CAMP OAK HAVEN

GUEST HANDBOOK

Revised December 2022

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Welcome!

We are thrilled that you chose our facilities to host your event. Here at Camp Oak Haven we want to provide you with the best experience possible during your stay. So we have provided for you in this packet all of the paperwork needed for your stay. We look forward to hosting you and hope to see you come back again! Please let us know if you have any questions at all before, during, or after your stay with us. And again, thank you for choosing Camp Oak Haven!

- Camp Managers
    - Riley and Brynna Watkins
        - Cell phones
            - Riley- 979-240-9769
            - Brynna- 979-216-6580
- Camp Oak Haven Organization
    - Camp Oak Haven is incorporated under the laws of the State of Texas as a non-profit organization under the umbrella of Orr Family Ministries Inc which is governed by a Board of Directors who make the following policies, and oversee the Camp Managers who in turn oversees the maintenance of the campgrounds and camp operations.
    - Orr Family Ministry Inc Board of Directors
        - Loretta Orr- CEO
        - Riley Watkins
        - Janae Fridelle
        - Amber Orr- Treasurer
        - William Hardy
        - John Orr
        - Jose Saucedo
        - Cassie Husband
        - Kathy Redman
        - David Colley
    - Orr Family Ministries Inc Nonprofit Information
        - EIN#- 81-1710056
        - Tax ID#- 32059873219
    - Orr Family Ministries Inc Contact Information
        - Loretta Orr
            - Address
                - 4912 Sugarcane Ln. Fort Worth, TX 76179
            - Phone
                - 972-804-2712

Camp Oak Haven Fees and Fee Policies

***All deposits are due at time of reservation being made**. If deposit is to be made via a check being mailed, it must be received within five business days after the reservation was made with Camp Oak Haven staff. Deposits are non-refundable if reservation is cancelled after deposit is made. Reservations must be made at least 30 days in advance of your stay. The deposit for your reservation will be held until the completion of your stay, and after final inspection of the campground by Camp Oak Haven Staff. Should there be any damage caused, or items lost or misplaced by your group (with the exception of normal wear and tear) upon final inspection, funds from this deposit will be withheld in accordance with the amount needed to repair such damage, or replace such articles. Should there be damage to the property or facility, or any losses which exceed this set deposit, your group will be responsible for the total cost of the damage or loss. If no damage or loss occurs, the total deposit will be refunded by mail within five business days. Your deposit can either be rolled over to the next year to secure your future reservation date, be returned after completion of stay, or be applied towards your final balance of the rental fees due upon the final day of your stay. Should you have any questions about the condition of the camp or items missing upon your arrival, please bring them to the attention of the camp caretaker, camp manager, or one of the board members immediately.*

- **Deposits***
  - $175 for weekends (Friday-Sunday), stays that are two nights or less, or for one day special occasions where no overnight stay is required.
  - $350 for week long camps (Sunday-Saturday) or stays that are six nights or less. For stays that are two nights or less, the weekend deposit rate of $175 will apply.
- **Rental Fees**
  - Weekend Group Rate- $35 per person
    - Per person including staff and children who are three years or older. Weekend rate is applied from 2 PM Friday – 2 PM Sunday
    - $1,225 minimum which is 35 people
    - To be paid in full at time of check out
  - Weekly Group Rate- $75 per person
    - Per person including staff and children who are three years or older. Weekly rate is applied from 1 PM Sunday – Noon Saturday
    - $3,750 minimum which is 50 people
    - To be paid in full at time of check out

- Overnight Rate- $13 per person
  - Per person including staff and children who are three years or older.
  - Applies to the weekend group rate if person is staying any additional nights prior to Friday, or past Saturday night. Also applies if person is only staying one night during the weekend group rate time frame of Friday – Sunday.
  - Applies to the weekly group rate if person is staying any additional nights prior to Sunday, or past Saturday night. Also applies if person is only staying one night during the weekly group rate time frame of Sunday – Saturday. If person is staying more than two nights during the weekly group rate timeframe, then the weekly group rate will apply instead of the overnight rate.
  - To be paid in full at time of check out

