

General Rules and Regulations Retreat Packet

Things to help you plan

- A Stoney Creek staff will assist you in planning and executing your retreat. They are your consultants for the weekend.
- Contacting Stoney Creek Ranch:
Coordinator: 713-851-7292 Camp Address 1912 Zimmerscheidt Road New Ulm, TX 78950
- A Stoney Creek Information Sheet and Housing Chart are included in this packet. Please fill cabins to 10-person occupancy, if possible, before using another cabin. Both items must be fully completed and returned at least two weeks prior to your retreat. Prompt return will help our staff meet your needs.
- Your attendance numbers are also required at least two weeks in advance. Our food service department cannot order and prepare the proper amount of food if your attendance is not communicated by this time.
- The balance for your minimum number of guests must be received by Stoney Creek two weeks prior to your retreat. An invoice with all payments and charges will be prepared by our Stoney Creek staff at the end of your retreat.
- All guests must bring toiletries
- Please look again at your Arrival and Departure times on your contract and take special note of them. Please let everyone in your group know that they are not to come earlier or leave later than those specified times.
- The main entrance to our camp has a manual gate and must remain closed at all times when not entering or exiting the Ranch property.
- A Stoney Creek staff member will greet you upon your arrival. Please check in and you will be directed to your cabins. If your group is coming in a chartered bus or school/church bus, please let the Coordinator or Director know so that we can have you enter the Ranch in the proper manner.
- **You MUST inform all retreat attendees of all information, rules, and policies!**

Stoney Creek Ranch Camp Rules and Regulations

I. General Property Rules

- **Entrance.** Always keep the entrance gate closed!!! We have numerous wild “pets” that are well fed and protected from hunting and other predators within our gates. Upon entry into the camp, please drive and park in designated areas only (take a sharp right turn at the gate to parking lot). Please leave vehicles locked. **DRIVE ONLY ON ROADS AND NOT ON RAW PROPERTY - IT IS HAZARDOUS TO THE INFRASTRUCTURE OF THE CAMP!** Commercial buses should pull into the gate off the road to allow for campers to be dropped off entrance gate and then exit the property. (Our staff will meet the bus to unload luggage.) Carpooling is encouraged. Please note that gasoline is not available at camp.
- **Arrival.** Upon arrival, groups should gather in the Dining Facility for a brief camp orientation.
- **Grounds, Campfires, Fireplaces & Fireworks.** Grounds must be kept free from litter at all times. No fires except in designated areas! A bonfire area and smaller fire pit are available for s’mores and small fires. Cut wood has been provided for small fires, but please respect our wood supply. Only Stoney Creek Ranch (SCR) personnel are authorized to start such fires. Fireworks are strictly prohibited at Stoney Creek Ranch.
- **Chaperone Requirements.** There is a minimum camper to chaperone ratio of 5:1 for children ages 4-5; 6:1 for children ages 6-8; 8:1 for ages 9-14; and 10:1 for ages 15-18. Chaperones need to be at least 16 years old and two years older than the campers; however, 80% of the leadership must be at least 18 years old. Leadership that reflects the camper diversity is highly encouraged. The adult leaders are responsible for the supervision and behavior management of all participants at all times. All groups are encouraged to obtain background checks on all adult chaperones: groups staying longer than 3 days
- **Smoking/Alcohol/Illegal Drugs/Firearms.** Smoking is not permitted in or around any buildings or forest areas and is allowed only in the campfire area near the barn. No alcoholic beverages or illegal drugs shall be permitted on the premises, nor shall anyone who is under the influence of either be allowed on the premises. Possession of firearms is strictly prohibited unless with an adult/family group using the firearm ranges (inasmuch, firearms must be properly locked unless in use at ranges). **Upon arrival, firearms and ammunitions must be checked in with Stoney Creek Staff and placed in Stoney Creek care until the guest group is ready to depart the property.**
- **Pets.** For the safety and peace of all campers and residing wildlife, pets are not permitted to visit SCR.
- **Vehicles.** Motorized bikes may be used only to make initial entry and final exit from camp and must remain on the main road between Zimmerscheidt Road and the

parking area. Transportation in non-passenger vehicles (beds of pickups, etc.) is prohibited on camp property. Personal ATVs are not allowed on camp property.

