

# Fowler Camp & Retreat Center Event & Rental Policy

## Who we are.

Camp Fowler is a nonprofit, children's camp and adult retreat center in the south central Adirondack Mountains. Camp Fowler is affiliated with: the Reformed Church in America, the United Church of Christ (UCC), and the Presbyterian Church (PCUSA) and began its ministry in 1954. Children and adults of all faiths, race, gender identity, and preference are welcome here.



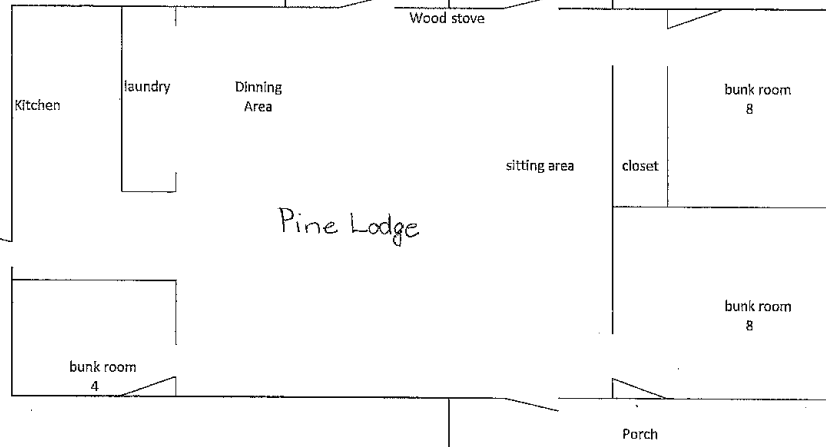
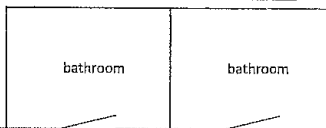
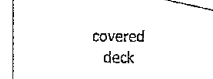
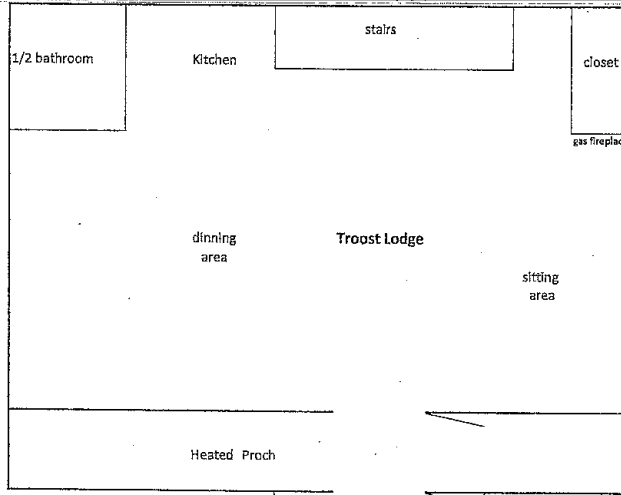
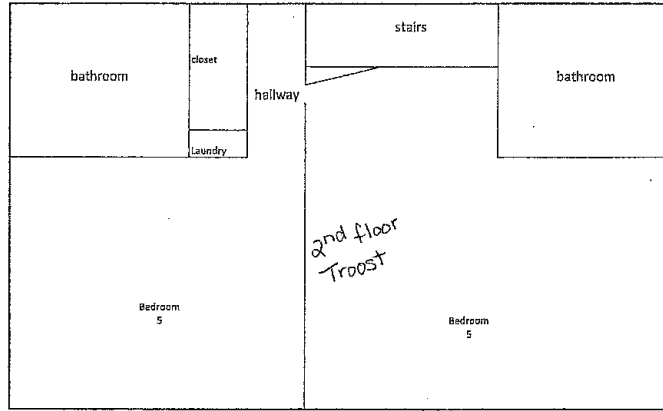
Camp Fowler is primarily a residential summer camp operating June – August. In addition, our annual programming includes Family Camp, Students Working in Ministry (SWiMs), Winter Camp, Winter Family Camp, college courses and orientation, and a Creation Celebration weekend. Camp Fowler, as a year round retreat center also provides dynamic adult retreats, some of which are in collaboration with our partners.

Recently, Camp Fowler has become a weekend wedding venue for the Adirondack and upstate NY area, hosting, on average two to four weddings a year.

