

2022 EVENT PLANNING GUIDE



CAMP DIXIE

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TOPICS

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Thank you for choosing Camp Dixie as the site for your event. Enclosed is your reservation, listing the details of the facilities and services Camp Dixie will be providing for your event. Please sign and return the 2-page contract and the attached Hold Harmless Agreement by the date specified on the contract along with the required deposit. At your request, we will sign and send you a copy for your records.

Although you have guaranteed a minimum number of participants, please confirm your final count **no later than seven days prior to your arrival**. Also, on the contract is the maximum number of beds reserved to your group. If you feel that you will exceed this number, you must contact the office immediately to see if your reservation can be adjusted.

We have enclosed information to help you plan your itinerary. At times there are several groups sharing the facility, so we'll need you to develop a schedule as soon as possible.

Insurance

Each group is required to provide Camp Dixie with a Certificate of Insurance from the general liability carrier for the group showing that Camp Dixie has been named as an additional insured with a minimum coverage limit of \$1,000,000. This can be done by contacting the general liability insurance carrier and notifying them of the planned retreat at Camp Dixie. The Insurance Agent can email or fax the document directly to camp. If you need additional information concerning this requirement, you or your Insurance Agent can give us a call at 910.865.5180. **Camp Dixie has the right to cancel your contract if you fail to provide a certificate of general liability insurance naming Camp Dixie as an additional insured for the duration of your stay.**

If Camp Dixie's Executive Director waives this requirement, the group representative will be required to sign a Certificate of Liability Insurance Waiver, relinquishing Camp Dixie of all Liability.

Office Assistance

The office is open Monday through Friday; 9:00 am – 5:00 pm. During peak seasons, our office staff may arrive as early as 8:00 am. For weekend groups, there will be a Weekend Host to attend to your needs. If needed, copy and fax services are available for a nominal fee.

Nurse/Group Leader Office: We have opened an area in the main building to be used as an infirmary and an office for our Lakeview groups. It is equipped with a fax/copier/printer, small refrigerator, cot, desk, and 2 "registration windows" that open into the main hallway. Please be prepared to supply your own computer and USB cord.

Financial Information

We require payment directly from the group and it is to be paid PRIOR to departure. Because we deal directly with group organizations, not individuals, individual payments you charge to your participants should be made to your group, not Camp Dixie. As a non-profit organization, our rates reflect the cost to operate our facility, and as services are rendered, we depend on immediate payment to cover our daily operating expenses.

Encourage your guests to bring spending money. Along with our camp store, which is open via scheduling, we have Coke and snack machines available. All our machines accept one-dollar bills (one machine accepts \$5 bills) as well as change, so don't forget to encourage your guests to bring small bills!

Reservations & Cancellations

Rental Deposits Required to Secure Dates

Unless an exception has been made for your group, the deposit will be 10% of your minimum or \$500, whichever is less. Camp Dixie reserves the right to adjust the deposit amount to allow for special or extenuating circumstances. Reservation deposits are non-refundable.

Penalties for Cancellations

Because of the time that is involved in planning group events, Camp Dixie has established a policy that enables our group leaders to know when they can cancel an event that will give us an increased chance to re-book the event and prevent penalties, other than the deposit, to be assessed to the group. These guidelines have been established since we make financial decisions based on active reservations and it is difficult to rely on re-bookings when late cancellations occur.

Reservation Penalty Chart

After forfeiting the deposit, penalties are assessed by multiplying the total charge per person by the guaranteed number of participants (**Guaranteed Minimum a.k.a. "GM"**) and depending on the date the event is cancelled. The rate of penalty will be 25%, 50%, or 75% of this amount.

Please refer to the example on your contract for clarification of this policy

Partial Camp Rental	NO Penalty	25% GM Penalty	50% GM Penalty	75 % GM Penalty
January	August	August	September	October
February	September	September	October	November
March	October	October	November	December
April	November	November	December	January
September	April	April	May	June
October	May	May	June	July
November	June	June	July	August
December	July	July	August	September

Summer Rental <i>(May to August)</i>	September 30	October	November	December
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Example: *A retreat is scheduled to begin May 24. The following penalty clause is established:*

"It is agreed that cancellation WITHOUT PENALTY may be made six months, to the day, prior to the event (up to November 24th). Penalty for cancellation shall be the minimum charge of 25% of the guaranteed minimum within six months, to the day, prior to the event (November 25th-January 23rd); 50% within four months, to the day, prior to the event (January 24th -February 23rd); and 75% within three months, to the day, prior to the event (February 24th -May 24th)."

