SAMPLE SCHEDULE

One-Day Retreat

The following is an example of a "typical" one-day retreat schedule. Arrival and departure times can be modified.

Time	Group 1	Group 2	Group 3	Group 4
9:00 am	Arrival at Camp - Welcome! Orientation & Camp Tour			
9:15 am	Games & Team Building			
10:00 am	Program Block 1 & 2	Program Block 1 & 2	Program Block 1 & 2	Program Block 1 & 2
12:15 pm	Break supervised by Group Leaders Gaga Ball, 4 Square, 9 Square			
12:30 pm	Lunch			
1:00 pm	Program Block 3	Program Block 3	Program Block 3	Program Block 3
2:00 pm	Group Photo & Departure			

Camp Store

Your group can visit our Camp Store! Items range in price from $1-$40. Your group can also shop our online store and have your orders delivered to your group while you're at Camp Henry! Fiona can work with your group to schedule a time to shop, or package and deliver the items to you.





SAMPLE SCHEDULE

Overnight Retreat

The following is a "typical" schedule:

Day 1

10:00 am	Arrival at Camp - Welcome! Orientation, Move into cabins, Camp tour
10:30 am	Games, Team Building, and Program Block #1
12:15 pm	Break supervised by Group Leaders Gaga Ball, 4 Square, 9 Square
12:30 pm	Lunch
1:15 pm	Program Block #2
3:15 pm	Break and Snack
3:30 pm	Program Block #3
5:30 pm	Program Block #4
6:00 pm	Dinner
7:00 pm	Evening Activity #1
8:00 pm	Evening Activity #2 and Snack
9:00 pm	Cabin Time



Day 2

8:30 am	Breakfast
9:15 am	Program Block #5
10:45 am	Program Block #6
12:15 pm	Break supervised by Group Leaders Gaga Ball, 4 Square, 9 Square
12:30 pm	Lunch
1:00 pm	Camp Store Open
1:15 pm	Program Block #7
3:15 pm	Break and Snack
3:30 pm	Program Block #8
5:30 pm	Program Block #9
6:00 pm	Dinner
7:00 pm	Evening Activity #1
8:00 pm	Evening Activity #2 and Snack
9:00 pm	Cabin Time





Day 3

7:30 am	Wake up, Sweep cabins, Move luggage
8:30 am	Breakfast
9:15 am	Program Block #10
10:45 am	Program Block #11
12:15 pm	Break supervised by Group Leaders Gaga Ball, 4 Square, 9 Square
12:30 pm	Lunch
1:30 pm	Group Photo and Departure



GROUP LEADER TIMELINE

The following is a list of tasks to be completed prior to your trip to Camp Henry.

Up to 1 Year Before Trip

- Confirm trip date with Camp Henry
- Submit signed contract, 25% deposit, and Certificate of Liability Insurance to Camp Henry
- Inform participants of the trip
- Arrange transportation for the group as well as emergency transportation

4-6 Months Before Trip

- Complete your Initial Group Assessment to Camp Henry provided to you by Fiona
- Arrange for an informational meeting by Camp Henry Staff at your organization, if desired

2 Months Before Trip

- Submit the Certificate of Liability Insurance with Camp Henry as Additional Insured
- Host informational meeting for participants, parents, and/or chaperones if desired. We are happy to provide a Camp Henry representative to assist with this meeting if arranged in advance.
- If bringing youth, begin recruiting chaperones—at least 1 for every 10 youth (please refer to your contract for specific chaperone ratios) - please consult your organization's administration regarding chaperone background checks, policies related to child safety, etc.

1 Month Before Trip

- Send UNIQUE Release Form links to Leaders/Chaperones and to student parents/guardians
- Upload a roster of participants and of leaders to the Planning Sheet
- Organize first aid kits for the trip and find a CPR/First Aid person for your trip
- Collaborate with Camp Henry Program Staff to make your schedule

2 Weeks Before Trip

- Complete the Final Group Assessment and finalize the number of participants, and update us about any special accommodations needed for any participant
- Check that Release Forms are being turned in - see Planning Sheet for Tracking List
- Organize participants into activity groups of about 15 individuals if participating in Camp Henry programming—coordinate group size with Camp Henry Program Directors
- Organize participants into cabins groups of about 15 individuals– coordinate cabin assignments with Fiona
- Assign chaperones to each cabin and activity group if bringing youth
- Review Packing List with participants and remind participants to label their belongings
- Review Camp Henry policies and procedures and distribute to leadership/chaperones

Day of Trip

- Collect medications from youth participants
- Take a head count
- Call or text Camp Henry to confirm final head count and arrival time
- Confirm times with transportation providers for return trip
- Sit back, relax, and have an outstanding trip!

