

Welcome to Camp Sky Meadows

Camp Sky Meadows is located on 25 acres in the Barton Flats area of the beautiful San Bernardino Mountains (5,800 foot elevation). The camp provides natural beauty, group accommodations, and splendid recreational opportunities. Sky Meadows is owned by the Pasadena Methodist Foundation and is operated by the First United Methodist Church of Pasadena. The camp is available year-round for churches, schools, groups, and retreats.

Camp is a place where people of all ages can escape the pressures of urban life, and find peace and solitude in natural surroundings. Nestled in a gentle valley, the main grounds are mostly flat, providing easy walking access between buildings, while the surrounding mountains provide breathtaking views.

Our camp offers a perfect retreat for groups of up to 126 people. The facilities consist of a main meeting/dining hall that can seat up to 140 for meals and 249 people for day-use meetings. For overnight stays, there are two lodges and four dormitory-style cabins. Also included are picnic areas, a large swimming pool, an outdoor BBQ, children's playground, horseshoe pit, softball field, volleyball court, and a hillside amphitheater that provides a perfect location for campfires and worship services.

There are over sixty miles of trails and fire roads that provide excellent opportunities for viewing wildlife and native plants. One can walk through valleys and along ridge tops, through woodlands, sage scrub and grasslands.

Lodging

Case Lodge is the main meeting and dining hall that accommodates up to 140 people for meals and 249 people for day-use meetings. This hall includes an open seating area with a large fireplace, a piano and a large projection screen. The fully equipped kitchen includes utensils and dishware, cookware, a 12-burner stove, 2 ovens, a griddle, large convection oven, walk-in refrigerator, 2 freezers, a microwave, an automatic dishwasher/sterilizer, and an ice machine.

Whispering Pines is a ten-room dormitory that can accommodate up to 36 people. It has two complete bathrooms and shower facilities as well as a full, ADA-accessible bathroom. This large cabin is newly painted and carpeted with 18 comfortable wooden bunks. There is a small room with a sink and cabinets (with no bunk) in each half of Whispering Pines that can be used for a first aid room or for other purposes. One of the rooms has a connected room with a single bunk.

Manzanita Lodge is a fully self-contained facility that can accommodate smaller groups of up to 30 people. The lodge includes a meeting/dining room with a fireplace, kitchen, four large dormitory-style bedrooms with new wooden bunks, one small room with a single bunk bed and two complete bathrooms. The fully equipped kitchen includes double sinks, stove and griddle, refrigerator, worktable, microwave, utensils and dishware, and cookware. Manzanita Lodge can be rented as a stand-alone, or combined with the rest of the camp for larger groups.

Cabins: There are four individual cabins each accommodating up to 14 people. The cabins have access to separate men's and women's shower and bathroom facilities.

CAMP POLICIES

RESERVATION POLICY

Please direct all inquiries and reservation requests to:

Aisha Figilis-Williams
First United Methodist Church
500 E. Colorado Blvd.
Pasadena, CA 91101
(626) 796-0157

Reservations may be made up to one year in advance of the requested date. Please include the name of your group, contact person with phone number and e-mail address, and the requested camp dates with all correspondence. When a reservation request is received, the church office will send a Cover Letter, Reservation Application form and a Hold Harmless form along with rental and down payment information within two working days. These forms and information are also available on the camp website (www.campskymeadows.com). Your reservation date(s) are held for three (3) weeks awaiting the completed:

Reservation Application form
Hold Harmless form
Certificate of Liability Insurance (see below)
Down payment
A copy of your current Red Cross Lifeguard Certificate (if pool use is requested; lifeguard must be at least 18 years of age)

You will receive a confirmation letter when all forms and down payment are received. The confirmation letter completes the booking process. If you do not receive the confirmation letter, please contact Aisha Figilis-Williams in the church office.

