



## Presbyterian Camp Carew SERVICE RESERVATION FORM



**More information [Campcarew.org](http://Campcarew.org)**

**STEP 1:** Fill out the Reservation Form completely and send back to Camp via mail or email.

Mail: 303 Hidden Bay Lane, IL 62958 or Scan & Email: [campcarew@gmail.com](mailto:campcarew@gmail.com)

**STEP 2:** Authorize your \$50 nonrefundable deposit via your credit card

OR

Mail in your \$50 nonrefundable deposit via check to the Camp address above.

**STEP 3:** Review your confirmed rental invoice prior to your visit to verify your rental details. Any questions, contact us via email at the email above.

**Meal costs & initial lodging numbers are final 7 days prior.** Lodging may increase up to arrival date, no refund for a decrease in guests.

**STEP 4:** Final rental total must be paid in full within seven business days of the last day of your rental.

Authorize payment of your final rental invoice via your credit card

OR

Mail your check, made payable to Camp Carew to the Camp Address above.

**Primary Contact Name** (must be over 25):

*(I am responsible for collecting payment for all group members.)*

**Group Name:**

**Email:**

**Cell #:**

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**PAYMENT INFORMATION: Credit**

**Card required, regardless of actual payment method. Damages to property or unpaid balance after**

**departure WILL be charged to this card. Cardholder is responsible for collecting group members' fees.**

Check/cash deposit enclosed?	Yes	No	Method of balance payment?					
Credit Card Information: (circle one)			Visa	MC	Discover	Amer. Exp.	CCV:	Exp. Date:
Name on Card:					Card Number:			
Signature:					Today's Date:			

**Reservations Dates:** Visit [campcarew.org](http://campcarew.org) to see available dates or call 618-201-6015

1 <sup>st</sup> Choice:	2 <sup>nd</sup> Choice:
Approx. Arrival Time:	Approx. Departure Time:
<i>Due to other guests during the week, weekend lodging may not be available for check-in until 5pm Friday.</i>	

**Total  
Number in  
Group:**

*Group must have one (1) person age 25+. No charge for age 3 and under.*

# Age 25+:	# Age 18-24:	# Age 4-17	# Under Age 3:
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**Lodging Request:** (See below for lodging descriptions.)

1 <sup>st</sup> Choice:
2 <sup>nd</sup> Choice:
3 <sup>rd</sup> Choice:

**Lodging Options:** See photos at [CAMPCAREW.ORG](http://CAMPCAREW.ORG)

*Prices are per night. Exclusivity of lodging unit is usually guaranteed. Camp may reassign lodging based on availability.*

<p><b>Tent Camping:</b> <b>\$12/Night/Tent</b></p> <p># people: _____</p> <p># nights _____</p>	<p><b>Rustic Units: \$17/person</b> <b>Knox and Witherspoon</b> Heated and Air-Conditioned Dormitory Cabins \$85/night minimum for Knox \$136/night minimum for Witherspoon</p> <p>_____ # people</p> <p>_____ # nights _____</p>	<p><b>Modern Units: \$20/person</b> <b>Ryman and McNabb</b> Heated and Air Conditioned Mini Kitchens and dining rooms. Combination rooms. Rooms to sleep 4 persons or rooms for 2 in Ryman. 2 person rooms in McNabb.</p> <p># people: _____</p> <p># nights _____</p>
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Reservation Form updated December. 2022

<p><b>Tent/hogan Camping with Electricity</b></p> <p><b>\$15/night/tent</b></p> <p># people: _____ # nights _____</p>	<p><b>Calvin Hall:</b> Our main hall with indoor Chapel and playing area. \$150 a day.</p> <p><b>Lower level :</b> Kitchen, dining room and craft area.</p> <p># days: _____</p>
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**Lodging Sub-Total:**

<p><b><u>ESTIMATED TOTAL AMOUNT DUE:</u></b> (Sum of lodging, programs, &amp; meals)</p>	<p><b>\$50 NON-REFUNDABLE DEPOSIT:</b></p>

<b>Outdoor Education Programs</b>	<b>30-Minute Programs</b>	<b>120-Minute Programs</b>	<b>Half Day Programs</b>
	Archery \$8/person # people: _____	Canoe/Kayaking \$10/person # people: _____	Guided Hike \$10/person #people: _____
	<b>Outdoor Programs Sub-Total: \$ _____</b>		

<b>Wedding USE/MEETING SPACE:</b> Prices are per calendar day of use. Photos at <a href="http://Campcarew.org">Campcarew.org</a>	
Calvin Hall \$500	Ryman Cabin \$400
McNabb Cabin \$450	Witherspoon Cabin \$300
Knox Cabin \$250	
Outdoor Chapel \$100	<u>Calvin Hall Chapel only</u> \$100
<b>Meeting Space Sub-Total: \$ _____</b>	

## **USER GROUP AGREEMENT of CAMP CAREW RULES and REGULATIONS**

**This form must be signed and returned with the reservation form and 25% non-refundable deposit.**

**COVID-19:** Additional guidelines and information that will be followed during these unprecedented times can be found on the back page.

