



## Greetings and welcome to Camp Akita Adventist Retreat Center:

As the name “Akita” implies, we are “A Place of Discovery.” We desire that you and your group find opportunities to discover the refreshment and renewal that God has in store for you during your time at Camp Akita, God’s Place of Discovery.

Our goal is to provide a place of safety, peace, enjoyment, and fond memories as you and your group pull away from the hustle and bustle of life and take time to contemplate your relationship with each other and with our Creator.

To this end, in the following pages, you will find the Leaders Guide and Camp Policies. **Please read the information carefully.** This will assist us in providing the safest program possible, thus assuring that we meet and hopefully exceed our goals. Our policies are our rules designed to achieve the highest safety factor. While accepting that life is full of risks, it is our responsibility to minimize that risk as much as possible, while still enjoying life to its fullest. There is nothing worse than someone getting hurt or killed for any reason but it is worse when it could have been preventable.

May God bless you as you continue to put together the plans and arrangements for your group. We will do everything we can to help you accomplish your goals and look forward to seeing you here at Camp Akita.

If you have any questions or comments, please feel free to contact the camp manager, Roger Henderson, at 978-815-3377.

Finally, dear friend, the staff of Camp Akita pray that God may bless you abundantly.

Sincerely,

*Roger J Henderson*

Camp Akita Management

## Leaders Guide

Welcome,

We have put together the following information to help you organize your stay at Camp Akita.

**Please read the information carefully and share it with your guests.**

**Location and Purpose:** Camp Akita, located at 1684 Knox Rd 1200 N. Gilson, IL., is a 637-acre Christian based Retreat Center and Summer Camp facility situated along the Spoon River in Central Illinois. Our main lodge overlooks a 20-acre lake and experiences some of the most picturesque sunsets. It is owned and operated by the Seventh-day Adventist Church for use by its members and the community. The camp has facilities that accommodate summer camp from June to August and user groups on either end of these dates. Weekend retreats seem to be a favorite program but the camp is also able to accommodate seminar groups, family reunions, Outdoor schools, or weddings. A Christian atmosphere is provided where every guest can experience a relaxing atmosphere, recreation, fellowship and unforgettable fun!

### **Lodging:**

The **Lakeview Lodge** (main lodge) is a two-story log siding building overlooking our 20-acre lake. The upper level has a large dining/ meeting area and administrative offices while the lower level has a mid-size room for breakout sessions and nine outside entry guest rooms, facing the lake, that will house up to three or five per room.

Our two three-story **Chalets** have a small kitchen on the lower floor and will accommodate up to 30 each in a dormitory-style configuration.

The four **Village Cabins** are designed to accommodate up to six per side or 12 per building and are handicap accessible (please call to clarify if you have any handicap guests.)

If your group prefers to be a bit more rustic, the camp has 13 **Mini Cabins** that will sleep up to three per cabin (each cabin has a twin over a full bunk bed, air-conditioning, and heat.)

Restrooms and showers are located in our central bathhouse.

If you prefer to be even more rustic, the camp also has 32 **RV sites** (full hookups) and abundant area for **tents**.

### **Activities:**

The camp has 637 acres of land to be explored and is full of wildlife. Also, the camp has a nine-hole Frisbee Golf course, Climbing Wall, Zip Line, Archery, Pony and Trail rides, Hay-wagon rides, Basketball court, Swimming and Small Boats. Some of these activities are considered "High Risk" and will require participants to sign a waiver. Those under 18 must have this waiver signed by a legal parent or guardian. You can download the waiver from the web page or if the legal parent or guardian is present, it can be filled out on site. The Sabbath of the Bible is observed at Camp Akita, and so some activities will not be available from Friday sundown to Saturday sundown.

### Check-in, Check-out:

Check-in time is around 4 pm and check-out is around 1 pm on your final day unless other arrangements have been made with the camp manager ahead of time. Please take care of your cleaning duties before you leave.

