



CAMP OAK HAVEN GUEST HANDBOOK

Revised March 2024

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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
 - Jonathan Orr
 - Logan Anderson
 - Cassie Husband
 - Orr Family Ministries Inc Nonprofit Information
 - EIN#- 81-1710056
 - Tax ID#- 32059873219
 - Orr Family Ministries Inc Contact Information
 - Loretta Orr
 - Address
 - 1115 County Road 307, Alleyton, TX 78935
 - Phone
 - 972-804-2712

Camp Oak Haven Fees and Fee Policies

Reservation Deposit 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 post marked within five business days after the reservation was made with Camp Oak Haven staff.
- If reservation is cancelled without a valid reason within 30 days of reserved event, the party reserving the camp will owe a \$750 penalty fee in addition to the forfeiture of their deposit.
- 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 unless otherwise stated by the Camp Manager.
- 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 not be credited to your final balance and will be withheld in accordance for 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, and your group cleans up after themselves according to the cleaning standards posted in the buildings, the total deposit will be eligible for a credit on your final bill. 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 manager, or one of the board members immediately.
 - **Deposits***
 - \$250 for weekends (Friday-Sunday), stays that are two nights or less, or for one day special occasions where no overnight stay is required.
 - \$450 for week long camps (Sunday-Saturday) or stays that are six nights or less.

Rental Fee Rates

- Weekend Group Rate- \$50 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 unless otherwise stated by Camp Manager
 - Weekend rate applies to groups using the facilities Friday-Saturday only as well.
 - \$1,750 minimum which is 35 people
 - To be paid in full at time of check out or mailed or paid within 5 days of your stay

- Weekly Group Rate- \$95 per person
 - Per person including staff and children who are three years or older
 - Weekly rate is applied from 1 PM Sunday – Noon Saturday unless otherwise stated by Camp Manager
 - \$4,750 minimum which is 50 people
 - To be paid in full at time of check out or mailed or paid within 5 days of your stay

- Overnight Rate/Daily Rate- \$20 per person (does not apply to Saturday only events)
 - 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 or mailed within 5 days of your stay

- One Day Special Occasions (Weddings, Meetings, Family Reunions, etc.) –call for pricing
 - One day timeframe is a full 12 hours
 - Access to the facility the night before event is allowed with approval by camp manager.
 - \$450 non-refundable deposit to be paid to hold reservation*

- Garbage Fees
 - Week long groups \$300

- Other Fees
 - Lifeguard for hire
 - \$50 for 2 hour minimum. Over 2 hours in a day is \$35 per hour extra

- Microphone and Speaker Equipment Rental
 - \$50 per day for small PA system
 - \$100 per day for large PA system
- Catered Meals
 - \$8 per meal per person. Snacks \$3 per person per day served 2x daily
 - Minimum of 3 catered meals must be purchased in order to receive catering services.
- **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 and all illegal substances/drugs are not permitted.
2. No personal unauthorized firearms, bows and arrows, air rifles, or sling shots are allowed on the camp grounds.
3. Fireworks and/or campfires must be preapproved with the camp caretaker.
4. Campfires are only allowed in the designated fire ring in the oak grove upon caretaker approval.
5. All person(s) renting the facility are expected to not cross the fenced boundaries of the campground onto our neighbor's properties.
6. Use only buildings, facilities, and areas designated by the camp caretaker.
7. Do not remove any furniture, heaters, or fans from any building unless cleared through the camp caretaker.
8. Do not write on building walls, ceilings, fans, or bunks, chairs, tables, floors etc.
9. Please keep vehicles on the roads and, near the roads, and near the buildings. Off-roading and tearing up the grass and/or making ruts in the ground is not permitted.
10. Off road vehicles such as ATV's, UTV's, go carts, dirt bikes, etc. are not permitted to brought in by outside groups due to liability reasons.
11. Camp speed limit is 10 mph or less.
12. Do not cut or remove any trees, shrubs, plants, or vines, dead or alive, for any purpose without special clearance from the camp caretaker.
13. Everything that comes in with a group should leave with them unless otherwise stated by the camp caretaker.
14. Groups renting the facility are expected to clean up after themselves in all buildings and grounds that were used during their stay. Refer to cleaning instructions page in handbook and posted flyers in buildings
15. Food and drinks are not permitted inside the cabins. This helps prevent ants and other bugs from getting in the cabins. Water bottles are allowed.
16. Do not place thermostats below 70 degrees. This could make the units freeze up and not work properly.
17. Do not dump grease from cooking down any drains in any building.
18. All kitchen equipment is to be operated by adults only.
19. 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.
20. Littering is not permitted.
21. Personal pets are not permitted on the campgrounds.
22. Do not throw rocks.
23. Moving the volleyball net, basketball goals, or playground equipment is not permitted.
24. Climbing any of the trees or grapevines is not permitted.
25. Minors must be supervised at all times.