SUGGESTED PACKING LIST



Day Groups

Day Pack for personal items
Reusable water bottle
Closed-toe shoes (tennis shoes, boots, or hiking shoes)
Extra set of clothes

Seasonal Needs for Day and Overnight

Raincoat & Rainboots
Warmer coat, gloves, hat
Shorts
Bathing suit and a beach towel (schedule-dependent)

Overnight Groups

**Bedding (mattresses in cabins are twin size, mattresses in apartments vary)
    Sleeping bag & Fitted sheet (preferred) OR Sheets & Blankets
    Pillow & Pillowcase
Clothing
    Shirts
    Sweatshirt or Sweater
    Jeans or Long pants
    Pajamas
    Socks & Underwear
Additional Items
    Reusable water bottle
    Washcloth & Towel(s)
    Soap & Shampoo
    Toothbrush & Toothpaste
    Bag for dirty clothes
    Flashlight (optional but helpful)
    Small fan or sound machine (optional but helpful)
    Reusable coffee mug (adults, optional)
    Souvenir Money for the Camp Store (optional- items range from $1-$40)

Please Note:

Refrain from packing food items unless arrangements are pre-approved.
Bring your own high chair or booster seat, if needed.
*Long pants and sturdy, closed-toe shoes are required for most horse activities.
**Linens are not provided in cabins or guaranteed in apartments






GROUP POLICIES

This document is an extension of your contract to use Camp Henry. By signing your contract you certify that you have read and understand this document and agree to the terms stated within.

General Terms of Contract

- Camp Henry is regulated by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) and accredited by the American Camp Association. Camp Henry's policies are in compliance with state licensing requirements and ACA accreditation standards.
- Certain elements of experiences at Camp Henry are physically, mentally, socially, and emotionally demanding. While Camp Henry personnel will attempt to minimize exposure to known risks associated with these activities, all hazards of the program cannot be foreseen. The Visiting Group agrees to make all participants and their parents and/or guardians aware of the possible hazards associated with participation in outdoor activities.
- Camp Henry reserves the right to prohibit any activity which Camp Henry considers hazardous to the safety of life or property or is opposed to Camp Henry's philosophy, mission or goals. Camp Henry will prohibit any activity that is contrary to Michigan Youth Safety Laws as decreed by the Michigan Department of Licensing and Regulatory Affairs, standards of the American Camp Association or local ordinances in Newaygo, Michigan.
- **The signer of the Contract to Use Camp Henry certifies that the Visiting Group will abide by the policies, rules, and guidelines described in the contract, those posted on the grounds and those communicated by Camp Henry personnel. The signer accepts the responsibility of communicating the terms of the contract to all involved with the camp program and accepts responsibility for assuring compliance regardless of whether the signer of the contract is present at Camp Henry during the experience. Visiting Groups who fail to comply with Camp Henry's policies, rules, and guidelines may result in immediate dismissal from camp.**

Indemnification

By using the Camp Henry facility, the Visiting Group hereby agrees to defend, indemnify, and hold harmless, Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, employees, and contractors of both, from and against all liability, loss, damage, injury, or death arising from acts connected with the Visiting Group's activities while using the facility, whether the same is caused by or arises from the negligence of the Visiting Group, one of its participants, members or guests, Camp Henry, the Westminster Presbyterian Church or the officers, board members, representatives, volunteers, employees or contractors of both, or by failure to perform any terms of this contract.

Insurance

The Visiting Group agrees to provide adequate general liability insurance and health/medical insurance for all participants for the entire duration of the program. The Visiting Group is required to provide a copy of current insurance declaration sheets at least one week prior to arrival. In case of injury, Camp Henry's general liability insurance is not to be pursued until after a claim has been refused by the individual participant's personal insurance provider and refused by the Visiting Group's insurance. Camp Henry's insurance is coverage of last resort. Camp Henry's insurance may begin where the participant's and the Visiting Group's insurance terminates.

