



User Pricing Sheet

Lodging:

Cabins (modern, with central heat and air; accommodates 8 people)
Private Rooms (2 single beds, linens, private bathroom; AC/gas heat)

Treehouse Cabins (no heat/air, solar-powered lights, running water)
Treehouse Kitchen/dining area (cooking vessels/plates/etc.)
Use of Kitchen in Lodge (minimum 35 people)

**Lodging rates include the cost of meeting facilities.*

Per night:

\$32 per person
\$70 1st person
\$25 additional person
\$25 per person
\$50 per day
\$60 per day

Meals per person:

Breakfast: \$8.75 Lunch \$10.50 Dinner: \$12.50 S'mores: \$2.50

**We provide menu options for meals. Specialized requests are available at +\$2.50 per meal.*

Miscellaneous Expenses:

Lodge	\$175 per day
Chapel	\$230 per day
Prayer Room	\$80 per day
Day Use Fee	\$4.00 per person (for groups not staying in cabins)
Bonfire	\$45 (additional fees for s'mores set-up)
Chapel TV Projector	\$125 per day

Seasonal options:

Pool	\$250 up to 25 people w/lifeguards 2 hours
Lake: Canoes/Kayaks	\$175 up to 25 people w/lifeguard 2 hours
Additional Lifeguards	\$100 per guard (1 lifeguard per 25 people)
Team Building:	\$11 per person, half-day (2.5 hours)
High Ropes course:	\$22 per person, half-day, min. 10 people
Zipline:	\$12 per person, min. 10 people
Foam Cannon:	\$150 for 2 hours (Max: 30 people at a time)

NON-REFUNDABLE DEPOSIT: We require 25% of the total estimated cost of your experience to be paid in order to reserve your spot with us. We will hold your spot for two weeks without payment.

User Group Policies

Administrative Procedures:

To Reserve Camp:

Please complete the enclosed "Event Contract" and return it to the camp office along with a deposit of 25% of the estimated total cost of your retreat/event. To hold your spot, you must return the contract and a deposit within two weeks of making your reservation. The deposit **will** be applied to your final balance.

7 days prior to event:

The camp office must have the following items **at least** 7 working days prior to your arrival: a copy of the event schedule, the total number of participants and meals served, and the signed "Policy Acceptance Form."

You may increase your guaranteed number by 25% (if room allows) upon arrival, but you will be held fiscally responsible for the number given for paid programming, such as meals. If you anticipate adding your numbers, PLEASE contact the camp office ASAP.

Upon Arrival at Camp:

Please check in at the Camp Lake Stephens office upon your arrival. Our office is the first building to the right once you enter the camp gate.

You will need to *provide* the following upon your arrival:

- ☐ Payment for the exact number of guests or the guaranteed number, whichever is higher, unless otherwise worked out. **Failure to provide payment upon arrival will result in a late fee of 10% added.**
- ☐ Updated schedule of events
- ☐ Signed copy of "Policy Acceptance Form"
- ☐ Signed copies of "High Ropes Release Forms," if applicable

You will *receive* the following from our staff:

- ☐ Receipt for payment
- ☐ List of assigned cabins and meeting rooms
- ☐ List of meal and activity times

Camp Policies:

Camp Lake Stephens is a Christian Ministry. All activities should reflect the standards of the Christian faith. All rules are for the benefit of both the camp facilities and those using them. As such, the following policies are to be adhered to during your stay. Failure to do so may result in your dismissal or failure to book Camp Lake Stephens in the future.

General Operating Procedures

- All user groups must maintain at least a *1 Adult to 7 Children/youth* ratio. Thus, there must be 1 adult staying in every cabin.
- Adult supervision of children/youth is required at all times. We recommend that user groups provide training to adult leaders to avoid being in a one-on-one camper/adult situation when out of sight of others.
- We recommend that user groups appropriately screen (i.e. criminal background checks, sex offender checks) all staff with responsibility or access to campers.
- All children/youth must be in the cabin from group activities by 11:00 PM unless otherwise specified.
- There is a non-refundable 25% deposit required for each user group. There will be a refund of all funds (minus the deposit) for groups who cancel at least 30 days in advance. Groups who cancel between 15-29 days will be responsible for 75% of the total cost. Groups that cancel within 14 days of the event will be responsible for the full estimated cost of the event.
- In the event that Camp Lake Stephens must cancel your reservation due to fire, natural disaster, or other acts of God you will be notified as soon as possible and given the option of rescheduling your event within one year or receiving a full refund.
- Camp Lake Stephens does not provide any form of health/medical insurance to user groups. It is the responsibility of the user group to provide health/medical insurance for their participants.
- All camp rules are clearly posted in each cabin and must be followed. These include basic safety procedures and rules for cabins and facilities.
- Safety procedures are posted at many camp activity sites, including archery, canoeing, swimming, low ropes, high ropes, and at the creek. At all times, properly stated adult-to-child ratios must be met, proper safety equipment used, and proper supervisory

personnel present. **Please do not do ANY activity at camp without making staff aware of the activity.**

