

**Greetings and welcome to Camp Akita Adventist Retreat Center:**

As the name “Akita” implies, we are “A Place of Discovery.” Owned and operated by the Illinois Association of Seventh-day Adventist we desire that you and your guests find opportunities to discover the refreshment and renewal that God has in store for you during your time at Camp Akita, God’s Place of Discovery.

We exist to spread the Gospel of Jesus Christ and His saving Grace.

Our goal is to provide a place of safety, peace, enjoyment, and fond memories as you and your guests pull away from the hustle and bustle of life and take time to contemplate who you are, your relationship with others and your relationship with the Creator/Savior.

We are a Christion camp and invite all who are willing to abide by the camps Policies and Guidelines. We do not discriminate based on Color, Race, Nationality, Religious affiliation, or Gender and ask that those who come to camp will respect the rights and dignities of all individuals. Jesus loves all of His children and invites us to join Him in inviting all people to accept His sacrifice and follow His commands for a happy and healthy relationship with Him and His children.

To this end, you will find the Leaders Guide and Camp Policies in the following pages. **Please read the information carefully**. Abiding by the guidelines ensures the safest program possible, which is our ultimate goal. While accepting that life is full of risks, it is our responsibility to minimize that risk as much as possible while still enabling life to be enjoyed to its fullest. Someone getting hurt or killed for any reason is a terrible prospect, but it is worse when it could have been preventable.

May God bless you as you continue to put together the plans and arrangements for your group. We will do everything we can to help you accomplish your goals and look forward to seeing you here at Camp Akita.

If you have any questions or comments, please contact the camp manager, Roger Henderson, at

978-815-3377.

Finally, dear friend, the staff of Camp Akita pray that God may bless you abundantly.

Sincerely,

Roger J Henderso****n

**Leaders Guide**

Welcome.

We have put together the following information to help you plan and organize your stay at Camp Akita. **Please read carefully and share with your guests.**

**Purpose and Location:**

As stated in our Greetings and Welcome letter, we are a Cristian camp and exist to spread the gospel of Jesus Christ. We use God’s word to establish our guidelines and policies believing that our Creator knows best how we should treat and interact with others. Jesus has given each of us the right to choose but with every choice there are consequences.

Camp Akita, located at 1684 Knox Rd 1200 N. Gilson, IL., is a 637-acre Christian-based Retreat Center and Summer Camp facility situated along the Spoon River in Central Illinois. Our main lodge overlooks a 20-acre lake and experiences some of the most picturesque sunsets. It is owned and operated by the Seventh-day Adventist Church for use by its members and the community. The camp has facilities that accommodate summer camp from June to August and user groups on either end of these dates. Weekend retreats are a favorite program, but the center can also accommodate seminar groups, family reunions, outdoor schools, or weddings. A Christian atmosphere is provided where every guest can relax, enjoy recreation, fellowship, and unforgettable fun!

**Lodging:**

The **Lakeview Lodge** (main lodge) is a two-story log siding building overlooking our 20-acre lake. The upper level has a large dining/ meeting area and administrative offices, while the lower level has a mid-size room for breakout sessions and nine outside-entry guest rooms facing the lake that will house up to three or five per room.

Our two three-story **Chalets** have a small kitchen on the lower floor and accommodate up to 30 each in a dormitory-style configuration. Perfect for small self-contained groups.

The four **Village Cabins** are designed to accommodate up to six per side or 12 per building and are handicap accessible (please call to clarify if you have any handicap guests.)

If your group prefers to be a bit more rustic, the camp has 13 **Mini Cabins** that will sleep up to three per cabin (each cabin has a twin over a full bunk bed, air-conditioning, and heat.) Restrooms and showers are located in our central bathhouse.

If you prefer to be even more rustic, the camp also has 32 **RV sites** (full hookups) and abundant **tent** areas.

**Activities:**

The camp has 637 acres of land to be explored and is full of wildlife. Also, the center has a nine-hole Frisbee Golf course, Climbing Wall, Zip Line, Archery, Pony and Trail rides, Hay-wagon rides, Basketball court, Swimming, and Small Boats. Some of these activities are considered “High Risk” and will require participants to sign a waiver. The activity leader hired by the camp is responsible for the safety of those who are participating in that activity. However, the group leader is responsible for the supervision of those not involved in the activity. Those under 18 must have this waiver signed by a legal parent or guardian. You can download the waiver form from the web page, or if the legal parent or guardian is present, it can be filled out on site. Due to our conviction in keeping Saturday, the Bible Sabbath, a holy rest day, some activities will not be available from Friday sundown to Saturday sundown.

