

Guest User: Policies and Procedures



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Eastern Montana Bible Camp is a facility we work hard to maintain and improve. This handbook was created as a way to improve our communication with the different groups we allow to use our camp throughout the summer. The rates aide with our ministry here and are used to improve our facility so we may provide a quality place for your church camp or family reunion for years to come.

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****If camp manager is not available, his designee will be in charge.****

EASTERN MONTANA BIBLE CAMP ASSOCIATION **MISSION STATEMENT**

Eastern Montana Bible Camp exists to bring people into a relationship with Jesus Christ and to fulfill the Great Commission.

EMBC MOTTO

*Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.
2 Timothy 2:15 (ESV)*

STATEMENT OF FAITH

We believe in the trinity of the Godhead, the virgin birth of Christ, the deity of Christ, the physical resurrection of Christ, the premillennial return of Christ, the personality of the Holy Spirit, the verbal inspiration of the scriptures, the lost condition of mankind, redemption through the shed blood of Christ, victorious life through the indwelling Lord, eternal punishment of the wicked and eternal reward of the righteous.

We believe that the Bible, both Old and New Testaments, is the verbally inspired Word of God and without error as originally given. We believe that its contents have been preserved by Him throughout history, that it is the complete revelation of His will for the salvation of mankind, and that it is the ultimate authority in all matters of doctrine, faith and practice.

*For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.
John 3:16 (ESV)*

*Go therefore and make disciples of all nations, baptizing them in^l the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.
Matthew 28:19-20 (ESV)*

EMBC GUEST USER RATES

MULTIPLE DAYS AND OVERNIGHT RATE

-Church Groups: \$15 per person per day

-Other Groups: \$24 per person per day

-Minimum Rate: \$250 per day

*Children 12 years of age and under are free

Rates for camper trailer or RV: \$10 per day

**Approximately five EMBC staff members may eat meals with you.
You will not be charged for feeding staff.**

PART TIME RENTAL POLICY AND RATE

Part time guest use allows you to use camp facilities for up to four hours. The time frame can be adjusted with prior camp manager approval.

Full Access allows you to use all available camp facilities and activities.

Partial Access allows you to use the outside grill and available outdoor camp activities.

CHURCH GROUPS

Partial Access: \$1 per person

Full Access: \$2 per person

OTHER GROUPS

Partial Access: \$2 per person

Full Access: \$4 per person

Please fill out ***Guest User Agreement*** or call to reserve your date.

Upon arrival, you must meet with the camp manager or designee to go through who will be in charge of recreational activities.

A ***Procedures Liability Waiver*** form will need to be signed by the group contact person or group leader.

Updated 8-13-2022

EMBC does not provide a cook for your group.

Billing: EMBC bills guest groups based on the number of people in their group who are at camp each day. The guest group's representative must provide an accurate list of this to the Camp Manager/designee by the group's departure day.

Deposit: A reservation/damage deposit of \$250 is required with the signed Guest User Agreement form. A reservation fee can no longer be rolled over to the next year.

-If no infractions and/or damages are incurred, a guest group's deposit will be fully credited back on the billing statement.

-If contract infractions and/or damages are incurred, the amount of the guest group's deposit will be forfeited and will be reported on the billing statement.

-Repeated or excessive contract infractions and/or damages by a guest group will result in the doubling of the deposit for future years.

Cancellations: With a cancellation notice of at least six months, a guest group will be refunded 50% of its deposit. A guest group's deposit will be forfeited if it cancels after this time.

Guest User Policy

Reservations:

- Available dates can be found on the calendar on the camp website: embcamp.org
- Reservations can be made up to one year in advance.
- Prior to September 1 of the year preceding a reservation date, non-church guest groups may be bumped from their reserved dates if a church group requests to use those dates.
- All group specific requests and/or exceptions must be requested in writing and signed/dated by the Camp Manager to be valid.
- Guest groups must designate a group representative/contact person with their Guest User Agreement.
- EMBC reserves the right to deny the use of its facilities to any group.

Arrival Time:

- Arrival time is after 3 pm. Please do not plan to arrive before this time on the date your guest use begins unless a specific exception has been **granted in writing** by the Camp Manager/designee. Early arrival of members of your group may result in extra day charges.