All of the proceeds from our rentals, retreats, special events, and weddings provide support to our summer camp, subsidizing our camper fees. On average, each year Fowler contributes \$150 towards every camper who comes to camp. Your attendance at a retreat or event, or rental of a lodge, helps defray the cost for a child. There are many ways to help a child to camp. Your investment in Camp Fowler is an investment in a child. You make a difference.

While you are here with us, we ask that you adhere to our safety and grounds use policy. Our intention is to enrich the lives of both the child who comes to camp and the adult who arrives to retreat or rent. We depend on your cooperation so that we may continue to share this special place. Please read through this Facility Rental Handbook; your enjoyment and safety is our priority.

# Event & Rental Policy



**Guidelines & Policies**

**ACCOMODATIONS**

	<b>Chi Rho House</b>	<b>Pine Lodge</b>	<b>Troost Lodge</b>	<b>Vrede &amp; Skennen ADK Cabin</b>	<b>Skennen ADK Cabin</b>
<b>Sleeps</b>	Up to 24	Up to 20	Up to 10	2 adults	2 adults
<b>Linens provided</b>	Yes	No	No	Yes	Yes
<b>Private rooms</b>	Yes	No (bunk beds)	No (bunk beds)	Yes	Yes
<b>Fireplace</b>	Yes	Woodstove	Gas Heater	Gas Heater	Gas Heater
<b>Central Heating</b>	Yes	Yes	Yes	Yes	Yes
<b># Of Bathrooms</b>	In each room	2	3	1	1
<b>Meals provided</b>	Yes (required to rent)	No	No	No	No
<b>Kitchen available</b>	No	Yes (Full kitchen)	Yes (Full Kitchen)	Yes (Microwave, sink, small fridge)	Yes (Microwave, sink, small fridge)
<b>Children allowed</b>	Yes	Yes	Yes	No	No
<b>Near lake</b>	8 minute walk	1 minute walk	By the water	4/6 minute walk	6 minute walk

**ALCOHOL and TOBACCO**

Camp Fowler is a tobacco-free environment. We ask that you please respect this policy. There is no smoking, vaping, or chewing tobacco permitted in any of our buildings or anywhere on our grounds.

The director may approve special situations, where a renter may bring cigarette disposal containers for smoking guests; the containers would have to be removed by the renter.

Renters may bring alcoholic beverages into their lodge, for personal consumption. Possession and responsible consumption of alcoholic beverages is only permitted in Lodges.

Special EVENTS, such as weddings require a certificate-of-liability from a homeowner, or a proper license to serve liquor from a caterer with a certificate of insurance for \$1,000,000, listing Camp Fowler as an additional insured.

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Use or possession of illegal drugs is absolutely prohibited on Camp Fowler property. If Camp Fowler staff becomes aware of use or possession of illegal substances, the appropriate law enforcement agency will be contacted immediately.

### ANIMALS/PETS

Please note pets are not allowed on Fowler property. Working or certified therapy dogs are allowed upon agreement with Camp Fowler. Verification of rabies vaccination must be provided.

### ARRIVAL AND DEPARTURE

Arrival is 4pm. Departure is 11am. Early arrival requests may be submitted to the administrator for consideration. Prayer cabin arrival 3pm\* and departure 11am. \*We will contact you if this time is not available. Special Events, which include an evening rental must end by 11pm, and be cleaned with furniture returned to pre-rental conditions by 12am.

### BEACH AREA

Swimming is not available for our rental groups. Canoes and kayaks may be rented for an additional fee. Lifejackets must be worn by all users.

### CAMP COURTESIES

Please use areas and lodges that you have rented. Quiet time is 10 pm – 7 am. Please do not enter an area or building being used by others. The grounds are available for use by each group renting camp facilities. If you are sharing the camp with other groups, it is up to representatives of each group to work out a mutually convenient schedule for the use of the shared space and grounds.

### CANCELLATIONS

Rental fees are not refundable.

### CANDLES

Candles are only allowed for liturgical services and must be properly maintained and extinguished.

### CHAPEL USAGE POLICY

Camp Fowler's chapel is the spiritual center and sacred heart of the camp. The glowing warmth emanating from every aspect of this beautiful structure embraces all who enter. Fowler rents the chapel only under specific situations and with specific restrictions. The beautiful banners on the walls are not to be removed or moved. Renters may rearrange furniture, but must return all to original positions before departure. Before departure, renters must sweep clean the floors, and remove all trash from the building. Other restrictions may apply.

