

**Valley Haven Retreat Center
Policies and Procedures**



Name of Group: _____ Date: _____

Rules:

We hope that you enjoy your stay at Valley Haven Retreat Center! Please read the following guidelines and policies and sign below.

- 1) No food or drink is allowed in the Chapel. 2) No fireworks. 3) Please report any broken items ASAP.
- 4) Restrict the use of chewing gum or dispose of properly. 5) Water balloons by permission only.
- 6) All areas used (inside/outside) MUST be cleaned before departure (cleaning supp. located in each building).
- 7) All furniture (beds, mattresses, chairs, tables) MUST remain where found unless granted special permission.
- 8) Please turn off lights, fans, when exiting a building. 9) No alcoholic beverages. 10) No smoking indoors.
- 11) No running or diving at pool. Keep food on upper deck. Return all equipment to its proper place as you exit.
- 12) Do not discharge fire extinguishers except for emergencies. 13) No firearms are permitted on the property.

Lifeguards:

Please note that **YOUR GROUP** is responsible for providing your own lifeguards for the swimming pool and pond. We require a minimum of 2 lifeguards/chaperones, but recommend at least 3.

Provided by Valley Haven:

Garbage bags, Toilet paper, Paper towels for bathrooms, Cleaning supplies, Hand soaps, Ice
Kitchen is fully stocked with pots and pans and other supplies to prepare meals including:
Commercial Refrigerator, Freezer, Microwaves, Commercial Stove and Oven with Griddle,
Convection Oven, Hot Wells

Items You Should Bring:

All food you plan to serve, Paper cups and plates, Plastic eating utensils, Napkins, Paper towels, Aluminum foil, Bed linens or sleeping bags, Towels, Toiletries, Gas for grill or you may rent a propane tank for \$15, Wood for fire or you may purchase for a small fee (\$5) at camp.

Cleaning:

Valley Haven is a self-serve facility. We ask that you please leave it how you found it. We will provide a list of cleaning instructions upon arrival. A minimum charge of \$100 will be billed to groups who do not clean the facility as requested.

Responsibilities:

Having been advised of the above policies and the check-out procedures list, I take full responsibility to make sure these policies are carried out for any activities and events that our group participates in for 2018, I understand that the deposit will go to the total cost of our stay at Valley Haven. My church or group will be billed for repairs or loss if damage or loss of property is found.

Signature of Group Leader: _____ Date: _____