Campground Cleaning Requirements

- Kitchen
 - Remove all trash and place in dumpster
 - Sweep kitchen, storage rooms and bathroom, mop if needed.
 - Clean toilet and sink in bathroom
 - Wipe down outsides of kitchen equipment
 - Wipe out inside of microwave
 - Clean out all left-over food from freezers and refrigerators and clean up any spills inside of them. Please do not leave left overs.
 - Remove any left-over food from pantry areas and kitchen
 - Wipe down all hard table/prep surfaces with cleaning solution and rag
 - Ensure that coffee maker filter pot is empty and coffee maker is turned off at plug
 - 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
 - Check outside of building for any trash, and remove to dumpster
 - Remove all signs, posters, tape, etc. that your group has added
 - Ensure that the griddle is cleaned and the grease trapped is emptied into the grease bucket
 - Ensure that all windows and exterior doors are closed
- Dining Hall
 - Remove all trash from dining hall and place in dumpster
 - Wipe down tables in the dining hall with green cleaner and towels and let them dry. After they are dry, please fold them up and place them on their side against the wall by the right hand side of the stage in the corner of the room where they were when you arrived.
 - Please stack all blue chairs no more than 8 high, back against the wall by the left hand side of the stage in the corner of the room where they were when you arrived.
 - Please sweep the entirety of the floor including the ramp and stairs and remove dirt with a dustpan and place in the trash.
 - If the floor needs to be mopped you can mop, but are not expected to do so unless you want to do it.
 - Turn the air conditioner off.
 - Ensure all windows and curtains are closed.
 - Turn off all lights.
 - If in doubt of what to do, cleaning guidelines are posted in the dining hall

- Cabins
 - Remove all trash from your cabins in and around bunks, windows, under bunks, under mattresses, in bathrooms and by sinks and paper towel dispensers and place in the dumpster by the gate.
 - Shake all the rugs out, outside of the cabin.
 - Sweep entire cabin including under the bunk beds and restrooms and mop if necessary. Please sweep well BEFORE mopping.
 - Clean all toilets, showers and sinks and ensure all personal items are removed
 - Check under mattresses for trash and debris
 - Turn off A/C units and lights
 - Check outside of cabins for trash
 - Remove all signs, posters, tape, etc. that your group has added
 - Ensure all windows and exterior doors are closed
- 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 closed and locked and place key back in kitchen
- PLEASE CLOSE THE GATE ON YOUR WAY OUT IF CAMP MANAGER IS NOT PRESENT

Camp Oak Haven Guest Amenities

Here at Camp Oak Haven we are happy to provide you with several extras for your groups to use. We believe in providing a standard of customer service that we would like to see given to ourselves if we were in your shoes. The following list are things we provide for your group while at camp.

- Trash bags for all sized trash cans present on the campground
- All cleaning supplies needed for your group to keep the camp clean while you are here and upon your departure. Each building has its own cleaning supplies and an extra stock kept inside the kitchen storage room when they run out.
- Paper towels for cleaning, and paper towels for our dispensers for hand drying. The camp manager will refill the hand drying towel dispensers when empty as long as you inform him that it needs to be done.
- Toilet paper. We ask that you don't bring your own since we have to use a specific kind for our septic tanks. Don't worry...its 2 ply! When your cabin runs out you can restock from the kitchen supply room.
- All bathrooms are supplied with a plunger and toilet bowl brush
- Bug spray
- Air freshener spray
- Hand soap
- Dish soap with wash cloths, sponges, and scrubbers
- Laundry soaps and bleach
- Dryer sheets
- Washer and dryer
- Insulated 5 and 10 gallon water jugs for water dispensing around the campground. You are expected to fill them yourselves and transport them yourselves around the campground to your own designated areas.
- We keep a few extra towels, sheets, blankets, personal hygiene items and even a couple fans on hand for those that might have forgotten them at home. We ask that you put them in the dirty clothes basket upon departure.
- We also have a fully stocked commercial kitchen. You can view its contents [here](#) and see what we provide for your use in the kitchen.

If there is something that isn't listed above that your group needs, please inform the caretaker and we will do our best to fulfill your needs while you enjoy your visit at Camp Oak Haven.

Camp Oak Haven Expectations

1. If your group is being provided catering services, please do your part and clean up your dining area after each meal. The kitchen staff is happy to take care of dishes, but cleaning up the dining area helps them out a ton!
2. Our catering staff works hard! We do our best to pay them what we can for the services they provide, but a tip at the end of your stay goes a long way. It isn't necessary, but it is encouraged if your group is able to do so.
3. If you are using our kitchen we would love it if you can ensure that all dishes/equipment are cleaned, returned to the spots they were found/belong, and are left in good condition for the next group that uses them.
4. Your group is expected to provide all dining ware if you are not using our catering services. We do not provide plates, bowls, cups, napkins, eating utensils, etc. However, if you find left over items of the sort in the dining hall or kitchen you are welcome to use them.
5. We expect you to treat our home like your home. We ask that you help us keep it in great shape for the next group that will use it by following our cleaning guidelines.
6. We expect you to respect our campground policies and follow them. If you have a questions about any of them feel free to ask the camp manager
7. We love feedback! Email campoakhaven@gmail.com with any feedback you might have on how we can make your stay better next time. Also find us on Google and give us a review! They help us out a ton!
8. We expect all guest to treat each other and our staff in a Christian manner.
9. We expect you back! We love our return guest and we hope you decide to come back and use our facilities for your group!
10. Lastly we expect you to feel free to ask any questions you might have. We are here to help you have a great experience during your stay at Camp Oak Haven.

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 be 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*

Camp Oak Haven State Policies and Procedures for Weeklong 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 \$50 per day (two hour minimum) 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