



c/o Box 5241 Smithers, B.C.

V0J 2N0 1-250-845-7155

www.roughacres.org

email: roughacres@roughacres.org

RENTAL INFORMATION PACKAGE

GENERAL INFORMATION

Thank you for considering Rough Acres Bible Camp as the site for your event. We are always pleased to have the opportunity to serve others through the unique experiences of our site and facility. **Schools** and **teachers** use our setting for outdoor fun, education, retreats and conferences. **Local businesses** use RABC as a great distraction-free environment for meetings. Many **churches** and **families** use our facility and grounds as the venue for their family reunions, picnics and camping. **Youth groups** from the Northwest take advantage of our site for weekend retreats.

The Rough Acres Bible Camp Society owns and operates Rough Acres on a non-profit charitable basis. Eight Christian churches located in Kitimat, Terrace, the Hazelton's, and Smithers, and numerous members and volunteers support the Society. The camp property and facilities have been developed by the voluntary gifts and labours of the churches, Christian friends and area businesses.

Rough Acres Bible Camp is dedicated to evangelical outreach to the people in Northwest British Columbia. It seeks to provide children and adults with an opportunity to study the Bible while enjoying the wholesome environment of a beautiful wilderness retreat on a tranquil lake. Each summer, since 1973, approximately 400 campers have participated in our summer programs.

The camp is located on Dunalter Lake (a.k.a Irrigation Lake) 16 km west of Houston, B.C. about 2 km up Barrett Hat Rd. The lake and 80-acre campsite provide excellent aquatic and land based recreational opportunities during all seasons of the year.

All rental inquires and correspondence should be directed to:

RABC RENTALS REGISTRAR

Box 5241

Smithers, BC V0J 2N0

1-250-845-7155

CAMP ACCOMMODATIONS

Our main camp centre offers complete year round meeting and seminar facilities in a controlled environment that is cool in summer and warm in winter. It overlooks the beach and lake and has 2 levels, both wheelchair accessible. The upper level includes a modern kitchen, 120 seat dining hall, 75-80 seat chapel/meeting area, and two wheelchair accessible washrooms.

The lower level has a first aid station, 12 sleeping rooms, each with queen size bed and a bunk bed, 2 dormitories each with 8 bunk beds, and 2 washrooms with shower facilities. Bedding and towels are not provided.

We also offer 5 newer cabins, each with 10 bunk beds. They are heated by woodstoves, have electrical lighting, and are serviced by outhouses and a common wash-up area. We have 3 rustic cabins, with woodstoves, bunk beds, but with no electricity or lighting.

Rental Season:

The period available for rentals extends from after the September Labour Day weekend to the end of June, with the exclusion of the May Victoria day weekend and our youth camps in July and August.

Indoor facility equipment provided:

Kitchen: convection oven, propane oven/range, dishwashing area, walk-in cooler, various counter prep areas, dishes, cooking pots and utensils (please read further for kitchen rental and cook guidelines).

Dining Hall: 30 round tables, 130 chairs, pull down screen for projector use, 2 high chairs, bulletin board, and coffee service area.

Chapel: 75+ chairs, podium, moveable stage, 4-5 folding tables, large pull down screen, LCD projector and sound system (special rental agreement and fees must be pre-arranged) and an overhead projector

Foyer: wrap around seating, coat and shoe storage (**indoor footwear must be worn in camp centre**), 2 washrooms, and bulletin board

Lounge: small meeting room, whiteboard, table and approximately 7-10 chairs

RABC does not provide craft supplies, office supplies, paper, a photocopier, computer or printer, books, bedding, towels, decorations, etc. No tape or pins/staples are to be used on walls. You will be provided with bulletins boards and “sticky tac” for hanging items on walls.

