

JACOB'S LADDER CAMPS & RETREATS

RENTING INFORMATION FOR GROUPS

REPORTING YOUR EXPECTED REGISTRATION

Jacob's Ladder will contact you periodically and one week before your retreat. These contacts are great times to communicate about your registration process. It is important that expected numbers be communicated realistically in order to provide the necessary facility needs.

1. You are responsible for paying for your reservation number and for guests that exceed your reservation number. **Guests have two weeks after booking dates to send a deposit secure their dates. After that time period that date will be opened up to other groups. Deposits and payments can be made by check, or through your online invoice by card or bank withdrawal.** You have up to **one week before the retreat** to make changes in the reservation number. If your number drops below the reservation number on your contract, you will be charged for those who attended and 80% for those who didn't, up to your reservation number.
2. Jacob's Ladder needs your final numbers **one week** before your retreat date. If your numbers are exceeding the number reported one week prior to the retreat, call Jacob's Ladder to see if space is available for extra guests.

Examples of above: Your church **reserves 30**, reports they are bringing 20 three days prior to retreat and **brings 20**. They're **responsible to pay for the 20 guests that came + 80% of the 10 who didn't come** (you are obligated to the contract reservation number). The way to prevent this from happening is to be realistic on your original reservation number.

WHAT TO BRING / WHAT TO LEAVE AT HOME

- DO BRING -

- Bedding & towels (if staying in bunkhouses)
- Toiletries
- Modest clothing for the duration of your stay
- Athletic clothing for outdoor activities
- Closed-toed shoes for ropes course
- Sunscreen / bugspray
- Fishing tackle
- Football, basketball, volleyball, frisbee, ping pong paddle & balls, etc.
- LEADERS: Food for the entirety of your stay & needs, paper goods (plates, cups, bowls, napkins, utensils)

- DO NOT BRING -

- Alcohol, tobacco (including vapor devices), & drugs
- Fireworks, knives, firearms, or other dangerous objects
- Pets or other animals
- Open-flame devices (campfires, Tiki torches, etc.) except those approved by Jacob's Ladder staff - e.g. fires in designated fire pits are approved

FIRST AID SUPPLIES AND MEDICAL ATTENTION

First aid supplies are located in the gym kitchen and in the Johnson Cabin, and it is the responsibility of the renting organization to provide the proper care. **We recommend that you have at least one adult**

leader that has up to date certification for CPR and First aid. It is also our recommendation that you keep a list of all names and addresses of your group with emergency contact names and phone numbers. It would also be wise to indicate on your list any type special health conditions people might have. Please be prepared to communicate your first aid responsibility and be prepared to handle these situations within your group. Transportation for medical care is the responsibility of the guest group. On duty Jacob's Ladder staff can be utilized to arrange emergency medical care and assistance. Do you have a plan in case someone gets hurt? **Please be ready.**

EXPECTATIONS & COMMITMENTS

At Jacob's Ladder, we are committed to providing a top-notch camps & retreat facility that will fit the needs of all sorts of groups. That being said, as a non-profit ministry, Jacob's Ladder is not equipped to function like a hotel or a B'n'B in terms of round-the-clock service. Below is what you can expect from Jacob's Ladder, as well as what Jacob's Ladder expects from you and your group.

JACOB'S LADDER STAFF COMMIT TO THE FOLLOWING BEFORE AND DURING YOUR STAY:

- All reserved facilities will be clean and stocked with necessary items such as toilet paper & paper towels.
- All appliances, equipment, & utilities will be in good working order.
- Special requests made prior to the retreat will be accommodated as best as possible according to our policies and at our discretion.

AS GUESTS AT JACOB'S LADDER, YOU AND YOUR GROUP COMMIT TO THE FOLLOWING:

- Pay the deposit and return group agreement/waiver forms in timely manner prior to the scheduled retreat.
- Maintain good housekeeping habits during your retreat, including (but not limited to) keeping trash picked up, replacing toilet paper/paper towels when out, returning tables/chairs/etc to their proper storage areas when finished, being respectful of the facilities by not damaging or destroying any Jacob's Ladder property, and following cleanup checklists prior to leaving at the end of your retreat.
- Be responsible for any and all damages to furniture, equipment, cabins, or any other Jacob's Ladder property. If needed, Jacob's Ladder will use the security deposit to pay for any damages. If the damages exceed the security deposit amount, the group will reimburse Jacob's Ladder for the total cost of the repairs. NOTE: Cost of service call when the only fault is a tripped breaker or stopped up plumbing from items dropped in the toilet will be deducted from the deposit.

PROHIBITED ACTIVITIES

Here is a list of strictly prohibited activities at Jacob's Ladder:

- Swimming/wading in the ponds
- Playing/using/climbing on the high or low ropes without authorized Jacob's Ladder personnel
- Fires outside of the designated fire pit areas
- Bringing pets (or other animals), alcohol, tobacco (including vapor devices), illicit drugs, fireworks, knives, guns, or other weapons/dangerous objects
- Rearranging furniture in the bunkhouses or Johnson Cabin
- Any sort of vandalism or destruction of property (including pranks or practical jokes that are destructive or require extra cleanup/maintenance, i.e. shaving cream fights)

If you have a question about an activity, please don't hesitate to ask! Better safe than sorry.

TRAVEL DIRECTIONS

FROM OKC:

Travel east of OKC on I-44 and take the Wellston exit. Go approximately 5 mi east and turn north onto 3390 RD. Go 2.2 mi to the Willow Springs Boys Ranch entrance, and follow the signs through the property towards Jacob's Ladder.

FROM TULSA:

Travel east of Tulsa on I-44 and take the Chandler exit. Turn south on HWY 18 and drive through Chandler to HWY 66. Travel 4.5 mi from Chandler and turn north onto 3390 RD. Go 2.2 mi to the Willow Springs Boys Ranch entrance, and follow the signs through the property towards Jacob's Ladder.

EXACT LOCATION:

Jacob's Ladder Camps & Retreats

880876 S 3390 RD

Chandler, OK 74834

35.7329150 , -96.9558070

