



## Ski Trip / Winter Retreat Information

*Everything you need to know to run a winter ski trip or retreat  
at Sonlight Christian Camp*

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*Photos of the facility and more information on the website*

### **Contract and Rental Rates**

You will receive 2 copies of a contract when you reserve a date. Review the information and contract carefully, obtain necessary signatures and return one copy of the contract with your \$300.00 deposit by the due date indicated on the contract. The second copy is for your records. \$300.00 deposit applies towards your total charge. If you rolled your deposit from a previous year, you do not need to send a new deposit. **Sonlight requires a signed contract and \$300.00 deposit to hold your reservation. If we do not have the contract and deposit by the due date, we reserve the right to book another church for those dates.**

Rental rates include all meals, snacks, on site activities, and exclusive use of the facilities. Minimum 25 person group size (you may come with fewer people, but you must pay for 25). Maximum capacity of Sonlight is 64 people. Please call Sonlight **one week (7 days)** before your retreat with final number of participants, meal schedule, food allergies, and any special needs or requests. Payment is due upon arrival. prefer that your group pay with a single check from the church or organization.



### **Cancellation Policy**

Cancellations within 8 months (240 days) of your rental dates will be charged 100% of the minimum amount due on your contract (minimum # of people X your per person rate). This amount is payable upon cancellation. Your group will also be liable for any legal and/or collection fees incurred by Sonlight to enforce the contract. Cancellations made more than 8 months (240 days) in advance will forfeit the \$300.00 deposit but owe nothing else. **If we are able to rebook your dates to another church, you will receive a full refund of your money including the deposit.**



### **Supervision, Behavior, and Discipline**

Supervision and discipline of the campers is the responsibility of the rental group. The behavior of the group as a whole and each individual of the group is the responsibility of the group leader. To comply with our accreditation standards, the following minimum supervision ratios must be maintained in both living group (cabins) and general camp activities:

<u>Age of Children</u>	<u># of Children</u>	<u># of Adults (18 or over)</u>
9 through 14 yrs. old	8	1
15 through 18 yrs. old	10	1

Sonlight reserves the right to charge for damage (including graffiti) caused by the rental group to any equipment or property.



### **Facilities / What Sonlight Provides**

Each rental group has exclusive use of the camp and its guest facilities including:

#### **General Use Facilities**

- The Dining room
  - 6-8 round tables with chairs
  - Stocked coffee bar available always
- Winchester Cathedral meeting and game room
  - Stereo and AV equipment
    - ceiling mounted digital projector
    - sound system
    - projection screen
    - (no computer provided)
  - Extra girls and boys bathrooms and showers
  - Piano
  - Pool table
  - Foosball table
  - Ping pong table
  - Two outdoor hot tubs
- Meadow, with seasonal recreational activities

#### **Sleeping Cabins**

- Alpine cabin (above the dining room) 15 beds and private bathroom
- Nordic cabin (above the dining room) 17 beds and private bathroom
- Hilton cabin 5 bunks (10 beds) private handicap accessible bathroom
- High Up Regency cabin 14 beds (7 bunks) bathroom with 2 showers, 3 toilets, 3 sinks
- Eastin Westin cabin 14 beds (7 bunks) bathroom with 2 showers, 3 toilets, 3 sinks

*\* Note \* Hilton, High Up Regency and the Eastin-Westin cabins may change (at Sonlight's option) the sleeping capacity during the winter months to conserve energy and utilities*

The group leader is responsible for assigning housing for group participants. We suggest one gender up-stairs in the Lodge (like all boys) and the other gender in the cabins (like all girls). We try to use only the Hilton and High Up Regency cabins during the winter as this conserves our resources.

Smoking is not allowed in any of the buildings, and may be restricted outdoors due to fire conditions. Smokers may smoke in a designated area in the parking lot (conditions permitting) or in a personal vehicle.

Sonlight provides a pillow and pillowcase on each bed; Sonlight **does not** provide sheets or towels. Participants will need to **bring a sleeping bag** (or their own sheets and perhaps an extra blanket) as well as a **towel** for showers and the hot tub. If you plan on hot tubbing, don't forget swim suits!

Cell phone coverage at Sonlight is limited. There is a guest landline phone in the dining room that is available for group members to use on a limited basis.



### **On-Site Activities**

Sonlight provides several on-site activities for your staff to facilitate:

- 2 Hot tubs (6-8 people each)
- Snowshoes (winter only) 10 pairs
- Ping pong, foosball and pool table
- Cards and board games
- Digital projector / screen for movies (Sonlight has a few movies, we suggest you bring your own)

### **Skiing at Wolf Creek**

Many of our winter groups ski at the nearby Wolf Creek Ski Area. Sonlight is located 29 miles from the ski area (about a 45-60 minute drive, depending on the weather). Sonlight is not affiliated with Wolf Creek Ski Area, we do offer some suggestions for ski trips:

- Sonlight does not rent skis or equipment. We suggest that you rent directly from the rental shop at the ski area so you do not have to transport the equipment, and if a participant has an equipment problem they can get it resolved right at the ski area
- Sonlight does not sell lift passes, they can be purchased directly from the ski area. Wolf Creek offers discounts for lift passes, lessons and ski/ snowboard equipment for groups of 25 or more. For more information call Wolf Creek Ski Area: 1.800.754.9653 (1.800. SKI.WOLF) or [www.wolfcreekski.com](http://www.wolfcreekski.com)
- Wolf Creek requires all group information forms **two weeks** before your first day of skiing



