



FACILITY HANDBOOK

2010

FEES, POLICIES, MAPS, AND DIRECTIONS

CAMP LOOKOUT
3130 Hwy 157

RISING FAWN GA 30738

PHONE - 706-820-1163

FAX - 706-820-9911

WWW.CAMPLOOKOUT.COM



Dear Guests,

Greetings from Camp Lookout! We are excited that you have chosen Camp Lookout for your group's retreat. Enclosed is an "application for use form", please sign and send it with the deposit to the Johnson City office. Also enclosed is a Facility Handbook. Please look over the information contained in this book, it includes; **fees and rates, group policies, program descriptions, Participant information, Disclosure, Consent, and Release form, a map, and directions.**

Please have each participant or parent complete the *Participant information, Disclosure, Consent, and Release* form if Camp Lookout Staff is leading any activities with your group. If you have any questions please give us a call at 706-820-1163 or email us at jackie@camplookout.com or don@camplookout.com.

We look forward to serving you,

Don and Jackie Washburn
Director and Assistant Director
Camp Lookout

CAMP LOOKOUT, INC.

706-820-1163 Email: info@camplookout.com www.camplookout.com

2010 CAMP LOOKOUT FACILITY AND PROGRAM FEES

(Effective for all reservations made for 2008)

Usage Fees:	<u>Conference</u>	<u>Non-Conference</u>
Weekend	\$32.00	\$36.00
Weeknight (S-Th)	\$16.00	\$18.00
Day Use (only) per person	\$ 6.25	\$ 7.75

Day use fee applicable only to those NOT using overnight lodging facilities.

Facility Minimums:

Lookout Village – requires payment for a minimum of 24 persons

Sunset Lodge – requires payment for a minimum of 12 persons

Entire Camp Rental -Groups requesting the exclusive use of all facilities will be required to pay for a minimum of 60 persons.

Day use rental of facilities - please call for rates and availability

Lodging Discounts:

Children under age ten: half price for lodging after minimums are met

Seniors over 65: half price for lodging after minimums are met

*Discounts on lodging and meals applicable only after minimums are met

Program Fees (per person):

Minimum six participants required for all programs.

	<u>Conference</u>	<u>Non-Conference</u>		<u>Conference</u>	<u>Non-Conference</u>
High Ropes			Mountain Bike	\$10.00 - \$30.00	
I -grade 4+	\$13.00	\$15.75	Group Initiatives	\$7.25	\$8.50
II -grade 6+	\$13.00	\$15.75	Low Ropes	\$7.25	\$8.50
III -grade 8+	\$16.25	\$19.75	Bouldering Wall*	\$7.25	\$8.50
Caving	\$19.75	\$25.00	Lake Paddling	\$6.50	\$9.00
Rock Climb/Rappelling	\$19.75	\$25.00	Archery	\$7.00	\$10.00
Wall Climbing	\$16.25	\$19.75	Night Program	\$4.25	\$5.75
Whitewater Paddling	\$27.00	\$31.00			
full day trip (8 hrs)			Pool (in season)	\$60.00 for 2 hours, \$20 for each additional hour per lifeguard required.	

*Note: The Bouldering Wall may be used in conjunction with group initiatives or low ropes at no additional charge.

Reservation Deposits: Non refundable or transferable

Weekend Reservation	Entire Camp \$1,000; Village \$650; Sunset \$375
Week (M-F)	\$1,500
Week overnight	Entire Camp \$500; Village \$372; Sunset \$186
Day Use	\$200.00
Programs	\$200.00

To make a reservation call Camp Lookout at 706-820-1163

MEAL SERVICE

Meal service can be requested for either Lookout Lodge or Sunset Lodge. Meal service must be requested two weeks prior to using the camp. A minimum of twenty meals must be paid for at each mealtime. Minimum numbers could be met by one or more groups. The rates per meal are as follows:

