



# RULES & POLICIES

## ARRIVAL

- A Forest Glen staff member will greet you upon arrival. Please check in at our Main Office and you will be directed to your cabins. If your group is coming in a chartered bus or school/church bus, please let the Host know so that we can have you park in the appropriate location.
- ONLY GROUP LEADERS NEED TO CHECK-IN. Campers & group staff do not need to check-in at the office.
- At check-in, report to the host the number of people who are in your group. This number should include everyone in your group (leaders, campers, children, etc.).
- Payment & all required paperwork are due upon arrival.

## LEADERSHIP

- Group chaperones must maintain supervision of all members of their group.
- There is a suggested minimum camper to chaperone ratio of 10:1 for teenagers and 8:1 for children.
- Chaperones need to be at least 18 years of age and two years older than campers.

## PARKING

- After unloading, all vehicles are to be parked in designated parking areas labeled on our map.
- Do not block roadways or entrances.

## BEDDING

- All guests must bring pillows, twin bed linens, towels, and toiletries.

## MEALS

- Meals will be served promptly at the following times:
  - Breakfast - 8:00 AM
  - Lunch - 12:30 PM
  - Dinner - 6:00 PM
- After meals, all guests take dishes to the washing area, scrape and stack neatly. Tables need to be wiped down with chairs pushed in.
- No glasses, dishes, silverware, etc., are to be removed from the Dining Hall.

## CAMP STORE

- Our Camp Store is available upon request during Lunch times. If you'd like to request the Camp Store to be opened, just let you Host know.
- Offers variety of merchandise & snacks, from t-shirts, water bottles & stuffed animals to bottled drinks & candy.
- Accepts cash, check, and credit cards and price list is available upon request.



## RULES & POLICIES

### EXCLUSIVE USE

- Groups of 200 or more are considered "Exclusive Use" and are granted exclusive rights to accommodations, meeting rooms, & activities on booked campsite during the length of their stay.
  - Lakeside groups may encounter the Forest Glen Day Camp program during their stay but will still have exclusive rights to Lakeside accommodations, meeting rooms, & activities.

### EXTENDED STAY

- Groups that are staying at Forest Glen for 3 nights or more are considered "Extended Stay" and have the following requirements:
  - Each staff member and volunteer of Renting Organization regardless of age must complete Child Abuse Prevention Training (Good for Two Years)
  - Each person 18 or older must have a background check on file via Sponsors Certification Form and be presented to Forest Glen on Organization Letterhead (Good for One Year)
  - Group must bring a Camp Nurse (LVN, RN, MD, or First Responder Certification)

### ACTIVITIES

- Guidelines for activity use are posted at each activity and must be followed.
- All facilitated activities must be scheduled in advance. High Ropes, Low Ropes, Zip Line, Rockwall, and Horseback Riding require an additional fee.
- No one is allowed at any activity areas (archery, canoes, ropes course, etc.) without Forest Glen staff.
- All other activities need to be supervised by a group chaperone.

### WATERFRONT/SWIMMING

- No one is allowed at pool/waterfront activity areas except during scheduled times when the lifeguard is on duty.
- Life jackets must be worn at all times for all lake activities.
- Guest must bring their own poles, bait, etc. for fishing. A group chaperone should be present at the waterfront when the group is fishing.
- Forest Glen will provide adequate personnel who hold current American Red Cross Lifeguard Training or equivalent certification to guard each waterfront/swimming activity during the scheduled times for these activities.
- Two piece swimsuits may be worn only if they are covered by a non-white, non see-through T-shirt. No midriff showing is allowed.

### FIRST AID

- There are first aid stations & nurses quarters on each side of our camp marked on our map.
- Forest Glen DOES NOT provide or staff an on-site nurse.
- The group shall be responsible for first aid and emergency care, medical supplies, emergency transportation, and providing an adult who is certified in American Red Cross Standard First Aid and CPR or the equivalent.
- Any group consisting of minors is responsible for completing a form with the following information for all minors: a roster of names, emergency contact information, consent to treat a minor, and emergency medical release form.



## RULES & POLICIES

### MISCELLANEOUS

- Use of firearms and fireworks is prohibited unless prior arrangements have been made.
- All firearms must be locked in vehicles.
- Only God can make a tree, so none are to be defaced or chopped down.
- All profanity, immoral conduct of any nature, and immodest dress are forbidden.
- No alcohol beverages or illegal drugs shall be permitted on the premises, nor shall anyone who is under the influence of either.
- For the safety and peace of all campers, pets are not permitted to visit Forest Glen.
- Do not write on, deface, or vandalize the rooms, buildings, or property in any way. Do not pull "pranks" or raid other cabins. If any damage does occur during your stay, please inform Forest Glen staff prior to your departure so we may assess the damage. Any damage done to the property, assessed at that time or afterward, will be billed to you.
- Motorized bikes may be used only to make initial entry and final exit from camp and must remain on the road. Motorized bikes are not allowed off the road at any time.
- Males and females are not to be in or near the cabin areas of the opposite gender.
- Most items left behind/forgotten will only be kept for 1 week and then donated to charity.
- Unless your group has reserved the entire facility or is considered "Exclusive Use," please be aware that additional groups may be in attendance during your stay.
- Because of fire hazard, campfires are only permitted at Forest Glen during scheduled times and in places designated by Forest Glen staff.
- Because of fire hazard, smoking is only permitted in parking lots or on paved areas.

### WIFI

- Though camp offers a chance to unplug and take a pause from technology, we understand our guests may need internet access during their stay at Forest Glen. We proudly offer high-speed internet access at specific Wifi Hotspots around camp. Below you will find a list of Wifi hotspots and passwords.
- Wifi hotspots are also labeled on our camp map.

### IMPORTANT

Please use your discretion with Internet access at Forest Glen. Our staff will ONLY share Wifi passwords with GROUP LEADERS and will then defer to their judgement with regard to who is allowed access.

We strongly encourage group leaders to limit the amount connections to our Wifi Hotspots.  
THE MORE DEVICES THAT ARE CONNECTED, THE SLOWER YOUR CONNECTION SPEED WILL BE.



## **RULES & POLICIES**

### **WIFI CONT.**

- North Shore Wifi Hotspots:
  - All passwords on North Shore are FGNORTHSHORE
  - Locations
    - Eternity Hall
    - Town Hall
    - Main Office
    - Dogwood Cabins
    - Redbud Cabins
    - Sweetgum Cabins
- Lakeside Wifi Hotspots:
  - All passwords on Lakeside are FG2019!!
  - Locations
    - Lakeside Loft
    - Matthew Lodge
    - Mark Lodge
    - Luke Lodge
    - The Pines Conference Room

### **PUBLIC COMPUTER + PRINTER**

- We offer a public computer at our Main Office for guests to use during their stay. This public computer is also connected to a printer in case you need to print. THIS IS NOT A PHOTO PRINTER, SO PLEASE LIMIT YOUR PRINTING TO JUST DOCUMENTS. Also, please limit your number of copies to small quantities.

**FOREST GLEN IS A  
NO FIREARM - NO PETS - NO ALCOHOL  
CAMP**