**Check-in / Check-out:** Families may check-in starting at 1pm on arrival day. Families that have waivers to submit may do so at the Nurses Station or by calling (618) 459-5596. All families must check-out by 11am.

**Waiver of Claim:** All guests regardless of age must sign a waiver. Parent/guardians must sign for minors (under 18). Waivers must be emailed before arrival or dropped off at the Trading Post upon arrival.

**Quiet Hours:** 10:30pm through 7:00am. Please be considerate of other guests and families!

**Emergency Procedures:** Notify Office Staff during business hours or call On-Duty Staff (618) 457-5596. Staff are trained in AED, CPR and First Aid, but guests are ultimately responsible for transportation to emergency care. **Call 911 immediately.** Nearest ambulance in Carbondale, IL. Nearest ER in Carbondale, IL or Marion, IL. Rental groups are responsible for the gathering of health information of each participant in case of emergency. Rental groups are responsible for the gathering of "permission to treat" forms for all minors not attended by parents or legal guardians.

**Stewardship:** Destruction, defacement, or removal of any natural or historic feature is strictly prohibited. Leave wildlife alone. **Outside firewood and cutting of any live or dead standing trees strictly prohibited.** Collect only dead, down, and brown firewood. **No glass containers of any kind.** Put litter and recycling in its place.

**Vehicles:** Cars may unload/load upon arrival/departure. **One (1) vehicle per unit overnight for emergencies.** Return all vehicles to parking lot. Obey one-ways and speed limits.

**Lodging Areas:** No open flames, candles, tiki torches, gas stoves/lanterns, grills, etc. in cabins. **Campfires only in designated fire pits, always supervised, and drenched before departing.** Cabins/outhouses must be left in condition found upon arrival. No unnecessary discharge of fire extinguishers. Report existing damage to lodging upon arrival.

**Fishing / Hunting / Biking / Boating / Swimming:** Fishing allowed only in Lake Little Grassy. Anyone 16+ years old must possess an Illinois fishing license. No hunting allowed. **Bicyclists must wear helmets and obey posted speed limits.** No boating or swimming without Camp Staff.

**Smoking, Alcohol, and Drug Use:** No smoking/vaping inside any structure. Alcohol only consumed by those 21+ in your reserved lodging. Possession/consumption of cannabis and illegal drugs strictly prohibited and will result in eviction from Camp.

**Legal Concerns:** All local, state, and federal laws apply while at Camp Carew; particularly underage drinking, illegal drug use, use of fireworks, removal of Native American artifacts, as well as hunting, fishing, and other conservation laws. Infractions may be referred to the US Fish and Wildlife Conservation Officer at Camp's discretion.

**Supervision of Minors:** All groups must have an adult age 25+. Minors under 16 must be supervised at all times. Adults should never be alone or out of auditory/visual range of others with unrelated minors. Use the "Rule of 3's".

**Other Regulations:**

- **Firearms, fireworks, and explosives of any kind are strictly prohibited.**
- No use of any Camp program areas or equipment without Camp Staff.
- No entry into Kitchen, Maintenance Building or other lodging units.
- Do not pick up any snakes! Do not kill snakes at Camp Carew. If bitten, seek medical care immediately.
- **No pets or personal horses allowed.**

**Equal Participation Opportunity:** Participation is granted without regard to race, color, national origin, disability, military status, gender, religion, creed, or other legally protected status.

**Cancellation Policy:** Invoice is locked in 7 days prior to arrival. Lodging guest count may increase up to arrival date, no refund or decrease of invoice for lower attendance without approval of camp administration. Meals cannot increase 7 days prior to arrival.

***I agree to abide by the above policies and others sent before my arrival. I understand non-compliance will result in EVICTION from Camp and/or a \$50 infraction fee charged to my credit card. I claim responsibility for the enforcement of the above policies for all member of my group.***

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Camp Carew Policies for User Groups

Kemmerer Village and the Camp Carew Advisory Council have established the following policies governing the use of Camp Carew. These policies are intended to enhance your stay at Camp Carew and to enable us to continue to provide you with well-maintained facilities. Camp Carew is located on National Wildlife Refuge property and certain restrictions are mandated by the Federal Government and the American Camping Association. Camp Carew reserves the right to remove any group or individual not abiding by the terms of the contract. Please review all terms and conditions of this contract, as well as any supplementary material, and return it with the necessary deposit. This contract becomes binding when signed by the Camp Carew Director and the necessary deposit is received. A confirmation letter and copy of the contract will be mailed to you upon receipt of contract and deposit.