CERTIFICATE OF LIABILITY INSURANCE

A general liability insurance policy for your organization must be presented at the time of registration. If your current policy is inadequate to meet the one million dollar (comprehensive, single occurrence) coverage, then you need to call your carrier and ask for a rider for the dates of the contract. PLEASE NAME FUMC PASADENA, CAMP SKY MEADOWS AND THE U.S. FOREST SERVICE AS CO-BENEFICIARIES. This policy is not specifically for medical treatment. It is a liability policy required by the U.S. Forest Service and our insurance company to protect us and the forest lands from negligence and malfeasance. If your organization does not currently have an umbrella liability policy, we ask that you purchase one before your stay. One suggestion is TULIP (Tenant User Liability Insurance Program) under HUB International which may be purchased online. Please contact the church office at (626) 796-0157 for instructions.

CANCELLATION POLICY

Groups canceling their reservation **four or more months** prior to the reservation date will receive a full refund of all down payments.

Groups canceling their reservation with **less than four months' notice, but more than two months' notice** will forfeit their rental down payment.

Groups canceling with a **two-month or less notice** will forfeit their down payment.

If a camp is canceled due to closed roads or unforeseen camp closure, all down payments will be refunded.

BILLING INFORMATION

Groups will be presented with a bill at the end of camp, which is then due and payable within 30 days. Groups not meeting the minimum number of campers will be billed for the minimum number of campers. Checks for all down payments and camp use fees should be payable to **Pasadena Methodist Foundation**

Mail checks to: First United Methodist Church
 500 E. Colorado Blvd.
 Pasadena, CA 91101
 Attention: Aisha Figilis-Williams

The group will be billed for any damages noted by the Camp Manager at the time of check out.

Please check in with the Camp Manager, Jeff Potter, at (909) 485-0005 for Arrival and Departure times.

WILDLIFE ACTIVITY

Camp Sky Meadows is located within the San Bernardino National Forest and in an undeveloped area. In this forest, there are many wild animals, poisonous snakes, and areas with precarious footing. Campers use Camp Sky Meadows and the surrounding National Forest at their own risk and are responsible for their individual safety.

Camp Sky Meadows is also in bear country; therefore food is not allowed in sleeping cabins or in cars. Food should only be kept in Case Lodge or Manzanita Lodge.

Do not corner, trap or try to feed ANY wildlife at camp or on the trails.

Bears and occasional mountain lions have been sighted during the months of May through October. Groups are warned not to wander into the wilderness area around the camp alone. Groups of 4 or larger are recommended for any hiking on various trails.

CAMP OPERATING PROCEDURES

CHECK IN PROCEDURES

SIGNED RECEIPT OF THE INFORMATION PACKET

The person-in-charge of the camping group will have read the rules and have signed the camp rules receipt and agreement form.

In addition, the person-in-charge will have in their possession medical release forms and a list of all attendees.

Allow approximately 15 minutes for a camp orientation. This meeting provides vital emergency procedures and safety information to your group. Please arrange the timing with the Camp Manager.

It is recommended that Camp Operating Procedures be reviewed with your group before coming to camp and then again at the first meal at Camp Sky Meadows.

MEDICAL INFORMATION AND RELEASE FORM

The San Bernardino County Health Department regulations include the following requirements for a "Health Supervisor" as follows:

On page 6 (labeled page and not document page) under Section 30700 - Definitions, section (f) states:

"Health Supervisor" means a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.

The minimum requirement for the Health Supervisor is that they be a physician, registered nurse or licensed vocational nurse. The minimum certifications that they must have are the following three:

First Aid

CPR

Child Preventative Care

The San Bernardino County Health Department also requires a medical release form for each camper.

It is the renter's responsibility to prepare medical release forms, which include the name, address, emergency contact(s), phone number(s) and current medical information for all campers. The forms must be in the possession of your health supervisor on site.

Medical conditions and current medications should be noted on these forms. An up-to-date signed parental release form must be completed, giving permission to seek emergency treatment for all minors without a parent on site.

It is the renter's responsibility to notify the Camp Manager immediately in the event of any emergency including fire, camper injuries or sickness, and facility problems. Camp Sky Meadows does not provide a nurse or medical personnel or a medical facility. The renter is responsible to provide necessary first aid supplies, equipment and an emergency designated vehicle to transport injured campers should an ambulance not be needed. The nearest medical facility is over 32 miles away in Big Bear City.