Breakfast	Lunch	Supper
\$6.75	\$7.25	\$8.00
Cold Breakfast	Sandwich Lunch	
\$5.25	\$6.00	

1. The above rates are per person, per meal. We have various meals to choose from and will work with you to plan your menu. For a list of these menus, please call us at 706-820-1163.
2. A final count must be called in no later than 4 days before your arrival. The group will be charged for no less than that final count.
3. Each person who is part of the group for which meals are being served will be charged for a meal.
4. Above rates do not include snacks.
5. Standard meal times are 8:00 AM, 12:00 Noon, and 5:30 PM. Changes in meal times may be made by calling the camp.
6. Meals are served buffet style. **Groups are expected to set tables at each meal, stack and return dirty dishes to kitchen window after eating, and clean tables and dining hall after each meal.**

Meal Discounts:

Children under two years of age: no charge for meals after minimums are met.
Children age two through ten: half price for meals after minimums are met.

DO YOUR OWN COOKING

There are cooking facilities at both Sunset Lodge and Lookout Lodge. The kitchens are equipped with all the equipment and utensils you will need to prepare and serve a meal. If your group chooses to do this, please bring everything needed for food preparation and clean up. Prices for using the kitchen are per group per meal. This cost covers usage and maintenance of kitchen equipment.

Lookout	\$25.00 per group per meal
Sunset	NO FEE

CAMP LOOKOUT PROVIDES: Equipment and utensils for cooking and eating, fire protection, garbage disposal, maintenance of buildings and grounds, utilities, brooms, mops, garbage bags, toilet paper, dish cloths, bathroom cleaning agents, mattresses, volleyball net, basketball goal, horseshoe pits, horseshoes, Ping-Pong tables, firewood in season and instructors for activities (additional fee required).

YOUR GROUP WILL NEED TO PROVIDE: Linens, pillows, personal toiletries, food (unless you desire camp to furnish), snacks, napkins, paper towels, condiments, coffee, sugar, recreational equipment (i.e. Volleyball, basketball, Ping-Pong nets, paddles, balls, softballs, bat, program materials, etc.), meals for lifeguard or other resource staff, clean up at the end of your stay.

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FACILITIES AT CAMP LOOKOUT

Lookout Lodge - The main lodge, providing a commercial kitchen, dining room with a capacity of 170 people and restroom facilities.

Lookout Village - Our three newest cabins situated behind Lookout Lodge sleep 16 each, have bathrooms, a living room, and a deck. These cabins also have central heat and air.

(You must pay for a minimum of 24 persons in the Lookout Village.) The village has a maximum capacity of 48 persons. For groups over 48, cabins or sunset lodge will be reserved.

Solar Cabin and A-Frames - This winterized cabin sleeps fifteen each and the two A-frames (which are not winterized) each sleep six. Bathrooms are not located in these facilities. These cabins and A-Frames are serviced by the bathhouse and lodge restroom facilities.

Yurts - The two (semi) winterized cabins each sleep ten. Bathrooms are not located in these facilities. These cabins are serviced by the bathhouse.

Sunset Lodge - A self-contained unit with central heat & air conditioning which sleeps 26, has four baths, a kitchen and a living room. A campfire circle, sand volleyball court, and a games field (ideal for star study) are available for those renting the lodge. (You must pay for a minimum of 12 persons to reserve Sunset Lodge.)

The Emmaus Chapel - A gift from the Chattanooga/LaFayette Emmaus Community, is a spacious facility with air conditioning and heat ideal for worship experiences and/or meetings. **

Elliott Pavilion - An open air shelter for picnics and/or meetings.**

New Bathhouse - Situated in the center of Camp, this facility provides nice restroom and shower facilities for the Yurts, Solar Cabin as well as for the Emmaus Chapel.

