



Northwestern Baptist Association

2801 Maple

Woodward OK 73801

580.256.2678

[secretary@northwesternbaptist.com](mailto:secretary@northwesternbaptist.com)

## **Associational Campground Rules**

(Updated October, 2010)

1. All reservations must be approved through the Northwestern Baptist Associational Office at the above address.
2. If more than one group reserves the campgrounds at the same time cabin assignment will be determined by the reservation sign up date, size of group, and group need (example: number of beds needed and is there a kitchen needed).
3. All reservations are confirmed by receiving the forms and deposit in the office, until those items are received it is not guaranteed.
4. Alcohol/Drugs are prohibited in buildings or on campgrounds.
5. Tobacco Products are prohibited in buildings or on campgrounds.
6. Fireworks are prohibited in buildings or on campgrounds.
7. No firearms or hunting allowed on campgrounds.
8. All buildings not reserved for your group is off limits. If entered without permission, that building fee will be applied to your final bill.
9. Upper and back gates will close at 10 pm. If you need out of one of these gates please make prior arrangements with the camp director.
10. Make all checks to: Northwestern Baptist Association.
11. Check In and Out Procedures:
  - A. Arrangements should be made through office when reservations are made.
  - B. Make arrangements for someone to be there at the appointed check in time. This person will be responsible for making sure all rules and requirements are given to your group.
  - C. The camp manager/substitute will go over a check list with the person at admittance and at check out. If not given the OK, someone or group must make sure what is not OK is corrected before leaving. This will determine refund of your deposit.
  - D. All fees need to be paid in full when you leave, your deposit will be subtracted from final bill.

- E. Damage bill or cleanup bill will be sent to group who caused damage at full cost to repair or replace damaged property.
  - F. A damage deposit of \$100 may be required at check out if there is damage done.
12. All areas used must be cleaned and inspected for a deposit refund.

You will need to provide your own cleaning supplies.

**Kitchen Area cleaning Instructions:**

- A. Commercial stove:
  - i. Pull out and clean burner trays and grease traps.
  - ii. Line burner trays and grease traps with foil as a time saving factor.
  - iii. Clean Ovens
  - iv. Clean grease trap under griddles, may need to do this several times to insure they do not overflow and catch fire.
  - v. Clean Vent Hood inside and out.
- B. Electric Stove:
  - i. Clean top of stove.
  - ii. Clean inside of stove if used.
- C. Refrigerator:
  - i. Remove all food and dispose of properly.
  - ii. Wipe off interior and exterior surfaces with a damp cloth, clean any spills.
- D. Sinks, Countertops, and Tables:
  - i. Scrub sinks clean and disinfect.
  - ii. Wipe down countertops and Tables with disinfectant or bleach water.
- E. Garbage Cans:
  - i. Garbage cans use 39 gal or larger liners (you provide)
  - ii. Tie off all bags when full and place in dumpster.
  - iii. Do not dispose of leftover food items or drinks on the ground (this only encourages animals to be near the building and on the grounds.
  - iv. Wash out cans when through with a disinfectant or bleach water.
  - v. Leave fresh, clean liners with trash cans.
- F. All floors need to be swept and mopped.

**Restroom Cleaning Instructions:**

- A. Toilets must be flushed, cleaned, and disinfected.
- B. Sinks and counter tops must be cleaned and disinfected.
- C. Floors need to be swept and mopped and disinfected.
- D. Mirrors must be cleaned.
- E. Showers need to be cleaned and disinfected.
- F. Do not leave any items in the showers, sinks or on the counters.

- G. Dispose of trash in the dumpster and put a new liner in the trash can.
- H. When clean the restroom should smell clean.

**Sleeping areas:**

- A. Beds and mattresses need to be returned to original position.
- B. All trash needs to be removed.
- C. Make sure no items are left on the beds, shelves, and floor area.
- D. Sweep and mop and disinfect.

**Common Rooms:**

- A. Sweep all floors and mop using fresh water and disinfected in each area
- B. Tables and chairs should be folded and stacked neatly on their racks, if not room then lean against the wall in storage area
- C. If the fireplace is used be sure fire is out and ashes have cooled, then place in a safe container to dispose of. Sweep and clean inside and area outside fireplace.

**Pool Area and Outside area:**

- A. All trash needs to be picked up put in dumpster.
- B. All safety rules at the pool must be observed, basic rules are posted.
- C. Groups using pool are responsible for their own lifeguard. If no lifeguard, then a responsible adult 18 years or older must be in pool when children 14 and under are swimming.
- D. All safety equipment must be in place at all times, except when they are being used to rescue a swimmer.
- E. Swimmers must go under life line rope and not over. Please keep all swimmers off the rope or the camp manager has full authority of close the pool.
- F. If equipment is broken to improper usage of group then you will be responsible for replacement cost.
- G. No cups, cans, bottles, foot items, drink, etc. in pool area at any time. Please leave items on picnic area.
- H. No flotation devices are allowed in pool area by order of State. This includes tubes, mattresses, rings, etc. When in doubt ask camp manager. Life vest, floaties, and beach balls are allowed.

**NOTICE: Camp Manager may close pool for any reason he deems necessary, due to weather, balances of pool water, or neglect to follow pool rules, etc.**

**13. Swim Group Check In and Out procedure:**

- A. When setting date give arrival and departure times, then have someone be there at the scheduled time or no later the 30 minutes past. If for some reason no one can make that scheduled time call ahead. One or more days in advance is preferred to reserve pool/picnic area.

- B. Person with an organization, or group responsible for swim group or an appointed adult must be present before pool will be opened. NO EXCEPTIONS!
- C. Balance of fee will be taken at departure time or anytime before your group leaves unless other arrangements have been made.
- D. All food/drink items must be kept out of pool area be sure to clean up after yourselves and put trash in dumpster behind Tapp Center.
- E. Dressing area must be used for dressing purposes and bathroom needs only.