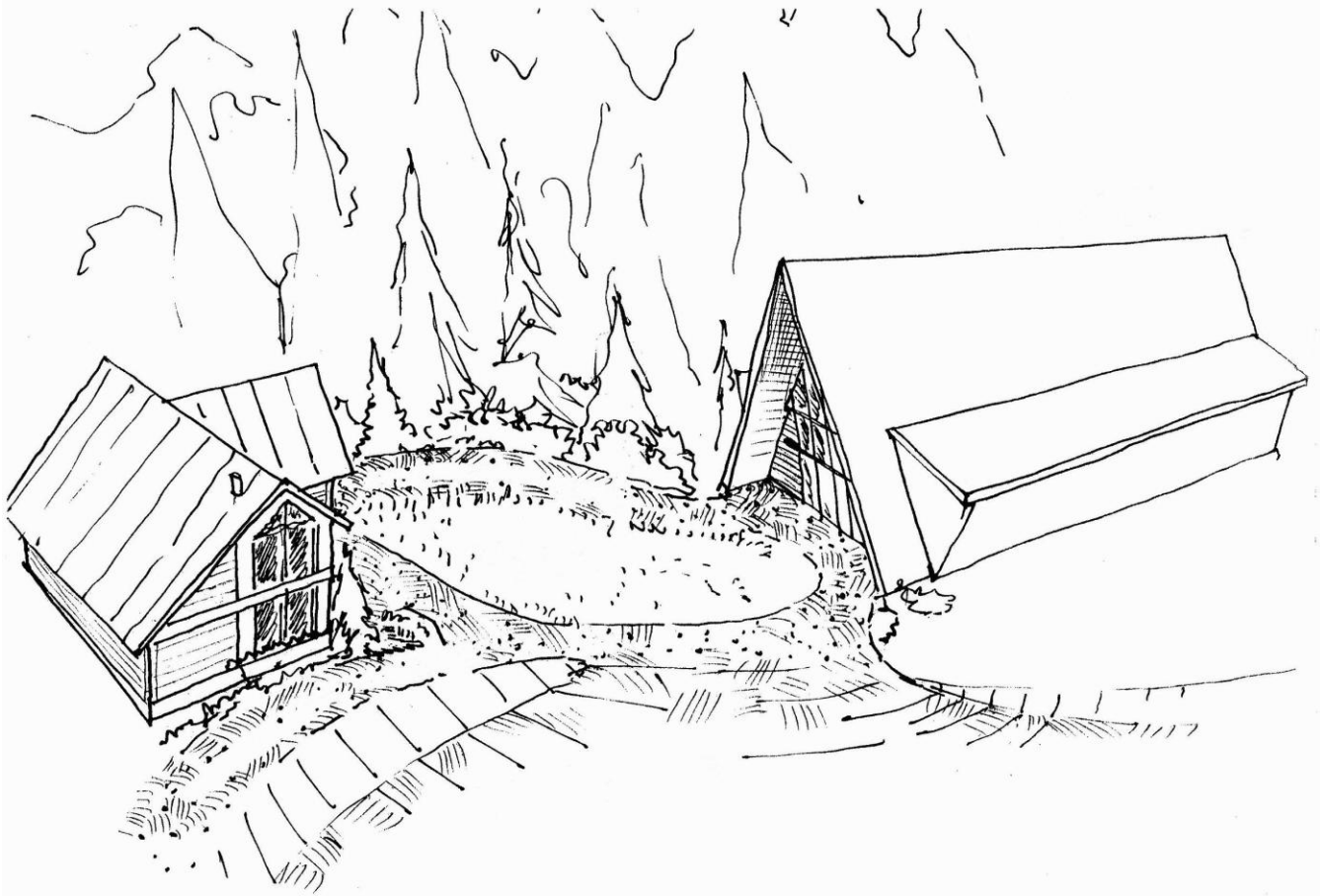


Camp Camrec

Guest Handbook



Camp Camrec
18899 Little Chumstick Creek Road, Leavenworth, WA 98826
Camp Managers - Joyce and Maurice Briggs
(509) 548-7245
Website: camrec.org Email: camrec@nwi.net



Welcome to Camp Camrec,

We are looking forward to your visit and want to provide you with all the information you need to plan a wonderful retreat for your group.

Camp Camrec covers 240 acres of meadows and wooded hills. It includes miles of trails reaching into the surrounding Wenatchee National Forest. Hikers, mountain bikers, cross-country skiers, and snowshoers don't have to travel far from main camp to reach lookouts with breathtaking mountain views. There are many activity options using Camrec facilities such as our tubing run, multi-purpose sport court (basketball/tennis), volleyball court, fellowship center, and main hall.

