



Dear Leader:

Brookhaven Retreat is preparing for your arrival this summer. In order to assist in your planning, preparation, and in making sure that your camp plans mesh with Brookhaven policy, we have provided this Summer Camp Guide.

Most sections of the guide are for you as the leader. However, **all campers and counselors** attending camp need to complete **the Medical Consent Form and Hold Harmless Agreement** in the Forms section of this document; and a current **Criminal Background Check** through the state at <https://records.txdps.state.tx.us/DpsWebsite/index.aspx>. Additionally, it would be helpful to share the "Orientation and Cleanup Procedures" section with all campers to familiarize them with Brookhaven policies, as well as make them aware of the "Camper's Responsibilities" section.

Also, it might prove helpful to provide your leaders with a map of Brookhaven's facilities and grounds, found in the Maps section.

Please make sure that you have Child Abuse Prevention Training done, by state law, **all counselors over the age of 18**, who are staying overnight as part of a 3-night or more summer camp, must complete this training *prior* to arriving. Provide Brookhaven Retreat with certificates of completion before arrival for your camp date. All materials needed for this training can be obtained at www.safety.brookhavenretreat.org.

Many of the documents available, as part of this guide, are also available on our website, which may prove helpful if you need others, for instance, download the Medical Consent Form and our Release Form. Many such items may be downloaded from www.brookhavenretreat.org, click on Summer Camp link or at the above listed website.

If you have need of clarification on any of the information included here or have questions that are not addressed, please contact us and we will be happy to assist you. Your group is in our thoughts and prayers as summer draws near. We'll see you soon!

Brookhaven Retreat
748 CR 3909, Hawkins, TX 75765
www.brookhavenretreat.org • info@brookhavenretreat.org
Phone: 800-933-1894 or (903) 769-2811 • Fax: (903) 769-4647 • Cell 281-415-1946 (Stuart)

Statement of Faith

We believe the Holy Bible to be the inspired Word of God, both the Old and New Testaments, and under God's providential preservation.

We believe the Word of God teaches beyond question that Jesus Christ was conceived by the Holy Ghost and born in the flesh of a virgin.

We believe that Jesus is the Christ, the Savior, Lord of all, and the Son of God.

We accept Christ's work and sacrificial death on the cross to be a propitiation for the sins of all, His bodily resurrection from the grave, His ascension into heaven as the Lord of all Creation and the promise of His glorious return.

We believe salvation comes to us as an act of God, through His grace, as a free gift. This salvation from God's wrath is by faith alone through Jesus Christ alone.

The assembly of believers, which is the body of Christ corporately and individually, has been entrusted with the task and mission to bring the message of the Gospel to all nations, even to the ends of the earth, by upholding the Word of God in truth and life.



Summer Camp Guidelines

IMPORTANT GUIDELINES TO REMEMBER

1. Arrivals the day before your first scheduled day of camp must be approved by Brookhaven's Operations Manager, Stuart Pulscher. Please bring no more than 10 staff with you to set up.
2. Please bring payment in full to the office upon arrival. If you cannot bring a blank check you must bring a check for the guaranteed minimum. Section C.3 under Finances on your contract shows the minimum amount. Any remaining balance must be resolved before leaving the camp and can be paid in cash or with a church, organization, or personal check.
3. Please turn in all campers' completed **medical consent** and **assumption of risk and release (hold harmless) forms**, plus your **criminal background checks** on each of your counselors. Brookhaven must keep these forms in the office, so please have additional copies for your nurse to keep in the nurse's station.
4. You must have a licensed nurse or doctor on camp grounds while you are here if your group is staying 3 or more nights. If your group is using the motels, the health office will be staying in the Nurse's Station (Room 19) and cannot be a counselor. If your group is not using the motels, an area for the Nurse's Station can be arranged.
5. If possible please limit your male campers to the dorm and bunkhouse if these facilities are available to your group. In general, we've found that this measure helps prevent excessive damage to the motel and lodge rooms. We ask for your help in keeping the camp grounds and facilities presentable for everyone.
6. Please do not give out our 800 number as a parent contact number. The number to give parents is 903-769-3587. This number will ring directly to the nurse's station (room 19). Be sure he/she has a housing list so they can track students down if needed. Brookhaven's e-mail address is NOT a parent/student contact avenue. There is no e-mail available for campers.
7. Ice is available at a gas station 1 ½ miles east down FM 2869. We will put water on the playing field during Challenge Course (and afternoon free time, at the group's request). Brookhaven staff will initially place the water coolers, but it is the group's responsibility to bring the water coolers up to the office if they need to be refilled. If any other supplies are needed, there is a Brookshire's Grocery Store 5 miles south on FM 14 in Hawkins.
8. Kitchen utensils/items will not be loaned out from Brookhaven's kitchen without the explicit permission of our Director or Operations Manager. Please plan carefully and pack accordingly for any games, activities, or snacks that may require these types of items.
9. Please schedule your campfire ahead of time so we can have it set up for you. However, we ask that you only use the wood provided so we can ensure all groups will have firewood while here.
10. Brookhaven utilizes a satellite internet connection. *Coffee Connection* is for group leaders, campers and visitors. The password is *hebrews138*. The connection generally works in and around the Coffee Connection building next to the Gift Shop.

