



## **Important Information**

(Please Read Through Entirely) Rev. 1/2020

Our Mission Statement:

**“To Share Christ’s Love by Serving Churches through a Camp Experience”**

*Hartstone is an accommodations-based camp.*

*We seek to provide excellent service, excellent food, and maintain an excellent environment.*

*This allows you:*

*To be in charge of your own schedule*

*and provide your own leadership for staffing, worship through music, and camp speakers.*

*We provide:*

*Meals, lodging, and amenities to compliment your programming.*

**(Please feel free to contact us if you have any questions regarding any of the information below)**

(707) 743-1621 / [info@hartstonebiblecamp.org](mailto:info@hartstonebiblecamp.org)

17856 Van Arsdale Road, Potter Valley CA 95469

Check out our website and watch our promo video at: [www.hartstonebiblecamp.org](http://www.hartstonebiblecamp.org)

## **BEFORE YOU ARRIVE:**

### **1. PROMOTION:**

-Promotion of your camp is critical to achieve desired numbers and maximize your ministry efforts in the lives of your people. We have found that it is good at the very beginning of the year to have your camp dates verbally announced and published in a good visible location so that your people can plan their yearly vacation times. Plus, this is the time when many of your people are getting their tax returns and mentioning this can remind your people to start saving up for your camp.

-It is also very important to start heavily promoting your camp two months before your scheduled camp date. Sometimes giving an “Early Bird” registration discount or holding deposit amount will help you collect all your monies in time and have an accurate camper count instead of having to scramble and stress at the last minute. Having your people pay ahead of time also helps them detour from making any last-minute changes or cancellations.

## 2. **SIGNING PEOPLE UP FOR YOUR CAMP:**

(To help assist you with this, a “Blank Roster Template” is available on our website. Feel free to make as many copies of this form as you need)

-We have a 50-paying camper minimum for reserving summer dates (Memorial Day thru Labor Day) and a 25-paying camper minimum for reserving fall and spring dates (We're closed in the winter). You are expected to pay for the minimum number of campers whether or not you have that many. Children under 5 years old are free and cannot be counted toward reaching a minimum.

-The Guest Group Leader is to collect all financial payments from the individuals in your group and **bring a check to make the total Final Payment** to the Camp Director before leaving on the last day of your camp. All individuals must be accounted for including the guest group leader and your staff.

-Cabin Assignments / Tent Camping / RV Sites, should be reserved when registering your people for your camp.

**All 15 Cabins** are clean, cozy and uniquely decorated. Each has window A/C units, fan, portable heater, night light, box of tissue, fly swatter, trash can, broom, and dust pan.

(A Cabins Layout Map is available on our website).

**Tent Camping** is available anywhere around the property that you'd like if it is in an appropriate and safe location. We have **8 RV Sites** with water and 50/30 Amp hook ups. A liquid waste cleanout station is available at departure. More RV/Trailers are welcome to park and dry camp if the other 8 spots are taken. Whether someone chooses to stay in their own tent or RV/Trailer instead of a cabin, the pricing per person is still the same.

-We advise that each group collects the following information for their OWN RECORDS: Names, Addresses, Phone Numbers, Emergency Contact information for all who will be attending and a list of any campers having special needs or any medical conditions that you should be made aware of. i.e. Food Allergies. (Please report Food Allergies to Hartstone prior to arrival so the kitchen staff can accommodate accordingly).

## 3. **YOUTH CAMPS AND BACKGROUND CHECKS:**

*Youth Camps:* Males are not allowed in female sleeping areas. Females are not allowed in Male sleeping areas. No minors should leave the campgrounds under any conditions unless those in charge are notified. All hikers must have an adult in charge of the group. The Guest Group Leader for *YOUTH CAMPS* will need to have completed Background Checks for all adult leaders/counselors prior to arrival and will be asked to sign a confirmation of so at the arrival orientation meeting with the director.

## 4. **MEDICAL TREATMENT RELEASE FORMS:**

In case of an emergency, the Guest Group Leader for *YOUTH CAMPS* will need to have a signed parental medical treatment release form for each minor that is not accompanied by a parent or legal guardian. This is something that we advise each group collects for their OWN RECORDS for all minors (under the age of 18) whether campers or staff. (To help assist you with this, a “Sample Medical Release Form” is available on our website. Feel free to edit and personalize this form to accommodate your needs).

## 5. **LIFEGUARDS**

The Hartstone Riverfront Beach is a wonderfully relaxing and enjoyable attraction during camp. It is our biggest safety concern as well. It is strongly suggested that each group be responsible for obtaining lifeguards that have their Lifeguard Certificate and advanced CPR, especially for *YOUTH CAMPS*. It's a good idea to at least have 1 adult or lifeguard to every 25 swimmers. **Hartstone does not provide Lifeguards.** (Absolutely NO Diving at the River)

## 6. **FIRST-AID PERSON**

You should bring a First-Aid Kit and have a designated first-aid person to be responsible for all medical situations. All sickness, accidents and injuries must be reported to the Hartstone Director. A written record of all treatment/infirmity visits is to be maintained by the designated first-aid person. (State of California requirement) **Hartstone does not provide First-Aid Persons or First-Aid Kits** but we do have an AED machine available in the Dining Hall.