Nearby attractions include:

- Swimming and boating at Lake Wenatchee State Park
- Shopping and sightseeing in Leavenworth, a picturesque Bavarian style village
- Golfing
- Fishing
- Horseback riding
- Rafting or tubing on the Wenatchee river
- Rock climbing in the Icicle Creek Canyon
- Alpine skiing at Stevens Pass

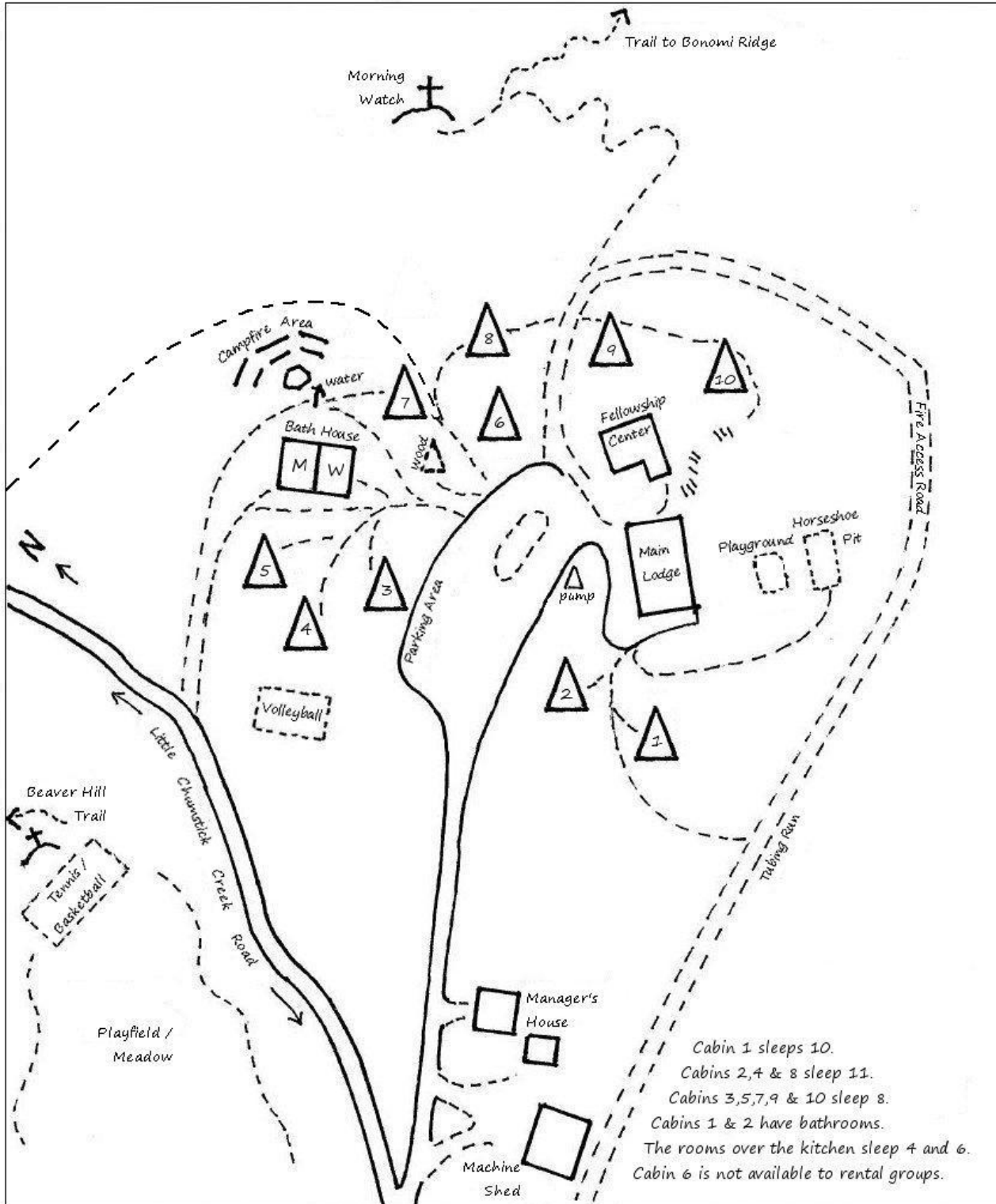
It is our hope that Camp Camrec will be a place for you to meet and be met in the harmony of God, people and nature. We hope that your lives will be enriched and that you will return from camp refreshed and challenged.

Please don't hesitate to call or write if you need any further information.

Sincerely,

Joyce & Maurice Briggs
Camp Managers

CAMP CAMREC



Cabin 1 sleeps 10.
 Cabins 2, 4 & 8 sleep 11.
 Cabins 3, 5, 7, 9 & 10 sleep 8.
 Cabins 1 & 2 have bathrooms.
 The rooms over the kitchen sleep 4 and 6.
 Cabin 6 is not available to rental groups.

