

Camp Friends,

This booklet is to help introduce you to Assembly Park Camp, and to share with you about our facilities and what you can expect as a result of our camp use contract.

First, I would like to make an introduction.

My name is Gary Bell and this is my wife Cheryl. We are the administrators at Assembly Park Camp and we are looking forward to meeting the many people who use and enjoy this camp.

Our grounds are owned by the Wisconsin /Northern Michigan District Council of the Assemblies of God and are operated and maintained under the direction of the Assembly Park Camp Committee.



## What we provide

- We are a licensed, “**Recreational & Educational Camp facility**” with a max capacity of 200.
- We are not a licensed “Camp Ground”, but we are allowed 20 camp sites as part of our “recreational & educational camp” license. Some of those camp sites are taken by camp staff and are included as part of the camp maximum; 10 full RV sites plus 4 sites with electricity, and 6 tent or camper sites with no electricity.
- **Chapel Auditorium:** sound system with sound board and overhead projector is provided. You are responsible for individual instruments.
- **Cabins /Housing:** We have a nurse quarters and a newly remodeled speakers cabin (located east of the dining hall), staff housing in; cooks cabin, the A Cabin, and four dorms located in center of our grounds.
- **Kitchen and Dining Hall:** Our kitchen is adequate for camping purposes and is able to accommodate those on our grounds. We provide the basics for kitchen operation. This includes kitchen utensils, pot & pans, silverware and trays. You will need to supply paper products such as (paper plates, styrofoam cups and etc. if you choose to use them). We provide toilet tissue, paper towels, soap for hand washing, cleaning products, and dishwashing detergent.
- **Snack Stand:** We now have a new snack stand that will be operated only by camp staff.
- **Swimming Area:** A beach area equipped with dock, raft, canoes, 9 kayaks, 3 paddle boats, and a row boat. The beach will be supervised by a staff life guard. Life guard hours will be billed to rentals.
- **2 Volleyball courts,** softball/activity field, one full size and one half basketball court
- **Sports Equipment:** we provide lifejackets, paddles, oars and a limited number of other sports equipment, (basketballs, volleyballs, dodge balls, softball bats, etc.). Any other specialized equipment you will have to bring.

## **Policy:**

The camp is provided for your use. It is up to you to keep the camp clean and safe! You are expected to leave the camp in a clean condition that is ready for the next group coming in. In the event that we have to bring in workers to clean up for you, then you will be billed at a rate of \$20.00 per hour.

- No alcoholic beverages, illegal or abusive drugs, fire arms or anything that may cause bodily harm are allowed on the camp grounds. No smoking on grounds or in cabins.
- No animals (dogs cats etc.) are allowed on the camp grounds.
- Any damage to the facilities beyond normal use will be charged to the user. We expect any damage to be replaced with comparable value.
- You must provide proof of insurance coverage of \$1,000,000 for injury and health for your group.

## **Kitchen:**

- You will be responsible for leaving the kitchen clean.
- All utensils, pans, etc. must be properly washed and put away.
- The stove and grill must be cleaned.
- Sinks must be cleaned.
- Refrigerator and freezer must be cleaned.
- Garbage must be placed in receptacles provided.
- Floors must be swept and scrubbed with detergent/bleach solution

## **Bathrooms:**

- Sinks must be cleaned.
- Stools must be cleaned and flushed. Floors must be swept and hosed down using squeegee to clean.
- All garbage must be put into containers.
- Sanitary napkins must not be flushed in sewer system. Place in containers provided
- We provide all cleaning supplies

## **Cabins/Housing:**

- We do not provide sheets, towels or pillows, all our beds are twin size, except in speakers cabin and nurses cabin where we will provide linen service.
- All cabins must be clean, swept and ready for use by next group.
- We will no longer allow any form of writing on bunks or walls!

Remember many times as one group is leaving our camp another group is coming in. We count on your help to make this transition go smoothly.

Thank You for helping!