Audio-Visual Equipment

Each meeting room can be equipped with a sound system, microphones, video projector, projector screen, podium, tables, chairs and TV/VCR/DVD. One month prior to your event, please complete the "Setup Request Form" and return it to the Guest Services Director. This will allow us to know your AV needs and have everything in place prior to your arrival. We can provide a VGA cable for connecting a computer to the projector. If you need a different type of connection, please let us know. Audio is via 1/8 standard plug. You will need to provide your own extension cords.

Directions

Camp Dixie is located just off Highway 87 between Fayetteville and Elizabethtown, North Carolina. Maps and directions are also available at our website.

From South: Take St. Pauls - Hwy 20 exit off I-95. Go through the town of Saint Pauls and out of town about 7 miles. Take first left after the Bladen County line. Follow that road - Camp Dixie will be on the right after about 3 miles.

From North: Take exit 46 off I-95. Follow Hwy. 87 and head South towards Elizabethtown. Camp Dixie is on the right after 13 miles. Large lighted Camp Dixie billboard identifies turn-off.

From Wilmington: Head north on Hwy 87. Go 8 miles north of Tarheel. One-mile past Deerfield Farms turn left opposite the William O. Huske Locke & Dam at the intersection at base of hill. A small green state sign points to the left turn.

General Rules & Guidelines

(Additional rules on back of contract)

- **Adult supervision of youth is always required , including events involving camp staff.**
- **RESPECT the camp and those who minister here.** Keep the grounds clean and obey the rules, as well as the staff who are here to serve you.
- **Upon arrival, please park vehicles for the duration of your stay.** A limited number of guest golf-carts are available for group leaders to rent to facilitate travel around camp. All drivers must be 18 years old.
- **Pathways should be used when walking to the gym, pool, sports fields, etc.** Please refrain from cutting through residential yards.
- **Please refrain from making loud noises after midnight.** A “no amplification” curfew goes into effect at midnight. We also want you to be respectful of the other groups as well as the on-site staff.
- **Please notify the office/host when incidents occur that require medical treatment.** The group leader will be required to complete an incident report.
- **Camper medical insurance claims require that an accident report be filed with the insurance company within 30 days of the incident that required medical treatment.** Failure to comply with this policy may result in loss of payment for medical services rendered for the treatment of the injury.
- **No smoking in any buildings.** When necessary, we will be happy to provide large cans outside in which guests can dispose of cigarette ashes safely.
- **No alcohol or illegal drugs are allowed on the grounds or in any buildings.** Guests will be asked to leave if alcohol or illegal drugs are discovered in their possession.
- **Help conserve energy.** Please make sure your group members close the doors to the dorms and meeting spaces as well as turn off the lights and exhaust fans when the buildings are not occupied. These efforts help us minimize future rate increases. Fees may be imposed for failure to adhere to this policy.
- **Private use of the facility is only guaranteed when the entire facility is rented to one group.** Please contact the office for more information concerning this policy.

Meeting Room Details:

- **Please be prepared to set up chairs and tables for your event.** If you have special needs, you should notify the office as soon as possible.
- **No food or drinks are allowed in the chapel or Education Building.** Please be prepared to pay cleaning or replacement charges if your group uses an area that is not designated for refreshments and damage results from such use.
- **Please limit your group to the exterior of buildings when they are wet.**

Lodging Details:

- **When using dorm lodging, guests should bring pillows and linens for twin bunk beds.**
- **When using private rooms, guests should bring linens for double beds.** To accommodate guest speakers and entertainers, etc., we do have linen rentals available for private units only.

Schedules:

- **Schedules are due at least four weeks prior to event to ensure proper staffing.** Your proposed schedule should include all requested meal and recreation times. Also try to refrain from making sudden changes during your visit.

Schedule Delays:

- **Unfortunately, we are not always able to accommodate schedule changes** because of staffing conflicts and prearranged schedules with other groups on-site. In the event your group is running late for a scheduled event, you must request an extension **prior** to the event start; however, for every 15 minutes or part thereof that your group is late, there will be a **\$50.00** surcharge for our staff to remain in place waiting to serve your group. This is not just for food service but also for a camp staffed event. You may want to consider this when scheduling activities after service times.
- **If we are unable to accommodate your request** for a schedule change and your group does NOT arrive to your scheduled event, your group will forfeit the service that the camp was to provide during the event time, which can include meals paid for by the group.
- **If you plan to cancel a manned recreational activity** (pool, waterslide, go-carts, lake, and store) we must have at least 1 hour of notice. If we have less than one hour of notice, you may be charged a **\$50.00** cancellation fee.
- **If you are late to a manned recreational activity** you will be charged **\$50.00** for every **15 minutes** you are late. If you do not notify us of a cancellation, you will be charged both the cancellation fee and the late fees (\$50.00 for every 15 minutes scheduled).