Map not drawn to scale.

Camp Camrec Facilities

Our facilities will accommodate overnight groups of up to 80 people.

Main Lodge - This is the nerve center of camp with a large dining area, fully equipped commercial kitchen, fireplace, central heating, piano, fold-up ping-pong table, storage for books and games, and a bell to call everyone for meals and other scheduled activities. It also has dormitory facilities for two and a bathroom on the first floor. The upstairs loft has accommodations for eight people, two half-bathrooms, and a shower room.

Fellowship Center - This is our chapel for worship and our multi-purpose space for meetings, fellowship, and recreation. It includes a bathroom, wood stove, and a counter with sink for serving coffee and refreshments. There is an extra fee for use of this facility.

Library/Meeting Facility - This is a converted A-Frame with stuffed furniture, woodstove, and a large deck. It is used as a quiet space to read or as a cozy place to hold small group meetings. This building is reserved for Washington Mennonite Fellowship use only.

A-Frame Cabins - There are nine heated cabins with cots for sleeping. Cabin 1 has stair-free access, a small half bath with sink and toilet, and several separate sleeping spaces. Cabin 2 has some loft beds and a small half bath with sink and toilet. Cabin 4 also has some loft beds and the remaining cabins contain only cots.

Bathhouse - This building includes separate men's and women's facilities with sinks, toilets and showers. There is also a laundry room.

Campfire – A protected fire ring with four rows of benches arranged in a semi-circle.

Morning Watch – Located a short hike away from main camp, there's an open-air hilltop chapel used for morning worship.

Meadow – This is a large grassy play field used for many recreation activities. There is a backstop for baseball and an all weather sport court for basketball or tennis. Our "beach" volleyball court is located nearby on the way back to the cabin area.

Snow Tubing Run – When Camrec is blanketed with snow, tubing becomes our most popular activity. We use a moderately steep fire access road with banked sides that bends through the woods behind cabin 1.

Camp Camrec Rental Rates

Effective December 1, 2009

Age	Weekend & Holiday* Rates (per person)				Weekday Rates*** (per person)	
	Off Season		Peak Season**			
	Overnight Rental (24 Hours)	Day or Evening Use	Overnight Rental (24 Hours)	Day or Evening Use	Overnight Rental (2pm to 2pm)	Day or Evening Use
6 and over	\$13	\$7.50	\$14	\$9	\$10	\$6.50
5 and under	\$5	FREE	\$6.50	FREE	\$5	FREE

Minimum booking:

Weekend & Holiday Off Season: \$650 or \$325 per night, whichever is greater.

Weekend & Holiday Peak Season: \$700 or \$350 per night, whichever is greater.

Weekday: \$250 per night

Fees include the use of cabins, bathhouse, and main hall, including the kitchen.

Use of Fellowship Center is \$100 extra (one-time fee).

Each group is responsible for providing their own cooks and for cleaning all facilities used.

Camp Camrec's maximum capacity is 80 people.

Deposit:

A reservation/damage deposit of \$250 is due along with the application.

The deposit will be returned within 30 days after your group leaves. The deposit is nonrefundable 90 days prior to the engagement.

Usage Fees:

During peak season, another \$350 is due 30 days prior to your arrival at camp and is nonrefundable.

Your usage fee, less the \$350 is due at checkout time.

For a Rental Agreement Contract, please contact our Camp Managers, Maurice & Joyce Briggs.

Email: camrec@nwi.net

Phone: (509)548-7245

*U.S. Federal holidays on the days observed by the U.S. Office of Personnel Management.

**Peak season is from December 1st until the end of February.

***Weekday rates are for Monday through Thursday and are valid year-round except holidays.

Camp Camrec Guest Guidelines

1. REGISTRATION & CHECK IN

- a. The first vehicle as well as the vehicle with the person in charge of each group is required to stop at the camp office to check in before driving up to the camp buildings.
- b. The guest group is responsible for registering all users, including day-use only.
- c. The group's registrar is required to provide accurate attendance records so the group's contact person and the camp manager can complete settlement.

2. ARRIVAL AND DEPARTURE TIMES

- a. Check-in time may begin as early as 2:00PM. Facilities are not available prior to that time except by special arrangement with the camp manager.
- b. Check-out time on the closing day of your event is 2:00 PM.

3. STAFFING AND SUPERVISION

- a. The rental group will provide its own staff.
- b. The group will provide adult supervision for children and youth events of at least one adult for every 10 campers.

