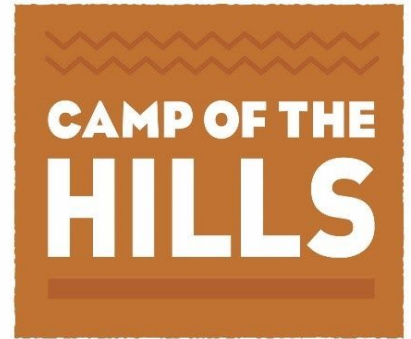


Camp of the Hills

COTTAGE RENTAL POLICIES



BILLING AND CANCELLATION POLICY

All cottages are rented out on a first-come, first serve basis between the dates of August 15- May 15. You may reserve rentals online, by mail or by contacting the Camp of the Hills office. Payment can be made online or at the front office upon arrival. If you need to cancel your reservation, you have until the day before your reservation to do so.

CHECK IN AND OUT

Upon arrival

The Camp of the Hills office is open until 4:30pm on Friday evening. If you are checking in after 4:30 pm, we ask that it is arranged with your assigned point of contact. Upon arrival at Camp of the Hills, you will need to check-in at the office with the following things:

- Payment or receipt of payment
- Photo ID
- Primary contact vehicle information
- Final headcount

Your point of contact will meet you at the office, and bring all of your check-in documents including park pass for your vehicles.

Before leaving Camp of the Hills

Check and make sure campground, cabins and facilities are clean before leaving:

- Take out your trash
- Dispose of food items
- Turn off the A/C and lights

Check your facility for all personal items. Report any damages or needed repairs to the office or point of contact. If staying in cottages, we ask that you return your cottage keys to the lock box in the office. Return green folder to the front office and make sure your account has been settled.

ALCOHOL POLICY

Camp of the Hills has a strict alcohol policy. Alcohol is not allowed at all when youth activities are happening on campus. Outside of youth programs alcohol in moderation is permitted inside the cottages. There should be no public display of alcohol use including group areas (i.e. pavilion, dining hall, swimming hole, office, etc.) If excessive partying is observed, the group will be asked to leave without refund.

SMOKING POLICY

Smoking is prohibited inside any of the facilities. If you choose to smoke outside please dispose of your trash cautiously and discreetly - NOT ON THE GROUND.

PET POLICY

Camp of the Hills has a no pet policy.

IN CASE OF EMERGENCY

In case of fire or medical emergency, please call 911 and then notify the camp staff member on call. For facility- related issues, you should contact Jimmy Nelson (210-449-7200).

SWIMMING POLICY

While swimming out at Camp of the Hills, there must be a certified lifeguard present while participants are swimming. There is access to the swimming hole and lake. Group is required to make advance reservations for swimming hole usage. If group is to bring their own certified lifeguards, they are required to bring certification documents. We do not provide a lifeguard at the lake. Swimming at the lake is a designed "swim at own risk" area.

ROPES COURSE

Ropes course is off-limits except at scheduled times. There must be a certified facilitator present for any participants on course. A counselor/ adult must be present with each group. The ropes course must be reserved prior to arrival.

CANOES / KAYAKS POLICY

Canoeing and kayaking is available only during scheduled times. The group is required to reserve canoes and kayaks before arrival. There must be an adult present with minors while out on lake. Anyone under the age of 18 is required by state law to wear a life jacket. Adults are required to bring a life jacket onto canoes or kayaks. The group is required to place equipment back in appropriate places.

RESTRICTIONS

There are permanent residents living on camp property and we ask that groups respect their quarters. If you did not reserve the facility, we ask that you do not use it. Those facilities are completely off limits at all times. The maintenance building is also off limits. If you need help with maintenance we ask that you contact your host.

TRANSPORTATION

The campus speed limit is 15 m.p.h. All designed vehicles must stay on the marked out roads. Vehicles must be parked in parking areas. We ask that you do not park on the grass at anytime. We ask that you do not allow group members to ride in the bed of pick-up trucks, or open backed vehicles.