## 7. **WHAT CAMPERS SHOULD BRING:**

All beds and bunks have mattresses. Guests should bring their own bedding: sleeping bag & pillow. All cabins have window A/C units, a fan, portable heater, night light, box of tissue, fly swatter, trash can, broom, and dust pan. Also bring: toiletries, towels, a lawn chair, flashlight, bug spray, water bottle, sun glasses, spending money for snack shack and Hartstone merchandise. Bicycles are permitted with helmets for minors.

## 8. **WHAT CAMPERS SHOULD NOT BRING:**

NOT ALLOWED: Motorized Sport Vehicles, Fireworks, Weapons, Unnecessary Electronics, Alcoholic Beverages, or Illegal Drugs. If smoking is necessary, it should be handled discretely in the parking lot. **Pets are not allowed at Hartstone** with the exception of: Licensed service dogs.

## 9. **WORSHIP THROUGH MUSIC:**

**In the Chapel:** We provide a sound system, visual projection equipment, a simple basic drum set, and a Clavinova weighted keys piano. You will need to bring your own musicians and instruments. We have a Behringer X32-channel digital mixing board in our sound booth with input jacks built into the stage. There is an optional free compatible app that your sound person can also download to their own mobile device to sync to our board. There is really no need for bass amps/guitar amps being that our BOSE system is set up to handle these. We do not have stage monitors because they are unnecessary with the new technology that our BOSE speaker system provides. We also have an A/V compatible powered pulpit, 6 Music Stands, 6 Mics w/stands (wired), 2 Wireless Handheld Mics, 2 Wireless over the ear headsets for preaching, 4 Guitar/Bass stands with 4 patch cords, 4 DI Boxes and a powered drop-down screen with a high-end projector. We also have a Blu-ray DVD player, HDMI, Apple and Chromecast Boxes set up to be compatible with your gear. It is encouraged for you to bring your own laptop computer or tablet to run your slide presentation for song lyrics, etc. We have adapter hardware to convert thunderbolt ports on Mac laptops to our HDMI connections to the projector and 3.5 mm jack ports that plug into to play music through devices like smart phones/tablets through the sound system. You can also record messages if you'd like. For lighting, we have dimmable LED house lights and dimmable stage lights.

**At Victory Circle-Outdoor Amphitheater and any outside preferred meeting locations:**

We have available a 10-channel portable sound system with 2 wireless hand-held mics and a 3.5 mm jack port that plugs in to play audio/music through devices like smart phones or tablets. In keeping with the peaceful and natural atmosphere of Hartstone and out of respect for our neighbors, we request moderation in the noise volume of your powered amplification of music, voices, and instruments. If applicable, please contact Hartstone Director prior to your arrival to confirm your A/V needs and questions.

**10. DECORATIONS:**

Permission must be obtained from the Hartstone Director before putting up decorations, displays, signs or posters. All must be removed before departing.

**11. ARRIVAL AND DEPARTURE TIME:**

Please have your people adhere to the arrival check in and departure check out times on your contract. Often there are other camps transitioning either in or out. When guests show up before or stay after scheduled check in/check out times, it makes it very difficult for our staff to accomplish all their tasks.

**12. PRE-CAMP ARRIVAL EMAIL:**

We desire for you to have a great camp or retreat. One week prior to your reserved dates you will receive an email from us requesting your "Itinerary/Schedule of Events, a Final Number of Campers Estimate, and which Cabins you will be using" so that we can coordinate our staff and food ordering for your program. If any campers have food allergies, this also needs to be reported to us ahead of time.

## **WHEN YOU ARE HERE:**

**13. ARRIVAL CHECK IN:**

Upon arrival, your camp group leader must meet with the Hartstone camp director to report final camper count, cabin assignments, review the group schedule, snack bar times, first-aid and lifeguard persons and to address any questions or special requests.

**14. UNLOADING/LOADING and PARKING**

Guests are welcome to unload and load up vehicles in front of assigned cabins. It's a good idea for the guest group leader to be set up in front of the Dining Hall to check people in when they arrive and remind them of what cabin they are in. All camp vehicular traffic must drive less than 10 MPH and all cars should be parked in the parking lots provided south of the Dining Hall to keep the fire lanes open. The exit road is out of the back of the parking lot to the south, except for any truck and trailer/RVs-should exit back out the entrance road.