**Check-in, Check-out:**

Check-in time is around 4 pm, and check-out is around 1 pm on your final day unless other arrangements have been made with the camp manager ahead of time. Please take care of your cleaning duties before you leave.

**Food Services:**

* **Camp Provided Meals:** We are happy to provide all-you-can-eat Vegetarian/ Vegan

meals served at the Lakeview Lodge dining hall for groups of 30 or more for a nominal fee. Smaller groups can be accommodated, but there will be a 20% increase per meal.

If your group requests meals to be provided, we must receive your **“Meal Guarantee” form no less than 15 days before your scheduled event to avoid the 10% late fee**. This form can be downloaded from the website or e-mailed to you. Please be sure to indicate if you have any requests for special needs, such as dairy-free or vegan meals. **Be sure to notify us if there are any allergies of which we need to be aware.**

Please **be on time** for meals. This is essential for the kitchen staff. When you run late, the quality of the food, preparation time, and attitude may be affected. Remember, we are here to assist you in your ministry so keep the cooks happy by letting them perform their part as efficiently as possible.

**Food should not be taken from the cafeteria** as we cannot be responsible for its safety. Proper food temperature is vital to keep food safe for consumption.

* **If you prefer to cook for yourself**, you can choose from three locations based on availability and your needs. **Please read and follow all posted safety placards.**
* **Pine Lodge**, located near the RV park and tent areas (accommodates groups up to 50.)
* **Oak Chalet**, located on the south side of Lakeview Lodge (accommodates groups up to 25.)
* **Cedar Chalet**, located on the north side of Lakeview Lodge (accommodates groups up to 25.)

Cooking in rooms is not allowed, but microwaves and refrigerators are available to warm up or cool down food as desired.

**Food handling Procedures** are posted in the kitchens.

It is recommended and common sense to:

Use only clean and sanitized utensils and equipment during food prep.

Keep food prep surfaces sanitized.

Minimize the time that potentially hazardous foods remain in the temperature danger zone (40 – 140 degrees)

**Camp Store:**

The camp store is available for your shopping pleasure. There are various items, including Camp Akita clothing, novelty items, and personal items such as toothpaste and toothbrushes, shampoo, etc., available. The camp personnel keeps no regular hours for the store. If you wish to have the store open for your group, please contact the camp manager to arrange a time to have the store available. We are not set up for credit cards, so cash or checks are the preferred payment methods.

**Staff Screening:**

We strongly recommend that if you are running a program for non-family events that all staff with responsibility for or access to campers under the age of 18 be screened.

**Supervision and Behavioral Issues:**

The group leader is responsible for providing proper supervision and taking care of any behavioral issues that may arise while at Camp Akita.

**Camp Akita Safety Procedures:**

Risk is a part of our lives; however, it is everyone’s responsibility to minimize that risk. There are many natural and/or physical hazards at camp. If you find or hear about anything that you feel is unsafe, please notify your camp host immediately. Please encourage your group to watch out for each other and keep each other safe. This will assure that everyone returns home thankful for their time at Camp Akita.

* **** If you are providing a specialized activity outside those offered by the camp staff, you are responsible to provide proper supervision.
* Please let your host know if there are any situations that may cause abuse, injury, and or death to guests while at Camp Akita and we will work with you to create a plan to minimize these risks and provide safety to your guests.

\* Leaders are encouraged when running a program that is not attended by a child’s parent or if the parent attending is not responsible for their child’s supervision that the following information be collected:

1. Names and address of all participants;

2. Emergency Contact names and numbers;

3. A list of known allergies or health conditions requiring treatment, restriction, or other

accommodation while on site;

4. For minors without a parent on site or not responsible for their supervision, signed

permission to seek emergency treatment or a signed religious waive.

* Medications (prescribed and OTC) should be collected and stored under lock except when in the controlled possession of the person responsible for administering them.

**Life threatening events Procedures**

In the event there is a situation that threatens lives please call your host or 911 immediately.