Outdoor recreational equipment and facilities (*rental fees applicable to some equipment rentals)

*Water and outdoor equipment = \$ 50.00 per day (damage deposit required)

(All recreational facilities are Use at Your Own Risk. No lifeguard is provided for water activities)

Summer facilities	Winter facilities
Large playing field (bring own balls, etc)	Large field area for snowshoeing*, x-country skiing*
“The Rock” upper firepit	“The Rock” upper firepit
Swimming area with dock and floating dock	Lake for ice fishing* and skating* (if cleared)
Beach volleyball court (bring own ball, etc.)	Tobogganing*
Beach campfire pit w/seating and picnic tables	ATV’s & snowmobiles must be arranged at time of booking
Archery range (rudimentary – no equipment supplied)	*Bring your own equipment for outdoor winter activities
Playground and picnic area	
Lifejackets* (after May long weekend- mid Sept.)	Nearby Nature Trails:
Water trampoline* (June – August)	Around the lake (3 km)
Kayaks & canoes* (June – August)	Old Forestry Lookout (Barret Hat) (3.5 km)
<i>*unless other arrangements are made</i>	Johnson Lake (marshes. beaver dam) (2km)

SERVICES & PROVISIONS

SAFETY

The camp provides a basic First Aid room; however, *it is the responsibility of the user group to provide supplies, a first aid attendant, and transportation to medical facility if required. A qualified lifeguard for swimming and waterfront activities (at your cost) is required.* Fires are permitted in designated fire pits only. Wood may be available – please bring your own axe and matches.

LOST & FOUND

The camp can assume no responsibility for lost items. Items unclaimed within 30 days will be donated to charity.

PHONE & INTERNET

Cell phone service is available at the camp. The camp phone is to be used for emergency purposes only. No long distance calls can be made via the camp phone. There is no Internet service available from September through May.

CAMP CENTRE

Please ensure your rental group brings indoor footwear. Public health regulations require that shoes and shirts are to be worn at all times in the dining hall. Wet clothing and bathing suits are not to be worn in the dining hall.

FOOD SERVICES

From our professionally equipped kitchen, our experienced cook and helpers will serve hearty, nutritious, buffet style meals to meet your group’s needs, if requested. *Special dietary requirements must be arranged at booking confirmations*. Group packages include food preparation and dishwashing. Groups are responsible for Kitchen Helper(s) and Janitor/Helper(s), as per schedules – see fee schedules below.

FEE SCHEDULE

GROUP PACKAGE RATES*: (minimum 30 people) - If less than 30 people rate does not decrease - Children 5 and under free when accompanied by adult	30–59 people	60–90 people	99-120 people
Per person/per day (1 night, 3 meals, 1 snack)	\$39.00	\$37.00	\$35.00
Per person/per weekend (2 nights, 5 meals, 2 snacks)	\$70.00	\$60.00	\$55.00
*Includes meals & lodging, RABC provides head cook and dishwasher. Kitchen Helper and Janitor Helper are extra – see below			

Day rate: Camp centre excluding kitchen (upstairs only)	
Off Season (November-April)	Peak Season (May-October – excluding July/August)
0-30 people - \$100.00	0-30 people - \$200.00
31-59 people - \$150.00	31-59 people - \$250.00
60-99 people - \$175.00	60-99 people - \$300.00
100-150 people - \$200.00	100-150 people - \$350.00
Day rate: Camp centre including kitchen (cook supplied – upstairs only) + janitor	
Off Season (November-April)	Peak Season (May-October – excluding July/August)
0-30 people - \$200.00	0-30 people - \$300.00
31-59 people - \$250.00	31-59 people - \$350.00
60-99 people - \$275.00	60-99 people - \$400.00
100-140 people - \$300.00	100-140 people - \$450.00

Lodging rates	
Camp centre	\$18.00 per night per person
Newer cabins	\$10.00 per night per person
Rustic cabins	\$5.00 per night per person
RV (with use of indoor showers/washroom/water)	\$20.00 per night (no hookups) per family
RV (with no indoor use)	\$10.00 per night per family
Tent (outhouses and outdoor sink area usage)	\$5.00 per night per family
Meals: Breakfast \$6.00 Lunch \$7.00 Dinner \$8.00 Snacks \$3.00	

Kitchen helper(s): If Rental Group provides – No charge
If RABC provides – Charges per Kitchen helper information

Janitorial: If Rental Group provides – No charge
If RABC provides – Charges per Janitor helper information

Important: You **must confirm** the person(s) you are providing Kitchen/Janitor helpers at the confirmation date at least 5 days prior to the start of your event.
If you are unable to confirm your designated person at this time, RABC will assume responsibility to provide this worker and you will be charged as follows in the kitchen and janitor helper job descriptions.

