**How to Book a Retreat**

* Download and submit Reservation form
* Communicate with Guest Services for confirmation
* Submit deposit and secure dates
* Submit the following forms
	+ Insurance
	+ First Aid Card
	+ Food Handler’s Card (if cooking on your own)
* Communicate with Guest Services on specifics
	+ Food Service
	+ Tech/Media
	+ Meeting Space
	+ Recreation
* Upon arrival: complete final payment
* Enjoy your time here at Wi-Ne-Ma Christian Camp

**Camp Guidelines**

* Shared Campgrounds: We do host multiple guest groups
	+ Please be respectful of others onsite
	+ Guest Services will communicate ahead of time
* Quiet Hours: 10:00pm to 8:00am
* No Pets on campgrounds
* Prohibited onsite: Alcohol, illegal drugs, tobacco, vaping and firearms
* Prohibited onsite: skateboards, bicycles and roller blades
* Use caution when enjoy the beachfront (beach safety)

**Technology/Sound**

* Lakeside and Patience are equipped with projector and podium
* Plan to bring what you need to manage your event.
* We do have onsite tech support for an added fee (check availability)

**What to bring**

* Personal bedding, toiletries & towels.
* Food, if you are cooking on your own! (Morse Lodge Only)

**Check-In**

**Retreat leader will receive the following**

Guest Booklet (all details)

Rec Key -tower slide and mini golf

Campground map & building #s

Check-out details

**Recreation**

* The following are available for all guest groups
	+ Playground & outdoor basketball court
	+ Gaga ball pit
	+ Tower Slide
	+ Mini Golf course
	+ Disc Golf course
	+ Hillside trails around camp
	+ Indoor recreation: Our Gym (check availability)
* Lakefront/boats: Seasonal option, check availability
	+ $150 for 2 hours of lakefront time
	+ Adult groups my bring their own non-motorized watercrafts
	+ No one is allowed in the lake without camp approval
* Fire Pit Areas
	+ Lakeside Fire Pit: Accommodates up to 200 guests
	+ Conversation Pit: Accommodates 25 guests (with seating)
		- You can provide your own seating and expand
	+ Firewood is provided
	+ Please bring your own Lighters and fire starters
	+ Beach Fires: State Guidelines must be followed if planning fires on the beach. Check current regulations. Please stay out of the dune grass.

**Food Service**

* Guest Services will put you in touch with our Food Service Director
* Submit any special dietary needs
* Menu is determined by Food Service Director
* If Multiple groups onsite, you might receive notice of staggered mealtimes.

**Check-Out**

* Gather all personal belongings (Double check under beds)
* Left behind items: will hold in office
* Trash should be removed from rooms to the dumpster west of Patience Hall
* All tables, chairs and AV equipment should be put back how you found it
* Sweep all cabins
* Close windows
* Turn off heat and lights
* Turn-In completed checklist to guest services