



## GUIDELINES FOR GUEST GROUPS

1. Please be sure that you check in at the office with the Sky Lake staff when you arrive on site. Someone will be waiting to help you settle into your building(s), and answer any questions you may have about your stay. Your host will also advise you of any particular cautions for your stay, and the emergency contact available to you.
2. Sky Lake is able to accommodate guests with a variety of special needs. If members of your group require special arrangements, please contact the office **14 business days prior to your group's arrival with confirmed guest numbers, any special dietary needs your guest may have, and any set up need**, so that we can be prepared for your needs.
3. Absolutely **NO alcoholic beverages**, illegal drugs, pets, firearms, fireworks, or other items of incendiary nature shall be permitted on the grounds. Sky Lake reserves the right to remove any person or group from the premises with due cause, including but not limited to violation of the laws of the State of New York; unruly or violent behavior; possession of weapons of any sort; immoral or profane conduct; or other conduct which is disruptive. Such departure will not result in any refund of fees already paid, and the group will still be responsible for full fees under the terms of the contract.
4. Please remember that there is no smoking in any of our buildings. There are designated areas outside lodging and meeting facilities. Please ask your host for locations if needed.
5. Storage and use of personal equipment and possessions at Sky Lake will be done voluntarily and at your own risk.
6. The host telephone is covered 24 hours a day for messages. If a call is not urgent, we encourage callers to leave a message on the answering machine after office hours, and the message will be delivered to you at the next meal. If a call is urgent, callers can reach a staff person, who will come and locate you. Group leaders are required to provide a list of participants upon arrival with the office with each participant's room numbers in the office so that individuals can be located at night if necessary.
7. If the fire alarm should sound at any time when you are on the property, please exit all buildings immediately and meet your group leader outside your residence building. Group leaders should carry their roster of group names with them at all times to be able to account for everyone in the case of fire or another emergency.
8. **IMPORTANT:** Group leaders are required to bring a roster of all participants and emergency contact telephone numbers, note any current allergies or health conditions which might require medical attention while on site. For minors, please also include any medications or special restrictions while on site and signed permission forms to seek emergency medical treatment. Signed permission forms should include insurance information.
9. Please follow all instructions for use of the fireplaces. They are posted near the fireplace in each building. If you have questions, please do not hesitate to ask your host.
10. Remember that there is no use of the waterfront—swimming or boating—without prior arrangement with the office. Lifeguards with certification in first aid and CPR are required for all waterfront activities, and can be provided by the center if arrangements prior to your arrival on site have been made. All persons using boats must wear PFDs provided by the site, and they must be checked out by a staff person before leaving the shoreline to ensure proper fitting. One person from your group will be required to be a lookout, and to check boats in and out.
11. Volleyball, basketball, walking and hiking trails, and a variety of outdoor fire spaces and chapels are available for use by your group. Equipment is available from your host. Maps of our trails are available. On rare occasions, some trails are closed due to safety concerns. If a trail is posted as closed or your host in orientation notes a particular site hazard, please avoid that area. Please notify your host if you would like to have an outdoor fire, and he/she can advise you of any necessary precautions. All common areas, indoor and outdoor, should be returned to their original condition upon your departure.
12. Groups are responsible for bringing first aid supplies with them, and for making provision for a Red Cross First-Aid/CPR/FPR certified person (or equivalent) to accompany them. Youth groups cannot be accommodated without a certified First-Aid provider.

13. The Upper New York Annual Conference of The United Methodist Church carries secondary accident insurance for guests; it provides coverage in the case of an accident for the co-pay on a policy or primary coverage when other coverage is not available.
14. If your group has an accident or injury while on the property:
- i. \*\*\* Minor (cuts, scrapes, minor falls)
    - 1. Administer first aid as needed
    - 2. Notify nearest staff person as soon as possible
    - 3. Site staff may request an accident report
  - ii. \*\*\* Major (serious falls, broken bones, accidents requiring medical attention)
    - 1. Administer emergency first aid
    - 2. Contact Center staff for further aid and emergency transportation
    - 3. In case of extreme emergency, instructions for contacting rescue services are posted by each phone.
    - 4. Site staff will require an accident report: persons who witnessed the accident will be asked to help with that report.
15. All medications for short-term camps and guest groups are to be locked unless under the controlled possession of the individual responsible for administering them.
16. Groups must provide their own supervision **at all times** for persons less than 18 years of age. We recommend that all persons supervising the children have a background check completed prior to your visit. When groups are responsible for the supervision of persons less than 18 years of age or group members with special needs, it is advised that the group provides training to all adults responsible for supervision to minimize the potential of any supervisory personnel being in a one-on-one situation with a minor or special needs adult out of the sight of others. This is to ensure the safety of both the supervising adult and the minor or special needs adult. If children and youth are not accompanied by parents, minimum supervision ratios are:

| <u>Age</u>  | <u>Staff:Youth</u> |
|-------------|--------------------|
| 4-5 years   | 1:5                |
| 6-8 years   | 1:6                |
| 9-14 years  | 1:7                |
| 15-18 years | 1:8                |

Groups must also provide their own supervision **at all times** for their group members with special needs. The following minimum supervision ratios are:

| <b>Camper Description</b>                                | <b>Staff:Camper</b> |
|--|---------------------|
| Needing constant individual assistance or supervision    | 1:1                 |
| Needing close but not constant assistance or supervision | 1:2                 |
| Needing occasional assistance                            | 1:4                 |
| Needing minimal assistance                               | 1:5                 |

We are pleased that you will be joining us at Sky Lake Camp and Retreat Center. We hope that your stay is enjoyable, and that our facilities meet the needs of your group. If there is anything that we can do while you are here, please let us know. We do hope that you will pass your comments about our facility along to your host. We are interested in improving our ability to serve our guests.

If you enjoyed your stay, we would be pleased for you to recommend us to other groups. Contact the office for additional information.

**Note: Sky Lake reserves the right to re-assign your scheduling request for a particular facility based upon the needs of all groups on site that particular weekend. (Example: your total number of guests compared to the total number of beds per our building minimum/maximum.)**