

# Guest Group Orientation

## GENERAL

1. Everyone must sign a release of liability form. Please turn those in to Ligonier Camp and Conference Center staff as soon as possible.
2. We encourage you to enjoy the 500+ acres we have on the property.
  - a. The following areas are off limits without the supervision of LCCC staff
    - i. Pool & pond
    - ii. All adventure elements
    - iii. Staff housing - along drive way, back corners of property  
*Please respect of the privacy of the families living on property*
3. If you drove here, the speed limit on the property is 10mph - watch for children, pets, and deer as you drive up the driveway.
4. The consumption of alcohol is not permitted on property.
5. Smoking is not permitted in any of our buildings. If needed, please talk to a staff member about approved outdoor locations for smoking.
  - a. Lamont Lodge - firepit
  - b. Joshua House - lower firepit
6. If there are other groups on the property please be respectful of their reserved spaces. Quiet hours for outdoor spaces begin at 11:00pm
7. If you forgot any toiletries (toothbrush, toothpaste, etc.) or any bedding, let a Ligonier Camp and Conference Center staff member know as soon as possible.
8. There are coffee stations in each one of the lodging facilities. If you are the last to use the coffee machine, please make sure you turn it off. Red light = on.
9. We are a nut free facility. If your brought nut products please save those for the trip home.
10. Please do not consume food in the bedrooms.
11. Groups are to be on time for all meals. The serving line will be open for 30 minutes from the start of the scheduled meal time.
12. If it doesn't seem safe, don't do it.

13. If there is an emergency, call 911 and inform them you are at Ligonier Camp and Conference Center.
  - a. Contact an LCCC staff member as soon as possible so we can assist with directing the ambulance to the location of the emergency.

## **SEASONAL**

### **Hunting Season**

- **October - January** - Some of our staff have permission to hunt on property. Please be cautious if you will be hiking in our woods.
- **November 24th - December 10th (2 weeks following Thanksgiving)**  
Groups are not permitted to go hiking through the woods during this timeframe

## **JOSHUA HOUSE**

1. Do not touch the sound equipment or stage equipment unless you have approval from LCCC staff.
2. Do not put any tape on the floors or the painted walls of the Joshua House. Masking tape or painters tape is only permitted on wood or glass surfaces.

## **LAMONT LODGE**

1. Do not lock your doors. If you get locked out of your room, there will be a key hanging in the lodge lobby for you to unlock your door. Inform a LCCC staff member if you need assistance.
2. Shower curtains **MUST** stay inside the bathtub.

## **ALEX RETREAT HOUSE**

1. Keep doors closed and unlocked.
2. Keep food in main kitchen/lounge area.
3. Mind ceiling fans and sprinkler heads.
4. Limit of 2-3 vehicles parked at the Alex House. Additional parking is in the upper lot by the pool.
5. Please do not park in mulched areas.
6. Inform a LCCC staff member if your trash needs emptied during your stay.

## Dining Hall Procedures

1. Serving Line - The serving line will be open for 30 minutes. Please be on time for meals and come through the serving line within 30 minutes of the meal start time.
2. Please wait for a LCCC staff member to inform the group if there is enough food for seconds.
3. The serving line is the only area in the kitchen where guests are permitted to be. Due to health and safety reasons, stay out of the kitchen area at all times.
4. Clean Up
  - a. Scrape food and paper trash into trash bins.
  - b. Liquid leftovers, plates, cups, bowls and utensils should be placed in designated bins/drop off window.
  - c. Rags and spray bottles are available to clean up any spills.
5. Dietary Restrictions
  - a. If you informed us of a dietary restriction or allergy, please tell the kitchen staff your name and they will provide you with your meal.
6. Coffee/Hot Water Stations
  - a. sugar and creamer in the drawers
  - b. Turn off machine if you are the last to use
7. Juice machine -
  - a. Juice machine will be turn on at various times throughout your day
  - b. If you see an out of order sign, the juice machines are turned off
8. Ice machine (SSDH only) - please use the scoop on the side, and pour ice over the sink so it doesn't fall back into the ice machine. Do not put your hand in the machine.
9. Winter Months - When you enter the dining hall, please use the middle door to enter and exit.

## LIGONIER CAMP AND CONFERENCE CENTER ASSUMPTION OF RISK STATEMENT

There is inherent risk in being on and around adventure elements, participating in camp programming, and moving about in an outdoor setting due to risks including but not limited to tripping, slipping, stairs uneven surfaces, water hazards, rocks roots, animals and wooden terrain. Use of adventure elements is prohibited unless under the supervision of the Ligonier Camp and Conference Center staff

Individuals participate voluntarily at their own risk and assume responsibility for their own health and safety. In participating, you hereby assume the risk of possible injury while participating in programmatic and non-programmatic activities.