WHAT YOU NEED TO KNOW:

Please adhere to the following guidelines. They are divided into four sections: Texas State Health Requirements, Scheduling of Activities, Camper's Responsibilities, and Leader's Responsibilities.

Please be sure everyone involved in the planning of your camp receives a copy of these guidelines.

I. Texas State Health Requirements

A. Counselors

1. Must be at least 18 years of age.
2. Must complete Child Abuse Prevention Training for 3-night or more camps.
3. Must provide proof of current-year background check.
4. Must have at least 1 counselor per 10 students.
5. Counselors must stay in the rooms with the students.

B. Medical Consent Forms

1. Ensure all medical consent forms are filled out correctly, completely and signed by a parent or guardian.
2. Bring at least 2 copies of all medical consent, hold harmless agreements, and criminal background checks because we must keep 1 copy for our records. Bring to the Office upon arrival.
3. Please use enclosed Brookhaven medical consent forms. None other will be accepted.

C. Swimming

1. Swimming will be available 1:30-4:30 p.m. Any other swim times must be approved by the Waterfront Director.
2. Swim tests will be given before the first free swim time. Students must be able to pass the swim test in order to swim in the pond or deep end of the pool.
3. Colored wrist bands will be given out during swim tests. These must be worn all week or they will have to pass the test again.
4. Certified guards will be provided during swim times only; any additional usage of the waterfront or pool must be cleared by the office.
5. There is no swimming, fishing or boating in Brooks Lake (the big lake).

D. First Aid

1. You must provide your own nurse, doctor or EMT if your group is staying 3 or more nights. They are responsible for administering first aid to campers, supervisors and others associated with the group.
2. If the Motels are part of your reservation, health officers are to stay in the Nurse's Station (room 19). If your reservation does not include the motels, the Nurse's Station will be arranged by Brookhaven.
3. Please do not bring a camper that is already sick.
4. Campers must turn in medication to nurse for dispensing when needed.
5. Nurse must meet with the Brookhaven Director or their designee upon arrival.

Brookhaven Retreat uses Trinity Mother Frances Hospital in Tyler for all emergencies. This facility is already authorized to treat Brookhaven campers. The hospital is located about 30 miles south of the camp; the number is (903) 593-8441. An EMS unit is located in Hawkins (about 10 minutes away).

You are to notify Brookhaven Staff immediately in the event of an emergency.

E. Camp Boundaries

1. Please stay within the camp boundaries while at Brookhaven and do not allow your students to leave camp unattended.
2. The Boundaries include the Road in front of the big lake, the road behind the Bunkhouse (Jericho), the campfire area and behind the dorm.
3. No one is allowed to cross any barbed wire fence or sectioned off area. This is for your own safety.

II. Scheduling of Activities

A. Orientation

1. Upon arrival our staff will meet with your entire camp to introduce ourselves and go over camp rules.
2. At this time we will also discuss swim tests and swim times.

B. Meals

1. Our dining hall will accommodate approximately 250 people.
2. Please be on time to all meals:
Breakfast 8:00 a.m. - Lunch: 12:30 p.m. - Dinner: 6:00 p.m.
3. All meals are buffet style; please be prepared to assist younger children through the line. This helps monitor the amount of food taken to ensure everyone gets some food and to help prevent waste.
4. Seconds only after everyone has been through the line.
5. Please leave the dining room 1 hour after mealtimes to help our staff as they serve your group throughout the day.

