



**TALL  
TURF  
MINISTRIES**  
**RENTAL POLICY**  
(Rev 07-12)

Dear Friends,

Thank you for your interest in renting our grounds and facilities. We hope that your stay will be both enjoyable and worthwhile. Camp Tall Turf is available to rental groups from mid-August until the end of May. Please take time to carefully read our policies listed below and then send us your 1.) signed retreat contract; 2.) \$100.00 non-refundable deposit; 3.) the “Camp needs to know” sheet; and 4.) your group’s insurance information by the return date listed on the rental agreement. (You may provide us with the exact number of people who attended after you use Camp. However, – please provide us with an estimate with your contract.)

For your information, our camp is a 246 acre site located on the shore of Campbell Lake in Oceana County, approximately 70 miles northwest of Grand Rapids, 20 miles northwest of Fremont, and close to the town of Hesperia. Travel time from Grand Rapids is approximately 1 ½ hours.

Facilities at Camp Tall Turf available for your use include the Proctor Youth and Family Center—with sleeping quarters for 30, a handicap accessible suite, a fully equipped kitchen, and a spacious all purpose room with a fireplace—and also adjacent staff housing with sleeping quarters for 20 (available mid August until May end). For larger groups, Camp Tall Turf can provide up to 16 additional cabins each with 5 bunk beds, individual bathrooms, and electric heat and a dining hall containing a large kitchen and dining area with seating for 150 people. (available mid August through November and mid March through May end). Outdoor activity areas include a large waterfront chapel area, volleyball court, basketball court, large activity field, swamp walks and extensive marked hiking and skiing trails. Additional “high adventure” activities including swimming and watercraft, archery, and team building challenges can also be made available. Request rules, regulations, and supervision requirements if your group is interested in using any of these “high adventure” areas. Groups should ensure that there is adequate adult leadership and supervision for all activities.

The Camp Tall Turf rental fee is \$25.00 per person per day (minimum of \$300.00 per day). All camp rental applications must be accompanied by a \$100.00 non-refundable deposit that is applied to your total payment. The cost for groups using the camp grounds for wilderness camping is \$12.50 per person per day. Tall Turf may apply an additional assessment for any damages to camp facilities (at replacement cost) beyond reasonable wear and tear to the final balance.

The rental of Camp does not include the price of meal preparation and cleanup. Your group is responsible for providing its own food, beverages, and cleaning supplies (dish soap, paper towels, cleanser, etc.) unless prior arrangements are made with Camp Tall Turf. Any hazardous materials should be in closed, safe, and plainly labeled containers stored separately from food and accessible only by persons trained and experienced in their safe use. You may use all the equipment in the Proctor Center and Dining Hall kitchens with the exception of the commercial dishwashing machine in the dining hall, which is not available for use except by prior written agreement. Additionally, your group is responsible to provide its own bedding and as well as other personal items.

Groups with children and young people must ensure that there is adequate leadership and supervision for all activities. Group leaders are advised to employ appropriate screening policies for all group staff with responsibility for or access to minors. The following child to adult ratio is required:

Camper age:	Adults/18 and over	children
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

## General Use Policies

1. Wear foot protection at all times.
2. Build fires only in designated areas with wood supplied or downed branches scavenged.
3. **Do not cut down or cut on any live or standing tree without permission**
4. **No smoking on Camp Tall Turf property.**
5. Please keep garbage cans securely covered and dispose of all garbage in the large dumpster behind the Dining Hall.
6. **Absolutely no alcoholic beverages, tobacco or tobacco products, illegal drugs, firearms (including Paint ball), weapons, fireworks, or explosives are permitted on Camp Tall Turf property.** (Wine for sacramental use is permitted)
7. Camp Tall Turf will not be held responsible for loss of personal property.
8. Cars and vehicles are permitted only on established roads – speed limit is 10 mph.
9. Adult supervision is needed when children are using any kind of recreation, athletic, and sports equipment.
10. A permission form from each child's parent/guardian must be with them at camp.
11. When on camp property, riding in the back of a pick-up truck is prohibited? Seat belts must be worn on camp property. Vehicles may be parked in the field by the barn, by the dining hall, by the Proctor Youth and Family Center, or in designated parking areas.
12. Although pets are allowed at Camp Tall Turf with prior approval, bringing pets along to camp is discouraged. Pets must be restrained and under control at all times and must kept off carpeted areas.
13. All groups must bring their own first aid supplies and must have their own liability and medical insurance and must have a designated Emergency Vehicle.
14. If at any time during your stay someone from your group notices an unknown person enters camp property, identify yourself as a representative of (name of your group) and politely direct them to or have someone from your group contact the Site Manager as the official representative of the camp.
14. Suggestions and/or complaints about the facility and/or property should be made in writing to: Tall Turf Ministries, 816 Madison S.E., Grand Rapids Mi 49507.

