

Bluff Springs Campground Operating Policies

**Approved by the Bluff Springs Campground
Board of Directors
August 25, 2007**

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Introduction

Bluff Springs Campground is located approximately 30 miles north of Pensacola, Florida, off of Highway 29 and approximately five miles southeast of Atmore, Alabama, off Escambia County, Florida, Route 8. Forests cover much of the 530-acre wildlife refuge, providing a secluded atmosphere. Two lakes are also on the grounds. A map to the campground is located in the *Appendices*.

Thirty acres are developed with 10 cabins (10 beds each), a dormitory (70 beds), and trailer hook-ups. (Campground facilities are mapped in the *Appendices* with the cabin assignment sheets for the business manager of the activity.) Additional facilities include an approved, commercial grade kitchen and dining hall, activity center with assembly area and classrooms, and an outdoor assembly building. Recreation areas are available for football, softball, volleyball, horseshoes, badminton, and table tennis. All indoor facilities are heated and air-conditioned for year-round usage. The grounds can easily accommodate up to 175 persons.

Bluff Springs Campground is owned by the Community of Christ and administered by a 15-member Board of Directors. Bluff Springs is operated in accordance with Escambia County Codes, state of Florida statutes, and Federal regulations.

Purpose of Campground

Bluff Springs Campground was developed to provide a place conducive to enjoyment of the natural environment, play, rest, worship, spiritual development, and fellowship. Many persons have contributed to the development of the campground with the hope that it will be enjoyed to its fullest as these ideals are pursued. Keeping this objective in mind, activities should be planned in accordance with the stated operating policies.

Board of Directors

Direct control of operations is the responsibility of the Board of Directors and the Executive Committee. The Board of Directors is made up of five elected members from the two Mission Centers supporting Bluff Springs Campground. The Apostle in charge of the Southern U.S.A. Mission Field or their designee, the two Mission Center Presidents, and the two Mission Center Financial Officers serve as voting ex-officio members. The Executive Committee is elected from the Board of Directors.

Review of Operating Policies

These *Operating Policies* are evaluated each year by the Executive Committee and approved by the Board of Directors. Any suggested changes should be submitted in writing to the Executive Director by July 1st of each year.

General Information

Reservation

Bluff Springs Campground is available to groups and organizations wishing to use the grounds for purposes that are in harmony with the standards to which these grounds have been consecrated. Each year the Bluff Springs Campground Board reviews and sets the fee structure. **Certain weeks are reserved for Community of Christ functions every year. Reservations are made on a first-come, first-served basis.** Please send your completed reservation form along with your deposit as soon as possible. If you have any questions call the Campground Manager at 850-256-2767. A confirmation of reservation will be mailed back to the activity director upon receipt of deposit, statement of insurance and/or hold harmless clause. *Reservation Form and Hold Harmless Clause* are in the *Appendices*.

Deposit

A non-refundable reservation deposit of \$225 is due at the time of booking. This deposit will be credited toward the activity balance. During the peak season, June-July, an additional non-refundable deposit of \$500.00 is required upon booking for all reservations. This additional deposit will be credited toward the activity balance but will **not** be refunded.

Invoice

The Campground Manager will present the activity business manager with an invoice during checkout. The invoice will include all campground use fees, meal fees, damage fees, and extra charges as needed. A sample invoice form is in the *Appendices*.

Payment

Fees are payable at the end of each activity. Fees are to be paid in the form of **one check** issued to Bluff Springs Campground and given to the Campground Manager prior to leaving the grounds.

Damages

The activity is responsible for all costs associated with damages that take place during the activity. During checkout the Campground Manager will notify the activity business manager of such charges. Buildings and Equipment damage will be charged on a replacement basis, which includes labor. Broken windows and other damage will be repaired and charged to the proper parties, when that can be determined. When it cannot be specifically determined, the activity using the grounds at the time of damage will be responsible for payment. The Campground Manager in conjunction with the Activity Director will handle all cases. Charges will be assessed on the *Activity Fee Invoice*.

Insurance

Bluff Springs Campground does **NOT** provide Accident Health Insurance. Users not affiliated with the Community of Christ Mission Centers that support this campground must provide evidence of \$1,000,000.00 liability insurance and/or sign a Hold Harmless Clause relieving the Community of Christ and Bluff Springs Campground Inc. of any and all responsibility. Participants associated with the Mission Center are assisted with injury costs by limited funds provided through the World Church for our members. These monies are in conjunction with personal insurance.