* **Structure Fire procedure:**
	+ Evacuate yourself and others from the building.
	+ Call 911 and the camp host.
	+ Walk to the nearest emergency meeting area. (Located at the basketball court or archery pavilion)
	+ Stay in emergency meeting area for roll call and receive instruction.
	+ Group leader should contact camp host and affirm that all are accounted for.
* **Forest/grass Fire:**
	+ Call 911 and/camp host.
	+ Evacuate the area.
	+ Call group leader and notify them of your location and who is with you.
	+ Group leader should contact camp host and affirm that all are accounted for.
* **Intruders:**
	+ Know who is attending your event and report any suspicious person that is not a part of your group to the camp host.
	+ Do not approach strangers alone.
* **Active Shooter Procedure:**
	+ **You have three options; Run, Hide, or Fight**
		- **Run**
			* Run in the opposite direction.
			* Avoid running as a large group.
			* Keep solid objects between you and the shooter.
		- **Hide**
			* Keep solid objects between you and the shooter.
			* If you have time lock, barricade, or fortify the doors.
			* Stay away from windows or places that can be seen through a window.
		- **Fight**
			* Rush the shooter while throwing anything you can find at them.
			* Use pepper spray if you have it or anything else that would distract them or cause discomfort and disorientation.
* **Severe Weather:**
	+ If there is bad weather that may threaten life, your host will contact you, if there is time, and let you know what to do. You will be responsible for notifying your group and with the host/s help keeping your group safe.
	+ General Guidelines for severe storms:
		- If able, move your people to the nearest storm shelter located in the staff room at the Lake view Lodge or the Central Bathhouse.
		- If there is not enough time, please shelter in place.
			* Stay away from windows.
			* Hunker down along inside walls.

**Insurance:**

You will see on the application that all groups are required to provide group insurance or personal insurance to cover general liabilities. The recommended amount is 3M with the minimum being 1M of coverage. Please list Camp Akita as a certificate holder. This protects you as well as the camp should the need arise.

ILC members are automatically covered if the event is approved by their church board and is written into the minuets.

**Camp Policies**

**Making a Reservation Policy:**

We accept reservations on a first come, first-serve basis in each category below.

**Conference events** – book before 1st Monday of November prior to the year of the booked date

**Loyalty Groups** (groups that have booked regularly over the past 3 years and are booking the same weekend) – 1st Monday to 3rd Monday of November prior to the year of the booked date

**Constituent Groups** – 3rd Monday of November to the end of the year prior to the year of the booked date

**Non-constituent Groups** – 1st Monday of the current year to the end of the year

**Cancelation and Refund Policy:**

**Reservation not requiring a deposit** **and reserved by an Illinois Conference department head;** Cancellation charge is $2000. If a similar size group can be found for the dates previously booked, this fee may be waived.

**Reservation requiring a deposit;** Canceled six months or more before the confirmed event date will be refunded at 100%. If cancelation occurs less than six months before the event, the deposit is forfeited.

**Groups having to cancel due to weather** will be charged for purchased perishable food items. Cancelation must not occur more than five days before the scheduled event. Groups not rebooking their event to occur within the next six months may lose their deposit, depending on camp availability.

**Payment:**

All checks for the balance of funds need to be made out to Camp Akita and are due within 30 days after the event’s conclusion. For large groups, we prefer the group leader to collect all the individual payments and then submit one check made out to Camp Akita. This will save a lot of time on check-out day.

**Multiple Group Usage:**

At times the camp may be hosting more than one group. Please respect the other groups that may be using adjacent facilities, who will in turn respect yours.

**Quiet Time:**

Unless approved ahead of time by the camp manager, the camp should be quiet from 10 pm till

7 am the following day. Quiet time is strictly enforced when multiple groups are present.

**Cleaning Duties:**

1. Please encourage your group to follow the basic cleaning duties posted in the facilities used during your stay.
2. Please police the grounds and discard garbage in appropriate containers.
3. Replace any table, bed, or decoration to its original location.
4. If a kitchen is used, the group must ensure that all used utensils and appliances are cleaned, air dried, and put back in their original locations.
5. Items left undone or having to be redone will result in a charge of a cleaning fee of $20 per hour.

**First Aid, Emergency Care, and Medications:**

**Each group is responsible for its own First Aid and Emergency Care.**

**It is highly recommended that care providers be appropriately First aid and CPR/AED certified by a recognized provider.**

1. Group leaders/ emergency care personnel would be well advised to know the health and condition of their group participants.
2. Each group is to assign a designated person who will be responsible for first aid and emergency care. All participants should know who and where to find this person at any time should there be an emergency.
3. Each group is responsible for emergency transportation as needed.
4. Each group is responsible for providing its own first aid supplies and equipment.
5. In the case of accidents, injuries, or incidents that cause bodily harm, the designated group leader is responsible for filling out an accident report and leaving a copy with the camp host.
6. If assistance is needed the camp manager is a certified ARC instructor and you are welcome to ask for his help.
7. **Medication, Administration, and storage.**
8. The camp does not provide or administer medications
9. Group leaders/ emergency care personnel should remind participants that all prescribed and OTC medications must be stored in their original containers and out-of-reach of children or unauthorized users.
10. **Covid-19 Mitigations:**
11. Due to Covid-19 the camp asks that all participants follow the guidelines set by the State of Illinois.
12. Participants are asked to maintain a minimum of six feet from others when possible.
13. Participants are asked to wash their hands frequently or use a hand sanitizer.
14. Participants are asked to cough or sneeze into their elbow.
15. Participants are asked to report if they develop any signs related to Covid-19.

