



# AsburyHills

*Asbury Hills Camp & Retreat Center is owned by South Carolina United Methodist Camps & Retreat Ministries*

## **The mission of Asbury Hills Camp & Retreat Center:**

### **To serve all people for Christian birth, growth, and renewal**

#### **Christian Birth:**

We desire for people to know Jesus Christ. We seek to remove barriers and distractions so that our guests can be focused on what God wants to do in their lives while on the property.

#### **Christian Growth:**

We desire for people to grow in a relationship with Jesus Christ. We seek to provide an atmosphere that enables people to abide in Jesus Christ.

#### **Christian Renewal:**

We desire for people to be renewed in Jesus Christ. We seek to create an environment that reflects Christian fellowship and community.

*More information about Asbury Hills Camp & Retreat Center and its mission can be found at [www.asburyhills.org](http://www.asburyhills.org)*

## **South Carolina United Methodist Camps & Retreat Ministries and Asbury Hills Camp & Retreat Center affirms the beliefs of the United Methodist Church:**

**The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.**

The process for carrying out the mission of the United Methodist Church:

- Proclaim the gospel, seek, welcome and gather persons into the body of Christ
- Lead persons to commit their lives to God through baptism by water and the spirit and profession of faith in Jesus Christ
- Nurture persons in Christian living through worship, the sacraments, spiritual disciplines, and other means of grace, such as Wesley's Christian conferencing
- Send persons into the world to live lovingly and justly as servants of Christ by healing the sick, feeding the hungry, caring for the stranger, freeing the oppressed, being and becoming a compassionate, caring presence, and working to develop social structures that are consistent with the gospel
- Continue the mission of seeking, welcoming and gathering persons into the community of the body of Christ

More information can be found at <http://www.umc.org/what-we-believe>

**\*\*Groups and individuals using Asbury Hills Camp & Retreat Center understand the beliefs and agree to the policies of Asbury Hills Camp & Retreat Center.\*\***



# AsburyHills

## **\*\*ATTENDANCE POLICY\*\***

*Please read this helpful information for your reservation.*

The following information is to assist the group leader in filling out the contract and paying the deposit and final bill. If you have any questions, please feel free to contact Asbury Hills at 864.836.3711 or e-mail [office@asburyhills.org](mailto:office@asburyhills.org).

### **GROUP ATTENDANCE**

- **Date of Reservation:** Group Leader will give an expected attendance at the time of making the reservation.

- **Contract:** When the group leader returns the contract, please note the Est. Attendance on the contract and adjust as necessary. The deposit check of 50% of the total estimated bill must be mailed in with the signed contract.

- **Final Reporting Date:** Listed on your contract is a final number recording date. This date is usually two Mondays prior to the group's arrival. The group leader will be contacted on that date by our Reservation Specialist. Group leaders will be sent their bill based on this number. The retreat balance will be due *prior* to arrival at Asbury Hills. Refunds will not be given if the group brings fewer people. If we do not receive final payment prior to arrival at camp, groups will not be allowed into the lodges or buildings.

**Example:** Final number given is 20 but actual attendance is 15. You will not receive a refund for the 5 people who did not attend. If actual attendance is 24, you will be billed for the additional 4 after the retreat. Please be as accurate as possible.

*\*Please read the following pages that contain descriptions of the premises as well as Retreat Policies. Your signature will be required on your contract in order to reserve your booking. By signing the contract you acknowledge and accept all of the items listed above and below.\**



## **Camp Use Information and Retreat Policies**

\*Rules for acceptance and participation in programs at Asbury Hills are the same for everyone without regard to age, race, color, religion, sex, handicap, or national origin

### **Description of Premises**

**Housing-** Asbury Hills will furnish linens and towels for guests staying in Batson and Creekside Lodges. These rooms are double to triple occupancy with each room having a private bathroom. Guests are responsible for providing their own linens and towels for the cabins and Rice Lodge. These spaces have bunk bed style lodging with shared bathrooms. All housing accommodations are available for year round use. Groups are allowed to use the number of beds reserved as specified in their contract.

**Food Service** – Overnight groups staying in housing described above must have meal service provided by Asbury Hills. These meals are served in the centrally located Dining Hall. A final group number must be provided two weeks prior to the group's arrival as specified on the group's contract to allow Asbury Hills staff to prepare the correct amount of food. We are happy to try our best to accommodate special dietary needs. Please contact us at least two week prior to your group's retreat about any special dietary requests your group may have so we can meet those needs. There could be an extra charge associated with those dietary needs.

Meal times are: Breakfast 8:00 AM, Lunch 12:00 PM, Dinner 6:00 PM.

Meals served will be available for 30 minutes. Local health codes and regulations will not allow for Asbury Hills to have the food available beyond that period of time.

**Use of Premises and Schedule-** Asbury Hills will provide for water, electricity, and garbage disposal as well as provide good housekeeping and maintain the buildings in good condition. Please help keep guest fees down by assisting in leaving the facilities clean and in good condition. After removing all personal belongings, please return all chairs, tables, and other equipment to their original location.