Kitchen Helper Information

RABC requires that you bring **two Kitchen Helpers for 30 Campers** or fraction thereof. The helper(s) you provide do not have to pay fees to attend, but they cannot assume any responsibility in your program.

Each helper must be a responsible ADULT over the age of 18. He/she does not need to be able to cook but must be able to understand and follow instructions well. A basic knowledge of “what’s what” in the kitchen is helpful. We prefer that the same kitchen helper(s) is/are present for the entire duration of the camp. They are responsible to the kitchen first and foremost, and will have breaks throughout the day. The Camp Cook is in charge of the times off, which will vary according to the menu planned.

The kitchen helpers’ duties are as follows:

- To report to the Camp Cook upon arrival at camp.
- To help in the preparations, serving and cleaning up of each meal and snack.

A typical day in the kitchen is as follows:

Morning:

- arrive in the kitchen one hour before breakfast is served
- prepare and serve the meal
- clean up kitchen and do dishwashing after the meal
- lunch and dinner preparations
- a short break
- serve lunch

Afternoon/ Evening:

- clean up after lunch
- complete dinner preparations
- break (often two or three hours)
- serve dinner
- clean up kitchen and do dishwashing after the meal
- prepare snack - break
- serve and clean up after snack

COST IF RABC PROVIDES

- Per Helper: \$15.00 – Snack
- \$35.00 – One Meal (Quarter Day)
- \$70.00 – Two Meals (Half Day)
- \$100.00 – Three Meals plus Snack (Full Day)

Janitor Helper Information

Rough Acres requires that you provide a Janitor/Helper to do cleaning duties and assist the Caretaker during your group’s event. This must be a **designated person**, not just the “pitching in” of the whole group. The person you provide will not have to pay any fees to attend, but cannot assume any responsibilities or participation in your program. He or she must be a mature and responsible person capable of janitorial work.. He/she must also be able to understand and follow instructions, and work well alone.

The Janitor/Helper is to report to the Rental Facilitator immediately upon arrival at the Camp. He/she will provide instruction for what needs to be done, and will ensure that the camp is cared for according to the standards established by RABC.

Generally, the Janitor/helper will be responsible for cleaning areas of the camp used by your group. This will primarily include the rooms used in the Camp Centre, with particular attention to the dining room after meals. Any other indoor or outdoor areas and equipment used by you group will require attention as determined and instructed by the Rental Facilitator. At the close of the rental event, the Janitor/Helper must remain at the Camp until it is thoroughly cleaned and the Caretaker authorizes dismissal.

COST IF RABC PROVIDES:

- Per Helper \$25.00 – First Quarter Day (for groups arriving in evening)
- \$50.00 – First Half Day (for groups arriving in afternoon)
- \$75.00 – Full Day
- \$150.00 – Final Day of Event (Cleanup)

RABC BOOKING PROCESS – Please read carefully**APPLICATION**

- Applications accepted up to 2 years before event and at minimum 3 months before event.
- A \$200 application fee MUST be paid to RABC in order to secure your application.
- This fee is non-refundable and non-transferable if cancellation is made within 30 days of the booking. Fee can be used towards your rental fees.
- An additional \$200 water/sports equipment damage deposit is required if requesting equipment.

MEDICAL and LIABILITY INSURANCE

- Each group is responsible to ensure that all attendees have medical insurance.
- Each group is responsible to provide insurance coverage for their event.
- Most groups (schools, businesses, and churches) already have necessary insurance coverage.
- Please provide a certificate of insurance naming RABC as an additional insured on their liability policy for the dates of the booking.

APPLICATION PROCESS

- Upon receipt of your application and fees and approval of dates requested – you will be sent 2 copies of a rental agreement.
- Please sign and return both copies and send to RABC contact. The RABC contact will then register your requested date of rental and return 1 copy to you.
- Please note cancellation policies above

CONFIRMATION OF ATTENDANCE

- You must confirm your attendance and number of attendees at least 10 days prior to your event.
- Meals, lodgings, set-up of rooms, etc. must also be confirmed within 10 days of event.