Suggested Packing List: *(Please modify this list to meet the needs of your group)*

- **Bed linens:** Sheets, Blanket or sleeping bag and pillow for twin bed, towels and washcloths, soap, shampoo, and other personal items; bug spray, flash light, Bible, notebook and pencil, modest bathing suit and sunscreen, shoes, durable modest clothing, and spending money (\$1 bills preferred) for the camp store & vending machines.
- **Modest swimwear is required during water activities.** We require that females cover their midriff area during retreats at Camp Dixie. This is to ensure that no other rental groups using the facility feel uncomfortable because of one's chosen attire.
- **You must wear footwear while walking around the grounds.**

- **Please dress properly for meals.** Guests must wear dry clothing and shoes to the dining room. Swimsuits are not to be worn in the dining room.

Early Arrivals & Late Departures:

- **You can request an early arrival for your setup team, if your contracted buildings are available and ready.** However, it is very important that no one from your group arrives before your scheduled arrival time. Our staff work hard to ensure the readiness of our facility for our guests. But, the unexpected arrival of guests can be a hardship.
- **Occasionally (in the off season) we can accommodate early arrivals and late departures;** in this event, there will be a charge of \$11/person.

Recreation & Scheduling Information

Since several groups may share the facility, all recreational activities must be scheduled. All schedules must be received at least **four weeks prior** to your arrival. If your schedule is not in at that time, we reserve the right to create one for you. This allows us to give our staff the proper amount of time to plan accordingly. Times are allotted on a first request basis and the length of time allotted is determined by your minimum. The sooner you schedule your activities, the better chance we'll have to accommodate the times you request. Camp Dixie is able to supply your group with basketballs, footballs, soccer balls, volleyballs, water volleyballs, sand volleyballs, ping-pong equipment, foosballs, kickball, and four-square balls at your request.

The time allotted for each recreation activity including the pool, pool waterslide, go-carts and the lake is determined by the chart below and pertains to each 24-hour period. For example, a group of 55 people can be scheduled for 1.5 hours each of pool, waterslide, go-carts and lake time within each 24-hour period at Camp.

Recreation Allotment Chart

Group Size	Time Allotted
31 - 50	1 hour
51 - 75	1.5 hours
76 - 100	2 hours
101 - 125	2.5 hours
126 - 150	3 hours
151 - 175	3.5 hours
176 - 200	4 hours
201 - 225	4.5 hours
226 - 250	5 hours

**Excessive heat may require the times to be shortened or to be re-scheduled for a later time in the day. **

Recreation Fields:

The main recreational field offers both football/soccer and softball fields and is a great place to plan sporting events with open fields that make an ideal place for competition and/or messy games.

Miniature Golf:

The Miniature golf course and its supplies are located next to the Education Building, and it is generally considered an open area. If you would like to include private time for a challenge game of miniature golf, please make sure to include it in your schedule. This is a Putt-Putt course and not a Driving Range. Please help us make sure this activity is used as such.

Amphitheatre:

The amphitheater is available for gatherings and includes a fire ring at the waterside dock for campfires. Campfires must be scheduled and then staffed by Camp Dixie personnel – no exceptions.

Out-door Chapel:

Our outdoor memorial chapel is located at the lower lakeside area and comfortably accommodates 24 guests on the granite seating provided. If you have a larger group, feel free to bring blankets to spread out on the ground.

Go-Carts: (*Closed December – February*)

Your track time is determined by the size of your group and whether the weather cooperates. The track has lighting, so we can accommodate evening schedules as well. You cannot schedule go-cart times longer than the time allotted.

Riders must be 48 inches tall & be able to reach the pedals to ride the go-carts. Riders that do not meet these guidelines cannot ride the carts. Only one person per cart.

