

# POLICIES AND GENERAL GUIDELINES

Biggerstaff Retreat Center, Seneca SC

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

1. Biggerstaff Retreat Center will be open for scheduled events from April 1 to October 31.
2. Illegal drugs, firearms, weapons, and fireworks 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.
3. By order of the Fire Marshal, smoking is not permitted in any of the Biggerstaff facilities.
4. Responsible alcohol use is allowed with completion of attached form.
5. 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.
6. Animals must be leashed and any waste removed.
7. 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.
8. All Trash must be removed from the property following your event.
9. We request your help in keeping God's creation beautiful. Please do not litter. Thank you!
10. 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.
11. 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's actions. A thorough inspection of your areas will be conducted upon arrival and at your departure.
12. We request that all furnishings be returned to their original location.

13. Vehicle parking is permitted in designated parking areas only. Overflow parking is permitted along the entrance road inside the gate and on the open field.

14. Biggerstaff Retreat does not assume any responsibility for theft or vandalism incurred by an individual(s). We advise you to carefully protect valuables at all times.

15. 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.

16. 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. Biggerstaff Retreat is not liable for illness or injury to persons using the camp facilities.

17. Campfires are **prohibited** except in the designated area.

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

19. Each group agrees that nothing will be erected, fastened, or attached to buildings without prior consent from the retreat staff.

20. Negligence or non-performance by a vendor is not the responsibility of Biggerstaff Retreat.

21. Groups will be responsible for payment of any rental equipment used. Management must approve any rental deliveries and pick-ups to and from the Biggerstaff Retreat facility. All equipment must be stored in areas pre-designated by the management for this purpose.

22. Each guest group is requested to provide a schedule for your retreat or camp stay. Please make this event schedule known upon check-in at the beginning of your event.

Thank you for respecting the policies of Biggerstaff Retreat.

I, \_\_\_\_\_, as the group representative and leader have read, shared and reviewed the Biggerstaff Retreat policies. All undersigned acknowledge they understand and agree to obey the policies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Biggerstaff Retreat Staff)