REGISTRATION/CHECK OUT

- Your Group Registrar will bring a list of how many people attended the event.
- At some point near the beginning of the event, an RABC contact should be given time to speak to the group to present instructional information.
- On date of departure the standard check out time is 1:30 pm.

PAYMENT

- Either immediately or within 1 week of the conclusion of your rental event; an invoice will be sent to you requiring payment in full within 14 days of receipt of invoice.
- Application fees and damage deposit return arrangements can be made with RABC Contact.

RABC CODE OF CONDUCT:

RABC requests that all rental groups are familiar with our code of conduct. All groups renting RABC must observe it. If the registrar or rental facilitator deems in necessary, and finds that the rental group is not observing our code of conduct; your group may be asked to leave immediately. *Thank you for your cooperation.*

FAITH STATEMENT:

The RABC Statement of Faith is provided for your information. We are a Christian camp, with all our members, our board and volunteers agreeing with our statement of Faith. We realize that all rental groups may not agree with this, but would like to make you aware of what RABC stands for.

CODE OF CONDUCT (please note #6 & #7)

The following code of conduct must be observed by groups renting Rough Acres Bible Camp.

1. Each group must provide their own staff, such as a director, registrar, first aid attendant, and a lifeguard.
2. Each group must provide their own supervision.
 - For youth events, at least one gender appropriate adult for every 8 or less campers must be present.
 - A qualified person must supervise and be in attendance at all programs of every nature as held.
3. All vehicles must be parked only in designated parking areas.
4. In co-ed youth camps, the girls' cabins are off limits to the boys' and vice versa. Unmarried male and female guests are asked to sleep in separate quarters.
5. The contact person for the group (as indicated on the application form) must be on site for the duration of the booking period, and is the individual responsible for the group's actions. This person is to inform their group prior to arrival about the RABC's code of conduct.
6. Smoking is not permitted in any building or wooded area and is prohibited to any one under 19 years. Proper disposal of smoking materials in designated outdoor smoking areas (at least 3 metres away from any building) is required.
7. The following are not permitted anywhere on the premises:
 - Alcoholic beverages
 - Inappropriate music
 - Pornographic materials
 - Illegal drug products
 - Pets
 - Firearms
8. Each person of the group is to be aware that immoral conduct, profanity, or unsafe conduct as determined by Rough Acres Bible Camp staff, will result in the immediate termination of the group's rental agreement and the group will be requested to vacate the premises immediately.
9. Damages to the natural environment, such as peeling trees, cutting saplings, fires outside of designated pits, ect., is not permitted. Motorized recreational vehicles are to be operated in designated areas with prior approval obtained from the RABC contact.
10. If damages to the property occur beyond normal wear, the group is responsible to reimburse Rough Acres Bible Camp for repair or replacement costs, as determined by the RABC staff and board. If equipment is lost; the group is responsible for payment of the cost of replacement, as determined by RABC staff and board. All damage is to be reported to the RABC contact immediately.
11. Quiet time is 11:00 pm to 6:30 am.

ROUGH ACRES BIBLE CAMP STATEMENT OF FAITH

1. We believe that the Bible (the Old and New Testament Scriptures) are the inspired Word of God, with out error in the original manuscripts, the complete revelation of God's will for the salvation of men and the final authority for all of the Christian Faith and life.
2. We believe in the Trinity: one God who exists as Father, Son, and Holy Spirit: Who is creator of all things and infinitely perfect.
3. We believe that Jesus Christ is fully God and genuine humanity (i.e. both God and man) in one person forever. He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the scriptures. He rose bodily from the dead, ascended into heaven, where at the right hand of the Father on High, He is now our High priest Advocate.
4. We believe in the total depravity of man – though he was created in the image of God, he sinned and became separated from God and is under the penalty of eternal condemnation.
5. We believe that salvation from the penalty of sin comes only through personal faith in Jesus Christ, and that His substitutionary death on the cross is the only ground for justification, forgiveness, and eternal life.
6. We believe in the resurrection of the body, the eternal life of the saved, the eternal punishment of the lost, and in the personality of Satan.
7. We believe that the true church universal is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and therefore united together in the body of Christ, of which He is the Head.
8. We believe in the bodily, physical and imminent return of our Lord Jesus Christ