C. Challenge Course

1. Challenge Course is available between 9:30 and 11:15 a.m.
2. We will provide certified facilitators for your group; you may not use the course without the direct supervision of a certified facilitator.
3. Hold Harmless agreements must be signed and turned into the office with the Medical Consent forms.
4. Our high element on the ropes course (the Breathtaker) can accommodate only about 15 people per hour and takes 3 facilitators to run. Due to these constraints, this is a good element to be used as a reward!

D. Snack Bar

1. Sells candy, chips, drinks, and other snacks.
2. Will be open during Swim Time from 1:30-4:30 p.m. It is available other times by request only.
3. Will be open no later than 8:00 p.m.
4. You may not bring drinks or snacks without permission from the Operations Manager (Stuart Pulscher) or Executive Director (Linda Pulscher).
5. You may not sell any drinks or snacks.

E. Gift Shop

1. The gift shop sells t-shirts, jewelry, and various gift items.
2. Hours are 1:30-4:30 p.m.
3. You may not bring any gift items, including T-shirts, for resale.

F. Check Out

1. Check out is 2 hours after your last meal.
2. Please be sure your buses are here before your check out time.
3. Please take down all decorations, props, tape, sticky tack, string, rope, tarps, etc. and take them home with you. These items may not be left at Brookhaven.

III. Camper's Responsibilities

A. Things Not Allowed

1. Pets - There is a \$75 dollar fee for any person who breaks this rule.
2. Alcohol, illegal drugs, firearms without a valid permit (let the office know) - Any person caught breaking this rule will be removed from camp property.
3. Shaving cream, shoe polish, water balloons, fireworks, etc. Any scheduled activity using these items must be supervised by adults and have approval of Brookhaven's Executive Director and must be conducted on the playing field. Water balloon launchers are not allowed for any activity.
4. Skateboards, scooters, roller blades, bicycles; shoes with wheels cannot be used while indoors.
5. Please do not remove furniture, pillows, or blankets from your room.

B. What Campers Need To Bring

1. Linens or Sleeping Bag (there is one queen-sized bed and two sets of bunks in each of the motel rooms and one queen-sized bed and one set of bunks in lodge rooms. The Dorm and Bunkhouse have only bunks. If unsure where you will be staying, bring a sleeping bag.
2. Pillow case
3. Towels and toiletries
4. A flashlight is recommended for each camper

C. Safety

1. Due to snakes, poison ivy, poison oak and other hazards please do not walk in the woods alone.
2. Stay on designated paths and trails at night.

D. Clothing

1. For your safety, shoes must be worn at all times.
2. It is the leader's responsibility to set and enforce dress codes that are sufficiently conservative and appropriate.
3. We reserve the right to discuss inappropriate dress with leaders at any time.
4. Some examples of inappropriate clothing:
 - a. Bikinis/two piece bathing suits
 - b. "Short" shorts
 - c. Strapless or halter tops
5. Close-toed shoes are required on the Challenge Course.

E. Laundry Facilities

There are no laundry facilities available on the campgrounds. There is a Laundromat in Hawkins, about 10 minutes away.

F. Lost Articles

1. Brookhaven is not responsible for lost items. Have each person thoroughly check to make sure they have all their belongings before leaving the grounds.
2. Found items can be returned by contacting the office. There will be a \$10.00 shipping cost that must be received before the item can be returned.

IV. Leader's Responsibilities

A. Deadlines

1. Your camp schedule must be in our office at least *one week* prior to your arrival.
2. Inform us of additional camp rules you will be enforcing so we can inform our staff.
3. You must let us know of any dietary or other special needs at least *one week* prior to your arrival.

B. Number of Campers

Please call in your final count *one week* prior to your arrival.

C. Upon Arrival

1. Check in with the office before moving into any rooms.
2. Please do not take buses to the dorm parking lot. Load and unload in the main parking area.
3. When setting up meeting rooms please do not use nails, duct tape, or anything that takes off paint, scratches, or mars our buildings. Tacks, zip ties, and rope are permissible but *must be removed* upon departure. If you have a question about how to hang or attach something, please ask.
4. Please help us take care of the property. Any new damages to Brookhaven property will be charged to your group. You will have the option of doing a walk-thru with a Brookhaven staff member to note any damages before your group's arrival.