Arrival & Check-out Time

Arrival Time – 4:00 P.M. the first day of the activity

Checkout Time – 1:00 P.M. the last day of the activity

Any other arrangements must be approved by the Campground Manager and in writing with the Reservation Confirmation. These times **MUST** be followed faithfully to allow for preparation of facilities between activities and to insure a smooth transition between activities. Additional fees may be incurred if times are not met.

Bluff Springs Campground Current Fees

Minimum Charges for Overnight Use (This fee does not include meals.)

June - July
\$800 per night

August - May
\$500 per night

Fees (per person)

Overnight	\$24.00 per night
Day*	5.00 (\$100 minimum)
Picnic**	5.00 (no minimum)
Wilderness Camp	5.00 (\$100 minimum)

*Day rate fees will be added to fees for persons who stay beyond normal arrival and check out times for the activity.

**If more than four hours or if buildings are used, activity is charged at day rate and the \$100 minimum will apply.

Meals

Cost per meal

Adults/Youth (5 years and older)	6.00
Youth (Under 5)	No Charge

Snacks (per person)	1.00
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FEES ARE SUBJECT TO CHANGE.

Regulations for Activities

Requirements of the Activity Director

An Activity Director is to be appointed for each activity. This person will be responsible for the total operations of this activity, and personally accountable for all financial arrangements, for participant conduct, and for the safety and well being of the participants and staff.

The Activity Director is to coordinate all functions of the activity, make application for the reservation for the activity, and be the one who received the confirmation. The Activity Director is to establish the number of participants who will be at the activity and the menu selections requested. The Activity Director must notify the Campground Manager of the number attending and menu selections at least two weeks before the activity.

The Activity Director is to be familiar with all facilities and responsible for keys to such facilities. Upon arrival the first priority is to meet with the Campground Manager, who will take Activity Director on a tour of the grounds and provide an official check-in. The Activity Director is also the person who will tour the grounds at the end of the activity and be responsible for any and all cleaning not done by the participants before leaving. The Activity Director is responsible for signing the fee invoice and making sure all fees are paid to Bluff Springs Campground.

The Activity Director is responsible for providing the following staff members for their activity:

Business Manager/Registration Coordinator

The Activity Director is encouraged to have a Business Manager who is responsible for knowing how many persons are on the grounds, their names, how long they are on the grounds, what dorm or cabin they are in, as well as collection of monies and paying of bills. Bluff Springs Campground requires a completed *The Record of Participants* and *Dormitory/Cabin Assignment* sheets in the *Appendices*. If the activity chooses not to have a business manager, the Activity Director will be responsible for all above responsibilities.

Kitchen Staff

Each activity is required to furnish **two** (three if registration is over 150) full-time kitchen staff members to assist the Cook. The Kitchen staff members are to be in the kitchen at least two hours before the mealtime. Kitchen staff are considered volunteers for the campground and will not be charged for their meals or lodging. If the activity is unable to provide this staff, the campground will employ the necessary persons. Any cost associated with employing kitchen staff will be charged to the event.

KP Director

Each activity is required to provide a KP Director. The KP Director insures that seven servers show up ten minutes before each meal as well as seven KP persons who are first in the line for each meal. The KP Director coordinates and helps with the cleanup of the kitchen, trays, utensils and dishes following each meal. The KP Director must be PRESENT to see that each KP person shows up to clean up after each meal. KP duties for each of the seven positions are posted in the kitchen, and included in the *Appendices*. If the activity is unable to provide this staff, the campground will employ the necessary persons. Any cost associated with employing this staff will be charged to the event.

Nurse/Medical Assistance

Each activity is required to have medical assistance on staff. This person must be a MD, RN, LPN, or EMT. A nurse's cabin is provided in a central location if the activity desires to use it. This person is responsible for medical attention to all injured persons, referring to a medical doctor when necessary, keeping all health and insurance forms during any youth activity, and keeping a record of all injuries and illnesses in the medical logbook provided in the nurse's cabin. A list of supplies kept in the medicine cabinet is contained therein; if supplies are missing the medical person should notify the Campground Manager. This person will be considered a volunteer for the campground and there will be no charge for their meals or lodging.

Waterfront Director Assistants

Each activity desiring to utilize the waterfront MUST have at least five Waterfront Director Assistants (approximately one for each 12 swimmers). These assistants will help with Buddy Board Supervision, distributing life vests for all boating activities, and serving as "look outs" at the swimming area. The assistants will need to review the Waterfront Rules and the Buddy Board System.