### CHILD SUPERVISION

For rental groups: in order to adhere to Fowler's Child Abuse Prevention Policy, that while at Fowler you are advised that no adult should be alone with a child where they cannot be seen.

### CHECK OUT (Pine and Troost)

Each group is asked to leave facilities clean and properly arranged (as they were during check-in) prior to departure. Trash should be bagged and left in the kitchen area of your facility. Please take

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your own recyclables with you. Cleaning supplies are located in supply closets within each lodge.

### **CHECK OUT (Prayer Cabins & Chi Rho House)**

Fowler staff will clean your facilities. Bagging of linens and straightening of room appreciated.

### **DAMAGE TO PROPERTY**

No furniture or equipment should be taken outside unless arranged in advance. Groups will be charged for any property damage or when excessive cleaning is required after their departure. Fowler staff, upon your departure will inspect your lodge rental. Vandalism is strictly prohibited. Cutting live trees or damaging nature is not allowed. We ask you help respect and preserve our natural spaces.

### **DEPOSITS**

Chi Rho Lodge and special events accept non-refundable deposits to secure a rental. All other lodges require full payment online by credit card at the time of registering.

### **EVENTS (i.e. weddings, full service rentals, and special camp weeks)**

All events are subject to the same policies, disclaimers, and restrictions as noted in this document. 'Other' restrictions may apply to any event as deemed necessary by the Executive Director and/or Board of Trustees.

Events may be required to produce a Certificate of Liability with Camp Fowler listed as the insured.

Formal background checks may be required of staff and attendees when deemed necessary by the NYSDOH.

'Caterers' of all events must be licensed, provide Camp Fowler with a Certificate of Liability, and, if necessary, licensed to serve alcohol.

Wedding event contract holders are required to use the services of Fowler's Event Liaison.

Event contracts are subject to the review and approval of the Executive Director.

Events must be paid-in-full no less than one month from the date of the event.

### **EMERGENCY PROCEDURES**

Should an emergency occur, please call 911, and then contact the camp manager at 315-877-4224.

Camp Fowler is not responsible for providing personnel, supplies, transportation, or health-care services or otherwise to rental groups, retreat groups, and private events using camp facilities and limited services (Fowler catering and programming).

Rental groups should include CPR, and First-Aid certified adults, who are responsible for the health needs of the group. Group organizers should maintain records of contact and emergency contact information and any allergies/health condition/restrictions for all guests. Guests who are minors

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without a parent in attendance should have a signed permission slip that allows emergency treatment.

Group leaders are responsible for informing the Fowler office of any allergies or restrictions that may affect camp services. Groups are responsible for their emergency transportation. Phone numbers and locations of local hospitals are provided in this manual and posted in your facility. Groups are responsible for providing their first-aid supplies and equipment. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency.

### FEES AND PAYMENT POLICY

The Fowler Board of Trustees (FBoT) approves the fee rates for all rentals. Rates are reviewed annually, but may be changed at any time. Rental reservations are secured online from our website. Full payment is due at the time of submitting a rental request when renting Pine, Troost, or the ADK cabins. When renting Chi Rho Lodge, a non-refundable deposit is due at the time of your rental request submission; the remaining balance is due one month before your arrival date. The current fee on the date of your arrival determines the remaining balance.

### HOSPITAL LOCATIONS

<b>Nathan Littauer Primary Speculator</b> 2862 NY-8, Speculator, NY 12164 <b>(518) 548-8155</b> <i>limited hours</i>	<b>St Mary's Hospital At Amsterdam</b> 331 Bridge St, Northville, NY 12134 <b>(518) 863-4200</b> <i>limited hours</i>	<b>Nathan Littauer Hospital: Gloversville Center</b> 99 East St. Gloversville, NY 12078 <b>(518) 661-5493</b>	<b>St. Mary's Hospital</b> 427 Guy Park Ave, Amsterdam, NY 12010 <b>(518) 842-1900</b>
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### FIRST AID & MEDICAL CONCERNS

Groups are responsible for providing their own first aid supplies and monitoring their group's medical needs. Any medicines brought by groups should be kept safe and under lock to prevent misuse or loss. Allergies (food, environmental, etc.) should be communicated to Fowler staff and monitored by the leader(s) of the rental group.