- **Trash & Recycling.** Pick up any trash and place in receptacles. Please make every effort to minimize solid waste generated by your activities. Deposit bagged trash and collapsed boxes in the trash trailer which will be taken to the dumpster by camp personnel. Receptacles for recyclable plastic bottles and aluminum cans are located in the Dining Facility.
- **Telephones.** Long-distance calls can be made by using calling cards or a collect-call service. Please give all members of your group the name and phone number of the Ranch (979)733-9022 to leave with those who may need to reach them. AT&T cellular service is the only phone company that works well on camp property.
- **Nature.** Do not climb on trees. Do not chase animals (deer, armadillos, etc.). Be watchful of snakes, spiders and scorpions.
- **Sleeping Areas.** Boys and girls are not allowed in each other's cabins or individual sleeping rooms/areas. Cabin-raids are not permitted as behavior usually results in property damage or personal injury.
- **Noise Control.** Respect the privacy of our neighbors. No loud music or noisy activities outside between 11:00 p.m. and 7:00 a.m. Additionally, please respect the rest needs of our staff that are at SCR to serve your group. Noise levels in the meeting room, cozy room and dining rooms should be minimal after 11:00 p.m.
- **Security and Loss of Belongings.** SCR is not responsible for belongings, personal sports equipment, displays, supplies, written materials, or any items left unattended. You are responsible for securing and safeguarding your equipment and belongings at all times.
- **Damage.** Immediately report any damages to buildings, property or equipment. SCR property, equipment, and facilities are inspected after each stay. Damages and losses are billed accordingly. Your group assumes full responsibility for returning Stoney Creek Ranch to its original condition.
- **Cleaning.** All facilities are to be left in a clean condition. You will be provided with a clean up checklist, which must be completed, prior to your group leaving the property. Cleaning materials are supplied in the cabins and various Dining Facility rooms. Any need for excessive cleaning will be billed to the group. Duties include, but are not limited to, sweeping and mopping facilities used and stripping beds of linens after use.
- **Insurance.** All individuals comprising groups must be covered by health and accident insurance. The camp does not provide this insurance and it is up to user-group or participants to secure such insurance.

II. Cabin Rules

General Rules:

- No food or beverages in the cabins! It attracts the mice and bugs.
- Do not remove sheets, pillows, towels, beds, etc. from cabins.
- Limit showers to 5 minutes to allow everyone hot water.

Upon Arrival:

- Congregate group in the Dining Facility with luggage to receive cabin assignments and listen to a brief Ranch orientation.
- Have guests make beds with provided linens or that brought from home. Sleeping bags atop fitted sheets are acceptable.
- Verify campers make bed correctly.
- Collect linen boxes and bring to Dining Facility.

At Departure:

- Before checkout, please plan to have your group thoroughly inspect the grounds as well as clean all of the facilities used during your stay (per cleaning checklists). In order to avoid delays to your departure, **please plan adequate time for cleanup and your morning program to be ready at your anticipated departure time.** Our camp staff must perform a thorough inspection before you leave. Please plan to accompany our staff on the inspection in the event any follow-up is necessary.

**** Leaders: Please walk through and make sure each bed has a mattress cover, pillow with protector, and neatly folded blanket. Please make presentation perfect for our next guests.**

III. Rules for Activities

SCR maintains a strict minimum of 2 adult staff at all activities. There are no exceptions to this ratio.

- **Volleyball.** Bring your own balls, nets are provided. Please do not stretch the net too tightly. Do not climb or sit on poles.
- **Frisbee golf:** Scorecards and detailed 18-hole course descriptions are provided along with Frisbees.
- **Horseshoes.** Please return shoes to receptacle after use.
- **Washers.** Please return washers to box after use.
- **Kayaking.** Kayaking in lake is allowed only when lifeguard and at least 1 adult lookout is present and attentive to duties. Lifejackets must be worn at all times

while kayaking. After each use, remove all kayaks from the water and place kayaks, life jackets and paddles back in storage barn.