Please initial each area as designated.

**1. \_\_\_\_Description of Premises** – “Camp Carew” agrees to permit User groups to use the property identified in the Agreement as “Facility” according to the following terms and conditions. The Agreement includes the use of all improvements to the Facility, except those which “Camp Carew” expressly excludes by so notifying the user groups representative upon his/her arrival at the Facility.

**2. \_\_\_\_Utilities** – “Camp Carew” shall provide water, electricity, and garbage disposal without charge to Licensee.

**3. Maintenance** – “Camp Carew” shall maintain the Facility in good condition and repair and shall provide janitorial services to the premises and buildings. “Camp Carew” shall provide beds, mattresses, kitchen utensils, dishes, and other equipment necessary for the operation of the Facility. Licensee agrees to assist in keeping the Facility clean, and shall leave the Facility free of defacement.

**4.** Once at the Facility, the Licensee is required to participate in a brief orientation to “Camp Carew” safety regulations and emergency procedures, led by the Site Director or designee.

**Cutting Trees:** Cutting or damaging trees is prohibited by our lease agreement with the U.S. Department of the Interior. Please do not cut dead or living trees. The living trees help make up the forest and the dead trees build up our soil.

**Fires:** Fires may be built only in designated fire areas. The designated area is the McNabb Worship Center fire ring. Firewood is available at this location.

**Illegal substances and Items:** The use of alcoholic beverages, illegal drugs, firearms/weapons, or any illegal substances or possessions are prohibited on camp property. When illegal substances and weapons are suspected, any person’s belongings and property may be searched. All illegal substances and weapons will be confiscated and turned over to proper authorities.

**Shared facilities:** If there is more than one group using the campsite at the same time, you are expected to coordinate the use of equipment and facilities with the other groups.

**Boats:** the use of boats and canoes will be available to groups which have a certified lifeguard to supervise, and arrangements have been made in advance of arriving at Camp Carew. The lifeguard must present proof of current certification. All user groups must have qualified personnel in the appropriate craft from a nationally recognized certifying body or documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft. Please read and observe the Waterfront Policy posted in the dining hall. All boaters must wear PFDs at all times while in boats, canoes.

**Swimming:** if members of your group wish to swim, we require you to have a Certified Lifeguard present at each waterfront activity. If more than one waterfront activity is in process, each must have its own lifeguard. The lifeguard must present proof of current certification. Swimming can take place only at the designated swim area and only during daylight hours. Please read and observe the Waterfront Policy posted in the Dining Hall. Arrangements must be made prior to arrival for use of the swim area.

**Damage:** It is agreed that you are financially responsible for any and all damages (including graffiti) incurred by members of your group. Please report damages and losses to the Camp Carew Director immediately. Unreported damages will be charged on a pro-rated basis to those groups using the camp simultaneously.

**Vehicles:** Vehicles should not be taken beyond the camp parking lot except to drop off or pick up camping gear and equipment. Please stay on designated roadways while on camp property.

**Cleaning procedures:** It is the group leader’s responsibility before leaving camp to check and see that all areas are left neat and clean, and that equipment and facilities are in good repair. Sweep kitchen, dining hall and cabins. Pick up litter. Please report any damages to the Camp Carew Director. A cleaning fee will be charged to any group not properly cleaning the facilities used.

**Health and safety:** Camp Carew does not cover accidents and illnesses that occur to user group members while visiting or a guest at Camp Carew. User groups must inform participants that there is not insurance coverage to user

groups for accidents, illnesses or loss/damage to personal property. Camp Carew does not assume responsibility for persons using the facilities and site. User groups are responsible for first aid and emergency care for members of their groups. Emergency transportation is only available through 911 services. User groups should provide their own first aid supplies and equipment. Camp Carew does not provide first aid training or training information for user groups. User groups should gather names and addresses of all participants with emergency contact names and numbers, a listing of all persons with known allergies or health concerns. Minors without a parent onsite should have signed permission to seek emergency treatment or signed religious waiver. Medications should be stored in the nurse's office. Medications and first aid supplies are not supplied by the camp. All accidents/incidents no matter how small should be documented. All rental groups must provide a member to be on duty and accessible at each separate watercraft location who has

Certification from a nationally recognized provider of first aid, including training on bloodborne pathogens. And certification in provider in age-appropriate CPR, use of an AED and the use of personal protective equipment and devices used to assist breathing.