D. Insurance

1. Brookhaven's insurance covers the first \$50.00 of necessary medical care for a camper when the camper becomes ill or injured as a result of participating in Brookhaven activities on Brookhaven property. Any such incidents must be reported to the office immediately using our form.
2. Camper's family or individual insurance will be responsible for any amount exceeding \$50.00.
3. If the camper is uninsured the group they are with will be responsible for any and all medical costs that occur from any injury or illness while at Brookhaven.
4. Our coverage does not pay costs associated with pre-existing conditions such as asthma or allergies.

E. Camp Curfew

All campers must be in their respective rooms by 12:00 a.m.

F. Emergency Numbers

1. Emergency contact number for parents is 903-769-3587
2. This number reaches the nurse's station. (Room 19) It is the nurse's responsibility to track down the campers or take a message. Be sure the nurse knows what room students are in to help with this. This phone needs a credit card to call out of the area.

G. Payment

1. Payment-in-full is due upon arrival.
2. If you cannot bring a blank check you must bring one for the guaranteed minimum amount shown in Section C.3 under Finances on your contract. This should be paid with a single check.
3. Any remaining balance can be paid in cash or with an organizational or personal check.

H. Program Content

Summer camp groups agree to provide a camp program that will uphold and honor God's Word.

I. Before Departure

1. Please leave the camp the way you found it. Our staff will be assisting you in making sure you have all of the materials you arrived with.
2. You will have the option again to do a Walk-thru with a Brookhaven Staff member to assess any new damages to the camp. Your group will be charged for any new damages.

J. Clean Up

1. Brookhaven will try to provide you with a staff member that can assist in cleaning up your meeting rooms and directing you where everything needs to go.
2. Please take down all decorations, props, tape, sticky tack, string, rope, tarps, etc. and take them home with you. These items may not be left at Brookhaven.
3. Please do not use our dumpster to dispose of your decorations or props.
4. Please return the sleeping areas and meeting rooms to how you found them. Pick up and dispose of any trash that is too big for a vacuum cleaner.



Facilities

Description of Facilities (accommodations and meeting rooms)

www.BrookhavenRetreat.org (Click on Facilities Link)

Private Motel Rooms (Masada and Emmaus)

16 rooms with private baths and outside entrances

Numbers 1-8 (Masada)

Numbers 19-26 (Emmaus)

Room 19 is the Nurse's Station and has 1 queen bed and 1 set of twin bunks

All other motel rooms in Masada and Emmaus have 1 queen bed and two sets of twin bunks

Lodge Rooms (Jerusalem)

10 Private rooms, numbered 9-18, situated along a hallway adjacent to the dining room

All Lodge rooms have 1 queen bed and 1 set of twin bunks

There are community bathrooms at the end of the hall with 2 showers and 2 stalls in each

Bunkhouse (Jericho)

20 sets of twin bunks (40 beds)

3 showers

5 commodes

4 sinks

Dorm (Damascus)

68 sets of bunk beds (136 beds) divided into 8 rooms (4 on each side of the meeting area)

5 or 6 private showers on each side, multiple commodes and sinks on each side

Meeting room for 150-200 people

Stage

Vending machine, coffee maker, microwave, refrigerator

Rectangular tables and chairs

Hebron Meeting Room

Holds up to 125

Piano

Stage

Refrigerator, microwave, and coffee maker

Rectangular tables and chairs

Nazareth Meeting Room

Holds up to 300

Rest Rooms

Kitchenette (sink, cabinets, refrigerator, coffee maker, microwave)

Piano

Stage

Rectangular tables and chairs

Games and Activities

www.BrookhavenRetreat.org (Click on Summer Camp Link)

<u>Activity</u>	<u>Location</u>
Table Tennis	Rec Room*
Foosball	Rec Room*
Air Hockey	Rec Room*
Tennis	Sports Pavilion
Brookennis	by Gift Shop
Sand Volleyball	Playing Field
Basketball	Sports Pavilion
Horseshoes	by Pool
Ga-ga Pit	Playing Field
Football, Soccer, Baseball, Frisbee	Playing Field
Mud Tug-of-War (by request)	Playing Field
Horizontal Climbing Wall	Playing Field
Swimming (with lifeguards)	Pool and Pond
Challenge Course (with facilitators)	Near Dorm
Campfire	North of Playing Field

For a full list go to the website on the Summer Camp page in the left margin is a document listed as "Recreation", that is a pdf file of the details on the listed above activities.

* The Rec Room, located directly beneath Nazareth Conference Building, is open 1:30-4:30 only by request, unless special arrangements are made. At all times, Brookhaven requires an adult to supervise the Rec Room.