- **Fishing.** At least two (2) leaders must be present at the waterfront when groups are fishing. Please plan to bring your own fishing gear and bait. (NOTE: Bait is not available at camp.) SCR maintains a strict catch and release policy. Please treat our fish with tender care when removing hooks.
 - Only children under the age of 10 are allowed to fish in Perch Lake – others may fish our Catfish Pond or separate Bass Lake. Both a lifeguard and an adult lookout that are attentive to duties are required for wade fishing.
- **Soccer.** Bring your own balls - goals are provided. (Please communicate your intent to use the soccer field, as nets are not kept in place.) Do not play when field is wet!
- **Softball.** Bring your own bats, balls and bases. Do not play when wet!
- **Blob.** One lifeguard, an adult leader/designated lookout as well as one additional adult leader must be present and attentive to duties. Leaders and campers must carefully review posted operating procedures with lifeguard prior to activity. Life jackets must be worn at all times while blobbing.
- **Saturn & water trampoline.** One lifeguard for each along with two adult leaders/designated lookouts who are attentive to duties is required prior to opening these water activities. Leaders and campers must carefully review posted operating procedures prior to activity. Life jackets must be worn at all times while participating in these activities.
- **Pool.** One lifeguard PLUS at least 1 adult leader/designated lookout per 35 campers must be present to open the pool. Swimmers must complete swim test prior to pool use and the buddy system will be in place.
- **Archery.** Your group must bring its own archery equipment to SCR. In addition, an individual with documented training in archery is required to be in charge of your archery program. This individual will be observed by SCR staff for safety compliance and must follow SCR archery policies and procedures.
- **Bicycles.** Your group is responsible for bringing bicycles and properly fitting helmets to SCR. Persons must ride in groups and comply with SCR's Bicycle Policy (available at your request).
- **Rifle. *This is an adult-group activity only.*** SCR staff will run operation at the rifle range: accordingly, scheduled time must be communicated prior to your arrival. Personal rifles are required and must be properly locked, separate from ammunition, when not in use. (SCR will stow firearms and ammo during your visit)

- **5 stand shooting range. *This is an adult-group activity only.*** SCR staff will run operation at the range: accordingly, scheduled time must be communicated prior to your arrival. Additional \$25 charge per person to use range includes 25 targets and a box of shells. Personal shotguns are required and must be properly locked, separate from ammunition, when not in use. (SCR will stow firearms and ammo during your visit)

IV. First Aid/Safety

- Your group is responsible for:
 - Completing first aid forms for each camper and staff/adult that includes names and addresses as well as emergency contact names and phone numbers for all campers. **Most importantly**, the signed permission to seek emergency care on each camper form must be complete.
 - **If your group is staying two nights or less:** Providing adult leaders with Cardio Pulmonary Resuscitation (CPR) and first aid certification from a nationally recognized provider.
 - **If your group is staying three nights or more:** Providing adult leaders with a minimum of First Responder training from a nationally recognized provider. (Ex. Red Cross First Responder, EMT, RN, MD)
 - **Please initial indicating that you have arranged a medic:** _____
 - A fully stocked first aid kit including bandages and any OTC medications potentially dispensed (per your health form).
 - Implementation of first aid/emergency care, emergency transportation, and training of first aid to leaders.
- A list of any persons with known allergies or health conditions requiring treatment, restrictions or other accommodations must be obtained prior to arriving at SCR.
- Attentive lifeguards with CPR and first aid certification (unless hiring SCR staff as lifeguards). Additionally, two additional leaders/lookouts must be present at each water venue.
- In the event that a camper divulges information about abuse or neglect of any form, the adult to whom it was made know is legally responsible for reporting to Texas Department of Family and Protective Services at 1-800-252-5400 or online at www.txabusehotline.org expeditiously.
- Emergency procedures, including directions to local hospital, contact information for ambulance services and other emergency phone numbers are posted in each building and next to each camp phone. A health center is available for treatment, housing prescription medications and camper isolation.