### Food Services:

- **Camp Provided Meals:** We are happy to provide all you can eat Vegetarian/ Vegan meals served at the Lakeview Lodge dining hall for groups of 30 or more for a nominal fee. Smaller groups can be accommodated but there will be a 20% increase per meal.

If your group requests meals to be provided, we must receive your **“Meal Guarantee” form no less than 15 days before your scheduled event to avoid the 10% late fee.** This form can be downloaded from the web site or e-mailed to you. Please be sure to indicate if you have any requests for special needs such as dairy-free or vegan meals. **Be sure to notify us if there are any allergies as we need to be aware of these to cater appropriately.**

Please **be on time** for meals; this is essential for the kitchen staff. When you run late, the quality of the food, preparation time, and attitude may be affected. Remember we are here to assist you in your ministry so keep the cooks happy by letting them perform their part as efficiently as they can.

**Food should not be taken from the cafeteria** as we cannot be responsible for its safety. Proper food temperature is vital to keep food safe for consumption.

- **If you prefer to cook for yourself,** you can choose from three locations based on availability and your needs. **Please read and follow all posted safety placards.**
  - **Pine Lodge,** located near the RV park and tent areas (accommodates groups up to 50.)
  - **Oak Chalet,** located on the south side of Lakeview lodge (accommodates groups up to 25.)
  - **Cedar Chalet,** located on the north side of Lakeview Lodge (accommodates groups up to 25.)
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Cooking in one's room is not allowed, but microwaves and refrigerators are available to warm up or cool down food as desired. Safe food avoids the danger zone of 40 – 135 degrees so keep it hot or cold but not in-between to prevent the risk of ruining your time spent at camp.

### Camp Store:

The camp store is available for your shopping pleasure. It is filled with a variety of items, including Camp Akita clothing, novelty items, and personal items such as toothpaste and toothbrushes, shampoo, etc. The camp personnel keeps no regular store hours. If you wish to have the store open for your group, please contact the camp manager to arrange a time to have the store open. We are not set up for credit cards so cash or checks are preferred methods of payment.

# Camp Policies

## First Aid and Emergency Care:

**Each group is responsible for their First Aid and Emergency Care.**

1. Each group is to assign a designated person who will be responsible for first aid and emergency care. All participants should know who and where to find this person at any time should there be an emergency.
2. Each group is responsible for emergency transportation as needed.
3. Each group is responsible for providing their first aid supplies and equipment.
4. In the case of accidents, injuries, or incidents that cause bodily harm, the designated group leader is responsible for filling out an accident report provided by the camp staff.

## Vehicle usage and Traffic Control: Stop signs, Camp Speed, and Parking:

All drivers must have a proper license to drive. Drivers must not allow adults or children to ride in the back of an open vehicle or trailer.

ATVs are allowed by permission from the camp host and drivers must wear a helmet and closed-toed shoes and adhere to the manufacture's restrictions (one seat =one passenger.) **If your group has been warned once a \$100 fine per each additional offense will be added to the group's bill.**

There are stop signs located on the premises. They are there for your safety so please stop. The designated speed in camp is 15 mph; however, be sure to slow down when encountering humans or animals near the road as they have the right-of-way. Parking is allowed in designated areas; however, if the ground is wet, please stay on graveled or paved areas to not create crevices that have to be repaired. Damage to the grounds may result in a fine to the group for repair.

## Pet Policy:

Absolutely **No Pets** are Allowed at Camp Akita. **One exception is for Service Animals.** If a pet is discovered, the group has two options:

- one, they can remove the animal from the grounds or,
- two, they can pay \$100 and must not allow their animal to come in contact with anyone outside of the family members while on the premises.

We are not trying to be mean here and understand that most pets are not a danger, but they are free thinkers and are not always predictable. Therefore, we are not willing to take the risk associated with animals out of our control. Thank you for your cooperation and your help by passing this information on to your group members.