### FIRES

Permission for a beach fire-circle or cabin area fire-circles requires permission from the Director or Operations Manager. If approved, the camp manager will provide wood for the fire. Please do not burn any trash in the fire circle. Flames must be kept to less than 4 feet. Restrictions and limitations may apply.

### FIREPLACES, WOOD STOVES, GAS HEATERS AND INSERTS

Each lodge may have an alternative heat source. Chi Rho and Pine Lodge have a fireplace; wood is provided for both. Troost Lodge and both ADK cabins have gas heaters; follow directions as noted. If you don't understand how to operate any heating source: contact the operations manager. Be sure you know where all fire extinguishers, smoke alarms, and emergency exits are located.

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### FORMS OF PAYMENT

Camp Fowler accepts payments in the form of cash, money order, credit card, debit card or check. Debit and credit card payments may be made online, via phone, or by mail. Please make checks payable to *Camp Fowler*, and send to *Camp Fowler, 1790 Grand Blvd., Schenectady, NY 12309.* Payments are not accepted at the camp location.

### FOOD PREPARATION IN PINE AND TROOST LODGE

Safe food practices must be used in the kitchens and outdoor cooking. Food should be prepared and stored in clean, secure areas. Food handlers should wash their hands thoroughly before handling food.

Use only clean and sanitized utensils and equipment during food preparation. *Do not* assume that utensils and equipment provided at the facilities are clean; wash them before your initial use.

Clean and sanitize food contact surfaces before, during and after each use, and minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F. If you are using a refrigerator, check the thermometer to be sure that the temperature does not exceed 40°. If it does, contact the camp manager immediately. Dishwashing procedures need to be followed also for outdoor and indoor cooking. Please check that the wash water is very hot before washing. If the dishwasher is not operating correctly, please notify the camp manager.

Health Department regulations require that all pots, pans, plates, cups and dinnerware be protected from dust and contaminants. Please return utensils to their designated locations.

Please properly dispose cooking grease. DO NOT dump grease in the sinks, dishwasher, or on the ground outside. Please notify the camp manager with any questions.

### FOOD SERVICE/CATERING

Camp Fowler occasionally provides food services for special events. If you wish to bring an outside caterer onto Fowler grounds for an event, you will need to consult with the administrator regarding policies, limitations, and procedures. Acceptable caterers must provide a copy of a certificate-of-liability and a caterer's license for permission to cater on Fowler grounds. Fenimore dining hall may be used by a Fowler approved caterer for food warming and cleaning. Cooking is not allowed.

### HIKING

Camp Fowler has almost 3 miles of hiking trails. We encourage our guests to get outdoors and enjoy them. Please use only established trails. No one should trespass on private property.

### HUNTING

There is absolutely no hunting or trapping allowed on Camp Fowler property.

### ICE SKATING/SLEDDING

Winter play on Sacandaga Lake is at your own risk.

### INSURANCE

Presently Camp Fowler does not require a general certificate-of-liability for rental purposes.

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### KEYS

Your facility will be open and ready for your arrival. All buildings can be locked, but Fowler does not provide keys. Chi Rho bedrooms can be locked from the inside only. Guests are encouraged to store valuables in their vehicles. Please do not attempt to enter any locked or room.

### LINENS

Camp Fowler does not provide linens in all lodges. Chi Rho Lodge and both ADK cabins provide linens, towels and blankets for your use. Pine, Troost, and camper cabins do not provide linens, towels or blankets; please bring your own.

### LODGE ACCOMODATIONS

*Each lodge has a rental waiver and policy statement, which needs to be reviewed and accepted by the renter during the online registration process.*

Chi Rho Lodge: group rental for both small (up to 14 guests) and large groups (up to 28 guests). Adirondack lodging with home-cooked group meals\* included. 12 bedrooms (2 handicap accessible) include beautiful Adirondack décor and private bathrooms. Linen and pillows are provided. A special payment policy applies to children who are guests: children under 6 are free, children 6 – 13 are half the adult fee, children 14 – 18 are full adult fee. Children under 18 do not count towards meeting guest minimums. There is limited rental availability during the summer camp season. \*Fowler strives to address dietary needs. Camp Fowler is not a gluten free facility.

Pine Lodge: group rental for up to 20 guests. A traditional (modernized) group lodge providing a full sized kitchen, dinning room, living room, and fireplace. Lodge is fully heated. Three bedrooms provide bunk beds for guests. Linens and pillows are not provided. Payment in full with online registration required. Not available to rent during the summer camp season.