## Emergencies

In case of medical emergency, call 911. A phone is located in the Proctor Youth and Family Center kitchen inside wall. Gerber Memorial Hospital in Fremont is the closest medical facility to Camp Tall Turf. Camp Tall Turf is not responsible for First Aid, Emergency Care, or Emergency Transportation. Camp Tall Turf does have an automated external defibrillator (AED) on site, located inside the north landing of the Proctor Retreat Center at the base of the steps to the Site Managers apartment.

In case of a site or facility problem/emergency, or weather related emergency, contact the Site Manager or his designate in the Proctor Youth and Family Center Site Managers apartment.

## Group Responsibilities

1. Your group should have a leader on site with CPR and First Aid certification.
2. All persons using Camp Tall Turf are expected to be good stewards, showing and treating all people, property, and equipment with respect.
3. Your group is responsible for cleaning up thoroughly before departure. Please do the following before you leave:
  - A. Bring all equipment used to its proper storage area.
  - B. Clean the Proctor Center, Dining Hall, staff housing and/or any cabins that your group used.
  - C. Empty waste baskets and pick up litter caused by your group.
  - D. Turn off lights, close windows, close shades, and draw curtains etc. in the buildings that you used.

Please contact the Site Manager immediately if any unexpected problems with facilities develop during your stay. Please keep this policy for reference. Complete both copies of the enclosed CAMP RENTAL CONTRACT and return one copy to us along with insurance information, the "Camp needs to Know" sheet, and your \$100.00 deposit.



**GROUP RENTAL CONTRACT (Rev 07-12)**

ACA STDS: OM.7;14;15; HW.26;27;28

RETURN BY: \_\_\_\_\_

GROUP: \_\_\_\_\_

LEADER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATES REQUESTED: \_\_\_\_\_ EXPECTED # OF PEOPLE: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

\$25 FEE PER PERSON PER NIGHT ~~~~~ \$12.50 FEE PER PERSON PER DAY

YOUR FEE WILL BE APPROXIMATELY: \_\_\_\_\_

**ANTI-TERRORIST ACKNOWLEDGEMENT**

( ) A checkmark in this bracket acknowledges that your group is not nor does it in any way support or have any affiliation with any terrorists or terrorist group.

**INSURANCE REQUIREMENT**

For our records we must have a letter on file from your organization stating that your organization has liability insurance for your group while using the facilities at Camp Tall Turf. For Family Reunion type groups, the leader/organizer must supply an Insurance Binder to Camp Tall Turf, available through his/her Home Owners Insurance Policy advising of Liability Coverage for your group while using the facilities of Camp Tall Turf. Thank you for your cooperation in this matter.

If your group is interested in using any of the following Camp Tall Turf activities and areas deemed "high adventure", place a check (X) next to it. In order to participate in these activities, you must provide personnel who hold the appropriate certifications/experience listed below to facilitate these activities. Documented proof of their certification/experience must be included with your rental contract.