Please let us know if you need any recreation equipment. Brookhaven may be able to provide you with footballs, tennis racquets, soccer balls, etc. Also, please ask if the game or activity you want to have for your group is not listed. We will be happy to assist you in any way possible.



Forms

www.safety.BrookhavenRetreat.org

**Brookhaven Retreat Inc.
Medical Consent Form**

Name: _____ Birthdate: _____ Sex: _____ Age: _____

Parent/Guardian: _____ Phone: _____

Home Address: _____

If not available in emergency notify:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Please furnish current health insurance with policy number covering camper.

Health Insurance Company: _____

Policy Number: _____

I certify that this camper is in good health to the best of my knowledge and from past health examinations. I hereby give my permission for my child to engage in all camp activities, including the Ropes Course and water activities, except noted by me (attach.) In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child as named on this form.

I further agree that I will not hold Brookhaven Retreat, its staff or Board of Directors, responsible in the event of any accident, altercation, or emergency involving my child while at or in route to or from Brookhaven.

Signature: _____ Date: _____

HEALTH HISTORY

CHECK THOSE APPLICABLE GIVING APPROXIMATE DATES

Ear Infections: _____	Allergies: _____	Diseases: _____
Rheumatic Fever: _____	Hay Fever: _____	Chicken Pox: _____
Convulsions: _____	Ivy Poisoning: _____	Measles: _____
Diabetes: _____	Insect Sting: _____	German Measles: _____
Behavior: _____	Penicillin: _____	Mumps: _____
	Other Drugs: _____	Asthma: _____
	Foods: _____	

IMMUNIZATION HISTORY

Required immunizations must be determined locally. This is a record of dates of basic immunizations and the most recent booster doses.

DTP Series: _____ Booster: _____ Tetanus Booster: _____

Polio OPV (Sabin): _____ Booster: _____ Typhoid: _____

Measles Vaccine (live): _____ Tuberculin Test: _____

German Measles (rubella): _____ Mumps Vaccine (live): _____

Small Pox: _____ Other: _____

Additional Comments: _____

Each person must read, sign, and turn in this form to be allowed to participate in any Brookhaven Retreat activities. Please make as many copies of this form as needed.

Brookhaven Retreat Assumption of Risk and Release

WHEREAS, THE UNDERSIGNED wishes to voluntarily participate in activities organized by Brookhaven Retreat, of Hawkins, Texas:

In consideration of Brookhaven Retreat's action in allowing the undersigned to participate in such a program: I, the undersigned, acknowledge that during the said program in which I am requesting to participate, certain risks and dangers may occur. These include, but are not limited to: the hazards of depending on other people; being at various heights (ground to 50'); accident or illness in remote places where medical facilities may be more than one hour away; the forces of nature; and travel by air, train, boat, automobile or other conveyance to or from Brookhaven Retreat and while at the facility. The undersigned further recognizes that these risks may also include: loss or damage to personal property; physical or psychological damage and/or injury not excluding fatality due to accidents that may occur; and accidents resulting from challenge course experiences and other types of outdoor activities.

In consideration of, and as part payment for the right to participate in such a program and the services and food arranged for me by Brookhaven Retreat, Directors, Officers, Employees, Agents, and/or Associates, I have and do hereby assume all the above risks which are not specifically foreseeable, and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind of nature whatsoever, whether for bodily injury, property damage or loss otherwise, which I now have or which may arise from or in connection with my participation in any other activities arranged for me by Brookhaven Retreat, Directors, Officers, Employees, Agents, and/or members of my family, including any minors accompanying me. In short, I will not sue Brookhaven Retreat. However, I the undersigned do reserve the right of arbitration, if necessary, to settle any and all grievances that might arise during this program. I also state that I am not under, and will not be under the influence of any chemical substance, including alcohol. I fully understand that my physical activity involves risk of injury. I also understand that my participation in this Brookhaven Retreat, program is entirely VOLUNTARY. I enter into this program and take full responsibility for my decision to participate or not to participate and agree to follow all safety instructions.

Anyone with any of the following conditions (but not limited to) should not participate in high ropes, zip line, or trapeze activities: Pregnancy; recent surgery; back, neck, or shoulder problems; heart condition; high blood pressure; recent severe injury.

The undersigned further certify that photographs, video footage, or audio clips of the undersigned participant taking part in programs at Brookhaven Retreat may be reproduced and utilized in promotional materials for Brookhaven Retreat, and that no person shall be compensated for this use.