Upon Arrival:

- The guest group's representative is to check in with the Camp Manager/designee.
- The guest group's representative must initial and sign the *Liability Waiver (pg. 12)* in presence of Camp Manager or designee.
- The chain of communication will be reviewed with the guest group's representative. This allows both parties to know who is in charge and who to contact with problems or questions.
- The guest group's representative(s) is responsible to tour and go over the camp facilities with the Camp Manager/designee to: 1) determine the condition of all facilities, (i.e. noting existing damages); 2) review cleanup requirements before departure; and 3) review rules relating to the use of various recreational activities.

Departure Time:

- Departure time is by 10 am. Guest groups must have completed cleaning responsibilities, be completely checked out, and off the camp grounds by this time on the last day of their Guest User Agreement to avoid extra day charges. Another guest group is often coming in that same day.

Adjustments to arrival and/or departure times, and advance deliveries:

- Depending on the schedule of other camps or guest groups, arrival and/or departure times may be adjusted. Please request adjustments at least two weeks prior to your group's use dates. Such permission **must be granted in writing** from the Camp Manager/designee.
- Special arrangements for advance delivery of a guest group's supplies must be arranged with the Camp Manager/designee and approved in writing.
- We will try to be flexible and accommodating to your specific needs.

Liability:

The EMBC Association does not assume responsibility for accidents, injuries, or illness occurring on the camp property. Guest User groups are responsible for their own insurance. The *Liability Waiver* must be signed before a rental group may use EMBC facilities.

Rules, Responsibilities, Equipment, Etc.

Thank you for using all camp equipment with respect.

EMBC Rules:

1. No smoking or vaping in any buildings
2. No alcoholic beverages, illegal drugs, or pornography are allowed on camp grounds.
3. No animals are permitted in any of the buildings. Our preference is that you would leave your pets at home, but exceptions may be made upon request. Your group will be billed for any damages or extra cleanup needed due to your group's pets.
4. Campfires are only allowed in designated areas, subject to weather/drought conditions, and with the Camp Manager's/designee's approval.
5. All vehicles must stay on established roads and in designated parking areas (unless unloading or loading)

Cleanup Responsibilities:

- Cleanup schedules are posted in each building.
- Each guest group is responsible to wash/dry all kitchen towels, etc. used before leaving. Washer/dryers are available in the back of the bath house, in Holzworth Hall, and kitchen.
- Cleaning equipment and supplies are available in each building. Extra supplies are in metal cabinet in kitchen.

Equipment Provided:

Dining Hall: first aid kit, cookware, utensils, kitchen towels, toilet paper, cleaning supplies (i.e., toilet cleaner, bleach, dish soap, ammonia) A walk-in fridge and walk-in freezer are available for use as well as a freezer in Snack Shop.

Cabins: bunk beds, vacuum cleaners, brooms

Recreational: a variety of balls, bats, mini golf clubs, Folf discs, archery equipment, safety harnesses and helmets

Swimming Pool:

The pool is maintained by the Camp Manager/designee. Please do not add any chemicals to the water. The pool area is to remain locked and will be opened only upon arrangement with the Camp Manager/designee.

Telephone:

Cell service is limited; best signal is available on the hill by the campfire pit. Long distance calls may be made on the kitchen phone by using a calling card or by placing a collect call.

Internet:

Wi-fi is available. Upon request, Camp Manager/designee will give password to guest group representative. Additional charge may be incurred for excessive use.

What your group is responsible for:

Guest groups are responsible to provide their own food, bedding, snack shop supplies, and craft items. If soda premix is wanted for use in the Snack Shoppe, your rental group needs to contact Pepsi or Coke and make arrangements. Phone numbers are on pg. 11 under "Common Questions". The soda vendors will bill the rental group directly if product is used.

Miniature Golf: (If available)

Mini-golf is located behind the girls cabins. There is a small shed by the course that contains the golf balls and clubs. Please supervise, you will be billed for broken or missing golf clubs or broken windows.

Sports Shed and Storage container by basketball court:

The Sports Shed is located between the ARK and the Jungle Swing. It contains balls, the safety harnesses and helmets, archery equipment, various balls, Folf discs, and other recreation items. Please make sure that items taken are returned to their proper place.

Folf (Frisbee Golf):

There is an 18 hole course that starts by the flag pole at the Chapel. Folf discs are available in the Sports Shed. *Please report missing discs to the manager.* There is no replacement fee, we just need to know to be on the look out for them.

Horse Shoes:

The horse shoe pit is next to the Dining Hall. Please use caution as people sometimes travel through this area.