Swimming Pool is open June through Labor Day and is open to all groups staying at camp. The pool may be used only when a Camp Lookout lifeguard is on duty (unless other arrangements are made in advance.) POOL HOURS NEED TO BE SCHEDULED 2 WEEKS PRIOR TO YOUR VISIT. **

Outdoor Worship Areas - Vespers Point and Maynard Worship Center

** When multiple groups are present at camp, scheduling for the Emmaus Chapel, pavilion, pool, and all other common areas will be done by the director or assistant director prior to group's arrival.

Self-Directed Activities:

Hiking	Field for Activities
Creek Walks	Fire Circle
Frisbee Golf	Lake for Fishing
Hard Surface Basketball/Rec Area	
Horseshoes	Volleyball

Camp Lookout Vision Statement

Camp Lookout is providing quality programs and facilities, which enable each of God's children (of all ages) to experience Christ's love through God's creation.

To make a reservation call Camp Lookout at 706-820-1163

RESERVATION POLICIES

- The camp facilities are rented by reservation only. To make a reservation, please call the office at 706-820-1163. This is a local call from Chattanooga. We will send you a reservation form after the call, and you will have ten days to return the form with a deposit. The deposit will be deducted from your final bill. Once a deposit is made, if your group cancels, the deposit will NOT be refunded. Deposits cannot be transferred to other dates. It is almost impossible for the camp to re-book a date once it has been reserved for your group: thus, we treat your group's deposit as a firm commitment for the date reserved.
- Checks should be made payable to "HOLSTON CONFERENCE CRM" and sent with the reservation form (all copies) to the address below:

**HOLSTON CONFERENCE CRM
P.O. BOX 2506
JOHNSON CITY, TN 37605-2506**

- Please make note of minimum persons charged in facilities and programs. These minimums are included in the descriptions of the facilities, programs, and fees located in the previous pages.
- If your reservation form and deposit have not been returned within the allotted time (ten days) the facility that you had requested will be available to another group.
- For overnight rental, check in time will be 3:00 PM or after, on the first day. During June, July, and August, check in time will be 5:00 PM or after due to the summer camp ministry schedule. Check out time will be no later than 2:00 PM on the last day of your group's stay. If your group desires to stay past 2:00 PM, there will be an additional day use fee per person.
- Camp Lookout is pleased to offer use of its facilities to groups outside the Holston Conference of the United Methodist Church. However, camp reserves the right to refuse rental of its facilities to groups whose purposes are determined to be inconsistent with the principles and spirit of the church.
- All fees will be figured before your group leaves. Holston Conference Camping will bill you for these charges after your visit. **NO MONEY WILL BE ACCEPTED AT CAMP.**
- Group will be responsible for cleaning facilities used. A visual inspection will be made by a Camp Lookout Staff member before your departure. An additional fee may be added to the final bill for failure to clean facilities adequately and/or any damages incurred.
- **INSURANCE COVERAGE:** By signing the Application for Use of the Camp, the group agrees to relieve, absolve, and forever release the Board of Directors and the United Methodist Church from liability for damage to property of/or injury to persons with said group. Limited medical and accident insurance is provided by Camp Lookout. We are in no way responsible for inadequate supervision on the group's part.

Camp Lookout is owned by the Chattanooga and Cleveland Districts of the United Methodist Church and operated by the Holston Conference Camping and Retreat Ministries, (CRM).

To make a reservation call Camp Lookout at 706-820-1163

User Group Policies

As we strive to create a safe environment for all our participants we have created the following guidelines.