Reservations

The Visiting Group must confirm the final number of participants at least 2 weeks prior to arrival. Camp Henry reserves the right to book other groups in lodging that your group has not reserved without notice to you. If multiple groups attend camp simultaneously, it is expected that your group may share meals, Free Play time blocks and locations, buildings, and the teacher "lounge" with the other visiting groups. It is expected each group's leaders encourage participants to show due respect and consideration to other guests.

Transportation

The Visiting Group is responsible for the transportation of all participants to and from camp.

Orientation

Camp Henry personnel will provide a required orientation for the Visiting Group, to include Camp Security and Safety information, upon arrival or by the first meal time. The Visiting Group agrees to abide by all rules, regulations and/or guidelines established by Camp Henry personnel both during the orientation and as set forth at other times during the program. Visiting Group personnel are responsible for orienting late arrivals and other guests as necessary and appropriate.

GROUP POLICIES

Supervision & Behavior Management

- The Visiting Group shall provide an agreed upon Contact to be the main communicator with Camp Henry personnel before, during and after the camp program.
- **The Visiting Group shall provide minimum adult leadership of at least one individual for every ten youth participants (please see second page of signed contract).** In compliance with ACA standards, all supervising individuals must be at least 16 years of age and at least 2 years older than the group that they supervise. **The Visiting Group shall select, screen, and prepare adult leaders for the camp experience.**
- The Visiting Group shall provide at least one adult representative who is an employee of the Visiting Group to remain on Camp Henry property at all times.
- The Visiting Group shall provide at least one adult leader to accompany each team of youth participants to daily activities.
- The Visiting Group shall be responsible for managing participant behavior. Camp Henry personnel will assist Visiting Group personnel in decisions regarding misbehaving participants.
- The Visiting Group shall be responsible for the overnight supervision in the cabins and lodges by providing at least one adult leader to sleep in the cabins and/or connected cabins with the youth participants. Visiting Group personnel are responsible for conducting cabin and lodge checks each night after lights out.
- If a youth participant expectedly or unexpectedly needs to leave the property for any reason, the Contact shall be responsible for ascertaining that the individual with whom the child is leaving is either a legal parent or guardian or is approved by the legal parent or guardian. Camp Henry is not responsible for members of the Visiting Group who leave camp property.
- Participants who jeopardize the safety or quality of the camp program will be sent home. Camp Henry reserves the right to dismiss any participant at any time. Fees for participants sent home due to misbehavior are non-refundable. Visiting Group personnel are responsible for contacting the parents or guardians of dismissed participants to arrange transportation and to provide transportation if the parents or guardians are unable to do so. **The Visiting Group is required to provide the vehicle, insurance, and driver for this purpose and agrees to hold Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, employees, and contractors of both, harmless for the actions of these administering personnel.**
- Visiting Group personnel and adult leaders are expected to conduct themselves in the same professional manner as accepted by the visiting organization's standards. Visiting Group personnel and/or adult leaders may be dismissed without refund for failure to comply with the terms of this agreement as determined by Camp Henry.

Quiet Hours

Quiet hours are 11 pm until 8 am.

Lodging and Group Assignments

- The Visiting Group shall be responsible for assigning all participants and leaders to the assinged lodging cabins and/or apartments. When group size allows, separate lodging may be available for Visiting Group personnel who are not included in the required 1:10 supervision ratio. All participants must provide their own bedding, towels, and toiletries.
- Prior to arrival, the Visiting Group shall be responsible for dividing participants into Activity Groups - the number of groups is determined by Camp Henry personnel.
- The Visiting Group shall provide Camp Henry with a written list of both lodging and Activity Group assignments 3-5 days prior to arrival or a pre-arranged time.

Food Service

Food, drink, and snacks are not permitted in the sleeping quarters. With permission of Camp Henry, food, drink, and snacks brought by the Visiting Group may be stored in a pre-arranged area as communicated by the Retreats and Hospitality Director. The Dining Hall's kitchen area is to be used by Camp Henry personnel only. Please do not enter the kitchen without permission. No kitchen or dining equipment may leave the kitchen or dining areas. As included in your contract, meals and/or snacks will be provided as determined by the length of your stay and the program your group is participating in.