4. FACILITY CARE

- a. The group leader is responsible for maintaining order and preventing damages. The group is liable for damages except from normal wear and tear.
- b. The group is responsible for cleaning all facilities used, including the grounds and tennis court. Clean up lists are posted in each room or facility. Do **NOT** remove vinyl bed covers. Cleaning supplies are provided by the camp. Groups who do not clean adequately may lose part or all of their deposit.
- c. The furniture in the cabins is to remain there unless permission is obtained from the manager. If it is removed, the group is responsible to replace it before they leave.
- d. Please keep combustible items 18" away from the wall heaters in the cabins.
- e. Please follow the rules posted at the tennis court. If gravel is tracked onto the court, please sweep it off. We require adult supervision as a condition of court usage.
- f. Groups staying at Camrec for more than two nights will need to include bathroom cleaning in their daily schedule. This is in addition to cleaning upon departure.

5. KITCHEN

- a. The camp provides a large, fully-equipped kitchen for meal preparation.
- b. At least one member of your kitchen staff should have a current food handler's card.
- c. Camp Camrec encourages guest groups to be good stewards of the environment. The use of paper and plastic disposable tableware is discouraged.
- d. Recycling bins are available outside the kitchen for clear glass, tin cans, aluminum pop cans, and plastic jugs and bottles. Please wash glass and tin cans (also flatten) before putting them in the proper bins.
- e. Trash should be put in the large dumpster outside.
- f. Only those people involved in food preparation are allowed in the kitchen.
- g. Food and beverages are not permitted in the cabins or restrooms.
- h. Shoes and shirts are required in the kitchen and dining room.
- i. On the end of the counter facing the range, at floor level, is a chrome fire extinguisher which is to be used in case of a fire on the stove. There is also an automatic fire suppression system built into the range hood. If either of these systems are activated, please contact the camp manager as soon as possible.
- j. It is your responsibility to bring napkins or paper towels for kitchen use, and filters if you plan to use the Bunn Coffee Maker.
- k. You must bring charcoal briquettes if you plan to use the charcoal BBQ.
- l. Non WMF (Washington Mennonite Fellowship) groups who want to use the propane BBQ must bring your own 20# LP (liquid propane) bottle with type 1 cylinder valve and OPD (overfilling

protection device). We store the WMF bottle here for use of member churches.

6. FIRE

- a. The use of firearms or fireworks, air ball, paint ball, and similar devices are prohibited.
- b. Fires are permitted only in the indoor fireplace or the outdoor campfire pit. Fires must be extinguished in compliance with fire regulations posted in the main lodge.
- c. During high fire danger periods, fires may be prohibited. The manager will inform you if these conditions exist.
- d. Fire extinguishers are provided for emergency use only. Any tampering with fire extinguishers will result in a charge for the replacement of the fire extinguisher.
- e. Note the two fire extinguishers in the lodge. The red one on the wall is a dry chemical extinguisher for general use. The chrome one is water and should be used only for wood/paper or to extinguish a person.
- f. Do not leave clothes unattended while drying by the fire.

7. SMOKING AND ALCOHOLIC BEVERAGES

- a. Smoking and alcoholic beverages are not permitted at Camp Camrec.
- b. If you must smoke, do so only in your vehicle. Use your ash tray.

8. TELEPHONE USE

- a. A telephone is provided in the kitchen. Incoming calls ring only in the manager's residence. We will forward any incoming calls for your group to you or send a message to you.
- b. After 9:30 PM, incoming calls are taken by the machine and will be processed the following morning.
- c. Long distance calls need to be made with a calling card or collect.
- d. You need to dial a "9" to get an outside line. The main building is extension "12", the camp's office is extension "11" and the manager's residence is extension "13".
- e. This is a shared telephone line. Please keep your calls short and limited to business.

9. FIRST AID & EMERGENCIES

- a. The group is responsible for providing its own first aid kit and a qualified first aid provider. The nearest hospital is 12 miles away.
- b. 911 for Fire, Sheriff, Ambulance
- c. 548-5815 is Cascade Medical Center - Emergency Room with MD on 24-hour call.

10. OTHER

- a. Motorized vehicles are prohibited on trails or in the woods. **DON'T DRIVE TO YOUR CABIN.**
- b. Cabin #6 has been converted into a resource center for Washington
- c. Mennonite Fellowship and is not part of the facilities being rented to you.
- d. Pets are not permitted at Camp Camrec.
- e. Take only pictures, leave only memories! Practice good wilderness ethics.
- f. Please don't make cut backs in the trails. The land here is fragile and erodes easily.
- g. Please report any breakage to the manager so that it can be repaired or replaced for the next group.
- h. The speed limit on the camp driveway is 10 MPH.

11. COURTESY TO CAMP MANAGERS

- a. Because of safety and liability issues, please keep out of the area behind the manager's house and the area between the house and the shop.

Following these guidelines will aid in making your group's stay safe and enjoyable and will help to keep the facility in good condition. If you have any suggestions or comments, please write them on the back of the usage form. Again, enjoy your retreat!