Start Here

We are thrilled that you have chosen Northeast Iowa Christian Service Camp as the place where you will hold your retreat. We are continually striving to be the ideal place for groups to get away from the daily stress of life and get closer to God. We believe that Christian camping is an essential part of growth for the believer. It is in nature that we can step away from the world and truly connect with the Creator. NEICSC wants to come alongside you and offer that environment as a place for your group to come and simply spend time in nature---while having a great time.

We are offering this informational booklet to hopefully answer your questions about your upcoming retreat and give you some insight as to what to expect.

If you have any questions at any point, please feel free to contact us at [directorneicsc@gmail.com](mailto:directorneicsc@gmail.com). We are happy to help.

**Who We Are**

Northeast Iowa Christian Service Camp is a Christian camp owned and operated by Independent Christian Churches of Iowa. Our goal is to offer a fun, Christian atmosphere in a modern camp setting surrounded by God’s wilderness. We strive to offer an environment that will foster your spiritual growth. Our prayer is that you will leave here with a closer relationship with our Lord and Savior, Jesus Christ.

What We Believe

The Bible teaches that Jesus Christ is the one and only Son of God who died for our sins and arose from the dead (1 Corinthians 15:1-8). The Bible is the inspired Word of God (2 Timothy 3:16). While all persons have worth in God’s eyes, all have sinned and fallen short of the glory of God (Romans 3:23). According to the Bible, the forgiveness of sins and the promise of eternal life are available to all who trust Jesus Christ as Savior and Lord (John 3:16). Becoming a Christian involves repenting of sins, confessing faith in Jesus Christ, and being baptized into Him (Romans 10:9; Acts 2:38). The church is the body of Christ and exists on earth to save the lost and to edify the saved and is empowered in this task by the Holy Spirit (Ephesians 4:1-16). One day, Jesus Christ will return to earth for His church, and He will reign forever as Lord of Lords and King of Kings (1 Thessalonians 4:13-18). ***You do not have to fully ascribe to our statement of faith to use our campus; however, all groups who use our facilities may not conflict with our statement of faith.***

**NEICSC FACILITY USE POLICY**

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the NEICSC’s faith and practice.

2. The group or person seeking facility use must submit a signed “NEICSC Facility Reservation Request and Agreement” form.

3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by Northeast Iowa Christian Service Camp’s rules of conduct for facility use, as stated below and as described in any additional instructions by camp staff.

**Facility Use Hours**

Facilities are available between the hours of 6 a.m. and 11 p.m. for day use. Use outside these hours may be approved by the Camp Director or official designee.

**Scheduling Events**

Facility use requests shall be made to the camp director, by submitting the “NEICSC Facility Reservation Request and Agreement” form. The event will be reserved and placed on the camp calendar only when the Camp Director or Executive Board president approves the use.

**Fees**

Use of NEICSC facilities is subject to a use fee found on the *Camp Use Fees* document. A supporting member church is not required to pay a fee for usage because maintenance of the facilities is derived from member church support throughout the year. All prices are subject to change.

**Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served in camp facilities or on campgrounds.

2. Smoking Policy: Smoking will be allowed in designated areas only. Smoking in any indoor camp building is prohibited.

3. Groups are restricted to only those areas of the facility that the group has reserved.

4. Camp equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

5. All lights must be turned off and doors closed upon departure.

6. Clean-up is the responsibility of the group/person/persons using the camp during the period of time they are allotted. All buildings and grounds that are used will be left as clean, or cleaner, than they were at the beginning of the time of use. (See: *Use* *of Camp* on pages 25-26 in Policies & Procedures Manual @ NEICSC.org).

7. There will be charge of **$25 per hour** for additional cleaning.

8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on camp premises. Any person exhibiting such behavior will be required to leave the premises.

9. NEICSC’s “Policies & Procedures Manual” is available on the website @ NEICSC.org under Volunteer, then Reference Documents.

**NEICSC General Guidelines**

**Please be courteous and remember that we have guidelines that must be followed during your stay at Northeast Iowa Christian Service Camp. Disregarding any of the below will be considered a violation of contract and could result in loss of deposit, additional fees, or dismissal from our grounds. Payment of deposit signifies agreement to these guidelines and our contract**.

• No fireworks of any kind are permitted on the campgrounds.

• No alcoholic beverages or drugs deemed harmful or intended to induce a high are permitted on our grounds.

• The camp has a very firm no smoking policy. If you have anyone in your group who must smoke, please direct them up the drive and outside the camp grounds.

• Shirts are required for all activities and sports.

• Quiet hours are from 11:00 pm to 7:00 am.

• No pranks, please. Damage or excessive cleaning after you leave will be charged to your group.

• **No food or drink will be allowed** in any of the sleeping areas, and Discipleship Center. (**NOTE**: there will be a **$50** cleaning charge for any stain/gum on the carpet, if the stained area has to be replaced there will be a **$150** charge.)

• Pets and other animals, with the exception of licensed, trained service animals are not allowed on the campgrounds.

Please note ESAs are NOT considered service animals.

• Minors need to be **supervised by responsible adults (18 years or older)** at all times (mini golf, multi-purpose bldg,etc.) Any equipment that you break, you will be responsible for replacing. Small playground by red bldg. is designated for small children (up to 50 lbs.) No more than 2 children on the large square swing. Please put all equipment away when finished using.

• Most items around campus are for your use and enjoyment. Please make sure you put things back where you found them.

• Pick up after yourselves—there are trashcans located at various places outside. If you ever need a trashcan emptied, just let us know.

• Please report any damaged facilities or broken equipment to the camp director.