Due to state guidelines, any time the railing is hit by a cart and it moves the railing off the track, the carts must be closed down until the repairs can be made (if this occurs on the weekend, you may be without carts for the remainder of your stay). **Please make sure to emphasize this to your group.**

Water on the track will require us to cancel your track time until the water evaporates. In the event this occurs, you will be notified that the track is closed, and we will do our best to reschedule your go-cart time during your stay, staffing permitted.

Failure to follow go-cart track rules may result in forfeited track time by the individual and/or the entire group if the group leader does not assist our staff in enforcing the rules.

If the carts are not in use for 15 minutes consecutively or are only being used by the same few people for 15 minutes consecutively, Camp Dixie reserves the right to shut them down.

Gym:

This area is not staffed, so during times that the gym has not been scheduled by groups, it is considered an open area to be shared by our guests as needed. No heat or air conditioning is available in the gym.

Our indoor gymnasium includes a basketball court for playing basketball or volleyball. Foosball, ping-pong, and torpedo ball offer additional activities to keep your group entertained. If you need activity equipment (basketballs, footballs, etc.) please contact the office prior to your arrival for the supplies you need. Adult supervision is required at the gym. Please turn off the lights and fans as you leave.

Pool & Waterslide: (*Open May to September*)

- Certified lifeguards are on-staff June to August but **are not guaranteed**. Please be prepared to monitor your own event if they are unavailable.
- We require that you have adults on-site to assist the lifeguards as needed.
- We highly recommend that you bring your own certified lifeguard during times that we typically do not staff lifeguards. You can also get information from us to hire a local guard.

- The pool does have lighting, so we can accommodate evening schedules as well but will be limited to no later than 10:00 pm in order to enable pool maintenance to be performed as needed.
- Camp management, including lifeguards, has the authority to close water areas in order to ensure safe use of such areas. All water areas are closed for 15 minutes after a thunderclap and 30 minutes after lightning. The time restarts after each occurrence.
- If the waterslide is not being used, the waterslide staff may ask for permission to **close the waterslide early**.

Lake Activities:

Activities at the lake must be scheduled. Because the lake does not have lighting, lake use is limited from 30 minutes after sunrise to 30 minutes before sunset.

Our lake activities include; blobbing and use of lakeside waterslide (during seasonal months), canoeing and boating. Catch and release fishing is also allowed close to the outdoor memorial chapel at the lower lakeside dock and beyond, but guests must supply.

- Lifejackets must be worn by **ALL** guests when enjoying the lake activities.
- Boats must stay in the main part of the lake area to avoid exposure to insect nests in trees and tree stumps can cause canoes to flip or become stranded in the lake. People using boats must remain seated. **Failure to abide by these rules will result in revocation of lake privileges.**
- Swimming at the lake is limited to exiting the water after blobbing or water sliding.
- Children must always be supervised, and adults should never swim alone.
- Due to cold weather restrictions, the Blob and lakeside waterslide are available from May to September only.
- **All water areas are closed for 15 minutes after a thunderclap and 30 minutes after lightning.** The time restarts after each occurrence.
- **Groups must provide a responsible adult at the top of the blob platform** to ensure the safety of those on participating on the blob.

Recreation Announcements

The “Camp Dixie Recreation Rules & Guidelines” document must be announced to the group at the first general gathering after your group’s arrival.

This helps to prevent accidents and injuries. This announcement must be made when all guests are present, in an environment where they can hear, and in a style that communicates appropriate seriousness.

Blob Instructions

How do I Blob?

1. The jumper **must** do a butt drop off of the platform onto the **Blob**.
2. After landing, the jumper must crawl to the end of the **Blob** (approximate the 2nd color from the end).
3. Once at the end, the Blobber should go into position with their arms extended slightly in front of them.
4. The counselor will say, "Blobber, ready?" The Blobber will then respond when ready by lifting their arm straight up into the air.
5. When the Blobber is ready, the counselor will then say "Jumping" and allows the jumper to jump bottom first onto the **Blob** at approximately the **2nd full color** from the beginning of the **Blob**.