Ball Field:

Gloves, balls, and bats are located in the sports shed.

Hiking:

There is a homestead one mile from camp. You can hike there by following the road through the gate south of the shop. Hike with caution as there can be snakes and cattle *Please close gates.*

Archery:

Archery equipment is located in the Sports Shed. There must be adult supervision at all times. Please report and turn in broken arrows. You will not be billed for them, but we can use parts from them.

The ARK:

The ARK is our multipurpose building. Please wear clean shoes in this building in order to keep the playing surface clean.

Use of the following recreational activities is not permitted without having first met with the Camp Manager/designee:

Swimming Pool:

Use times for the swimming pool must be scheduled with the Camp Manager/designee. **An appointed adult (non swimming) must be supervising whenever the pool is in use.** Pool usage is at your own risk. If the pool rules are not being followed, the pool will be closed to your group. The gate to the pool must be locked after each time it is used.

Jungle Swing:

A trained adult must supervise the Jungle Swing. Your group must provide a helper for the times the Jungle Swing is open. Safety harnesses and helmets must be worn by all!

Climbing Wall:

A trained adult must supervise the Climbing Wall. Usage of the Climbing Wall must be scheduled with the Camp Manager/designee. Safety harnesses and helmets must be worn by all!

Zip Line:

A trained adult must supervise the Zip Line. Your group must provide a helper for the times the Zip Line is open. Safety harnesses and helmets must be worn by all!

Cabins and Arrangement

bedding is NOT provided

Holzworth Hall:

- Max capacity 22
- Central bathroom, no shower
- Washer and dryer

Room 1- 2 Queen Beds

Room 2- 1 Queen bed

Room 3- 2 Queen beds & futon

Room 4- 1 Queen Bed

Room 5- 1 Queen bed

Room 7- 1 Queen bed

Room 9- 1 Double bed and 1 bunkbed

Conference room- futon and furniture, fireplace

Jacob's Ladder:

- Max capacity 8-10
- Rustic boys dorm with cots
- One queen bed with mattress
- One twin bed with mattress

Lions Den:

- Max capacity 8-10
- Rustic boys dorm with cots
- One queen bed with mattress

Noah's Ark:

- Max capacity 10-12 *Insulated
- Rustic Bbys dorm with bunkbeds and mattresses

David's Hideout:

- Max capacity 12-14 *Insulated
- Rustic boys dorm with wood bunks
- Two twin beds with mattress
- Good sidewalk to bathhouse

Sampson's Stronghold:

- Max capacity 12-14 *Insulated
- Rustic boys dorm with wood bunks
- Two queen beds with mattress
- Good sidewalk to bathhouse

Deckert Cabin:

- A/C
- Max capacity 2 Adults 2 kids *New
- One double bed and loft with two twin mattresses
- Not recommended for Seniors (stairs and no hand rail)

Lois Lodge:

- Max capacity 10-14
- Rustic girls cabin with cots
- One full bed with mattress, one twin bed with mattress
- Nice deck on front
- Good sidewalk to bathhouse

Dorcas Dorm:

- Max capacity 10-12 *Insulated
- All wood bunks with mattresses
- Nice deck on front

Mary's Manger:

- Max capacity 12-14 *Insulated
- Rustic girls cabin with cots
- One twin bed with mattress, one queen bed with mattress
- Good sidewalk to bathhouse

Eve's Inn:

- Max capacity 12-14 *Insulated
- Rustic girls cabin with cots
- Twin bunk bed and twin bed with mattresses, loveseat
- Good Sidewalk to bathhouse

New Girls' Dorm:

- Esther's Escape, Lydia's Lodge, Priscilla's Place, Rahab's Retreat**
- Max capacity 10-12 each room
- Wood bunks & one queen bed in each room
- All rooms have A/C & heat, shower, vanity with sink(s)
- Each room with outside entrance; covered porch
- Esther's Escape & Lydia's Lodge have connecting door
- Priscilla's Place & Rahab's Retreat have connecting door
- Priscilla's Place– ADA accessible

Kauffman Kave # 1:

- Max capacity 2 Adults 2 kids
- One double bed, bunk bed, loveseat

Kauffman Kave # 2:

- Max capacity 2 Adults 2 kids
- Two double beds
- Newly remodeled

Howard's Hut:

- Max capacity 2 Adults
- One double bed
- Newly redecorated/remodeled
- Good for young couple w/o kids

Flying W:

- Max capacity 2-3
- New cabin with one queen bed
- Insulated and heated

Andersam Cottage: (If available)

- Max capacity 4 Adults (Or two Adults and two kids)
- Two bedrooms- one with full/twin bunk bed; other with twin bunk beds, and hide-a-bed
- Nice kitchen, living room, and bathroom
- ADA accessible

Summer Camp Capacities:

- Boys– 65+**
- Girls– 80+**

Total number of campers– 145+

Common Questions

Does EMBC have sewer hookups for RV's?