Programming Procedures

- When providing your own lifeguard for a lake or pool activity, the lifeguard must be certified in First Aid/CPR, including training in blood-borne pathogens.
- If providing a lifeguard, Camp Lake Stephens requires a copy of their certification.
- All members of groups using the high ropes course or zip line must sign an *individual* "High Ropes Release Form" in addition to the group waver already signed.
- The Executive or Program Director must approve all personal sports equipment or program equipment in advance of the event.
- Groups using sound and projection in our chapel will need to identify a person from their group to run the system. The on-call staff member will train that person how to use the system.

Property Policies

- Groups using Camp Lake Stephens' facilities are responsible for any damage to camp property. There is a minimum \$150 damage fee for damage not due to normal wear and tear. *Any* property damage should be reported to the camp staff immediately.
- Food and drinks are not allowed in cabins or meeting rooms. These need to be kept in the store area; other permissible food and drink locations can be arranged.
- Groups agree to hold Camp Lake Stephens harmless from and against all claims, actions, damages, liabilities, and expenses of any kind of nature arising from any personal or bodily injury and/or damage to property arising from the group's usage of the facilities.
- Illegal drugs and alcohol are not allowed on camp property (even for weddings, rehearsal dinners, or receptions).
- Tobacco and vaping products are prohibited in all camp buildings; if an adult in your group wishes to smoke, please contact a staff member for designated outdoor safe smoking areas (but no littering!).

- Alcohol, illegal drugs, fireworks, and firearms are strictly prohibited from camp property.
- **Guest vehicles are to remain parked in designated areas during your stay. Cars are not to be driven within the camp unless given special permission to do so.**
- Guests are prohibited from riding on tailgates or in the back of trucks.
- No furniture or equipment shall be moved from cabins or meeting areas without the permission of a member of the camp staff.
- No pets are allowed. Service animals may be allowed with permission from the Camp Director.

Health Policies

- Groups are responsible for providing their own medical staff and first aid supplies. However, if injury or sickness occurs which does require the attention of a doctor the Executive Director *should* be notified. We advise all user group leaders to provide adults with CPR and First Aid training (from a nationally recognized provider). We also advise all group leaders to collect names and addresses of all participants, emergency contact information, a list of participants with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site and for minors without a parent on site, signed permission to seek emergency treatment.
- Groups are responsible for emergency transportation when needed. Camp Lake Stephens is provided EMS services through Lafayette County 911. The local hospital is Baptist Memorial, located at [1100 Belk Blvd, Oxford, MS 38655](#). It is approximately 7 miles from Camp Lake Stephens.

Emergency Policies

- The on-call staff member may be reached in the camp office or by the provided cell phone during after-hours emergencies.
- If there is an intruder or unauthorized person in the area, notify the on-call staff member immediately, so that the proper authorities can be notified.

- In case of a medical emergency, remove your group from any unsafe situation; notify staff immediately of an emergency.
- If someone in your group is lost or missing, notify the on-call staff member immediately. If needed, proper authorities will be contacted.

Dining Hall Policies

- Meals are served at 8am (Breakfast), 12pm (Lunch), and 5:30pm (Dinner) unless otherwise noted in your schedule.
- Each meal is served at the scheduled time and the entire group is expected to be prompt for the serving of the meal.
- Guests are required to wear shirts and footwear in the Dining Hall; swimsuits are prohibited.
- Special menu needs may be requested by indicating needs on the provided “Event Checklist,” which must be returned to the camp at least 7 working days prior to your arrival.
- Camp staff members are the *only* people allowed in the kitchen or food preparation area.
- At the conclusion of each meal, the guests are expected to clean up their eating area and return wasted, trays, and silverware to the window and exit the Dining Hall to make room for other guests.
- Specific Menus will be determined by our Food Services Director one week prior to your group’s arrival. Special requests can be made on the “Event Checklist” which must be returned to the camp at least 7 working days prior to your arrival.
- We want to work with your allergies and dietary needs. We also offer vegetarian and vegan menus for those who want it.

Camp Store Policies

- Groups that want to purchase items from Quay’s Place (our camp gift shop) must notify us 7 days prior.
- Quay’s Place is located across from the Lodge. Camp merchandise (e.g. t-shirts, water bottles, Frisbees, caps, stuffed animals) and limited drinks and candy may be purchased here.
- Food and drinks are not allowed in cabins under any circumstance.