### **Charter Busses**

If your group will be traveling by charter bus, we would like to offer some important tips to make your trip hassle free. We suggest that you call your charter bus company and confirm the following details with them:

#### **Your bus should:**

- Have snow tires or all season radials with adequate and legal tread depth
- Have tire chains that fit and are in good repair with rubber chain tighteners
- Be able to release the air off the tag axle for added traction
- Have an engine heater for cold morning starts

#### **Your bus driver should:**

- Have experience in Colorado mountain winter driving and road conditions
- Make arrangements to stay at a motel in Pagosa Springs, or with your group at camp (\*Note there are no private accommodations for bus drivers at Sonlight Camp. If you choose to have them stay at Sonlight you will pay for them with your group total)

### **The bus company should be aware that:**

- Colorado State Patrol may (depending on road conditions) require tire chains on all vehicles over 10,000lbs GVW in order to travel Wolf Creek Pass
- Sonlight Camp is located 7 miles off US 160 on a maintained gravel road



### **Food Service**

Sonlight serves meals family style. We provide a sack lunch bar in the mornings for groups that will be skiing during the day. We can make allowances for most dietary allergies or intolerances **if we are notified at least one week in advance**. Please contact the Sonlight office (Mary) by phone: 970.264.4379 or email at [mary@sonlightcamp.org](mailto:mary@sonlightcamp.org). Vegetarian, gluten free, lactose free alternates will be offered if advance notice is given. Due to our family style food service, Sonlight cannot cater to individual diet preferences.

One week prior to your arrival, please send Sonlight a copy of your retreat schedule with meal times indicated. While you are at camp, if changes need to be made to this schedule, please notify the kitchen as soon as possible. We time our food preparation so that meals are hot, fresh, and ready to be served at the time indicated on your schedule, so please encourage your group members to arrive on time for meals! We will ring the dinner bell five minutes prior to each meal.

Note: Sonlight does not have a soft drink machine on our premises. You may bring your own soft drinks if you wish to provide them for your group.



### **Insurance / Medical Provisions**

Sonlight carries a general liability policy that covers our staff. This policy **does not** cover rental group staff or counselors. Any liability policy to cover rental group staff is the responsibility of the rental group. Sonlight does not carry health or accident insurance for rental groups. We suggest that you check with your church or organization to determine what coverage is provided for your participants.

We **strongly** recommend that you keep a record of the names and address of all participants in your group, as well as emergency contact information should the need arise to contact next of kin, parents or guardians. We also suggest that you gather information regarding the special health concerns of your participants, including known allergies, chronic or recent health concerns and healthcare treatments which a participant may need on the trip. For minors, a signed *Permission to Treat* statement from parent or guardian should also be obtained.

Sonlight does not provide health care for rental groups. It is the responsibility of the rental group to provide first aid and/or emergency care for group participants. We recommend that someone in your group hold at least a current certification in basic first aid and CPR from a nationally recognized provider.

Emergency medical transportation is the responsibility of the rental group. There is a family medical clinic and a rural hospital in Pagosa Springs (30 minutes from camp). Should a trip to the clinic or hospital be necessary, Sonlight is serviced by an ambulance and EMS personnel from the Upper San Juan Hospital District, or you may choose to transport the patient in a private vehicle, if appropriate. Sonlight is not liable for any ambulance and/or medical fees incurred by your group.



## **Responsibility**

A summary of responsibilities of the Sonlight Staff and the rental group using the facilities:

### **Responsibilities of the Sonlight Staff:**

- Meals included in your contract and related food service (dish washing etc.)
- Facilities and grounds maintenance
- Thorough cleaning of the camp
- Camp welcome / safety orientation upon group arrival

### **Responsibilities of the Rental Group and Group Leader:**

- Contacting Sonlight one week before the retreat to communicate group total, schedule, housing arrangements, food allergies and special needs or requests
- Housing assignments for group participants
- Arranging lift passes, rental equipment and lessons for the group if necessary
- Ensuring all group participants are present for the camp welcome / safety orientation
- All games, activities, programs and the schedule for the retreat
- Adult supervision of campers at all times; ensuring that supervision ratios are met
- Controlling all participant behavior and discipline
- Setting tables 15 minutes prior to each meal
- Clearing and wiping down tables after each meal
- Leaving the camp moderately clean, including picking up all trash in the buildings and meadow and collecting all lost and found
- Medical and/or liability insurance for group participants
- First aid and / or emergency care for group participants

Other responsibilities not specifically listed here are the responsibility of the rental group and rental group leader

As the person assuming ultimate responsibility for the camp and its facilities, the Sonlight Directors (or his/her designee) is always in direct control of what happens on the Sonlight grounds. The Sonlight Director reserves the right to:

- Veto any activity that may be too dangerous
- Postpone or cancel activities due to dangerous conditions (lightning, for example)
- Send home from camp any camper or adult who is acting in a reckless manner towards camp staff, other group participants or camp property

## **Miscellaneous**

Sonlight does not allow firearms, marijuana or your pets at camp

*If we can help in any way, please let us know. We look forward to hosting your retreat.*