

Camp St. Charles Procedures for Retreat Guests

We are looking forward to hosting your group and hope that your time at camp will be refreshing and provide a special time for group connection.

We want to keep our rental rates affordable for our groups and to minimize our impact on the river and nature around Camp St. Charles. We hope that you will also be a partner in caring for Camp St. Charles.

Part of our mission is care for Creation, we do this by using re-useable water bottles, avoiding waste, avoiding litter and recycling as much as possible. It also helps to avoid wasting water and turn off lights that are not in use.

During cold weather, please keep doors closed in the cabins and restrooms to keep them warm and minimize waste.

Retreat Representatives and other CSC Staff: Our staff members will be on site throughout your event to assist you as needed. Please exchange cell phone numbers, if you have not already connected with your retreat representative. Camp Staff will be wearing yellow staff tee shirts, so that you can identify them easily. If you need assistance, please have your retreat/rental group leader contact the retreat representative.

Use of Camp Buildings: The areas included for your rental group are listed on your rental contract and confirmed again in the final rental group details google form. Please check that all areas that you will need have been listed on the contract. We will be sure to have them clean, heated (as needed) and ready for use. Areas that were not included in the contract should not be used. Storage areas, offices, work shop and boat house areas are off limits to our guests.

Bell:

Your group may use the bell while you are at camp. Please be respectful of our neighbors and avoid ringing the bell excessively, late at night or early in the morning.

Cabins: Cabin Leaders/Chaperones/Guests should ensure that cabins are kept reasonably tidy. The walk ways should be kept clear, wet towels hung up on the clothes line outside and shoes off while in the cabin. It is VERY important that no open food is in the cabin. This will attract ants and other bugs. Enjoy snacks outside and keep food in SEALED containers in the cabin OR keep snacks in another area. Please do not eat inside the cabin. Many rental groups use the mess hall to store snacks and take breaks between meals.

At the end of your event, please remove all items and sweep out the cabin.

Coffee and Water: Both are available in the mess hall. Reusable bottles are encouraged for water and coffee. Disposable items will be available, please use those sparingly. In Spring and Fall, water is also available from the water cooler located on the back porch of the kitchen.

Staff Lounge: Groups are welcome to keep snacks or personal food items in the staff lounge. A refrigerator will be available for your groups use.

Meals: Please wait outside of the mess hall until the tables are set so our kitchen staff can navigate around the mess hall. Meals will be on the table at the scheduled time. If retreat leadership need to adjust the meal schedule, we would appreciate a heads up because we want to provide hot meals on time.

We want to keep costs reasonable for our retreat guests. You can help by working with your group to avoid waste.

Younger guests may need guidance about taking a small portion and then getting more.

At the end of each meal, we ask guests to do the following....

1. Used dishes and silverware are stacked neatly at the head of the table;
2. Wipe the table cloth. (a tub with wash cloths will be provided)
3. Sweep out the mess hall. Some groups have a team of guests who rotate this responsibility.

We recommend having retreat guests take turns with clearing the tables to the carts after the other guests have been dismissed. This may help to avoid spills when many people are moving around the mess hall at once.

Often 2 guests from each table can move the dirty items and left over to the cart. Wasted food should be scraped into the trash can, used silver ware goes in the labeled tub, platter of leftovers go on the cart. Pitchers should go on the cart. Cups with leftover liquids should be emptied into the provided bucket, this keeps the trash from getting heavy and icky.

Clean dishes, cups, silverware and napkins can remain on the table for the next meal.

Lost and Found: Please check all areas used, chapel, restrooms and cabins before leaving camp. Phone chargers and other electronics are commonly missed items, as are items left on the clothes lines.

Items to Bring to Camp:

Bedding- twin size sheets, blankets, pillows, pillowcase
Towels, wash cloths
Flashlight
Clothing (consider the season)
Bug repellent (wooded areas may have ticks present)
Sunscreen
Refillable water bottle
Travel Coffee Cup (if desired)
Toiletries/Medications (as needed)

Avoid: Alcohol, illegal drugs, fireworks, firearms. Use caution with electronics, many a cell phone has been claimed by the river.

Chapel: Please do not eat or drink inside the chapel. Water is permitted. If your group must move the pews, use caution, they are heavy and can snag the carpet if not lifted. We'd prefer that the pews remain in place, when possible.

An av cart is provided in the chapel and may be used for presentations in the chapel. There is also a screen at the front of the alter.