**Meeting Rooms-** Meeting space is available in Creekside, Batson, and Rice Lodges, Creekview Center, and in two dining rooms. During warm weather seasons, space is also available at the picnic shelter and outdoor chapels. Asbury Hills Staff will arrange for meeting spaces for groups. Assignments are made by the Asbury Hills staff and are based on the size of the group, program needs, and other groups on site. Meeting room assignments are subject to change without notice. Groups are asked to provide their own meeting supplies and equipment.



**Activities** - Available activities are listed below. As there is a limited quantity of this equipment, groups may be asked to share equipment. Reservations will be granted on a first come basis and at the discretion of Asbury staff. For some activities, there may be an additional fee. Please prearrange for activities so we may be prepared to assist your group. Contracted activities not utilized by group will be billed at full rate. Cancellation due to weather concerns must be agreed upon by group and Asbury Hills. Asbury Hills reserves the right to cancel facilitated activities for participant safety with little or no notice.

Self-Programmed:

9 Square in the Air	Basketball	Hiking Trails	Campfire
Giant Jenga	Recreation Field	Creek Hiking	Frisbee Golf
GaGa	Carpetball	Human Foosball	Cornhole

Programmed: (Must be booked 4 weeks in advance)

Alpine Tower	Rock Climbing Tower	The Summit	Swimming (in season)
Low Ropes Course	Camp Store	Archery/Slingshots	Wet Willie (in season)
Team Building	Canoes	Archery Tag	Cascades (in season)
Giant Swing	Leap of Faith		



## General Policies

1. Please check in with your host immediately upon arrival. Your host will be located at the Asbury Hills office. This will be the first building located on the left hand side on the road as you travel down Asbury Drive. Groups may not check in between 5:45pm and 6:30pm. After your group's arrival, your host will provide an orientation of Asbury Hills and review the camp's safety and emergency procedures. For the safety of your group, this orientation is required of all groups using the facility.
2. During the term of this agreement, the group shall use Asbury Hills or conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. The group shall notify Asbury Hills of the nature of its program and will promptly supply Asbury Hills with information concerning the program upon request by Asbury Hills.
3. Vehicles shall be driven and parked only in the designated areas and driven in accordance with the posted speed limit of 15 mph. Group leaders will prohibit participants from riding in non-passenger areas of vehicles. Vehicle use should be limited on the camp property in favor of walking whenever possible. PLEASE DRIVE CAREFULLY.
4. The use of alcohol, illicit drugs, fireworks, firearms, ammunition, and explosives is prohibited. Offenders will be asked to leave.
5. All of the buildings at Asbury Hills are tobacco, E-cigarette, and vape free facilities. Designated areas are available for smoking outdoors. Group leaders will prohibit smoking in all buildings and shall warn all persons of the hazards of indiscriminate smoking at the facility. Open fires may be built only in the campfire areas. It is understood that both Asbury Hills and groups must comply with all lawful orders of appropriate fire control officials.
6. Pets (other than service animals) are not permitted on camp property except by special ADVANCE permission of Director and shall not be allowed in any camp building.
7. The camp is often in use by more than one group. In these cases, all persons are expected to respect the rights of others and cooperate in insuring that the goals of all groups are met. For all groups, quiet hours are observed between the hours of 11:00 PM and 7:00 AM. Asbury Hills reserves the right to require that the group remove from the property any persons in, or in any way connected with, the group who, in the sole opinion of Asbury Hills, are creating a disturbance or who are otherwise disrupting activities.

## Food Service

1. The camp kitchen is for the use of Asbury Hills employees only. If you need assistance from the kitchen please ask your host. Local health codes and regulations will not allow Asbury Hills to store any food or perishable items for groups.
2. Groups staying overnight in our lodging buildings will be required to have all meals in the dining hall that are being served between the group's arrival and departure times.
3. Meals will be available only for the 30 minutes following the designated meal starting time.



## Group Supervision

1. It is the responsibility of the group to provide adequate adult leadership (we recommend a 1 adult to 7 youth ratio). We recommend for the safety of minors in your group, all adults be screened with a criminal background check. We also recommend that training be provided to all staff members to minimize the potential of one-on-one camper to personnel situations when out of sight of others.
2. Asbury Hills does not provide medical supervision, treatment, maintenance, or dispensing of medications for groups. These responsibilities belong to the group. The group agrees to furnish non-emergency transportation and fuel for vehicle. Groups agree to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. Groups must bring own first aid supplies and equipment. Asbury Hills recommends that all medications (prescription or OTC) be maintained under lock and key unless in the controlled possession of the person responsible for administering them. There is an AED located in the fireplace room of the dining hall. If needed, Asbury Hills can help make arrangements for doctor or hospital care. Please report these injuries or illnesses that require further medical care to your host.
3. Groups agree to supervise and to assume full control and responsibility for any persons, entities or things that uses Asbury Hills as a part of the group. Group agrees to have liability insurance and provide Asbury Hills with evidence of coverage upon request. Group agrees to defend, indemnify and hold harmless Asbury Hills and its past, present, and future members, directors, officers, employees, agents, and independent contractors and their successors, assigns and heirs from and against any harm and/or claim made by any third part arising out of or in any way connected with the group's actions and/or failure(s) to act in respect of its use of Asbury Hills.
4. Groups agree to bring and have available at all times a current list of participants that includes names and addresses, emergency contact information, and known allergies or health conditions requiring treatment, restriction, or other accommodations.
5. Please notify any group departure from the property and planned return time to your host.
6. Please ask your host to use a camp phone in the case of an emergency.
7. All persons under the age of 18 years who are not accompanied by a parent or legal guardian must bring an authorization form for emergency medical treatment signed by a parent or legal guardian. This must be presented to a doctor or hospital before securing medical treatment. A sample health form is available for your group to use upon request.