**15. MEAL TIMES:**

Meals will be served at 8:00am, 12:00pm, 6:00pm unless previous arrangements have been made. Please incorporate these meal times into your schedule. All guests should be on time for meals. No guests are allowed in the kitchen (Health Department Regulation).

**16. SNACK SHACK:**

The Guest Group agrees that Hartstone Bible Camp shall operate the Snack Shack. No person or firm shall do any business or offer anything for sale or barter on the grounds at any time without the expressed permission granted by Hartstone Director. Normally we have the Snack Shack open in the afternoons where we have items available for purchase like ice cream, nachos, popcorn, drink options, and candies. We also have Hartstone merchandise available, like current and past years Hartstone t-shirts, hoodie and zipper sweatshirts, hats and beanies, water bottles, coffee mugs, license plate frames and stickers. We accept cash, check, and debit/credit cards. Please remind your folks to bring extra spending money for these additional amenities. We normally have the Snack Shack open in the afternoons but are willing to have it open and available to you at your request at additional times. For example, if you'd like to have it open in the evenings or on the day of your departure we can accommodate that for you as well. Please remember to incorporate this into your schedule/itinerary if need be.

**17. TRASH AND RECYCLING:**

Please help us maintain Hartstone Bible Camp's natural beauty by helping your group pick up after themselves. Trash cans are located throughout the campground and the Recycling cans are located at the Snack Shack. It is always helpful if you schedule your group to do a quick sweep of the property before your departure. This helps so much with keeping our grounds beautiful.

**18. EMERGENCIES:**

If there is an emergency such as an earthquake or fire, there is a siren on the Dining Hall where the alarm button can be pushed right outside the dish room. At the sound of the siren everyone is to meet at the flagpole where further instruction will be given.

**19. CAMPFIRES:**

Campfires are provided by the Hartstone staff in the designated fire pit locations in the mornings and evenings. No campfires are allowed at the Hartstone Pond or Riverfront Beach swimming area.

**20. PHONE CALLS:**

Cell phones do not work at Hartstone. If a phone call needs to be made, brief calls can be made from the Hartstone Kitchen Phone: (707) 743-1621. For calls that come in for individual campers, the message will be taken by Hartstone Staff and the camper located and informed immediately.

21. **INTERNET AND OFFICE EQUIPMENT:**

Internet service does not work at Hartstone. If this is a necessary need which determines whether a guest will be able to attend, arrangements can be made with the Camp Director to use Hartstone's Satellite Internet in the office. This Internet service is limited in bandwidth, so large downloads and uploads, streaming music and videos are not allowed. Simple searches and email communications will work fine and should be done so in a timely manner. If you need to use a copier, printer, you are welcome to use this equipment in the office. Please contact Camp Director for permission to access the office.

22. **RECREATIONAL EQUIPMENT AND ACTIVITIES:**

Sports equipment will be set out upon arrival. There are items such as: Frisbees, Footballs, Soccer Balls, Volley Balls, etc. We have 3 exciting rope swings, a children's large sandbox, three play structures, playing fields, hiking trails, basketball hoops, swings, playground style zip line, Lighted: sand volleyball court, horse shoe pit, shuffleboard court, corn hole toss, 3 gutterball tables, ping pong and foosball tables. The Dining Hall contains a variety of fun board games too. We provide bows and arrows for the archery range at no additional charge. Children must be supervised by an adult. The pond is a great attraction for bass fishing-catch and release only. We have all the fishing poles and tackle that you need for no additional charge. Fishing must be supervised by an adult. Fishing at the Hartstone Riverfront Beach is allowed during the appropriate seasons and a fishing license is required. Our proximity to the Van Arsdale Dam Fish Station requires barbless hooks and catch and release only. The Hartstone Riverfront Beach is one of our greatest attractions. It's perfect for Baptisms and recreational swimming. We have many water toys available, inner tubes, a slide, there are rocks to jump off of, beach chairs, a picnic table and shade canopies. (Please consider modest swimwear. GIRLS: One Piece Swim Suits, BOYS: Board Shorts)

23. **CURFEW:**

Please observe a 10pm noise curfew for quiet hours (Mendocino County Regulations), and an 11pm curfew for lights out. This also helps us to be a good testimony and show kindness to our neighbors and your fellow campers.

24. **CLEANING CAMP:**

Asking our guest groups to clean **During** their stay and **Upon Departure** allows Hartstone to keep our costs down. Please assure that the facilities and grounds are cleaned and that the posted cleaning instructions in the cabins are met. We have many camps that occur back to back, please leave the facility clean for the next group.

25. **DEPARTURE CHECK OUT:**

Please make sure that all departure requirements are met, and the camp is vacated by the agreed upon time indicated in your contract. Before leaving, the Guest Group Leader is to meet with the Camp Director to make the total final payment for the camp and to reserve dates for the next year. Hartstone Bible Camp facilities and property are limited in use for the sole benefit of camps and events hosted by Hartstone.