The Waterfront Director will be provided by Bluff Springs Campground. The Waterfront Director must be at least 18 years old, as well as be certified in Red Cross Senior Lifesaving and C.P.R. This Director/Lifeguard has ABSOLUTE control and responsibility of the waterfront activities and RULES by direction from the "Waterfront Rules." Swimming and water activities are allowed **ONLY** in the waterfront area marked for such activities. Life jackets are required for all boating activities. See the *Waterfront Director Handbook* policies for more on this subject.

**THE WATERFRONT AREA IS NOT TO BE USED
WITHOUT A WATERFRONT DIRECTOR ON DUTY.**

Suggested Additional Staff for Activity Directors

CAMPFIRE COORDINATOR: Responsible for getting approval from Campground Manager, building and lighting campfire, putting out campfire and site clean-up at the end of the activity.

COMMUNICATION COORDINATOR: Responsible for use and care of PA system and projection equipment.

DINING HALL COORDINATOR: Responsible for setting up and taking down all dining hall tables and chairs, sweeping dining hall once per day and mopping dining hall and kitchen as needed or twice per week.

HEAD CUSTODIAN: Responsible for setting up and taking down of all chairs, tables and other materials.

NURSERY COORDINATOR: Responsible for nursery laundry, floors swept and mopped at the end of activity, and cribs wiped down with disinfectant.

RECREATION DIRECTOR: Responsible for all recreational equipment not associated with the waterfront area; reports broken or worn out equipment to the Activity Director. Knows rules and how to use equipment.

SECURITY PERSON: Responsible for shutting off lights, turning off equipment, securing buildings, etc., at the end of each activity day.

General Rules

ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES, FIREWORKS, and FIREARMS – Are **NOT** allowed on the campground.

BEDDING, TOWELS, TOILETRIES – Each camper is to furnish his/her own.

CAMP VEHICLES, MACHINERY, TOOLS, EQUIPMENT – Use of these will be by PERMISSION and under the direction of the Campground Manager. Tables and chairs are to remain in the locations where they have been distributed unless given specific permission by the Campground Manager. When moved they are to be returned to the original location at an agreed upon time.

CAMPFIRES – Campfire sites have been stocked with wood for building fires. Lighting fluid is available from the Camp Manager. **UNDER NO CIRCUMSTANCES WILL THE USE OF GASOLINE FOR LIGHTING FLUID BE TOLERATED.** ONLY MATERIAL PROVIDED BY THE CAMPGROUND MANAGER IS TO BE USED FOR BURNING AT CAMPFIRES. Never leave a campfire unattended or build fires in any locations except the designated sites. Fires will be allowed only in designated campfire areas and only by permission of the Campground Manager. In times of drought, the County or State may require a ban on fires.

CAMPGROUND CLEANLINESS – Litter is to be controlled continually throughout the duration of the activity. It is also important that all water areas be free of pollutants. All facilities must be kept clean and neat for the comfort of each camper and in recognition of health regulations.

CLEANING OF CAMPGROUND AT END OF ACTIVITY – It is the responsibility of the Activity Director to make sure all buildings and areas are clean at the end of the activity. An inspection walk through will be made by the Activity Director with the Campground Manager at the close of the activity. Bluff Springs Campground reserves the right to charge an activity for cleaning that has to be done when the activity leaves an area or building dirty.

COMMODOES – Flush only toilet paper. Other kinds of paper, cloth, or sanitary napkins will plug the drain. Disposal containers are provided for these.

CONDUCT – Behavior should be reflective of the intent of these grounds: considerate of others and reverence for all of God's creation represented at Bluff Springs Campground.

DAMAGES – Damages or maintenance issues should be reported to the Activity Director who will notify the Campground Manager immediately. Each activity is responsible for paying for any damages caused by participants.

HEAD COOK AND MENUS – Bluff Springs provides a head cook for each activity. A request for a specific head cook should be made when the reservation is placed. Menus must be determined at least two weeks before the event in order that food may be purchased. A menu selection guide is located in the *Appendices*.

HUNTING – This is a wildlife preserve and there will be **NO** hunting. Firearms are prohibited on this site.

PARKING – All vehicles are to be parked in the designated parking areas (main entrance and dorm area), except for unloading and loading on days of arrival and departure. This rule is to insure that emergency vehicles can get close to the area needing assistance.

PETS – Pets are **NOT** allowed on the grounds. Seeing-eye companions are the only exception to this rule.

REGULATIONS – As a public facility, Bluff Springs Campground must meet many requirements at local, state and federal levels. Please see the regulations page for those requirements. Your cooperation is kindly requested.