PARKING AND VEHICLE POLICY

Parking space is limited. Chartered buses and/or carpooling are suggested. Park only in designated areas. Cabins are not accessible for loading and unloading by vehicle. The U. S. Forest Service requires vehicles be parked front end out for the purpose of immediate evacuation. Parked vehicles must not block fire lanes at any time. The U.S. Forest Service may ticket or tow vehicles at the owner's expense if these guidelines are not followed. No food should be left in vehicles. Speed limit is 5 mph on all camp roads.

NATIONAL FOREST LAWS

San Bernardino National Forest laws are in effect on all roads and trails within the camp and the surrounding forest. Some of these laws are:

NO SMOKING except in posted areas

NO HUNTING

NO FIREARMS OR FIREWORKS

NO CUTTING OF OR DEFACING TREES OR PLANTS

NO THROWING OF TRASH ON THE GROUND OR STREAMS

STAY ON TRAILS; careless hiking can cause erosion

PERMITS are required to enter the San Bernardino and San Gorgonio Wilderness Areas. Contact the Mill Creek Ranger Station or Barton Flats Visitor Center.

FIRE IS DANGEROUS!

Campfires are allowed only in the designated fire pit. Arrangements to have campfires or fires in the fireplaces must be made in advance with the Camp Manager. These rules are rigorously enforced.

Fire tools and water must be available at each fire location before fires are lit. The Camp Manager will inspect after use.

Fire Alarm and Smoking Procedures

Report any fires or smoke immediately to the Camp Manager and/or the Forestry Department. The camp office number is (909) 866-2268 and the camp cell phone number is (909) 485-0005. Call 911 if needed.

For your safety, a fire alarm switch has been installed on the outside south wall of Whispering Pines. Upon hearing the fire alarm, all persons shall proceed immediately to the open area in front of the flagpole for instructions.

There is absolutely no smoking or open flames allowed in any buildings in the camp, or on the grounds or surrounding forest except in designated outside areas.

CAMP RULES

- Alcoholic beverages and non-prescription narcotics are **STRICTLY PROHIBITED** on the campsite. Religious ceremonial use may be exempted; see Camp Manager.
- Beds and mattresses are not to be moved from room to room or outside. Use caution when climbing into bunks. Adults must supervise children in the buildings at all times.
- Campers need to provide their own bedding, i.e. sleeping bags or sheets with blankets, and toiletries, towels, flashlight, etc.
- Water is scarce at camp. Please conserve!
- Due to the high altitude, renters should consider providing bottled water for their campers.
- The heaters are designed to heat the inside of cabins and lodges. Please keep doors and windows closed when heaters are being used.
- Under no circumstances is anyone to adjust stoves, heaters, water heaters, thermostats, fuel lines or tanks. The camp staff will adjust or light cabin heaters when needed.
- Clothes and bedding should be placed at a safe distance (at least 3 feet away) from heaters and fireplaces. Never hang or drape anything over heaters or fireplaces.
- Doors and windows must be accessible as exits at all times. Do not block them.
- No food is allowed in cabins or Whispering Pines. No food should be kept in your cars (bear country).
- Electricity is expensive. Please avoid excessive use of lights. Lights should be turned off at a reasonable hour and when leaving rooms.
- Do not bring any animals to camp with the exception of service dogs. Proper documentation will be necessary. Anyone bringing an animal, other than a service animal, will be asked to leave.
- Please do not use any tape on the walls except painter's removable blue tape.
- Please do not litter the grounds with trash, paper or other material.

- The camp garage, manager's house and yard, and the camp staff house are "off limits" to all campers.
- Quiet hours are from 11:00 PM to 7:30 AM No excessive noise, live or recorded music is allowed during this time.
- Recreation equipment (basketballs, volleyballs, etc.) is available for use. The renter is responsible for lost or damaged equipment.
- Campers are encouraged to wear covered shoes at all times except when in the fenced in pool area.
- The maximum speed limit within the camp is 5 miles per hour. Vehicles should not be used unless necessary. Cars should be parked in designated parking areas only.
- Lost and found items should be turned into the Camp Manager. Camp Sky Meadows is not responsible for lost or stolen items.
- Climbing in trees or on fence railings is prohibited.

STAFF COVERAGE

Your group should provide enough staff for proper and safe supervision. All minors must be under the direct supervision of a responsible adult group member at all times.