- One Day Special Occasions (Weddings, Receptions, Meetings, Family Reunions, etc.) - $1,500
  - One day timeframe is from 6 AM – 11:30 PM
  - $1500 to be paid in full one week prior to event. Any additional fees to be paid by 11:30 PM the day of the special occasion.
  - $350 deposit to be paid to hold reservation*

- RV sites
  - $20 per day per RV site
- Garbage Fees
  - Week long groups $300
  - Weekend or less than 2 day groups $75

- **Other Fees**
  - Lifeguard for hire
    - $40 per day

  - Microphone and Speaker Equipment Rental
    - $25 per day

  - Catered Meals
    - $7 per meal per person
- **Late Fees**
  - $100 per day
    - For every day (24 hours) past the time that the payment was due a $100 late fee will incur.

Fees subject to change

Camp Oak Haven Campground Policies

1. Alcoholic beverages are not permitted.
2. All illegal substances/drugs are not permitted.
3. No unauthorized firearms, bows and arrows, air rifles, or sling shots are allowed on the camp grounds.
4. Fireworks and/or campfires must be preapproved with the camp caretaker.
5. Campfires are only allowed in the designated fire ring in the oak grove upon caretaker approval.
6. All person(s) renting the facility are expected to not cross the fenced boundaries of the campground onto our neighbor's properties.
7. Contact with any and all livestock that are on properties adjacent to the campground is not permitted.
8. Use only buildings, facilities, and areas designated by the camp caretaker.
9. Do not remove anything from any building for any purpose unless cleared through the camp caretaker.
10. Do not write on building walls, ceilings, fans, or bunks, chairs, tables, floors etc. If new writing is found after your group has departed, you will be subject to a fine no larger than $100 plus the cost to remove the writing or repair/clean the area the writing occurred.
11. Climbing on top of any of the buildings is not permitted.
12. Please keep vehicles on the roads and near the buildings. Off-roading and tearing up the grass and/or making ruts in the ground is not permitted.
13. Camp speed limit is 10 mph or less.
14. Vehicle traffic should be kept to a minimum during youth camp sessions and retreats
15. Do not cut or remove any trees, shrubs, plants, or vines, dead or alive, for any purpose without special clearance from the camp caretaker.
16. Digging of any holes, trenches, or the like on the campground is not permitted.
17. If you notice something that needs to be fixed on the campground, you must contact the camp caretaker first and not attempt to repair it yourself. If you see something say something.
18. Please make sure to not remove anything that was present on the campground when you arrived with you when you leave.
19. Everything that comes in with a group should leave with them unless otherwise stated by the camp caretaker.
20. Groups renting the facility are expected to clean all buildings and grounds that were used during their stay. Refer to cleaning instructions page in handbook.
21. Food and drinks are not permitted inside the cabins.
22. Please keep lights turned off and doors closed in cabins and buildings when not in use to help us conserve electricity and keep pests out.
23. Do not place thermostats below 70 degrees. This could make the units freeze up and not work properly.

24. If summer camps desire to leave on Friday evening the cabins, other buildings and grounds will be checked at 5:00 PM that afternoon. Summer camps leaving on Saturday will have their cabins, other buildings, and grounds checked at 11:00 AM.
25. Do not dump grease from cooking down any drains in any building.
26. The washer and dryer are to be used by adults only.
27. Kitchen equipment is to be operated by adults only.
28. The pool pump house, water well house, and caretakers' house, caretakers' barn, and caretakers' office are restricted areas where only Camp Oak Haven staff are permitted.
29. The pool area must remain locked while not in use and will only be unlocked during designated swim hours while a certified lifeguard is present.
30. Each group must provide their own eating utensils (forks, knives, spoons, cups, plates and napkins).
31. You must notify the camp caretaker of any food deliveries that are to occur earlier than your allowed arrival time to the camp.
32. All summer camp session groups are required to have their own liability insurance that covers all who attend their session.
33. Littering is not permitted.
34. Personal pets are not permitted on the campgrounds.
35. Do not throw rocks.
36. Sports balls and sports equipment are to only be used outdoors.
37. Only staples, thumb tacks, and/or scotch tape are allowed to be used to hang up items in buildings and must be removed before group departure from the camp facility.
38. Moving the volleyball net, basketball goals, or playground equipment is not permitted.
39. Climbing any of the trees or grapevines is not permitted.
40. Hunting is not permitted.
41. Minors must be supervised at all times.
42. Before leaving the facility, the group leader will be expected to walk through the campground with the camp caretaker and inspect each building and the campgrounds for any damage, breakage or uncleanliness. If upon final inspection an issue is found, it must be resolved immediately by the renters or you risk forfeiting your deposit.
43. Above all, be respectful to Camp Oak Haven staff and help us keep the campground beautiful and clean for the next group who rents it.