Retreat Group Name

Retreat Dates

Print Participant Name

Signature of Participant (if over 18 yrs old)

Parent/Legal Guardian Signature (must sign for all persons under age 18)

Today's Date



Maps & Directions

www.brookhavenretreat.org/ Click on Maps Link

From Dallas: Take Interstate 20 East (I-20E) approximately 100 miles and exit at the State Hwy 14/Tyler State Park exit. Go North on Hwy 14 through Hawkins. Five (5) miles North of Hawkins turn right onto FM Road 2869. Go 1½ miles east on 2869 to the Brookhaven sign on the left. Turn left onto the black top road (CR 3909) and proceed ¾ mile to the Lodge. Stay to the right at the end of the black top road and park in the gravel parking lot, but do not block the road.

From Tyler: Take State Hwy 14 from Tyler's Loop 323 North through Hawkins. Five (5) miles North of Hawkins turn right onto FM Road 2869. Go 1½ miles East on 2869 to the Brookhaven sign on the left. Turn left onto the black top road (CR 3909) and proceed ¾ mile to the Lodge. Turn to the right at the end of the black top road and park in the gravel parking lot, but do not block the road.

From Shreveport: Take Interstate 20 West (I-20W) approximately 90 miles to the State Hwy 14/Tyler State Park exit (Exit 562). Go North on Hwy 14 through Hawkins. Five (5) miles North of Hawkins turn right onto FM Road 2869. Go 1½ mile East on 2869 to the Brookhaven sign on the left. Turn left onto the black top road (CR 3909) and proceed ¾ mile to the Lodge. Turn to the right at the end of the black top road and park in the gravel parking lot, but do not block the road.

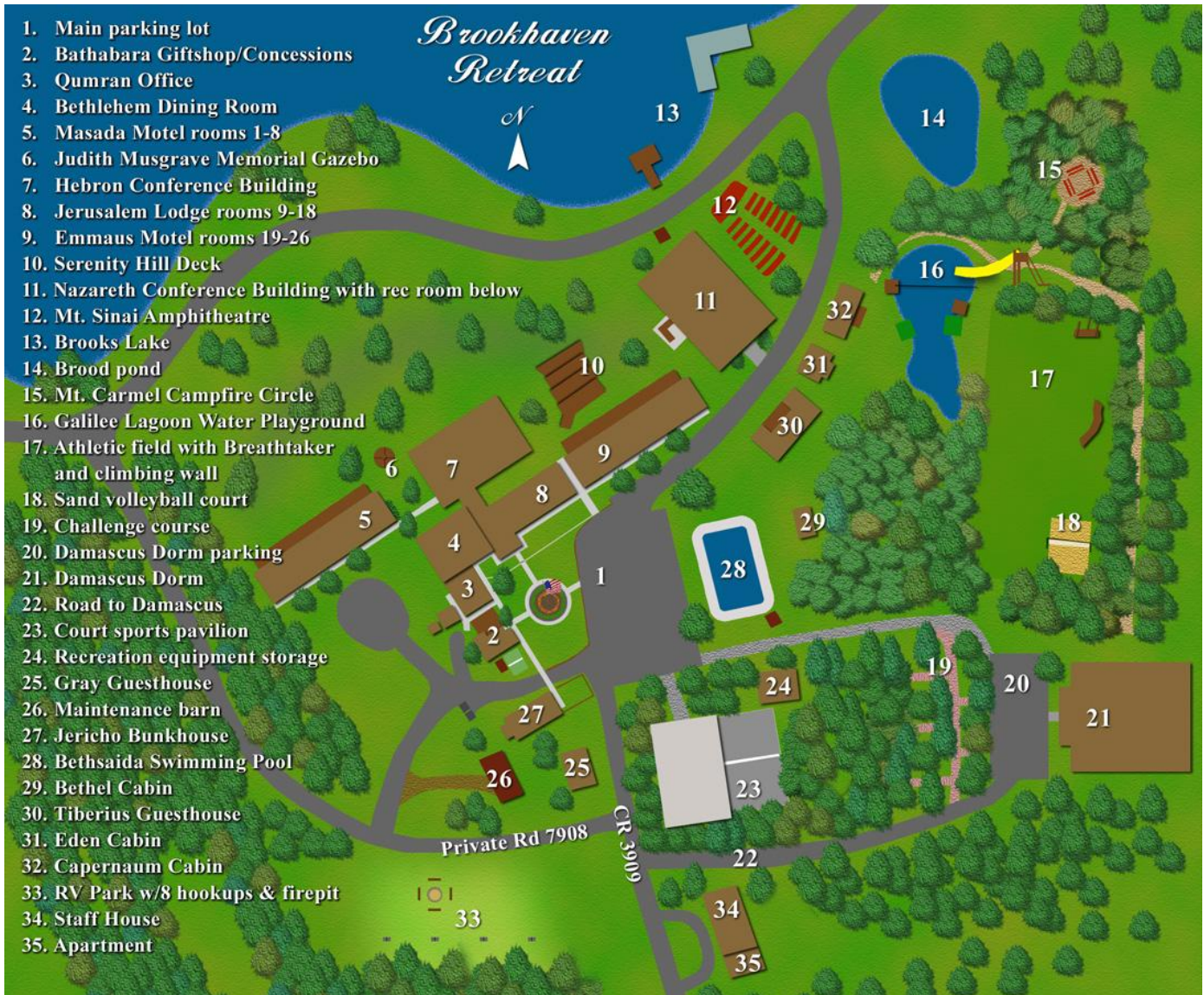
From Texarkana: Take Interstate 30 West approximately 75 miles to the State Hwy 37 exit at Mt. Vernon, Tx. Go South on Hwy 37 through the town of Winnsboro. Approximately 7 miles South of Winnsboro turn left and go South on State Hwy 14. Approximately 20 miles South of 37 you will turn left onto FM 2869. Go 1½ miles East on 2869 to the Brookhaven sign on the left. Turn left onto the black top road (CR 3909) and proceed ¾ mile to the Lodge. Turn to the right at the end of the black top road and park in the gravel parking lot, but do not block the road.

