

CAMP OF COLORS

POLICIES AND PROCEDURES

5/13/2017 (Revised)

The sole reason for the existence of the Camp of Colors is to provide a permanent facility where spiritual renewal weekends are held for the Glory of God.

Each community, or other group, sharing in the use of the facility (for weekends, team meetings, and/or other functions) is expected to share in its upkeep. We, as members of these communities, share the responsibility, both individually and corporately, as the body of Christ, for stewardship in the care and use of the Camp of Colors.

In order to assist, inform and support you in the use of the facility, the Board of the Camp of Colors submits to you the following Policies and Procedures regarding the use of the facility.

1.0 Fees

1.1 Weekend Fees:

1.1.1 Community rates - see Appendix "A", attached

2.0 Cleaning/Repair Fees

Time and material charges will be charged for any maintenance and /or clean up required after a weekend other than that due to normal use. The labor charge is \$50.00 per hour. There will be a minimum one-hour charge for any time spent on these items. See Appendix "B" for examples.

3.0 Key Replacement

Replacement keys are available at a fee of \$100.00 each. It is unlawful to duplicate Camp of Colors keys.

4.0 General

4.1 Tobacco Products *(DRAFT)*

No use of tobacco products or any substitute tobacco products including electronic or vapor producing cigarettes is allowed in any building or outside structure confines on the campus. The only authorized location on the campus for this activity is located in designated area identified at the center of the parking area between the main building and the pavilion. Violation of this policy may cause a fee of \$200.00 to be assessed to the community holding the weekend during which the policy is violated.
(Amended on May 13, 2017)

4.2 Alcoholic Beverages:

No use of alcoholic beverages is allowed in the building or on the camp grounds at any time except for community sponsored Holy Sacraments.

4.3 Cleanup/Closing:

Each community is responsible for cleaning the kitchen, bathrooms, dorms and public spaces before leaving the premises. A checklist will be provided and should be reviewed and signed by the responsible team member, weekend couple and a Camp of Colors representative. It is important that clean up start as early as possible on Sunday in order to be finished as soon after closing as possible.

4.4 Insurance:

Each organization using the Camp of Colors must provide their own liability insurance in the amount of \$1,000,000.00, and should be automatically renewable on an annual basis. The policy is expected to be kept current and on file with the Board Secretary. The Camp of Colors is to be named as additional insured on the policy.

4.5 Dress Code:

We request compliance with the Camps policy of modest attire. Please insure that there are no short shorts, halter tops, tube tops, tank tops or other skimpy clothing worn at any event.

4.6 Youth Weekends:

Youth groups must be teenagers and supervised with at least one adult per ten youth.

4.7 Signage:

All posted signs must be observed.

4.8 Lost and Found:

All sorts of items accumulate quickly, therefore all items left at the campground will be disposed of at the discretion of the Camp of Colors Board, after reasonable attempts to reach the owners.

4.9 Material/Equipment Donations:

Ideas and contributions are welcomed. Please put it in writing with specifics. Anyone who wants to donate anything to the Camp of Colors or leave anything there for use by others must have Board approval. This includes items defined as decoration.

4.10 Moving Beds and Other Equipment:

Under no circumstances should beds be moved. Other equipment moved during a weekend (tables, chairs, etc.) should be returned to their original place before the weekend is over.

4.11 Wall Damage:

Repairing damage to walls caused by the use of improper adhesives will result in repair charges to the community involved. No tape on the walls, it pulls the paint off. Use "Blue Painter's Masking Tape". No holes drilled, fasteners, anchors and the like are to be installed in the walls or ceilings. Tack strips are provided for hanging decorations, etc.

4.12 Hot Plates/Appliances:

No cooking or hot plates are allowed in the dorm area. These types of appliances are only allowed in designated areas (kitchens and the storeroom adjacent to the conference room).

4.13 Temperature Controls:

Utilities are costly. Therefore a specific team member should be designated for any thermostat adjustments. In this type facility, the temperature should be adjusted in anticipation of an event, not to react to temperatures during the event. For example, the dining room and chapel should be cool when empty in anticipation of the rise in temperature due to body heat, when occupied. Individual adjustment for individual comfort should be avoided.

4.14 Access to Camp of Colors:

Keys are provided to each community (one to the Chairman and one for the weekend couple[s]) for access to the facility for scheduled weekends. Prior approval must be obtained from the Board for access at any other time.

4.15 Open/Moving Flame:

There should be no unattended flame (candle, etc.) with in the facility. Moving of open flames must be avoided.

5.0 Emergency Contacts

The current Building Supervisor and current Building & Grounds Committee Chairman and current Board Chairman is posted in the kitchen in the event of an emergency. Your Secretariat/Council Chairman will have additional contact information if it is needed.

5.1 Emergency Procedures:

- A. Fire
- B. Electric Power
- C. Severe Storm

6.0 Infrastructure Failures (New 3/5/2015)

Should a major infrastructure failure occur during a community weekend in any of the following operational areas which impacts the safety, sanitary conditions, or fresh water supply and cannot be repaired within 4-hours, the community will be required to end their weekend and leave the camp. This is to ensure the safety of all communities.

- A. Power Failure
- B. Water Supply Failure
- C. Sewer/Septic system Failure

7.0 Photos and Images of the Camp of Colors facilities (New 2/1/2016)

The following policy requirements cover both authorized and non-authorized photos and any images of the Camp of Color facilities.

