Pinerock Camp and Retreat Center Procedures & Policies

- A Pinerock Camp & Retreat Center Detail Sheet will be sent to group leadership four to six weeks prior to scheduled retreat. The Detail Sheet needs to be turned in by the date stated on the form.
- Group's Certificate of Insurance naming Pinerock as "additionally insured" is due no later than a week before scheduled date of event. As stated in the Contract.
- To provide enough information to the kitchen staff about food preparation to feed your group, an accurate final attendee number must be submitted to Pinerock. Should this number increase by more than 5 individuals after the final attendee number has been submitted, a surcharge may be added to the group's invoice. If guests' numbers reduce by 8 or more individuals after the final attendee number is given to Pinerock, the group will be held responsible for food cost incurred for no show guests.
- For Summer (June and July) youth groups: coffee is not provided in the Dining Hall. Leadership oversees providing coffee in meeting rooms or deluxe cabins.
- Meals are served for 45 minutes from the start of the mealtime (please refer to contract).
- Groups are in charge of bussing their own tables and putting plates, cups, silverware, and trash in their designated areas.
- No music, speakers, cheering/chanting, clapping and banging on tables in the Dining Hall during meals. This is a "Time of Peace" for guests and staff.
- Dining Hall is locked in between meals.
- All groups are to eat meals in our dining hall. Discounts are only available to those who have severe allergies and bring their own food (vegan and vegetarian not included). Groups are to arrive on time for designated meals.
- Per the health department no outside food (i.e. fast food or delivery) is allowed in the dining hall.
- Shoes and shirts must be worn at all times in the Dining Hall.
- No luggage or bedding is allowed in the Dining Hall.
- Golf carts are not permitted in the central courtyard of the camp.
- Groups are in charge of providing their own rec equipment (i.e. sports balls, cones, etc.).
- Meeting spaces: unused chairs, tables, furniture, etc. are to stay in designated spots in meeting spaces. Any stated items moved to different areas or out of meeting spaces are subject to an excessive cleaning fee.
- **Pinerock staff will only set up one meeting space. Any additional meeting space setups is the groups responsibility.**
- For Leisure House, Cullumber (A-frame), Vanderpool Conference: coffee supplies are limited in these meeting rooms. Please supplement these supplies as needed.
- Groups are not to unplug the sound board located in the Tabernacle or Cullumber Hall while visiting Pinerock. If the group wishes to bring their own, they should also bring their own sound equipment (speakers, mics, mic chords, instrument chords, etc.).
- Tabernacle: No visqueen will be permitted to cover Tabernacle windows. Blinds have been placed in East and West facing windows.
- Please refrain from using silly string, confetti and like items at Pinerock. Groups will be charged contracted excessive cleaning fee if items are used.
- No gum, no food, no candy are allowed in meeting spaces, ONLY drinks in closed containers are permitted.
- Accommodation and meeting room codes will not be sent out in advance of arrival.
- Upon arrival group leadership is to check in with the office before going to accommodations or meeting room(s).
- Upon check-out group(s) must remove all personal belongings from accommodations (dorm, basic and deluxe/Fiesta) and place in vehicles, a meeting room (check w/Guest Relations Mngr. which meeting room) or roundabout entrance area (if available) by assigned time on contract. During Summertime groups are not to leave belongings on decks of Vanderpool or sidewalk of Lions.

- Rooms must be vacated by "out of lodging time" on the last day of retreat. Please be considerate of incoming guests and cleaning services and vacate rooms on time. Any rooms not vacated by "out of lodging time" are subject to a $50 inconvenience fee per room.
- Group members are not to go back into cabins after out of lodging time. If it is found a group member goes back in the group is subject to be charged a $50 inconvenience fee or an excessive cleaning fee as stated in the contract.
- All facilitated activities (zipline, low ropes, high ropes, archery, and paintball) MUST be run and supervised by Pinerock Staff.
- Facilitated activities **MUST** be scheduled three weeks in advance. If activities are not reserved three weeks prior to the event, Pinerock may be unable to guarantee facilitators availability for your chosen activity.
- If you are participating in facilitated activities waivers **MUST be signed and TURNED IN during check in or prior to the activity.** If waivers are not signed and turned in during this time, we **will NOT** be able to host your activity.
- Please make sure doors are closed for all accommodations and meeting rooms.
- Checkout: group leadership needs to do final settle-up with the Pinerock office the day before departure.
- **Campfires:** The first campfire is free for groups, but any additional campfires requested will be $35 per campfire. Any campfire over one hour is subject to an additional $15 charge.
- If the group is running late to the campfire, please contact a Pinerock staff member. If the group does not arrive within 10 minutes of starting time campfire will be canceled.
- Groups are not permitted to start their own campfire. Campfires are to be started by Pinerock Staff **ONLY**. If campfire is started by groups a fee may be assessed at the end of their retreat.
- Use Blue Painter's Tape **ONLY** on carpet and walls. If this tape is forgotten, please ask Guest Relations for this item. Pinerock can provide a roll of painter's tape at cost.
- Cohabitation, or the appearance of such, is not permitted on Pinerock grounds.
- Inside furniture is not to be moved outside and vice versa. This includes mattresses.
- Deluxe/Fiesta towels/sheets are guests' responsibility; if they are missing or stained you will be charged a replacement fee.
- Gum is **NOT** permitted on Pinerock Campus.
- *Pinerock is an alcohol and complete smoke free campus. For all buildings for smoking: a deep cleaning fee of $400 will be charged plus any costs associated with blocking out the building for smoke removal.*
- *No pets are allowed on the grounds except for certified service dogs. Lodging with any undisclosed pets will be charged a detailed cleaning fee of $150.*
- Skateboards, scooters, rollerblades, and bikes are not permitted in the main courtyard.
- The City of Prescott noise ordinance is from 9:00 pm to 8:00 am. Any outside amplification must be turned off. Inside amplification that can be heard outside meeting rooms or accommodations is prohibited. Bass and drums must be off as well. No excessive screaming or yelling in the courtyard or around camp after 9:00 pm.
- In case of fire, guests will report to the courtyard where they will be accounted for and given further instructions.
- In case of medical emergency: First, contact group's designated first-aid provider, second, contact Pinerock staff, lastly, call 911 if necessary.
- After checking out of rooms please do not return to them. If something was forgotten in a room, please let Pinerock staff know, and we will look for it.
- Pinerock Courtyard offers Ramada, Picnic Tables, and a Bistro Table area. Also, in the courtyard is the Gaga Pit and Playground. All other recreational games must be played at the Ballfield or Volleyball/Basketball Court.