**Kitchen Usage**

NEICSC will comply with all state guidelines in the daily operation of the kitchen on the campus regarding food preparation and clean up processes. The kitchen staff will adhere to all food safety guidelines under the State of Iowa Dept. of Health, IDPH procedures. All staff will receive training and must sign off when completing the training. ONLY TRAINED STAFF ARE ALLOWED IN THE KITCHEN during scheduled camps. The camp will not monitor kitchen usage for rentals unless the camp is cooking for the renters. There shall be signs posted regarding the regulations and specifications for the State guidelines.

* If camp is cooking for non-supporting groups: $9 per person per meal with a 20-person minimum charge. $6 for children under 8 after the 20- person minimum charge.

**Kitchen Policies**

**ALL camp stoves must be used under outside shelter. NO EXCEMPTIONS !!!**

**( Do not pour grease, oil or hot water on the grass or rocks)**

* **NO COOKIE SHEETS/HOT POTS ON COUNTERS WITHOUT POTHOLDERS UNDER THEM!!!**
* **ALL items in walk-in cooler must be off the floor. Use black racks under items, even if they are in boxes.**
* **All FRESH meat needs to be in containers and off the floor**
* **Anything labeled “Camp use only ” DO NOT USE!!!!**
* Wash all dishes/ pans/pots and put away in labeled drawers or shelves
* Please check your items you brought with you, that none of NEICSC things go home with you
* Turn off lights to cooler and freezer
* Sweep and mop floor
* Keep **ALL DOORS closed** (the flies love to come in) and to keep it cool or warm!
  + There will be a $**150 charge** if we have to have an exterminator come in
* Wipe down all counters with bleach water.
* Put towels in laundry basket
* You will be responsible for anything that you break
* Please inform us if something is not working
* Any group responsible for the discharge of the Ansel Fire Suppression System will be responsible for the cost of the clean-up, and for the cost to restore it to operable condition.

**In Case of Emergency**

EMERGENCY RESPONSE: CALL 911 If your group dials 911 for emergency response, please inform your Host of this fact as soon as you are able. You can call or text your Host to let him know or if it’s normal business hours, you can come to the office to let us know.

**Severe Thunderstorms and Lightning:**

Assemble in the basement of the dorm and get a head count.

**Tornado and High Winds:**

1. Signaled by continuous ringing of camp bell and/ or steady sounding of emergency horn.
2. Assemble in basement of dorm and get a head count.
3. Camp director will direct any evacuations (if any is necessary)

**Fire Emergencies:**

1. Signaled by continuous ringing of the camp bell or steady sounding of emergency horn.
2. Assemble on rec. field for a head count, unless directed otherwise by the camp manager. Take the furthest route away from the fire’s location.
3. The Camp Director will direct evacuation or other procedures.
4. Calls for assistance are to 911 or the Sheriff’s Dept. 319-267-2410.
   1. **Note:** Campers and faculty should not assist in extinguishing fires unless such aid is requested by the Camp Manager. Faculty volunteers should not attempt to fight a fire as a part of their duties.

NEICSC DOES NOT STAFF MEDICAL PERSONNEL

Your group leader is responsible to make decisions as to the appropriate medical response in situations requiring medical attention. High Hill Staff is willing to help assess situations as they arise but will not be accountable for making medical decisions. Additionally, NEICSC does not provide medication or first aid supplies. Please make sure that your group brings any necessary items with you.

**CLOSEST EMERGENCY ROOMS**

Franklin General Hospital

1720 Central Ave E

Hampton, Iowa

641.456.5000

**Checking Out**

We hope that you will enjoy your time at Northeast Iowa Christian Service Camp. We are actively doing our best to make sure that your group has a positive experience. If at ANY TIME during your stay, you find something that needs to be addressed, please let us know by calling/texting

Jake Limkemann (camp director) 319.419.8579

As you prepare to leave, please make sure that you go over this check-out list and complete all necessary tasks. We appreciate your help.

DINING HALL

* Fold up tables/ Sweep floors (brooms in closet by coffee station)
* Wash all tables

DORMS

* Bunks- sprayed with bleach water (found in closet) and wiped dry
* Floors swept
* All garbage emptied and put by door
* Showers—make sure all personal items are picked up
* Lights off

DISCIPLESHIP CENTER

* Audio equipment is turned off
* Vacuum/ stack chairs
* Garbage out of bathrooms and put by door
* Lights off

RECREATION AREA—Grassy area south of Chapel Inn

* All equipment returned to shed
* All trash is picked up

CARPET BALL AREA

* All balls are back inside game
* Garbage in trash can

MINI-GOLF

* Balls and clubs are put away

MULTI-PURPOSE BLDG

* All equipment is picked up and with their games
* Pool sticks hanging up
* Air hockey turned off
* Corn hole bean bags in 5 gallon buckets ( these DO NOT go outside)
* 9 square balls in basket
* Sweep
* Pick up all garbage
* Clean off tables
* Lights off

CHAPEL INN

* All dishes are washed
* Empty refrigerator
* Tables wiped off
* Sweep floors—kitchen and bathrooms
* Vacuum
* Keys in doors
* Lights off
* Garbage by door
* Put all bedding in laundry basket and we will wash and dry bedding.

CABINS

* Put all bedding in laundry basket and we will wash and dry them

NOTE: If you would like housekeeping services it will be $25 per person/per hour. This rate applies to please contact the Camp Director

***In general, please leave the buildings and grounds the way you found them.***

***Thank You for Choosing NEICSC for Your Event!***

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**Camp Usage**

**Policies**