Campground Cleaning Requirements

- Dining Hall and Kitchen
  - Remove all trash and place in dumpster
  - Sweep and mop dining hall, kitchen, storage rooms and bathroom
  - Clean toilet and sink in bathroom
  - Wipe down outsides of kitchen equipment
  - Wipe out inside of microwave
  - Wipe down tables with cleaning solution and rag, and stack them in the corners near the TV
  - Clean out all left-over food from freezers and refrigerators and clean up any spills inside of them
  - Clean out sink drains
  - Remove any left-over food from pantry areas and kitchen
  - Wipe down all hard table/prep surfaces in dining hall and kitchen with cleaning solution and rag
  - Ensure that coffee maker filter pot is empty and unplug coffee maker
  - Ensure that all kitchen equipment is powered down with the exceptions of freezers, refrigerators and ice machine
  - Place all dirty rags and towels in washer and start a wash cycle
  - Ensure that all windows and exterior doors are closed
  - Sweep outside of building for any trash
  - Remove all signs, posters, tape, etc. that your group has added
- Cabins
  - Remove all trash and place in dumpster
  - Sweep and mop cabins and bathrooms
  - Clean all toilets, showers and sinks and ensure all left items are removed
  - Check under mattresses for trash and debris
  - Ensure all windows are exterior doors are closed
  - Turn off A/C units
  - Sweep outside of cabins for trash
  - Remove all signs, posters, tape, etc. that your group has added
- Grounds
  - Remove all trash and place in dumpster
  - Remove all items you brought with you
- Pavilion
  - Place all sports balls and equipment back in their holders
  - Remove all trash and place in dumpster
- Pool
  - Ensure that the gate is locked and the key is placed back in the kitchen on its hook

Camp Oak Haven State Policies and Procedures for Youth Camps

Camp Oak Haven is licensed through the Texas Department of Health and Safety and upholds the requirements listed by the state for all youth camp programs. The requirements listed in TITLE 25 HEALTH SERVICES, PART 1 DEPARTMENT OF STATE HEALTH SERVICES CHAPTER 265, GENERAL SANITATION, SUBCHAPTER B TEXAS YOUTH CAMPS SAFETY AND HEALTH are those enforced by the State of Texas Department of Health and Safety for all youth camp programs in the State of Texas, and must be followed by all entities renting our facility for youth day camps that have stays longer than two nights. You can find these requirements for youth camps by visiting www.dshs.texas.gov/youthcamp/laws-rules.aspx. Please familiarize yourself with the following rules and regulations that each individual youth camp must adhere to before renting our facility for a youth camp.

1. Pool Requirements
    a. A certified Lifeguard (current Red Cross Life Saving, WSI, Senior Life Saving or equivalent) must be provided any time your group uses the pool facilities. According to the Texas State Law, one lifeguard and one spotter must be provided for each 35 swimmers. If you are not bringing a lifeguard, Camp Oak Haven can provide a certified lifeguard for you at the cost of $40 per day which must be paid at the time of payment for your stay at the campground. Reservation with us for a provided lifeguard would need to be made no later than 30 days prior to your visit. If you do not want us to provide you a lifeguard then each incoming group will be responsible for providing their own lifeguards and spotters along with copies of their lifeguards certification papers and names. Swimming ability test. Each camper using the pool must demonstrate their swimming ability. This test need not consist of anything more than swimming from one end of the pool to the other or equivalent. Anyone not passing this test must stay in the shallow end of the pool. Reference Texas Youth Camp Safety & Health Rules & Requirements 265.16
2. Medical Requirements
    a. A minimum of one RN, LPN, or Certified First Aid person must accompany your group and be at the facility at all times to handle any medical requirements for your group. This includes distribution of any prescription drugs. Each group is responsible for maintaining a designated “first aid station”. This designated “first aid station” is to be used solely for that purpose. Health records. Health records for each camper should include; campers name, contact information for parent/primary caregiver, allergies, sensitivities, immunizations, any conditions of which medical staff should be aware and authorization for emergency medical care signed by the parent or primary caregiver. A First AID kit must be provided for the First AID area, field trips and emergency transportation vehicles. First AID kit must include an anti-disease transmission characteristics devise for life guard