Blobbing Operational Procedures

1. All campers and staff must always wear a properly secured life jacket.
2. No more than one camper may be on the Blob at any time when the next jumper lands on the Blob. See that the awaiting camper to be bounced is ready.
3. Jumping is allowed only from the platform of the tower; no one may stand on or jump from the rail. Furthermore, no one shall be allowed to sit on the stairway. Too much crowding on platform could result in an injury.
4. Only one person may leap onto the Blob at a time; no jumping in pairs.
5. One counselor shall always be stationed at the front edge of the platform and shall perform the following functions after signing in at the office:
 - a. Continuously spray the Blob to keep it clean, cool and lubricated with a water hose; occasionally spray the platform and campers' feet as to remove excessive mud or sand that could irritate the Blob surface and result in puncture.
 - b. Maintain order on the platform deck and assure that only one camper jumps on the Blob at a time. Furthermore, see that no pushing or shoving takes place that might result in a fall from the platform.
 - c. Allow the camper on the Blob awaiting to be bounced, to gain position and get set before allowing the next jumper to leap. If someone falls off the right side of the blob, wait until that person swims around the blob & gets to the stairs before allowing blobbing to continue.
 - d. Maintain visual contact on those campers jumping on the Blob and those who are bounced or fall into the water to be sure they resurface.
 - e. Allow swimmers who have been bounced or fallen into the water to swim clear of the Blob before the next camper can jump. Otherwise, campers from the Blob could land on campers in the water and sustain injuries.
 - f. Require all campers to swim directly to shore and exit the water. Never allow campers to play in the water's edge.
 - g. Make a quick visual check of each jumper's life jacket to see that it is properly secured.
 - h. Monitor the number of people on the platform deck as well as their behavior.
6. Any additional counseling staff may choose to participate in the Blob with the campers but should be aware always of the campers' safety. If the counselor is not participating, it would be best for them to be stationed on the platform to assist with that area.
7. No jumping or diving from the deck platform directly into the water is allowed.

8. The air pressure in the Blob should be maintained at a proper level. Too little air causes the campers to be thrown higher and will also allow them to fall into each other; both situations causing injuries. It is better to have too much air than too little.
9. **Do not force or coerce any camper to jump who does not want to.**
10. In the event of an emergency rescue, one of the lifeguard staff should enter the water with a rescue leap (American Red Cross) and retrieve the camper in trouble. Have campers on the platform sit down.
11. Great care should be taken when working switches to turn on water or air pump given the fact that much of the area is wet. Never allow campers to operate the water hose or any of the switches or other machinery.
12. Extreme caution must be exercised regarding weight differentials between jumpers and people being bounced off the Blob. **The maximum weight differential allowable is 60 pounds.** This means that a 60-pound camper could not be bounced by another counselor or camper who weighed over 120 pounds; that same principle applying to all other weights. In this way, the weight differential is minimized.
13. Count your campers every ten minutes to keep tab on their accountability.
14. Do not allow anyone to pull, hang onto or otherwise touch the ropes that secure the Blob or the other points of attachment. Especially, do not allow anyone to jerk on the ropes or points of attachment to cause someone on the Blob to fall into the water. Just leave the ropes alone and do not touch them.
15. If a rope should become loosened and fall from the metal ring where it is tied, it needs to be retied to the Blob. Notify the Maintenance Staff of the problem at your earliest convenience via Maintenance Request Form. They will correct the problem.

Food Service

***No meals will be served before 7:00am or any later than 7:00pm. Please plan accordingly. ***
Each guest will be given **one** plate and beverage at each meal as well as dessert with lunch and supper meals.

Mealtime allotment is based upon the number of guests. Please make sure your group arrives and departs within your approved dining time. Because it is imperative that the dining hall schedule flow without schedule conflicts, **plates will be served during the first 15 minutes of your mealtime. It is imperative for your entire group to arrive at the beginning of your meal shift instead of trickling in.** This is to allow us to serve the food until it is gone while ensuring that everyone has been served at least once. Refunds will not be given for missed mealtimes due to late arrivals.

- 7 days prior to your arrival, you should have notified the main office of the number of guests for which we will be providing meals. **This number will be the minimum charge to your group for meals unless your minimum guarantee was for a greater number.**
- **Please make the kitchen staff aware of any changes in scheduling that will affect your mealtime. When schedule extensions are approved, your group will be charged a surcharge of \$50.00 for every 15 minutes or part thereof that you group is late for our staff to remain in place waiting to serve your group.** If we are unable to accommodate your request for a schedule change and your group does NOT arrive to your scheduled event, your group will **forfeit the meal** that the camp was to provide during the event time.

- Please don't plan devotionals, meetings, workshops, or skits in the dining hall unless prior approval has been given.
- Dining hall drinks and ice are available only during your scheduled mealtime. Because these are regulated areas, we cannot allow our guests to use these facilities during any other time.
- Parents of pre-school children, age 5 and under, please **ask for a child's portion plate**.