Stoney Creek Ranch Facilities

Cabins

- Five Bunk Bed Cabins
 - each cabin sleeps 20 with 10 bunk beds per side
 - each side has private restroom
- One Staff Cabin
 - four rooms downstairs with five beds each
 - private restroom in each room
 - two wings upstairs; each wing has two rooms
 - one room has a king bed and the other has three twin beds
 - each wing has own restroom
- Three guest rooms above cozy room
 - Crown room
 - King bed, Twin bed, Closet space, Private restroom
 - Tin Room
 - Two twin beds, Closet space, Private restroom
 - Cedar Room
 - King bed, Closet space
 - Connected to bunkroom with option to share restroom
- Central heat/air in all sleeping quarters
- No food or drink in cabins
- The enclosed housing chart is to help you place campers ahead of time and aid in having your accommodations ready upon your arrival

Dining Hall

- Everyone eats in the Dining Hall at times specified by the guest group
- In order to set up and clean up a meal, we will need 30 minutes before and after each meal with no one in the Dining Hall

Meeting Room

- Dining Hall
 - Seats 165 comfortably
 - Offers in house sound capabilities(see Audio Visual Equipment chart for rental fees)
- White Tail Hall
 - Seats up to 140 comfortably
 - Offers in house sound capabilities, stage, projections screen and ceiling mounted projector(see Audio Visual Equipment chart for rental fees)

Camp Store

- We offer a variety of Stoney Creek memorabilia from journals, hacky sacks and water bottle koozies to shirts, caps and shorts
- Available upon request which must be made two weeks in advance. Usual weekend hours are on Saturday from 2-4pm
- If you would like to store open at other times please let us know in writing when turning in group schedule

Swimming Pool

- Available all year. Closes each day after 6pm
- Request must be made at least two weeks before your retreat
- Two certified lifeguards and at least 2 adult leaders required for a maximum of 70 participants in the pool. Swimmers must use a swim buddy and/or complete swim test
- Only enter pool area with permission from Stoney Creek staff
- Groups over 50 will be provided one life guard and will pay an additional \$25 dollars an hour for additional lifeguards
- If group has their own lifeguard they must show current certification to Stoney Creek and be oriented to Stoney Creek Waterfront Policies

Camp Fires

- Provided upon request by the group leader before the retreat. Must state day and time on information sheet. Request must be made two weeks before your retreat
- Only allowed in designated areas
- Prepared and started by Stoney Creek staff
- Stoney Creek will give group leader instructions for extinguishing the fire
- Pick up all trash from the campfire area including but not limited to cone cups, marshmallows and wrappers

Catfish Pond Activities (Blob, Aqua Jump)

- Blob: Certified lifeguard provided by Stoney Creek and at least 2 adult leaders must be present. Leaders and campers must carefully review posted operating procedures prior to activity. Life jackets must be worn at all times while blobbing
- Aqua Jump: Certified lifeguard and at least one adult leader must be present. Leaders and campers must carefully review posted operating procedures prior to activity. Life jackets must be worn at all times while participating in lake activities

5 Stand Sporting Clays

- Available upon request of retreat group and run by Stoney Creek staff. Request must be made at least 2 weeks before your retreat.
- Traditional hours are 9-11am and 2-5pm on Saturday. Other times may be requested and staff will let you know if they can accommodate.
- The cost is \$25 per person and will be added to your group's invoice. Price includes 25 shells, 25 clay birds, ear protection and eye protection

Rifle Range

- Available upon request of retreat group and run by Stoney Creek staff. Request must be made at least 2 weeks before your retreat.
- Traditional hours are 9-11am and 2-5pm on Saturday. Other times may be requested and staff will let you know if they can accommodate.

Low Ropes Challenge Course

- Available upon request of retreat. Request must be made at least 2 weeks before your retreat if run by Stoney Creek Personnel.
- Traditional hours are 9-11am and 2-5pm on Saturday. Other times may be requested and staff will let you know if they can accommodate.
- The cost is \$10 per person and will be added to your group's invoice.

Additional Pricing

- The per person prices stated in your Stoney Creek Ranch Contract include the price of lodging, meals, insurance, and the meeting room.