use. Barrier for mouth to mouth. Emergency transportation vehicle. In the event a local EMS vehicle cannot be attained you must have a vehicle available for transport of patient to the local Emergency Facility. Reference Texas Youth Camp Safety & Health Rules & Requirements 265.15

3. Director and Staff requirements
    a. Each youth camp session must have a qualified adult director with at least two years of experience working with children. The director shall be knowledgeable in camp administrative practices and shall have at least one year of leadership experience with an organized youth camp, school or other youth-serving organization.
    b. Each youth camp session shall have at least one adult supervisor who is responsible for the supervision of no more than ten children in the camp. For any hazardous activity the supervisor(s) shall be in the immediate vicinity (within sight and/or hearing) of the campers. An "all camp" sedentary activity, not requiring physical activity, may require less supervision, and each camp shall establish its own guidelines, but not less than one adult supervisor to every 25 campers. The camp director shall not be included in the supervisor to camper ratio in camps over 50 campers at one time.
    c. Written personnel policies and practices. A camp shall have written personnel policies and practices for both campers and staff. Supervisors shall be informed of these policies and practices prior to assuming responsibility for campers.
    d. Staff member character and integrity records. The camp management shall ascertain and have on record information, such as a letter of reference, attesting to the character and integrity of each staff member, and information, such as training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position.
    e. Criminal conviction and sex offender background check requirements. The camp management shall have on file a record of any criminal conviction and a sex offender registration check for all adult staff members and all adult volunteers working at the camp before the staff member or volunteer has unsupervised contact with children at the camp. A criminal background check and sex offender registration check must be on file for any other adult that will have unsupervised contact with campers, other than their own children. If the records are located off-site, a letter from the national or regional headquarters of the camp organization stating the names of individuals at the camp site for whom background checks have been conducted, shall be available at the camp site. All records of criminal convictions and written evaluations for a camp or camping organization shall be made available to department personnel within two business days upon request. Youth camps are responsible for ensuring that criminal and sex offender background checks have been conducted for international staff obtained through the J-1 visa process, and that

documentation of these checks are located with other staff background checks. Records of criminal convictions and sex offender status shall be obtained by:

i. Performing an annual criminal background check using a criminal history database for each adult staff member's and each adult volunteer's permanent residence. If the staff member or adult volunteer has a temporary or an educational residence, an annual criminal background check shall include searching under the permanent, temporary and educational address, as applicable. The criminal history database used for the criminal background check is to be based on the individual's residences, and may include state, national or international databases. Documentation of the search results, whether or not the results are positive, shall be maintained with the sex offender background documentation; and

ii. Performing an annual background check using a sex offender registration database for each adult staff member's and each adult volunteer's permanent residence and educational residence if applicable, such as the TXDPS - Sex Offender Registry, which may be accessed at Texas Department of Public Safety - Crime Records Service. Documentation of the search results, whether or not the results are positive, shall be maintained with the criminal background documentation.

f. For requirements listed above in section 3, reference Texas Youth Camp Safety & Health Rules & Requirements 265.12

Camp Oak Haven Reservations Form

These forms must be completed, signed and returned to Camp Oak Haven camp manager, camp caretaker or board member at least thirty days prior to your arrival at camp. This form is confirmation of any dates set by phone or in person and should be kept with you while staying at camp. **E-mail: campoakhaven@gmail.com**

The person in charge of your group is responsible for keeping account and for providing the full amount of all camp fees in accordance with the Camp Oak Haven Fees and Fee Policies form. Deposit checks should be made out to **Camp Oak Haven** and received via mail or in person with the camp manager, camp caretaker or camp board member no later than 5 days after your reservation is made. Payment for your rental will be made upon departure to the camp caretaker or camp manager. If mailing a check, it must be received no later than 5 business days after your stay has ended.