GROUP POLICIES

Health and Wellness

- Camp Henry requires a signed and dated Release Form for ALL attendees including adult leaders and visitors. Group Leaders have access to the list of completed form. All Release Forms will remain at camp after departure.
- **The Visiting Group will compile and share with Camp Henry staff a listing of any persons with known health conditions requiring treatment, restriction, or other accommodations while on site.**
- **The Visiting Group accepts responsibility for the management of and administration of all medication.** Camp Henry requests that all medications, both prescription and over-the-counter, be sent to camp in their original prescription and/or original over-the-counter packaging. For groups with youth, NO medications for youth participants, adult leaders, and Visiting Group personnel EXCEPT topical ointments, rescue inhalers, EPI-pens, and ANA-kits may be stored in student sleeping quarters. Topical ointments, rescue inhalers, EPI-pens, and ANA-kits may also be carried by the user or a designated adult. Medications may be stored under lock-and-key in a designated storage area provided by Camp Henry. A key to the storage area will be provided to the Visiting Group by Camp Henry. A space will be provided for medications requiring refrigeration.
- Since Camp Henry is not equipped to care for or supervise ill or injured participants, participants experiencing an illness, injury, or contagious condition will be sent home. Visiting Group personnel are responsible for contacting parents or guardians to arrange transportation home and are responsible for providing transportation if the parent or guardian is unable to do so. **The Visiting Group is required to provide the vehicle, insurance, and driver for this purpose and agrees to hold Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, employees, and contractors of both, harmless for the actions of these administering personnel.** With the approval of both Visiting Group and Camp Henry personnel, participants are welcome to return upon recovery. Fees for participants leaving camp due to illness or injury will be prorated, as determined by Camp Henry.

First Aid and Emergency Care

- The Visiting Group agrees to provide their own first aid, first aid supplies, emergency care, and emergency transportation services and will hold Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, employees, and contractors of both, harmless for the actions of these administering personnel. The Visiting Group is required to bring individuals with current CPR/AED and First Aid certifications from nationally recognized providers. The Visiting Group must report all injuries and illnesses to the appropriate Camp Henry personnel. An Incident Report must be filed and signed by the Camp Henry Staff and Visiting Group leadership.
- All parent/guardian communication is the responsibility of the Visiting Group personnel.
- If a participant requires non-emergency care, Visiting Group personnel are responsible for contacting the parents or guardians to arrange transportation and treatment and to provide transportation if the parents or guardians are unable to do so. **The Visiting Group is required to provide the vehicle, insurance, and driver for this purpose and agrees to hold Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, employees, and contractors of both, harmless for the actions of these administering personnel.** The Visiting Group is responsible for the fees incurred for non-emergency services.
- In the unlikely event of a serious emergency, Emergency Medical Services (911) will be contacted to provide emergency care and ambulance transportation to the necessary medical treatment center. Camp Henry requires that one Visiting Group employee accompany the participant. The Visiting Group is responsible for the fees incurred for emergency services.
- Camp Henry has several AED's on-site that are available for trained individuals to use in the case of an emergency.

Visitors

To help insure the security of Camp Henry, the Visiting Group shall provide Camp Henry with a written list of all participants or other guests who will be arriving late, departing early, or visiting the Visiting Group during the program. Unexpected guests, including parents and guardians, are strongly discouraged. The Visiting Group may prearrange lodging or meal accommodations for temporary guests with the Retreats & Hospitality Director. The Visiting Group is responsible for all fees incurred by both prearranged and unexpected guests. All guests are required to check in with the Contact before joining the Visiting Group or picking up a youth participant. It is the responsibility of the Contact to verify that the individual wishing to pick up the youth participant is approved by the participant's parent or guardian. The Visiting Group shall be responsible for communicating this policy to all involved with the camp program, including parents and guardians.

GROUP POLICIES

Program Schedule

A Camp Henry representative will contact the Lead Teacher/Contact prior to arrival to select activities and plan details of the program. A Camp Henry representative will design the program schedule for your group as needed. Our representative will work with you to arrange special events that deviate from our typical daily schedule. Alterations to our typical schedule must not interfere with the program of other groups attending camp at the same time. A preliminary program schedule will be arranged and agreed upon by Camp Henry and the Group Leader(s) prior to your arrival. Camp Henry will provide an updated schedule to all Visiting Group personnel and adult leaders upon arrival (as needed or agreed upon). **Camp Henry may grant special permission for a Visiting Group to create their own program schedule. Visiting Group created program schedules must be submitted at least 14 days prior to arrival and are subject to approval by Camp Henry personnel. Any additional programming not reflected on the initial group contract will be accounted for on the Final Invoice.**

Phones

Camp Henry maintains a business line for camp business and emergency calls. Camp Henry requests the Visiting Group to bring a cellular phone to be used as the main means of communication for your group's incoming and outgoing calls. Camp Henry recommends that the cellular phone number be published to parents and guardians as the primary emergency contact number. Camp Henry's business line, 616-459-2267, may be published as the secondary emergency number.

