

POLICIES, REGULATIONS, AND INFORMATION
RETREAT RENTAL CONTRACT, PAGE 2

1. **Parking and Unloading** - Dorm residents may drive to their dorm and unload their luggage. After unloading, you are required to park in the main parking lot in front of the Dining Hall. Excessive driving is discouraged. Do not park on the grass or block roadways. The speed limit is 10 mph. Recreational vehicles (4 wheelers, dirt bikes, ATV's, etc.) are NOT allowed on the camp property.
2. **Linens** - Linens are NOT furnished for groups staying in the dorms.
3. **Meals** - Meals are served promptly at the following times: Breakfast - 8:00 a.m., Lunch - 12 noon, Supper - 5:30 p.m., Friday Supper - 7:00 p.m. The serving line will be open for 30 minutes each mealtime. Please come as a group to each meal. Latecomers may not be served.
4. **Snacks** - No food service is offered other than regularly scheduled meal service. Snacks, in sealed containers, may be kept and eaten in the main meeting room. Food is not permitted in the bedroom areas. Cooking in the dorm or motel rooms is strictly prohibited!
5. **Prior to Departure** - Clean up after your group. We ask that you sweep the floors, pick up and bag all trash and place outside the front door of your facility. Place smaller bags of trash in one or two large bags (provided). Also, be sure to turn off lights and air conditioners and return keys to the wooden box on the wall outside the dining hall front door.
6. **Conservation** - Keep all windows and outside doors closed when air conditioning and heating is on. Turn off all lights when not in use. Remind your group not to throw litter on the ground.
7. **Dress Code** - Camp/Retreat Directors are charged with the responsibility of ensuring their campers' clothing and bathing suits are always modest and/or conservative. Bathing suits must be covered when worn out of the pool area. Timberline reserves the right to ask a camper to change their clothes or to cover a bathing suit that is considered inappropriate.
8. **Pets** - Pets are strictly forbidden at Timberline. Groups bringing pets will be charged \$50.00 per pet, per day. Pet owners will bear sole responsibility for property damages and/or personal injuries caused by their pet.
9. **Programming** - You are responsible for providing your own programming. Submit to us a copy of your retreat schedule at least one week prior to your arrival.
10. **Recreation** - All recreation must be scheduled and approved by Timberline's Recreation Director at least 30 days prior to your event. Please call for information and booking.
11. **Prohibited Items** - All types of fireworks, firearms, water guns, smoking and tobacco products, alcoholic beverages and drugs are prohibited. Also, prohibited are radios, Walkman, tape and CD players, I pods, MP3 devices, and compact video players (with the exception for programming use). Absolutely NO SMOKING in ANY building.
12. **Prohibited Activities** - include improvised ropes activities, earth balls, bicycling, rollerblading, and skateboarding unless you provide proof of General Liability Insurance Coverage naming Timberline as additional insured.
13. **Disclaimer** - Timberline is not responsible for lost, damaged or stolen property belonging to your group.
14. **Special Requests** - Special requests will be given due consideration.
15. **Emergencies** - The closest hospitals, ETMC and Trinity Mother Frances, are located in Tyler on Beckham Ave. Groups are encouraged to bring a cellular phone in order to receive emergency messages in a timely manner.
16. **Agree to Inform** - You are required to inform your group of the regulations stated in this contract.
17. **Insurance** - Primary insurance coverage will be provided by the camper's insurance company and/or the Renting Organization's group insurance policy. Timberline is a secondary insurance provider only.
18. **Consideration** - Outdoor, amplified activities/concerts must cease at or before 11:00 p.m.
19. **Leadership** - Texas law requires one (1) adult (at least 21 years of age) for every 10 youth.