Troost Lodge: group rental for up to 10 guests. A cozy family oriented lodge with 2 bedrooms on the second floor: both have bathrooms and 1 has a washer and dryer. Charming gas heater in the living room, as well as being fully heated, makes this lodge comfortable all year long. Linens and pillows are not provided. Not available to rent during the summer camp season.

Adirondack (Prayer) Cabins; Vrede & Skennen (2): exquisite solitary and couple's retreat lodging. A beautiful Adirondack 'A' frame cabin, fully modernized with an efficiency kitchen, private bedroom, relaxing loft and charming gas heater. Linens, pillows, and towels are provided. Payment in full with online registration required. Not available during the summer camp season.

### MOTORCYCLES/SNOWMOBILES/4x4/ATV's

Use of any type of off-road vehicle, motorized or non-motorized, is prohibited.

### NATURAL PLAYGROUND

Camp Fowler is nature's playground; you are most welcome here.

### NOISE ORDINANCE

Please respect Fowler's noise ordinance, even when you are the only renter on the property.



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Quiet time is 11pm – 7am.

### **PARKING & TRANSPORTATION**

*Please slow down when you enter the camp and observe the posted 15 MPH SPEED LIMIT.* Parking is available in posted lots along the main road leading to the Camp office. Parking is limited.

We encourage carpooling whenever possible.

Please respect our grounds and roads and avoid trespassing. During special events, the operations manager will guide you to appropriate parking places.

Please discuss parking alternatives if you are expecting a large number of vehicles or buses.

Please do not block the paved or gravel drive at any time. Enough room must be left at all times for an emergency vehicle to pass.

### **PERSONAL PROPERTY**

Groups agree that Camp Fowler will not be held responsible for any personal property. This includes the property of guests, which may be lost, damaged, stolen, or from loss due to fire, or other casualty, during a renter's occupancy.

### **OUTDOOR FURNITURE**

Please do not move any outdoor furniture from any porches, lawn area, or lake area.

### **REPAIRS**

We will make our best effort to resolve any issues you have while staying on our grounds. Needed repairs should immediately be reported to the operations manager. Once a request has been placed, we will make our best effort to repair it quickly.

### **SAFETY ISSUES**

If you notice any safety hazards or unsafe conditions - please notify the operations manager and take proper precautions.

We ask that all rental guests practice proper safety habits at camp including fire safety, kitchen safety, and refraining from running or roughhousing inside the facilities.

Fireworks are prohibited.

Be sure to observe universal precautions when dealing with all bodily fluid incidents.

### **SECURITY**

If someone encounters an intruder please phone 911 and speak to the Sheriff's office. Please do not attempt to apprehend or detain the intruder on your own.

### **STAFF CONTACT**

The operations manager or weekend host is available during your visit. If you encounter problems or maintenance issues, please use the designated numbers in your lodge.

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### TELEPHONES

Our rental facilities no longer have landlines. Groups are encouraged to bring cell phones. The Schenectady business office is closed on weekends. Calls left on the answering machine at the business office will not be checked before the first business day of the following week. The operation manager's and emergency numbers are posted in your lodge.

### TERMINATION OF RENTAL

Camp Fowler has the right (to terminate residence of) eject any group or group members, without any refund of fees, who cause any undue disturbance to the camp or other campers. Furthermore, we reserve the right to revoke privileges of the reserving organization, or the privileges of any of its members or guests in the event their conduct becomes, in the staff's judgment, injurious or potentially injurious to the personnel, facilities, or the image of Camp Fowler.

### WATERCRAFT USEAGE

Some groups may rent canoes, kayaks, or paddleboards. Properly fitted PFDs must be worn at all times when using the equipment. Groups are responsible for providing their own lifeguard and oversight in order to provide for safety. Fowler reserves the right to cancel all water activities if conditions are deemed dangerous or if equipment is not being properly used.

### WEAPONS/FIREARMS

All firearms and weapons are strictly prohibited.

### WEDDING EVENT PAYMENT

Final non-refundable payment is due one month prior to the actual wedding event.

### WIRELESS

Camp Fowler does not provide Internet services to renters.

*If you have any further questions, please contact the business office at [campfowler@rca.org](mailto:campfowler@rca.org) or 518-631-6789. Please also visit our website at <http://www.campfowler.org> for our rental calendar, lodge and retreat descriptions, pictures of our facilities, and links for rental reservations.*