7.1 Authorized photos and images

- 7.1.1 Images that currently exist showing the early days of the Camp found on the “authorized” Camp of Colors website
- 7.1.2 Photos of Board Members
- 7.1.3 Photos taken by the Board and/or Maintenance personnel showing project work progress, facilities issues,
- 7.1.4 Group Community Photos that are taken to show participants of any weekend at the Camp of Colors in the group photo designated area only

7.2 Unauthorized photos and images (specific)

This encompasses the interior of all physical buildings and all exterior/grounds areas of the camp.

- 7.2.1 Any activities at the camp involving
 - 7.2.1.1 Scheduled community events (Weekends, Meetings, Dinners, etc.)
 - 7.2.1.2 Non-scheduled events

8.0 Social Media and Websites concerning the Camp of Colors (New 2/1/2016)

Due to the changes in our world where we find the Internet and social media the primary means to convey messaging and events in our lives almost instantaneously, this policy has been implemented in consideration of all our communities who conduct weekend events at the Camp of Colors. The policy identifies what is authorized and what is not authorized.

8.1 There is only “One” authorized Camp of Colors website on the internet, it is www.campofcolors.org

This site is dynamic with content updates which inform our communities and convey messaging supporting the Camp of Colors.

8.2 Social Media is Not Authorized

This addresses *all social media and their related sites*.

- 8.2.1 Facebook sites and postings detailing content, photos and/or related images about events at the camp are not authorized

9.0 Guidelines and Responsibilities concerning the safe operations and use of the Camp of Colors Golf Cart (New 3/7/2016)

This policy is written to convey guidelines and responsibilities for the safe operation and use of the Camp of Colors Golf Cart by each community. The policy identifies what is authorized and what is not authorized.

9.1 All communities are responsible for ensuring the proper use and safe operation of the Golf Cart to include:

9.1.1 The **Golf Cart safety check** will be performed prior to each use. If there are safety concerns, an immediate call to the Camp of Colors Operations Manager, Dave Vinke must be made. The community on campus is responsible to ensure the Golf Cart is secured, and the community on campus will convey the appropriate messaging to their team members that states the Golf Cart is not be used until such time its operational readiness and safety has been validated by the Camp of Colors Operations Manager. *The key will be held by the Head Kitchen or his appointed responsible team member.*

9.1.1.1 Safety Check

- 9.1.1.1.1 Charging – The cart is fully charged and maintained with the appropriate charge over the weekend's use
- 9.1.1.1.2 All wheels have the appropriate tire pressure
- 9.1.1.1.3 Brakes and Brake Lock are working without fail
- 9.1.1.1.4 Lights are properly working
- 9.1.1.1.5 Forward and Reverse motion is working properly

9.2 Authorized Use

List is not all inclusive, but highlights the vehicle's typical use.

- 9.2.1 The safe transport or shuttling handicapped and/or limited mobility candidates (or weekend participants), team members and visitors throughout the campus as needed
- 9.2.2 The transport of materials, goods, and equipment that does not exceed the utilization capacity of the vehicle (*Note: Items with excessive weight can create a safety issue, and can also impact the correct operation of the vehicle.*)

9.3 Unauthorized Use

This is not an all-inclusive list, applying common sense and executing defensive driving techniques should always be considered when operating the vehicle.

- 9.3.1 Driving the vehicle at unsafe and excessive speed, either in the forward or reverse direction
- 9.3.2 Driving at night without the lights on
- 9.3.3 Using the vehicle in a manner that it was not designed for

APPENDIX "A"

FACILITY RENTAL RATES

The Camp of Colors exists for the purpose of hosting Tres Dias, Cursillo, or Vida Nueva (hereafter known as the "Communities") type of weekends. Other non-profit organizations/groups are known as "Non-Communities". Rental rates for the Communities/Non-Communities are established on a cost per person per night basic for lodging only. Cost for facility rentals are:

1. Community rental cost is \$15.00 per person, per night. Three-day Weekends should use \$45.00 per person, per weekend.
2. The Camp of Colors Rental Usage Form should be completed for each weekend (1 for men, and 1 for women) within 7 days of completion of the weekend with their remittance (Fees) due along with the form." (Amended March 3, 2015)
3. All requests for scheduling should be conducted through the camp scheduler, the COC Board Secretary. Contact information for the Secretary can be found at www.campofcolors.org. (March 5, 2012)
4. Deposits, fees and donations should be made payable to the Camp of Colors and sent to the current COC Treasurer. Contact information for the Treasurer can be found at www.campofcolors.org. (March 5, 2012)

APPENDIX "B"

NORMAL USE AND CLEANING

Examples of "Normal Use and Cleaning"

1. Bathrooms, dorms and all public areas should be clean enough for the next occupants to be able to use without prior cleaning.
2. Leaking faucets, etc., will be repaired as part of normal maintenance. Clogged drain lines will be cleaned as part of normal maintenance, unless the clog is due to the introduction of foreign articles (kitchen grease, sanitary napkins, food scraps, etc.) during the weekend.
3. Picking up trash, etc., around the dumpsters will be considered extra. In the event the dumpsters become full on your weekend, the lids should be opened and trash placed on top. This will make it possible for the dumpster to be properly emptied by the driver.
4. Repairing damage to walls (labor and materials) caused by the use of improper adhesives will be considered extra.
5. Only the building supervisor of the campground is allowed to work on any of the equipment, plumbing, electrical appliances or machinery. Therefore, if anything breaks down which requires immediate attention (heat, kitchen equipment, electricity, etc.) the building supervisor must be notified immediately.