

Pinerock Camp and Retreat Center Procedures

- 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 for 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 groups 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 is in charge of providing coffee in meeting rooms or deluxe cabins.
- Meals are served for 45 minutes from the start of 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.
- For Leisure House, Cullumber (Aframe), Vanderpool Conference: Coffee supplies are limited in these meeting rooms. Please supplement these supplies as needed.
- We ask that groups do not unplug our sound board while here. If the group wishes to bring their own, they should also bring their own sound equipment (speakers, mics, mic chords, instrument chords, etc.).
- Accommodation and meeting room codes will not be sent out in advance to arrival.
- Upon arrival group leadership is to check in with the office before going to accommodations or meeting room(s).
- Facilitated activities **MUST** be scheduled three weeks in advance. If activities are not reserved three weeks prior to event, we are unable to guarantee facilitators will be available 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.
- Upon departure groups should make sure all lights and fans/heaters are turned off in all dorm rooms. Deluxe/Basic Cabins air conditioners should be turned off, heaters will be handled by Pinerock Staff. 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 \$25 per campfire.

Pinerock Camp and Retreat Center Policies

- Dining Hall is locked in between meals.
- Please make sure that all lights are turned off in rooms when not in use.
- Use Blue Painter's Tape **ONLY** on carpet and walls. If this tape is forgotten, please ask Guest Relations for this item. Pinerock will 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.
- Groups are to arrive on time to designated meals.
- Pinerock is an alcohol and smoke free campus.
- Shoes and shirts must be worn in the Dining Hall at all times.
- No pets are allowed on grounds except for certified service dogs.
- Skateboards, scooters, rollerblades, and bikes are not permitted in main courtyard.
- City of Prescott noise ordinance is from 9:00pm to 8:00am. 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.
- 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.
- 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:
Contact group's designated first-aid provider.
Contact the Pinerock staff on duty.
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.
- Please be on time to campfires! If you are going to run late to the campfire, please let a Pinerock staff member know. If group does not arrive within 10 minutes of starting time campfire will be canceled.
- Guests are to supply all s'mores supplies including roasting sticks.
- Campfires will not be started after 9:30pm.