SMOKING – As a woodland area, Bluff Springs Campground, is a **SMOKE-FREE FACILITY**. In accordance with Florida law, this facility will prohibit smoking in all enclosed areas and surrounding woodlands.

TELEPHONE – Only local calls are to be made on the phone in the kitchen unless the caller uses his/her credit card or reversal of charges.

WILDERNESS AREA – Use of this area for camping by groups is to be negotiated by the Campground Manager.

WOODLANDS – We are a designated animal refuge and work with forestry specialists to protect our acreage. There will be no damage to trees or wildlife permitted. The ground is not to be disturbed by digging ditches or holes or removing topsoil and sod. Trees and shrubbery are not to be cut or defaced.

State, Campground & Federal Regulations

The state of Florida requires that all the counselors and youth workers at all children activities be screened. For details please contact: Florida Department of Law Enforcement, P.O. Box 8420 Pensacola, Florida 32505. This is not the responsibility of Bluff Springs Campground but if it is not done Bluff Springs Campground can refuse to allow a person not screened to stay or work at the campgrounds.

The Community of Christ requires that all counselors and youth workers be screened and certified by their originating jurisdiction. For details please contact Forefront Ministries, Congregational Services Division, 1001 W. Walnut Independence, MO 64050. Again this is not the responsibility of Bluff Springs Campground but a requirement that can be enforced by Bluff Springs Campground.

Bluff Springs Campground requires insurance. Bluff Springs Campground does not provide insurance. *Proof of Insurance* and/or a *Hold Harmless Clause* must be sent in with the deposit and request for rental. Monies held by the World Church for its' members assist with injury costs for participants to be used in conjunction with personal insurance. The limit of assistance is \$1000 on any one injury.

The Justice for All Disclaimer reads: "This facility is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or National origin." If your activity does not use this disclaimer or is not able to meet these conditions, it will be impossible for you to rent the property. Further information may be obtained from the Office of Equal Opportunity, USDA, Washington, DC 20250.

Conclusion

The *Operating Policies* are the minimum requirements if the purpose of the activity is to be attained. In the spirit of Christian fellowship, full cooperation is necessary to maintain the integrity of the activity at the highest level. The Board of Directors trusts that you will assist us in sustaining an atmosphere that will give glory to God.

Bluff Springs Campground Rules of the Waterfront

1. NO swimming or boating allowed without Waterfront Director present.
2. The Buddy System will be used at ALL times at the waterfront.
3. There will be NO running, NO pushing, or horseplay in waterfront area.
4. NO cans, bottles or sharp objects are allowed on or around the waterfront.
5. Swim ONLY in areas marked with life lines.
6. DO NOT hang on life lines in and around swimming area.
7. Go under life lines when changing swimming areas.
8. NO jumping or diving from red zones on dock.
9. No gathering around ladders.
10. DO NOT hang on dock anywhere. Stay out from under the dock.
11. Life jackets are required for ALL boating activities.
12. ALL boats must stay in sight of waterfront director.
13. Shoes must be worn at ALL times when leaving and entering waterfront.
14. Ear-drops will be provided for all swimmers.

The Buddy Board System "GO OUT TWO BY TWO"

The Buddy System is a method for supervising swimmers and boaters while inside the waterfront area. Before any aquatic activities may occur, a test consisting of swimming and treading water will be administered to every swimmer to determine each swimmer's ability.

After the test, each swimmer will be given a clothespin with his or her name and designated swimming level written on it. Each swimmer will then pair up with another swimmer of similar swimming ability. An uneven number of swimmers will result in a group of three. If the pair decides to go swimming, they will remove their pins from the "out" position on the buddy board, clip them together, and place the clips on the same hook under "swim" position. If a pair decides to go boating, the pair will remove their pins from the previous position and clip them under the "boats" position. While swimming, they must stay close together and if one member leaves the water, then both need to leave the water.

Periodic buddy checks will be administered. A buddy check will be announced by a single, long whistle blast. The lifeguard will then proceed to count to 10, and allow each pair to find each other. Each swimmer must find his buddy, hold his buddy's hand in the air, and remain still and quiet until the lifeguard is finished counting and every swimmer is located. During a buddy check, boaters must cease movement and hold their oars in the air. If a pair of boaters/swimmers fail to reach each other in time or fail to be quiet and still, disciplinary action will be taken.

Upon leaving the waterfront area, each swimmer is required to receive ear-drops. Each person must return the clothespin to the "out" position on the buddy board. These procedures are set up and enforced due to the differences and conditions of swimming at a lakefront area where the bottom is not easily seen as it is in a swimming pool area.