\_\_\_\_\_ **Waterfront – swimming, boating, canoeing, kayaking.** *(In order to participate in these activities, you must provide a lifeguard who holds current certification from one of the following approved certifying bodies: American Red Cross, YMCA, Ellis and Associates, BSA, National Lifesaving and Aquatics, Surf Lifesaving, URSUS Aquatics, Starfish Aquatics Institute, H2O Pro, or US Coast Guard. In addition to lifeguard certification, you must provide an individual to be on duty who holds current certification from a nationally recognized provider in first aid, bloodborne pathogens, CPR and AED that includes the use of breath devices for all aquatic activities.)*

\_\_\_\_\_ **Archery Range**

\_\_\_\_\_ **Amazon Adventure and/or Zep's Team Challenge—team-building activities.** *(In order to participate in these activities, you must provide an individual to be on duty who holds current certification from a nationally recognized provider in first aid, bloodborne pathogens, CPR and AED that includes the use of breath devices.)*

GROUP LEADER – PLEASE READ THE FOLLOWING AND INDICATE TO US THAT YOU UNDERSTAND CAMP TALL TURF'S RENTAL POLICY BY SIGNING THE AGGREEMENT BELOW.

I, the undersigned, have read the enclosed policy for rental of the grounds and facilities of Camp Tall Turf. Our group agrees to adhere to the conditions set forth and will abide by the judgment of the CEO and Site Manager if they deem that additional cost assessments for damages are necessary.

I further understand that Tall Turf Ministries (Camp Tall Turf) cannot be responsible for any personal injuries or fatalities suffered by members of our group that may occur during our use of the grounds and/or facilities of Camp Tall Turf. Our group and each of its members, in consideration for the use of the facilities, waives any claim for personal injury, bodily injury, or even death, arising from our use of Camp Tall Turf's facilities. Our organization, our group, and its individual members, agree to indemnify Tall Turf Ministries (Camp Tall Turf) for any claims, including costs such as attorney fees, made by our group or any member of our group arising from the use of your facilities.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please return one copy of this contract, your insurance form, the Camp needs to know sheet, and a \$100.00 non-refundable deposit to:

Tall Turf Ministries  
816 Madison S.E.  
Grand Rapids, Mi 49507

Questions? Call the Tall Turf Ministries Office at 616-452-7906 Fax 616-452-7907



THINGS CAMP TALL TURF NEEDS TO KNOW ABOUT A RETREAT

1. NAME OF GROUP: \_\_\_\_\_
2. GROUP LEADER'S NAME: \_\_\_\_\_
3. GROUP LEADER'S PHONE: \_\_\_\_\_
4. ARRIVAL DATE & TIME: \_\_\_\_\_
5. DEPARTUTE DATE & TIME: \_\_\_\_\_
6. EXPECTED NUMBER OF PEOPLE: \_\_\_\_\_
7. FACILITIES NEEDED:
  - \_\_\_\_\_ PROCTOR YOUTH & FAMILY CENTER (sleeps 30)
  - \_\_\_\_\_ DINING HALL (not available Dec - mid-March)
  - \_\_\_\_\_ INFIRMARY HOUSING (sleeps 13)
  - \_\_\_\_\_ STAFF HOUSING (sleeps up to 10)
  - \_\_\_\_\_ BOYS' CABINS (8 sleep 10 each) (not available Dec - mid-March)
  - \_\_\_\_\_ GIRLS' CABINS (8 sleep 10 each) (not available Dec - mid-March)
  - \_\_\_\_\_ WATERFRONT
  - \_\_\_\_\_ ARCHERY RANGE
  - \_\_\_\_\_ TEAM BUILDING - AMAZON ADVENTURE OR ZEP'S TEAM CHALLENGE
8. LIFEGUARD CERTIFICATE(S) Y/N
9. INSURANCE VERIFICATION FORM Y/N
10. DEPOSIT PAID Y/N

INSURANCE VERIFICATION FORM

Dear Tall Turf Ministries

Our organization, \_\_\_\_\_, has liability insurance for the group activities planned at Camp Tall Turf.

Our Insurance company's name is \_\_\_\_\_.

The policy number is \_\_\_\_\_.

Date: \_\_\_\_\_.