- ◆ Outside parties can reach a user group at 706-820-2363. This phone is located in the back of the kitchen near the refrigerator, it can be used to make local outgoing calls or long distance calls with a phone card or collect. In case of emergency dial 911.
- ◆ A book containing important information pertaining to the operation of kitchen equipment is located in the kitchen, hanging on a clipboard inside the back door. It is advised that the person cooking for the group become familiar with the equipment before using it. The staff member on call for the weekend can assist if questions arise.
- ◆ Pets are not allowed on camp property
- ◆ Transportation of individuals in the back of pickup trucks or wagons is prohibited.
- ◆ Please park in designated areas
- ◆ Quiet should be observed after 11:00 PM
- ◆ Smoking is not allowed inside any of the camp buildings
- ◆ All outside fires must be approved by the staff member on duty
- ◆ Trees, underbrush, and plants shall be pulled, cut, or damaged only with the approval of camp staff.
- ◆ Hunting is NOT permitted in any form.
- ◆ User groups are responsible for their own First Aid, supplies, and emergency transportation. We advise that an adult with CPR certification and First Aid certification (for youth groups) be on duty for emergency care. Directions to the hospital are posted by the phone in the kitchen. 911 can be used for emergencies only.
- ◆ User group leaders need to gather the following information:
 1. Names and address of all participants
 2. Emergency contact information
 3. Knowledge of any health conditions or allergies of group members
 4. Signed permission to seek emergency care for minors
- ◆ Alcoholic beverages, firearms, illegal drugs, explosives, or fireworks are NOT allowed on camp property. Violators will be asked to leave.
- ◆ In the event of a tornado or severe storm we would advise going to the bottom room of the chapel.
- ◆ The group is responsible for supervision of its participants and their behavior throughout stay. When Camp Lookout staff leads specialized activities & presents all necessary orientations/safety procedures, user group leaders are still responsible for behavior of the group.
- ◆ Camp Lookout advises that the following ratios of staff to campers be followed to ensure proper supervision: Campers grades 2-3 – 2:10; grades 4-7 – 2:12; grades 8-12 – 2:14. When working with special populations those ratios change depending on the amount of assistance a camper needs.
- ◆ Archery: Area must be blocked off and clear safety signals must be used during shooting and retrieval of arrows to ensure the safety of participants and onlookers.
- ◆ Pool:

The lifeguard is in charge of the pool. Participants must follow pool rules and respect the authority of the lifeguard to retain swimming privileges.

**** Please Note:**

When signing the Application of Use for your reservation, you are acknowledging that you have read, understand, and are willing to follow and enforce these policies with your group.



To make a reservation call Camp Lookout at 706-820-1163

ADVENTURE PROGRAMMING CLASSES AND DESCRIPTIONS

(Adventure classes require an additional fee. Please refer to the proper price list for each activity)

High Ropes Course: A series of rope, cable and log elements located approximately 20 feet off the ground. This course is designed to help participants face fears, build self-esteem, and build trust and group support. Our instructors will lead your group through a memorable activity, in a safe and nurturing environment. This class requires the use of specialized safety equipment, such as seat harnesses, helmets, and static and dynamic belay systems. This class also requires a minimum of two hours to complete.

Low Ropes Course: A series of rope, cable and log elements located approximately 3 feet off the ground. Individuals work with the support of the group to complete the series of challenges. Group participants are taught spotting skills, which are used to provide safety and care for those on the course. This course focuses on self esteem, self confidence, and group responsibility. This class needs a minimum of 1 ½ hours.

Group Initiatives: A series of elements and situations designed to promote teamwork, compromise, communication, and more. Groups of all ages will have fun as they struggle in working together to accomplish “common” goals. In a society which encourages individual accomplishments, this class only rewards group interactions and achievements. We are only successful as a whole, no matter how well each individual can accomplish the task! This is group initiatives at its best.

Rock Creek Crossing (bouldering wall): This activity can be used as a low ropes type element, or a group initiative apparatus. As a low-ropes element, participants are challenged to traverse a simulated rock face. The participants are about 3 feet off the ground as group members offer support through spotting. As a group initiative, the group is faced with a variety of challenges, including on the wall passing and crossing! Either way, ROCK CREEK CROSSING, is a popular activity for all age groups with plenty of challenges and benefits.