Specialized Activities

Specialized activities such as low ropes, high ropes, the climbing tower, leap of faith, the giant swing, archery, waterfront activities, and horseback riding must be supervised by Camp Henry personnel unless written permission has been granted by Camp Henry to use your own certified staff. Permission must be renewed each year.

Waterfront

All waterfront activities will be scheduled and conducted according to Camp Henry's waterfront policy and supervised by Camp Henry personnel. Camp Henry reserves the right to cancel or discontinue any waterfront activity for any reason, at any time. Lifejackets are required for all participants. Participants fishing must be supervised by an adult and must have a certified Camp Henry lifeguard present if on the waterfront. Personal watercraft may not be used on camp property.

Vehicles

Vehicle parking is permitted in the main parking lot and the Nicely Center parking lot only. Motorized vehicles are not permitted beyond the main parking lot or on any fields/trails. Snowmobiles and off road vehicles are absolutely prohibited.

Campfires

Campfires are permitted in designated areas only. Camp Henry will provide firewood. Campfires are prohibited when the environment constitutes a fire hazard.

Fireworks, Firearms, and Target Sports

Fireworks are absolutely prohibited. No firearms, including air rifles, BB guns, and archery equipment may be brought to camp.

Sports Equipment

Limited sports equipment is provided for recreational use. Camp Henry assumes no liability for the use or misuse of any personal sports equipment brought by the Visiting Group or provided by Camp Henry.

Conference and Retreat Resources

In addition to tables and chairs, Camp Henry has a selection of audio-visual and conference and retreat amenities available upon request; advance notification is required. Please coordinate with the Retreats and Hospitality Director prior to arrival to assure availability. We are happy to assist you with room arrangements if communicated no less than 7 days in advance.

GROUP POLICIES

Personal Property

Camp Henry is not responsible for personal property, including electronics, brought to camp by the Visiting Group or members of the visiting group. Please do not bring valuables to camp. Unclaimed lost and found items will be donated to charity if not claimed within two weeks of departure.

Pets

Pets are not permitted at camp. Service animals are welcome; please connect with our Retreats and Hospitality Director to make appropriate arrangements for service animals. Written permission may be granted by Camp Henry for guest animals used for educational or special program purposes. The Visiting Group must provide appropriate supervision, confinement, and care for the guest animals and is responsible for managing animal behavior. The Visiting Group is responsible for all fees associated with cleaning and repair of damages which occur as a result of guest animals. The Visiting Group hereby agrees to defend, indemnify, and hold harmless, Camp Henry, the Westminster Presbyterian Church and the officers, board members, representatives, volunteers, and employees of both, from and against all liability, loss, damage, injury or death caused by or arising from use of guest animals at camp.

Alcohol, Tobacco, and Drugs

(E)Cigarettes, marijuana, tobacco, alcoholic beverages, non prescription and illegal drugs are strictly prohibited anywhere on the grounds.

Inspection and Condition of Facilities

The Visiting Group may walk through the facility with a Camp Henry staff member to check the condition, safety, cleanliness and suitability of the facility both before and after the use period. Failure to do so shall result in the Visiting Group waiving any and all claims and deeming the facilities acceptable. The Visiting Group shall accept the facilities as initially inspected, except as noted in writing to Camp Henry. The Visiting Group shall leave the facilities in as good a state as they were upon arrival, reasonable wear and tear excepted. The Visiting Group shall pay a cleaning fee per building and/or a per hour maintenance fee plus parts, as determined by Camp Henry, for any misuse, damage, or littering of any of the facilities, buildings, structures, equipment, or grounds that occurs during the use period. There is a $50 fee per unnecessarily discharged fire extinguisher.

Thank you for reading this document and for choosing Camp Henry!
We look forward to serving you!





CAMPHENRY.ORG

616.717.5559| fionas@camphenry.org | 5575 S Gordon Ave. Newaygo, MI