Audio/Visual Equipment

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Standard Sound System (Unless otherwise noted, a standard sound system includes: 600 Watt Main Sound system, No monitors, 2 wired microphones on boom mic stands, one direct box, Hook up for computer and ipod) | No additional Fee |
| Wireless Handheld Microphone | \$25 per day; \$50 for the weekend or 3 day period (cannot move equipment from Dining Facility to Barn) |
| Video Projector (in Whitetail Hall) | \$50 per day; \$100 for the weekend (or 3 day period) (subject to availability; cannot move equipment from room to room) |
| Dry Erase Board and Markers | no additional fee |
| TV/DVD set-up | no additional fee |

Activities

| | |
|--------------------------------------------------------------|----------------------------------------------|
| Blob | \$25 per lifeguard/hour |
| 5 Stand Sporting Clays | \$25 per person |
| Swimming Pool | \$25 per lifeguard/hour |
| Kayaking | \$25 per lifeguard/hour |
| High Ropes Course (future) | \$15 per person |
| Low Ropes Challenge Course | \$10 per person |
| Climbing Wall (future) | \$10 per person |
| Archery (under construction) | \$5 per person |
| Rifle Range | no additional fee |
| Sport Court (future) | no additional fee |
| Sand Volleyball | no additional fee |
| Campfire (s'mores) | no additional fee |
| Football | no additional fee |
| Soccer | no additional fee |
| Ultimate Frisbee | no additional fee |
| Softball/Baseball | no additional fee |
| Tetherball | no additional fee |
| Frisbee Golf | no additional fee |
| Fishing (ten rods and reels provided, must provide own bait) | no additional fee (catch and release policy) |
| Hiking | no additional fee |
| Horseshoes | no additional fee |
| Washers | no additional fee |

Stoney Creek Information Sheet (send in two weeks before arrival date)

Group Name: _____ Date of Retreat: _____

1. Have you paid your contract minimum? Yes or No
The balance of your minimum must be paid two weeks before you come to Stoney Creek

2. What is the actual number of people that will be coming? _____
Guys ___ Girls ___ Guy Chaperones ___ Girl Chaperones ___

3. What time will your group be arriving? _____ Departing? _____
(Group must abide by arrival and departure times in contract)

4. Please let us know, by circling, what equipment you would like to use while here:
Dry Erase Board Standard Sound System DVD player
Video Projector Tables Chairs
Microphones (specify type) _____
Other details for meeting room _____

5. Please circle any of the following activities you would like to do:

The Pool - \$25 per hour per lifeguard

Open Year Round Day _____ Time _____ How many hours _____

(Reminder: Each group MUST have two certified lifeguards for the pool. Lifeguards must bring their current certification cards to camp if group provides!)

The Blob- \$25 per hour per lifeguard (ages 8 and up)

When is your free time? _____ How many hours desired? _____

5 Stand Sporting Clays - \$25 per person (ages 18 and up)

When is your free time? _____ How many hours desired? _____

Rifle Range – No additional charge (ages 18 and up)

When is your free time? _____ How many hours desired? _____

Low Ropes - \$10 per person (ages 8 and up)

When is your free time? _____ How many hours desired? _____

Kayaks - \$50 per hour (ages 9 and up)

When is your free time? _____ How many hours desired? _____

Campfire: Day _____ Time _____

Camp Store: Day _____ Time _____

(Sat. 2-4pm is traditional time unless otherwise communicated. Please list any other requested days or times.)

6. Are there any special needs that we need to be made aware of? (handicap rooms, special diet needs) _____

****Please print this information sheet with the housing chart and return it to us as soon as possible. Thanks!****

Stoney Creek Housing Chart

Austin A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Austin B

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Bowie A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Bowie B

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Crockett A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