Caving: Explore the wonders found under ground with our trained and knowledgeable staff. Caving is a most fascinating activity that presents many new challenges. There is so much to be learned from the formations, rocks, water, and creatures of the caves. Class duration can range from 3 hrs. to 8hrs. (price sheet reflects the cost of a 3 hr. class). *off site

Climbing Wall: Try you hand at Rock climbing on a simulated rock wall right on site at Camp Lookout. There are a variety of routes which challenge both the novice and experienced climber.

Rock Climbing and/or Rappelling: Each of these activities are exciting and challenging to most folks. Our staff is very well trained in the latest skills as well as very experienced in working with groups to help each individual accomplish their challenge. Climbing and Rappelling can be experienced individually or in combination with each other. We offer ½ day trips (price sheet reflects the cost of a 3 hr class), full day trips, and multi-day trips. *off site

Flat Water Paddling: This is a 3 hr. class, which takes place at one of several local lakes. Students will learn the basic strokes for the craft they are paddling. This is a great way to warm-up for whitewater, or just to challenge yourself and enjoy the outdoors. *off site

Whitewater Paddling: This class is an all day adventure on the Hiwassee Scenic River. There are several different trips depending on the group’s skill level. We also offer a variety of river crafts; canoes, minnow (kayak like craft), kayaks, and rafts. This is an exciting trip lead by very experienced paddlers. Other trips are available by request. *off site

Mountain Biking: Its an exciting way to experience the great outdoors. There are many trails being developed exclusively for the use of bikes. The Camp Lookout staff will work with you group in learning the proper ways to ride and take care of the fragile environment at the same time. *off site

Archery: Take a break from all the “High Adventure” with a session at our **Archery Range.** This is a great activity for all ages – children, youth, or adults. Rain or shine, all will experience success and have loads of fun!

To make a reservation call Camp Lookout at 706-820-1163

Participant Information Disclosure
Consent and Release

Participant's name:

I wish to participate in a Holston Conference Camping and Leisure Ministries, Inc. adventure camping/recreation event.

I acknowledge that I am fully aware that the activities associated with this event entail certain inherent risks including damage to property, personal injury, and even death. In consideration for being permitted to participate in this activity, I agree to assume all such risks and hereby release and discharge Holston Conference Camping and Leisure Ministries, Inc., its officers, sponsors, trustees, employees, agents, and other aids and/or volunteers from any and all liability for any and all damage, loss, injury, or death of every kind and nature whatsoever which in any way arises out of my participation in this activity.

Event:

Date:

Affiliated Campsite:

Participant's Signature

Parent/Guardian Signature (participant under 18)

Personal Medical Information

Date of last Tetanus shot or booster:

Known allergies:

Special Medical Considerations:

I hereby give permission to the medical personnel selected by the camp director to order X-rays, routine tests and treatment for me/or my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me/or my child as named above.

I give permission for me/my child to be transported in a private vehicle if necessary.

I give permission for photographs taken of me/or my child to be used for camp publicity.

Signature of parent/guardian or adult camper/staff

This form may be photocopied for use out of camp.

Date

Family Insurance Company:

Policy #

Insurance Subscriber's Name:

SS#

Insurance Claims Address:

Pre-Authorization Phone # if required (____)

Parent/Guardian/Spouse:

Home Phone:(____)

Address:

Work Phone: (____)

City:

State:

Zip:

Cellular Phone:(____)

In an emergency situation, use these contacts as necessary:

Emergency Contact:

Home Phone:(____)

Work Phone:(____)

Directions To Camp Lookout

From CHATTANOOGA

I-24 to Lookout Mtn. Exit 178 (Broad St. South) then left on Broad St. Go 1.4 mi. and turn left on Tennessee Ave. (This becomes St. Elmo Ave, then GA Hwy 193). Go approximately 8.9 mi. Turn right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

From KNOXVILLE

I-75 South to GA exit 350 (Ft. Oglethorpe/Battlefield Pkwy, Hwy 2). Turn right onto Hwy 2, and go for 13 miles. Turn Left onto Hwy 193 for 3 miles. Turn Right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