From Paris, TX: Take US Hwy 27 from the Southeast part of the Loop around Paris. Go Southeast approximately 22 miles to the little town of Bogata. Turn right onto Hwy 37 through Winnsboro. Approximately 7 miles south of Winnsboro, turn left and go South on State Hwy 14. Approximately 20 miles South of hwy 37 you will turn left onto FM 2869. Go 1½ miles East on 2869 to the Brookhaven sign on the left. Turn left onto the black top road (CR 3909) and proceed ¾ miles to the Lodge. Turn to the right at the end of the black top road and park in the gravel parking lot, but do not block the road.

From the intersection of US Hwy 80 and FM 14 in Hawkins, proceed north on FM 14 approximately 4 to 5 miles. At a 4-way stop (the intersection of FM 14 and FM 2869) turn right and travel approx. 1½ miles. On the left is a sign to Brookhaven at the beginning of CR 3909. Turn left and stay straight on CR 3909 until it leads you across a speed bump into the parking lot of Brookhaven Retreat. The office is the building with a porch on it and is past the circle flower bed and flag.

Brookhaven Facility Map

A full-page PDF of the map below is located at
www.brookhavenretreat.org - Click on Maps Link (Camp Map)





Bed Assignment Sheets

BED ASSIGNMENTS – PRIVATE MOTEL ROOMS

Rooms #1-#8 (Masada) and #19-#26 (Emmaus)

These rooms have a private bath, one queen bed and two sets of bunks. Room #19 is used as the **Nurse's Quarters** during summer camp and has one queen bed partitioned by a wall from one set of bunks.

Rm#1_____	Rm#2_____	Rm#3_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rm#4_____	Rm#5_____	Rm#6_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rm#7_____	Rm#8_____	Rm #19 (Nurse's Station)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rm#20_____	Rm#21_____	Rm #22_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rm #23_____	Rm #24_____	Rm #25_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rm #26_____

BED ASSIGNMENTS – LODGE (HALLWAY) ROOMS (Jerusalem)

Rooms #9-#18

These hallway rooms share two baths with 2 showers each and 2 commodes each. Each room has one queen bed and one set of bunk beds.

Rm #9_____

Rm #10_____

Rm #11_____

Rm #12_____

Rm #13_____

Rm #14_____

Rm #15_____

Rm #16_____

Rm #17_____

Rm #18_____

Boys' Side (right side of dorm)

Rm #4 (24 beds)

[illegible]

Rm #3 (14 beds)

[illegible]

Rm #2 (14 beds)

[illegible]

Rm #1 (18 beds)

[illegible]

BED ASSIGNMENTS – JERICHO BUNKHOUSE
ACCOMODATES 40 PEOPLE

This facility is an open room with 20 sets of bunks.
It contains 5 toilets, 4 sinks, and 3 shower stalls.