8. _____
9. _____
10. _____

Crockett B

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Houston A1

1. _____
2. _____
3. _____
4. _____
5. _____

Houston A2

1. _____
2. _____
3. _____
4. _____
5. _____

Houston B1

1. _____
2. _____
3. _____
4. _____
5. _____

Houston B2

1. _____
2. _____
3. _____
4. _____
5. _____

Houston AA

1. _____
2. _____
3. _____
4. _____

Houston BB

1. _____
2. _____
3. _____
4. _____

Lamar A

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

7. _____

8. _____

9. _____

10. _____

Lamar B

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Travis A

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Travis B

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Crown Room

1. _____

2. _____

Tin Room

1. _____

2. _____

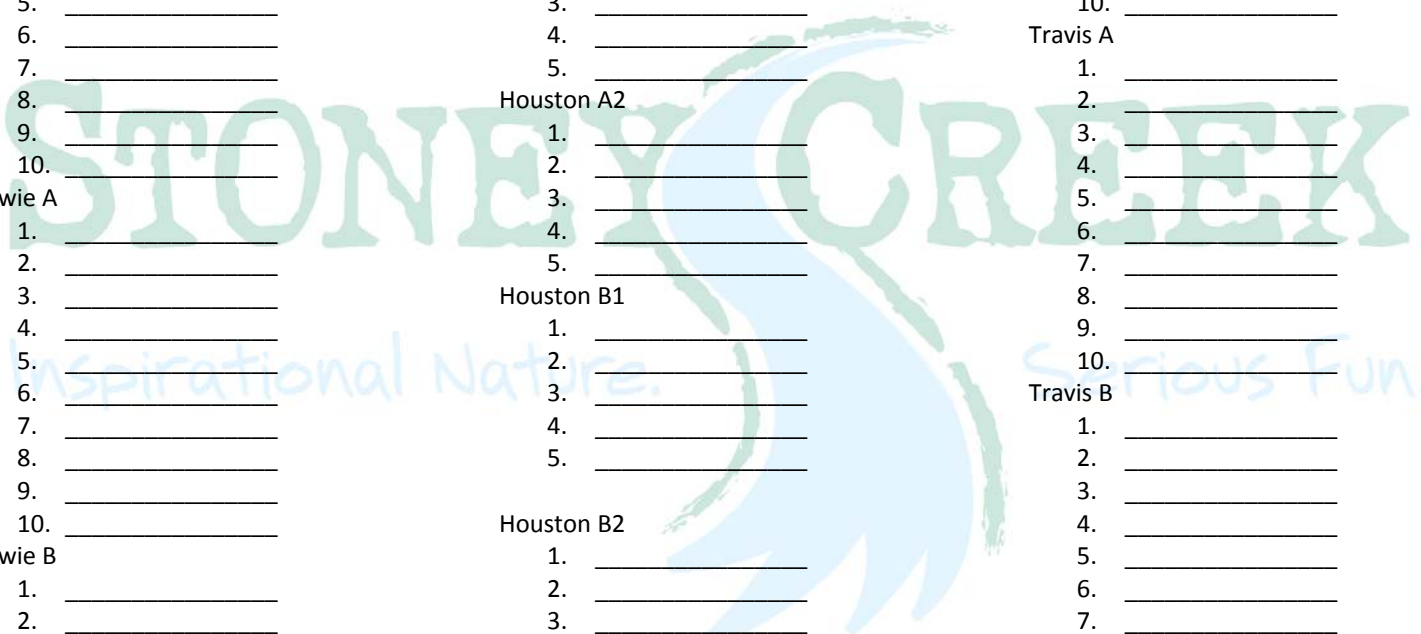
Bunk Room

1. _____

2. _____

Cedar Room

1. _____



Please be responsible guests.
Improve the property, enjoy and conserve all plant and animal life.
Leave the property in better shape than when you arrived.

I have read and agree to abide by the rules and regulations set forth in this packet.

Printed Name of Supervising Adult

Signature of Supervising Adult

Group Name: _____ Date: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone number: _____ Arrival Date: _____

Phone number (cell): _____ Departure Date: _____

NOTE: Please return this signed document and a copy of your group's Certificate of Liability Insurance naming Stoney Creek Foundation and Barrett Rouse as "additional insured". (Minimum liability limit = \$1,000,000) to the address noted below:

Stoney Creek Foundation

Attn: Barrett Rouse

510 Bering, Suite 100

Houston, TX 77057

FAX: (281) 494-1012

If you have any questions regarding these rules and regulations, please contact the Camp Coordinator (pam@stoneycreekranch.org). Thank you!