## Cigarettes, Vaping, Drugs, Alcoholic Beverages:

These mind-altering compounds are not allowed on the grounds. The camp is a smoke-free, drug-free, and alcohol-free zone due to the harmful effects these compounds have on not only the individual using them but also on others who come in contact with these compounds.

Individuals discovered using any of these compounds or under the influence in a public setting may be asked to leave.

**Firearms, Fireworks:**

Both of these items are prohibited unless approved by the camp manager ahead of time. Those with permits to carry concealed weapons must register with the camp manager.

**Fires:**

The camp manager must provide a clearance to have a fire. Fires are permitted in designated fire rings only. Fire Rings must be returned to the holding area when you are finished using them and unburned firewood is to be returned to the woodpile, not thrown in the underbrush. Water or a fire extinguisher and a shovel must be present when there is an active fire. Never leave a fire, including embers, unattended. Please see the camp manager for proper fire procedures if you have any doubts. Fires are to be out before the last person goes to bed.

**Fishing:**

Those 16 or older are required to have a valid Illinois fishing license and those under 16 must be accompanied by a legal parent or guardian having the proper fishing license. Fish caught and kept, regardless of age, must meet state regulations. This will help preserve the health of our lake by not overfishing. Please discard scraps appropriately to not create a nuisance for other guests. **Cooking or storing fish in any of the buildings of the camp is not permitted. The group will be fined \$50 per incident plus any expenses to remove the odor.**

**Horses and Horse Pastures:**

Horse pastures are for horses only and should never be entered without the approval and presence of the Equine Director. Our horses love attention. **You may pet them, but please DO NOT FEED them.** This trains them to associate people with having goodies and may cause them to overreact and injure themselves, another horse, or perhaps a human as they will sometimes be aggressive when seeking real or imagined treats. Remember, horses are free thinkers and are not always predictable.

**Multiple Group Usage:**

At times the camp may be hosting more than one group. Please respect the other groups that may be using adjacent facilities, who will, in turn, respect yours.

**Quiet Time:**

Unless approved ahead of time by the camp manager, the camp should be quiet from 10 pm till 7 am the next morning. This will be strictly enforced when multiple groups are present.

### **Cleaning Duties:**

- 1 Please encourage your group to follow basic cleaning duties posted in the facilities you will be using during your stay.
- 2 Please police the grounds and discard garbage in appropriate containers.
- 3 Replace any table, bed, or decoration to its original location.
- 4 If a kitchen is used, all used utensils and appliances are to be clean, air dried, and put back in its original location.
- 5 Items left undone or having to be redone will be charged as a cleaning fee at \$20 per hour.

### **Damage:**

Damage associated with carelessness or vandalism will result in a fee that will repair the damage. This fee will include labor and materials. The fee will be charged to the group unless the individual/s is/are willing to take responsibility.

### **Making a Reservation Policy:**

We accept reservations on a first-come, first-serve basis. That said, the Illinois Conference is given priority to book the camp at least 13 months or more in advance (see cancellation policy below.) All other groups are allowed to book up to 1 year in advance. However, repeat groups will have priority if booked before their departure.

### **Cancellation Policy:**

For **reservations not requiring a deposit** and reserved by an Illinois Conference department head and having to be canceled there will be a \$2000 charge. If a similar size group can be found for the dates previously reserved, this fee may be waived.

For **reservations requiring a deposit** and not reserved by an Illinois Conference department head that have to cancel their reservation six months or more before their confirmed event date, they will be refunded at 100%. If cancellation occurs less than six months before their event, the deposit is forfeited.

**Groups having to cancel due to weather** will be charged for purchased perishable food items. Cancellation must not occur more than five days before scheduled event and groups not rebooking their event to occur within the next six months may lose their deposit, depending on camp availability.

### **Payment:**

All checks for balance of funds need to be made out to Camp Akita and are due within 30 days after the conclusion of the event. For large groups, we prefer for the group leader to collect all the funds and then submit one check made out to Camp Akita. This will save us a lot of time on check out day.