From ATLANTA

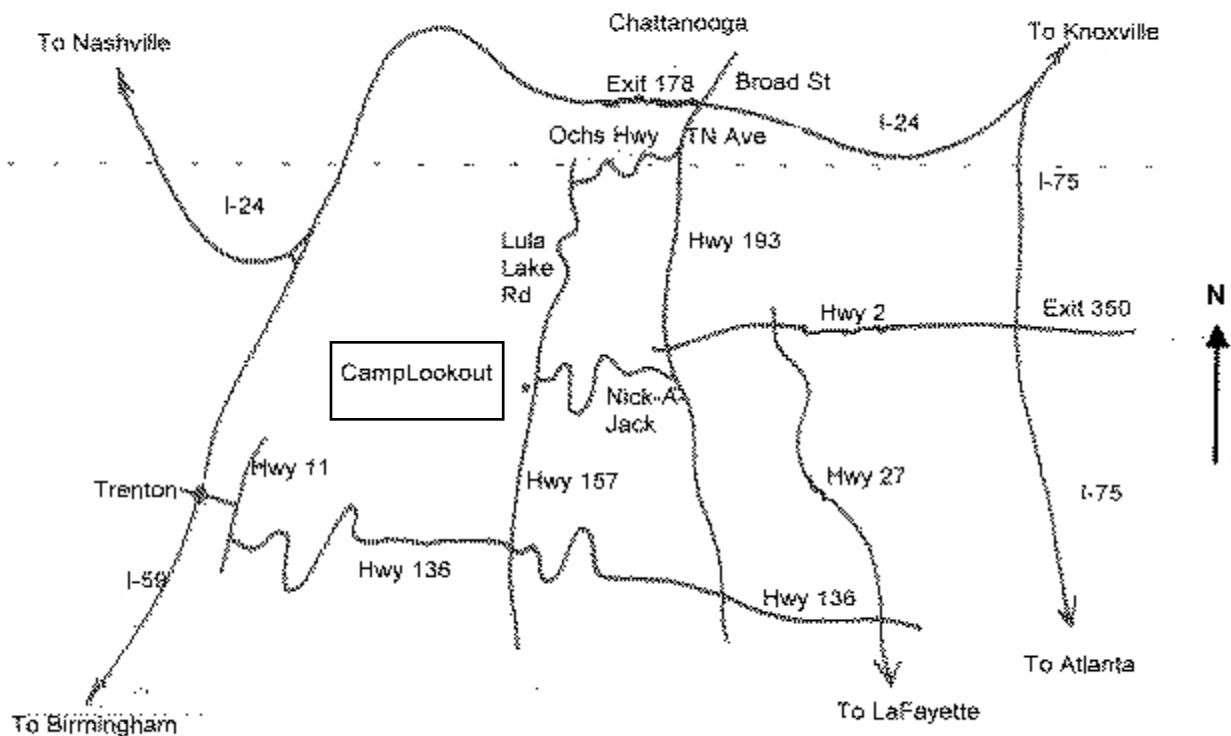
I-75 North to GA exit 350 (Ft. Oglethorpe/Battlefield Pkwy, Hwy 2). Turn left onto Hwy 2, and go for 13 miles (approx.). Turn Left onto Hwy 193 for 3 miles. Turn Right onto Nick-A-Jack Rd. Take Nick-A-Jack 4 miles to the top. Turn left at stop sign. Camp Lookout is 1/2 mile on the right.

From NASHVILLE

I-24 East to I-59. Take I-59 South to Trenton Exit. Go left over I-59 for 1 block. Right at light on hwy 11 for 1 block. Left on Hwy 136 for 10 miles. Left onto Hwy 157 for 8 miles. Camp Lookout is on left.

From BIRMINGHAM

I-59 North to Trenton Exit. Right for 1 block to light. Right at light on Hwy 11 for 1 block. Left on Hwy 36 for 10 miles. Left on hwy 157 for 8 miles. Camp Lookout is on left.



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