RESERVATION INFORMATION

Organization Name

_____

Address _____ City _____

State _____ Zip _____ Phone _____

E-Mail _____

Person(s) responsible for group at camp:

1. Name _____

   Address _____

   Phone _____ E-Mail _____

2. Name _____

   Address _____

   Phone _____ E-Mail _____

Time of Arrival

Estimated Time of Arrival Date _____ Time _____

Estimated Time of Departure Date _____ Time _____

Estimated Numbers (use the Fee Sheet for final numbers to calculate what you will owe)

Adults_____ Minors_____

Camp Oak Haven Fee Sheet
Weekly Use

Weekly Group Rate

People_____ x $75 _____

Daily Rate

People_____ x $13 per day_____

RV Rate

RV's _____x $20 per night per RV_____

Catering Rate

Meals_____x $7 per meal per person_____

Lifeguard Rate

Days_____x $40 per day _____

Speaker/Microphone Rental Rate

$150 per week _____

Garbage Fee $300

TOTAL_____

Camp Oak Haven Fee Sheet
Weekend Use

Weekend Group Rate

People_____ x $35 _____

Daily Rate

People_____ x $13 per day_____

RV Rate

RV's _____x $20 per night per RV_____

Catering Rate

Meals_____x $7 per meal per person_____

Lifeguard Rate

Days_____x $40 per day _____

Speaker/Microphone Rental Rate

$25 per weekend _____

Garbage Fee $75

TOTAL_____

Camp Oak Haven Emergency Procedures

Injury: In case of a serious injury requiring medical assistance, the following steps shall be taken

1. Notify the nurse/medical personnel immediately, director(s), and camp manager as soon as practical.
2. Properly trained personnel should perform emergency protocols to render immediate lifesaving procedures to stabilize the patient until Emergency Medical Services take over.
3. All guest shall be removed from the immediate area by staff that are not tending to the patient.
4. In the event that the injury was purposefully or intentionally caused by another party, the scene shall by secured by staff and the witnesses/actors separated until the proper authorities are notified and take over the scene.
5. If a guest requires transportation to the local hospital, one of the medical personnel on site, along with another designated adult will go with them.

Inclement Weather: In the event of inclement weather (thunderstorms, lightning, hail, wind, tornado) seek immediate shelter such as the cabins or dining hall.

Natural Disaster: In the event of a natural disaster, the following steps shall be taken

1. All staff members shall immediately and with haste direct guest to seek immediate shelter for safety (indoors and away from the windows).
2. At the discretion of the director and/or camp manager, and only if it can be done safely, all guest and staff should be directed to a safe central location such as the mess hall.
3. If injuries arise, refer to the injury protocols above.
4. If necessary, notify the proper authorities for assistance.

Active Shooter/Bomb Threat/Etc.: In the event of a terroristic event, i.e.: an active shooter, bomb threat, etc., the following steps shall be taken

1. All staff shall immediately and with haste take all necessary precautions to ensure the safety of all guest/staff. Upon doing so, a staff member needs to call 911 and alert the authorities of the situation as well as the camp manager.
2. All staff and guest, only when safe, shall seek a securable location, such as a cabin, and lock the doors thereby securing themselves inside until police are able to safely retrieve them.
3. The director(s) and camp manager shall be notified as soon as practical, as well as the head counselors, to assist with securing the safety of all staff/guest, and ensuring the proper authorities are contacted.
4. When required, all properly trained staff shall render immediate first aid to any/all victims until EMS arrives on scene and the scene is secured.

ALL EMERGENCY PROTOCOLS SHALL BE FOLLOWED UNLESS SPECIFICALLY ADVISED DIFFERENTLY BY A DIRECTOR OR CAMP MANAGER