**Vehicle usage and Traffic Control: Stop signs, Camp Speed, and Parking:**

All drivers must have a proper license to drive. Drivers must not allow adults or children to ride in the back of an open vehicle or trailer.

ATVs are allowed by permission from the camp host, and drivers must wear a helmet and closed-toed shoes and adhere to the manufacture’s restrictions (one seat =one passenger.)  **After the first warning, a $100 fine per additional offense will be charged.**

There are stop signs located on the premises. They are there for your safety, so please stop. The designated speed in camp is 15 mph. However, be sure to slow down when encountering humans or animals near the road as they have the right-of-way. Parking is allowed in designated areas. However, if the ground is wet, please stay on graveled or paved areas to avoid creating crevices that will need repair. Damage to the grounds may result in a fine to cover the costs of repair.

**Pet Policy:**

Absolutely **No Pets** are Allowed at Camp Akita. **One exception is for Service Animals**. If a pet is discovered, the group has two options:

* one, they can remove the animal from the grounds or
* two, they can pay $100 and must not allow their animal to contact anyone outside of the family members while on the premises.

We understand that most pets are not a danger, but they are free thinkers and are not always predictable. Therefore, we are not willing to take the risk associated with animals out of our control. Thank you for your cooperation. Please pass this information on to your group members.

**Cigarettes, Vaping, Drugs, Alcoholic Beverages:**

These mind-altering compounds are not allowed on the grounds. The camp is a smoke-free, drug-free, and alcohol-free zone due to the harmful effects these compounds have on the individual and those who come in contact with these compounds. Individuals discovered using any of these compounds or being under their influence in a public setting may be asked to leave.

**Firearms, Fireworks:**

Both of these items are prohibited unless approved by the camp manager ahead of time. Those with permits to carry concealed weapons must register with the camp manager.



**Fires:**

**The camp manager must provide clearance to have a fire**. Fires are permitted in designated fire rings only. Fire Rings must be returned to the holding area when you are finished using them, and unburned firewood is returned to the woodpile, not thrown in the underbrush.

Water or a fire extinguisher and a shovel must be present when there is an active fire. Never leave a fire, including embers, un-attended. Please see the camp manager for proper fire procedures if you have any doubts. Fires are to be out before the last person goes to bed.

**Water activities:**

The camp offers tubing, small boats and swimming as water activities. These activities are considered High-Risk Activities, and it is highly recommended that a certified Lifeguard supervise them.

1. Group leaders are responsible for verifying their lifeguard’s certification is up to date
2. If no lifeguard is available, the Group leader must inform their participants that parents or legal guardians are responsible for their children’s care during these activities and must be present when their children participate in these activities.
3. All participants using small boats or tubing must wear a Personal Floatation Device provided by the camp.
4. Group leaders are to inform their participants that **All signage must be followed.**
5. Group leaders are responsible for making sure equipment is returned and properly put away.

**Fishing:**

Those 16 or older must have a valid Illinois fishing license, and those under 16 must be accompanied by a legal parent or guardian with the proper fishing license. Fish caught and kept, regardless of age, must meet state regulations. This practice will help preserve the health of our lake, preventing overfishing. Please discard scraps appropriately so as not to create a nuisance for other guests. **Cooking or storing fish in any of the buildings is not permitted. There is a $50 fine per incident plus any expenses to remove the odor.**

**Horses and Horse Pastures:**

Horse pastures are for horses only and should never be entered without the Equine Director’s approval and presence. Our horses love attention. **You may pet them, but please DO NOT FEED them**. This trains them to associate people with having goodies and may cause them to overreact and injure themselves, another horse, or perhaps a human as they will sometimes be aggressive when seeking real or imagined treats. Remember, Horses are free thinkers and are not always predictable.

**Damage:**

Damage resulting from carelessness or vandalism will result in a fee to repair the damage. This fee will include labor and materials and be charged to the group unless the individual/s is/are willing to take responsibility.

**Personal equipment:**

The camp is not responsible for your personal equipment unless authorized by the Camp Manager. This would include but not limited to sports, electronic, or personal gear, even if using on or with camp equipment or activity. In addition, the camp will not be responsible for stolen items either left in your room or in your vehicle or any other place on camp property. Please leave valuables at home unless you need them and then make sure you have them locked up or insured.