1_____	21_____
2_____	22_____
3_____	23_____
4_____	24_____
5_____	25_____
6_____	26_____
7_____	27_____
8_____	28_____
9_____	29_____
10_____	30_____
11_____	31_____
12_____	32_____
13_____	33_____
14_____	34_____
15_____	35_____
16_____	36_____
17_____	37_____
18_____	38_____
19_____	39_____
20_____	40_____

Summer Camp Orientation

Perimeters-

Please stay within the perimeters of the camp. These include: 1) the dam at the Lake
2) Any paved road around the camp 3) Any "no trespassing" signs
Do not cross the blacktop road below the hill. **Please do not go to Brooks Lake (the Large Lake).**

First Aid – For any first aid please see your nurse. The nurse's station is in room 19.
Call 911 (if it's an emergency) for an ambulance.

Meal Times – 1) Be on time. Breakfast – 8:00 Lunch – 12:00 Supper – 6:00
3) Seconds only after everyone else has been through the line.
4) Please eat and exit the dining hall in a timely manner.
5) This is not an all-you-can-eat. Please take 1 helping and read signs on food line if posted.
****Take only what you can eat. You can always come back for more****

General – Stay on lighted trails at night and use flashlights when not on lighted trails because there could be snakes. Watch for poison oak and ivy. Shoes are a must whenever you walk anywhere here at Brookhaven.

Cleanliness – Please leave Brookhaven as clean as you found it.

Roadways – Do not stand in the road along the shore line of Brooks Lake (the large lake). The only private road is the one running through the center of camp. Otherwise, these are public roads. **Please remember to stay clear of all roads.****

Ropes Course & Recreation – Please stay off the ropes course elements, unless accompanied by a ropes course facilitator.

Waterfront – Everyone must take a swim test before swimming in the pool or pond.
*Wear your swim band all week. You have to retest if you lose your band.
*Lifejackets must be worn while at the pond.
*Lifeguards are in charge at the pond and swimming pool.
*Please wear shoes at all times when not at the swimming area.
*You may be on the Zip Line, Trapeze & Waterslide during swim time only if a Lifeguard is present.
*No boating, swimming or fishing in the Brooks Lake.

Buildings – Do not take blankets or furniture outside for any reason. NO SMOKING in any of our buildings, including all motel rooms, allowed only in designated areas. Please do not set air conditioners below 72° in buildings or to "max" in motel rooms. To prevent freezing of AC units, keep all doors and windows closed.

Cars – Park your cars and leave them parked while you are here. Please do not drive back and forth between the Dorm and Lodge area unless you are handicapped. Your car should be parked in designated parking lots only. Do not park in the grass or on the shoulder of the road or in front of motel rooms 19-26. (You will get rear-ended)

Pets – No pets allowed on the camp grounds. Anyone disregarding this policy will be charged \$75.00.

Change – Both drink machines will give change. Instructions are on the machines.

Gift Shop – It will be open the first day of camp through the last day, 1:30 to 4:30.

Snack Bar – The snack bar will be open the first day through the fourth day 1:30 to 4:30 and in the evening upon your leader's request.

Fence – Please do not sit on the fences.

Golf Carts – No riding in Brookhaven golf carts. NO golf carts on the grass.

Curfew – The camp curfew is at 12:00 midnight. You must be in your sleeping area at this time.

Clean-up Procedures

- 1. Be sure you have packed all of your belongings.**
- 2. Check the bathroom and showers for personal items.**
- 3. Put all mattresses, pillows and blankets folded neatly on their original bunks and shelves.**
- 4. Pick up all trash off of floors and put in trash can.**
- 5. Check for trash to be picked up around the dorm and on the walking trail to the dining hall.**
- 6. Check with your counselor to see what you can do to help clean and straighten the camp.**
- 7. Please stack chairs neatly in their chair closets.**
- 8. Please take all tarps, ropes, props and other items with you, rather than placing them in Brookhaven's dumpster.**
- 9. Please ensure that all items you load for the return home belong to your group and not to Brookhaven. Most of Brookhaven's items will have its name on them somewhere.**
- 10. Drive safely on your journey home!**

As a rule, we ask that you leave Brookhaven as you found it. Thank you for your cooperation!