Groups whose participants are unruly, out of control or break camp policies may be asked to leave the premises immediately with no refunds issued.

KITCHEN FACILITIES

Groups may use the kitchen facilities to do their own cooking with proper certification and food handling practices.

The San Bernardino County Organized Camp Food Handling Website is:

http://www.sbcounty.gov/dehs/Depts/EnvironmentalHealth/BusinessServices/public_housing.aspx

The food handling requirements stated in this website are as follows:

Organizations that operate at camps for 2 weeks (14 days) or less and provide their own kitchen staff are eligible to take the 'Camps Food Worker Class' online to obtain their food worker certification.

Organizations that operate at camps longer than 2 weeks must have their food worker staff obtain the San Bernardino County Certified Food Worker card.

All persons handling food must wear gloves and hairnets available from Camp Sky Meadows.

During the summer months, groups renting the camp agree to provide meals for the summer help while the group is in camp.

All groups are given exclusive use of the facilities they rent while at camp.

CLEANING POLICY

It is expected that the cabins and bathrooms will be as clean when you leave as they were when you arrived. If the camp is not left in good condition, the cleaning down payment will be used to cover the cost of having the facility cleaned.

Please check all buildings used before departure for personal items. Camp Sky Meadows is not responsible for lost or stolen items.

Please remove trash bags from trash cans, tie them up and leave them outside the buildings by the front door.

Tables and chairs in Case Lodge should be stacked and trash picked up. The Case Lodge floors should be swept and mopped.

Trash and litter on the grounds should be picked up.

POOL USE

The pool at Camp Sky Meadows is open Memorial Day through Labor Day. Other dates may be available; see the Camp Manager. The renter must provide lifeguard services as noted below.

The San Bernardino County Organized Camp Booklet states the County regulations are as follow:

On page 15 (labeled page and not document page) of the attached document under 30741. Lake, Stream, River or Ocean Swimming section (d) states:

Lifeguard services equivalent to those defined in Section 116028, Health and Safety Code, shall be provided at any location used for swimming by campers.

There shall be a designate aquatics supervisor who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.

Lifeguard service shall be provided at a ratio of 1 lifeguard for each 25 campers in the water.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Prior to the use of the pool, a copy of both the front and back of each lifeguard's current certification card needs to be on file with the Camp Manager.

Other rules regarding pool use will be worked out with the lifeguard in consultation with the Camp Manager.

WINTER CAMPING

Camp Sky Meadows is located at 5,800 ft. elevation. Snow sometimes falls as early as October and as late as June. Events scheduled between those dates may experience inclement weather.

It is advised to carry snow chains/cables since the California Highway Patrol usually requires all vehicles, including 4-wheel drives, to have chains/cables from November 1 to April 1.

Before you leave home, make sure your chains/cables fit your tires. Occasionally, the camp is inaccessible without chains or 4-wheel drive. Check weather conditions before you start out. For road conditions, call (800) 427-7623 and follow prompts.

General Information:

Manager:	Jeff Potter
Phone:	(909) 485-0005 (camp cell)
Address:	3191 Radford Camp Road Angelus Oaks, CA 92305
Emergency:	Report all accidents to the Camp Manager
Hospital:	Redlands Community Hospital 350 Terracina Blvd., Redlands, CA 92373 (909) 335-5500
Sheriff:	San Bernardino County Sheriff 34282 Yucaipa Blvd, Yucaipa, CA 92399 (909) 790-3105
Fire & Rescue:	Dial 911 U.S. Forest Service Fire Control Mill Creek Ranger Station 34701 Mill Creek Road Mentone, CA 92359 Day phone: (909) 382-2891 Evening phone: (909) 383-5651

Form Acknowledging Receipt of Camp Sky Meadows Rules and Guidelines and Agreement to Abide by Them

On behalf of _____(Group), I acknowledge receipt of the above referenced Camp Sky Meadows (Camp) Rules and Guidelines (Rules) sent from First United Methodist Church to me upon receipt of my reservation request.

I further state, on behalf of our Group, to have read, and agree to abide by, the Camp Rules.

Group Leader (please print): _____

Signature: _____

Dated: _____ (mm/dd/yyyy)