

POLICIES AND GENERAL GUIDELINES

St. John's Biggerstaff, Seneca SC

Owned and operated by: St. Johns' Lutheran Church, Walhalla, SC of the ELCA

1. St. John's Biggerstaff will be open for scheduled events from April 1 to October 31.
2. Rental times will be finalized a minimum of one week prior to the date of rental. Non-adherence can result in loss of deposit.
3. Illegal drugs, firearms and weapons are strictly prohibited. Anyone found with these items in their possession will be asked to leave the grounds and when appropriate, will be reported to local authorities. Retreat fees will be forfeited.
4. A closing checklist is provided to help you quickly verify that all closure tasks are completed fully. If items are not completed, the loss of deposit can occur.
5. Fireworks and sparklers are prohibited.
6. By order of the Fire Marshal, smoking is not permitted in any of the Biggerstaff facilities. Campfires are prohibited except in the designated area.
7. Responsible alcohol use is allowed with completion of attached alcohol policy and liability form.
8. To respect the rights of other user groups and to foster fellowship in community, we ask that quiet time be observed no later than 10 pm each evening.
9. Animals must be leashed and any waste removed.
10. Groups are expected to clean the facility before they leave. Please return the cleanliness of the facility to the quality level you found upon check-in and items used returned to original location.
11. All Trash must be removed from the property following your event.
12. We request your help in keeping God's creation beautiful and safe for wildlife. Please do not litter and avoid using manmade materials to toss or scatter on the grounds.
13. If additional time is requested from staff, if they are available, it will be charged at a rate of \$25 per hour with a one hour minimum.
14. Damage to the property is the responsibility of the group occupying the facilities. Groups must agree to pay any and all damages incurred at Biggerstaff facilities as a result of their group and/or vendors actions. A thorough inspection will be conducted prior to and following your event.
15. Vehicle parking is permitted in designated parking areas. Overflow parking is permitted along the entrance road inside the gate and on the open field.
16. Biggerstaff Retreat does not assume any responsibility for theft or vandalism incurred by an individual(s).
17. All groups must have one adult counselor (age 21 or over) present at any event. Additional adult counselors (19 or over) must be present for every 8 youth.

18. Each group is responsible for providing their own health care personnel, emergency transportation, and medical supplies. We suggest each group obtain signed consent for medical treatment from parents for all minors along with the name of their insurance carrier and policy number.

19. St. John’s Biggerstaff is not liable for illness or injury to persons using the facilities.

20. **Swimming is at your own risk. No lifeguards are on duty.**

21. Each group agrees that nothing will be erected, fastened, or attached to buildings without prior consent, and will be returned to previous condition prior to event’s end.

22. Negligence or non-performance by a vendor is not the responsibility of Biggerstaff. If a vendor’s arrival or departure time falls outside of agreed upon site rental time it can impact your deposit.

23. Renters will be responsible for all communication with, payment of and actions of vendors. Biggerstaff Management must approve any rentals prior to day of event. All equipment must be used in areas pre-designated by St. John’s Biggerstaff for this purpose.

24. Each guest group is requested to provide a schedule for your function. Please make this event schedule known upon check-in at the beginning of your event.

25. Wifi is available. Please ensure that electrical equipment is not tampered with or unplugged. Password: guestbigg

26. Renter acknowledges and agrees that electronic surveillance equipment is in use at St. John’s Biggerstaff Retreat for security and management purposes. No one shall move, damage, sabotage, cover or cause a malfunction in any component of the system and doing so may impact your deposit.

Thank you for respecting the policies of St. John’s Biggerstaff.

I, _____, as the group representative and leader have read, shared and reviewed the St. John’s Biggerstaff policies. All undersigned acknowledge they understand and agree to adhere to the above-stated policies and that failure to do so may impact deposit.

Signed: _____ Date: _____
(Renter)

Signed: _____ Date: _____
(SJB Registrar)