Due to the global pandemic rental groups should be aware Camp Carew cannot be held liable for any sicknesses which may occur at camp and in no way accepts responsibility for illnesses or accidents that may happen at camp.

\_\_\_\_\_ **Supervision:** Rental Groups should provide adequate supervision to all minors. 1 adult to 8 minors is the accepted normal ratio that should be observed.

\_\_\_\_\_ **Removal of unauthorized persons, substances and pets:** Camp Carew reserves the right to remove from the premises unauthorized persons, substances or pets who create a disturbance or otherwise fail to abide by the terms of the contract, the rules and regulations of the camp, and the directions of its staff. Unauthorized substances include alcohol and illegal drugs. No pets are allowed on camp property. Illegal items may be confiscated. Federal authorities are responsible for enforcing all laws on camp property and frequently patrol the area.

\_\_\_\_\_ **Appropriate Behavior:** All attendees of Camp Carew are expected to treat each other with respect and dignity. No fighting or abusive language will be tolerated. Adults of rental groups are responsible for the actions of minors while at camp.

\_\_\_\_\_ **Cancellation of Contract:** This agreement must be cancelled 60 days prior to arrival date to receive a refund of your deposit. You should notify the Camp Director in writing to cancel the reservation. No refund will be given past the 60 day policy.

\_\_\_\_\_ **Deposit:** The deposit will be refunded if all terms of this contract are met. The refund will arrive within 2 weeks of your departure. Deposits can be applied to the final bill for camp usage.

\_\_\_\_\_ **Fees:** Fees will be billed to a group within 2 weeks of departure from Camp Carew. Terms are 30 days from receipt of invoice.

**Signatures:** I have read and understand the information on this contract and agree that my group will abide by these policies. I assume responsibility for my group and will insure that the policies are followed and that I will be on the campsite with this group.

**Group Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reservation received by** \_\_\_\_\_ **Date** \_\_\_\_\_





## **COVID-19 CAMPING GUIDELINES AND INFORMATION**

***This form must be signed and returned with the reservation form and payment.***

**Payments:** All payments for lodging must be made prior to arrival with a credit card or a check mailed to Camp Carew. This will limit congestion during check-in.

**Shower Houses/Bathrooms:** Limited shower house and bathrooms will be available. The Beach changing rooms and Camper bathhouse will always be open. Other shower houses will be open based on overall demand. A sign will be posted at closed shower houses to direct you to the nearest alternative.

**Cleaning of Shower Houses/Bathrooms:** Shower Houses and Bathrooms will be deep cleaned twice a day, once in the morning and once in the afternoon. Between deep cleanings, each location will be disinfected and checked by a staff member. Should a bathroom or shower house need attention, please inform the On-Duty Staff by calling (618) 459-5596.

**Unit Restrictions:** No outside visitors are allowed at any cabin. Only those renting the unit are allowed. Campfires are limited to those occupying that unit. Picnic tables are available for registered occupants of the unit only. Groups may not exceed the group restrictions detailed in the Restore Illinois Plan, in phase 3 groups are limited to 10 people maximum, in phase 4 groups are limited to 50 people maximum.

**Outhouses:** Every unit has an assigned outhouse. These outhouses are intended for the family group staying in that unit. Please do not use outhouses at other units. All outhouses will be cleaned by Camp Carew Staff before and after your departure. If a family would like to clean their outhouse more frequently, they are welcome to bring supplies to do so.

**Social Distancing:** Families are reminded to practice social distancing, remaining 6 feet away from other groups when interacting. Close contact as defined by the CDC is being 6 feet or closer for 15 minutes or longer. If you are unable to maintain appropriate distance from staff or other guests, you must wear a mask. Masks must be brought to each activity to wear in moments of close interaction with staff.

***I agree to abide by the above policies and others sent before my arrival. I understand non-compliance will result in EVICTION from Camp and/or a \$50 infraction fee charged to my credit card. I claim responsibility for the enforcement of the above policies for all member of my group.***

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. As a result federal, State and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of Covid-19, but we cannot guarantee that you or your family members will not become infected with Covid-19.

**By participating in programs, services, activities and renting of facilities of our Organization, you agree to the following.**

On behalf of yourself and your children, you hereby release, covenant not to sue, discharge, and hold harmless Presbyterian Camp Carew, it's employees, agents and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services activities or renting of facilities (cabins or hogans, Calvin Hall) You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents and representatives, whether a Covid-19 infection occurs before, during or after participation in any hosted or programmed event by this organization.

Attendee if adult: \_\_\_\_\_ Date: \_\_\_\_\_

**For those with children/campers**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Names of Minors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