## Recreation

1. Recreation activities requiring Asbury Hills staff supervision must be booked at least 1 month prior to the group retreat.
2. Trained Asbury Hills staff will supervise the following activities: archery, archery tag, low ropes, alpine tower, climbing tower, the zipline canopy tour, slingshots, giant swing, Leap of Faith and The Summit. At least one adult from the retreat group must be present at all times during the activity.
  - Participants must complete a liability release form before participating in the above listed activities.
3. Asbury Hills will also provide a staff member with certification from a nationally recognized provider at all aquatic locations. No one shall enter the pool, lake or boating areas unless a qualified Asbury Hills lifeguard is supervising the area. At least one adult from the retreat group must be present at all times during the activity.
  - Participants must complete a liability release form before participating in the above listed activities.
4. The group leader acknowledges that activities or events at Asbury Hills may involve a test of a person's physical and mental limits and may carry the potential for injury or loss. The risks may include but are not limited to those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people, and lack of hydration.



## Facility Use

1. Please show appreciation and demonstrate good stewardship by avoiding damage to trees and trails. Dispose of all litter and trash in proper containers and help save energy by turning off lights and keeping doors and windows closed when heating or air conditioning is running.
2. Asbury Hills is not responsible nor does our insurance cover loss or damage to personal property. Cars should be kept locked. Lost and found articles will be available for pickup up to two (2) weeks following the group's departure.
3. Your group's host will check facilities used. Damage beyond normal wear will be noted, and groups are expected to pay for any damage. Please notify your host if such damage does occur.
4. If a group finds it necessary (for program reasons) to have...
  - a. Gasoline, kerosene, or other flammable material, the director shall be notified prior to arrival. The materials will be stored in a covered, safe, and plainly labeled container and handled only by persons trained and/or experienced in their use
  - b. Hand or power tools must be provided with safety devices, used according to the manufacturer's instructions, maintained in good repair, and used by persons trained and/or experienced in their use. Prior permission by the camp director must be obtained.
5. Groups will be charged fees and costs for use of the facilities as outlined in the group's individual contract. If a group's size drops below the building minimum, the group will be charged for that minimum. Groups agree that the total number of participants using a facility will not exceed the facility's building maximum capacity at any time.
6. In the event of a threatening, dangerous weather forecast, please contact the Asbury Hills host 48 hours prior to the event. The host and group leader will together make a decision regarding the event. If a decision is made to cancel, the group can transfer to another date within 6 months. If a decision is made to hold the event as scheduled, the group's two week reported number will remain in effect.
7. Asbury Hills regularly takes photos and shoots film and video on the site as a means to gather materials for promotional and production purposes. Accordingly, during the course of your stay, you and any of your guests may be photographed, filmed or videoed while participating in any of the site events or enjoying any of the site features. Therefore, every guest of Asbury Hills, by visiting, acknowledges and agrees that these photos, films and videos may be taken and used in Asbury's products and promotional materials. Please notify your guests of this agreement.





# Asbury Hills

## Payment

1. Group agrees to deliver payment in full to Asbury Hills PRIOR to the group arrival. Groups will not be allowed into lodges or buildings if payment in full has not been made. Groups affirm that the person signing the Contract has the authority to execute the Contract on its behalf. This Contract may be altered or amended only by written agreement on both parties.
2. Asbury Hills may terminate this Contract without any liability upon ten (10) business days prior written notice to groups either 1) without cause or 2) upon a determination by Asbury Hills, in its sole and exclusive judgment, that the requirements of the State Fire Marshall, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardships on Asbury Hills.
3. In the event of cancellation by groups, groups will be released from payment of the Guaranteed Minimum Fee provided Asbury Hills receives written notice of the termination no later than 90 days prior to the event.

## Refunds

***If you must cancel your reservation, the following policy will be followed.***

90 days or more = full refund

60-89 days = ½ refund or a one-time full group transfer to another date within 6 months

60 days or less = no refund

\*Groups that transfer dates are no longer eligible for refunds.

*We understand that sometimes there are extenuating circumstances and those will always be taken into consideration as we try to provide good stewardship for our ministry of Camps & Retreats.*

*Please sign your group's contract indicating agreed upon dates, times, costs, and services Asbury Hills will provide, and return it to the office of Asbury Hills by the date indicated on your contract. Signing your group contract will also indicate that you have read, understand, and will abide by all of the policies listed above. Failure to return the signed contract within the specified time may result in a forfeiture of reservation.*