Dining Instructions:

1. Please form a line beginning at the drink machine closest to the dining hall. **Please do not block the door to the ladies restroom or the kitchen entrance.**
2. The kitchen staff will place plates on the top of the serving line. When meals begin, pick up your silverware, napkin, and plate.
3. Occasionally seconds are available. Please keep in mind that the standard value meal charge is for one serving per person with a beverage, and during lunch and supper, only one dessert per person please.
4. Beverages, condiments, and desserts will be available in the dining hall.
5. Eating utensils and trash should be disposed of properly at the window to the left of the dining room refrigerator.
 - Empty leftover beverages into the sink beside the window
 - Dump leftover food, silverware, napkins, etc., into the trashcan
 - Place the plate on the window ledge
6. To enable a smooth transition between dining periods, **ALL** groups are required to clean up after themselves after each meal.
 - Wipe off all tables using the washcloths found in the bucket on the window ledge
 - After breakfast and lunch, sweep up trash, or vacuum if necessary
 - After supper, the last group of the evening is to put up chairs, sweep, and vacuum

Special Diets: Please notify the camp no later than seven (7) days prior to your arrival so that we can plan accordingly for vegetarians and those with food allergies. Some special diets may require additional charges.

Special Dining Hall Services: Kitchen ice, beverage, and paper products are used for meals provided by our staff only, but with enough notice, we can accommodate special requests at reasonable rates.

We desire for each guest to have an enjoyable experience at Camp Dixie and we understand that dining plays a big part. So, if you have any questions or if there are things, we can do to better accommodate your group, please let us know.

Accident Reports & First-Aid Treatment

Please report all accidents to the main office/host immediately. To prevent delays, a blank accident report form will be included in the Welcome Packet that you will receive when you arrive at Camp Dixie to ensure compliance with this request. If the office is closed, the report can be dropped in the mail/key drop box to the right of the double doors on the outside of the office building.

Don't forget to pack your first-aid supplies AND bring a nurse or medical personnel when possible. Camp Dixie, nestled in a rural area, is about 25-30 minutes from a hospital, so it's important that our guests plan accordingly.

Emergency Information

We want your stay here to be safe and enjoyable! If an emergency should arise, the information below will help you seek treatment without delay.

For Emergencies - Dial 911: Please make us aware of any emergencies that arise. A phone is located at the pool with a dedicated line that dials 911 when the receiver is lifted.

Our Address: 373 W. Bladen Union Church Road, Fayetteville, NC 28306. We are located in Bladen County.

For minor emergencies, there is a Primary Care facility in St. Pauls. It is open Monday to Friday from 8-5. The number is 910-865-5177. Let them know you are a guest of Camp Dixie.

Local Hospitals:

Bladen County Hospital in Elizabethtown: 910-862-5100 - Total trip from Camp Dixie is approximately 25-30 Minutes.

Cape Fear Valley Medical Center in Fayetteville: 910-609-4000 - Total trip from Camp Dixie is approximately 30 minutes.

Emergency Action plans are in place and will be provided to you upon arrival

Departure

As stated, your group will need to clean the areas your group used before leaving. To avoid a cleaning charge, please make sure the various duties listed below are performed in each area used by your group. This **will** be enforced with charges beginning at \$50.00. A list of duties will be provided to you upon arrival.

Lodging Units:

- Sweep floors and/or vacuum carpets
- Empty trash into outside cans
- Check benches and under beds for clothing/towels that may have been laid out to dry
- Put rented linens into a pillowcase and leave at the exit door for our staff to pick up

Grounds:

- Pick up paper, cans, and all trash

Gym:

- Sweep floor and pick up cans and trash
- Return all equipment - i.e. balls should be returned to the office

Dining Area:

- Put folded chairs up on the tables
- Sweep/vacuum floors
- If you used the kitchen, you are responsible to clean the area used

Meeting Areas & Restrooms:

- Pick up trash from stage and main floor area
- Return chairs and tables to their original setup location
- Vacuum floor
- Empty trash into outside cans

Waterfront:

- Canoes should be returned to their storage area
- Life jackets and paddles should be put away in their holding areas

Pool Area:

- Pick up trash
- Check for towels & clothing left behind

Prior to your group's departure:

- Please make sure all lights in the area used by your group are turned off and all doors pulled shut and locked
- Stop by the office to return all keys and recreation equipment
- If the office is closed, please use the black drop box on the front of the office building

We're looking forward to serving your group!