Yes. We have 5 sites for RV's with water, electrical, and sewer hookups.

Do visitors that come for only one meal have to pay for a full day?

Yes. Anyone attending as a guest of your group must pay the full-day rate for that day.

Does EMBC provide a stocked Snack Shoppe?

No. It is up to each guest group to provide any snack food items or drinks for the Snack Shoppe. Coke in Glendive (406-377-2653) or Pepsi (406-433-3734) in Sidney will come out and stock fountain drink products. Guest User groups are responsible for making all such arrangements.

Does EMBC provide sound equipment?

Yes. Please use the sound systems with care. Each guest group is responsible for damages incurred due to neglect or misuse. If your group brings in its own sound equipment, EMBC's must be moved with care and re-installed exactly as found. If we need to hire someone to re-install or set up sound equipment, your group will be billed accordingly. These conditions pertain to the sound system in Chapel and the portable sound system in Dining Hall.

Does EMBC ever provide cooks?

No. EMBC does not provide any cooks or kitchen staff.

Can people in our group arrive early to get a "good" cabin or spot?

No. Please respect the arrival time on the Guest User agreement. Most of our groups arrive the same day another group is leaving. All arrival time exceptions must be cleared in writing with the Camp Manager/designee.

Do you provide bedding?

No.

Are pets allowed at EMBC?

We prefer you leave your pets at home when you come to EMBC. However, we understand that it is sometimes necessary to bring them. Please contact the Camp Manager/designee if such arrangements are necessary. Absolutely no pets in any of the buildings. See EMBC rules pg. 6

Eastern Montana Bible Camp Guest User Agreement

Group Name: _____

Group Representative/Contact Person: _____

Address: _____

City-State-Zip: _____

Phone: _____

2nd Phone: _____

Email: _____

Dates Reserved: _____

Number of people expected in your group: _____

Additions: _____

Arrival Time: 3 p.m.

Departure Time: 10 a.m.

A reservation deposit of \$250 is required to secure your reservation.

(Sent with this agreement. Amount will be credited on bill barring no damages)

People expected: _____

Approximately five EMBC staff members may eat meals with you. You are not charged for feeding staff.

I have read and our group agrees to abide by the policies, procedures, and rules set out in the EMBC Guest User: Policies and Procedures Handbook.

Group Representative: _____

Date: _____

Received by EMBC Representative: _____

Date: _____

Send back to: Melissa Raisl
EMBC Treasurer
1475 Road 439
Bloomfield, MT 59315

Eastern Montana Bible Camp
Liability Waiver

This form must be read, initialed, and signed upon arrival by the Guest group's representative in presence of Camp Manager or designee.

Swimming Pool: An adult (non-swimming) must be present, acting as a life guard, at all times when minors (under 18) are using the pool. All posted pool rules will be observed or pool usage will be suspended. The gate to the pool area must be closed and locked anytime the pool is not in use. _____

Jungle Swing: Safety harnesses and helmets must be worn, and all posted rules must be followed at the Jungle Swing. _____

Zip Line: Safety harnesses and helmets must be worn, and all posted rules must be followed at the Zip Line _____

Climbing Wall: Safety harnesses and helmets must be worn, and all posted rules must be followed at the Climbing Wall. _____

ARK: Adult supervision required when children are in the ARK. _____

Archery: Adult supervision required with children at Archery _____

Mini-Golf: Adult supervision required with children at Miniature Golf Course _____

I agree to abide by all the policies, procedures, and rules set forth by the EMBC Association noted in this handbook. I understand that not abiding by them may result in the closure of certain recreational activities for the duration of our group's time at EMBC, and/or the forfeiture of the damage deposit. _____

I understand that EMBC Association assumes no liability for guest groups use of its facility.

Guest User Representative:

Signature: _____

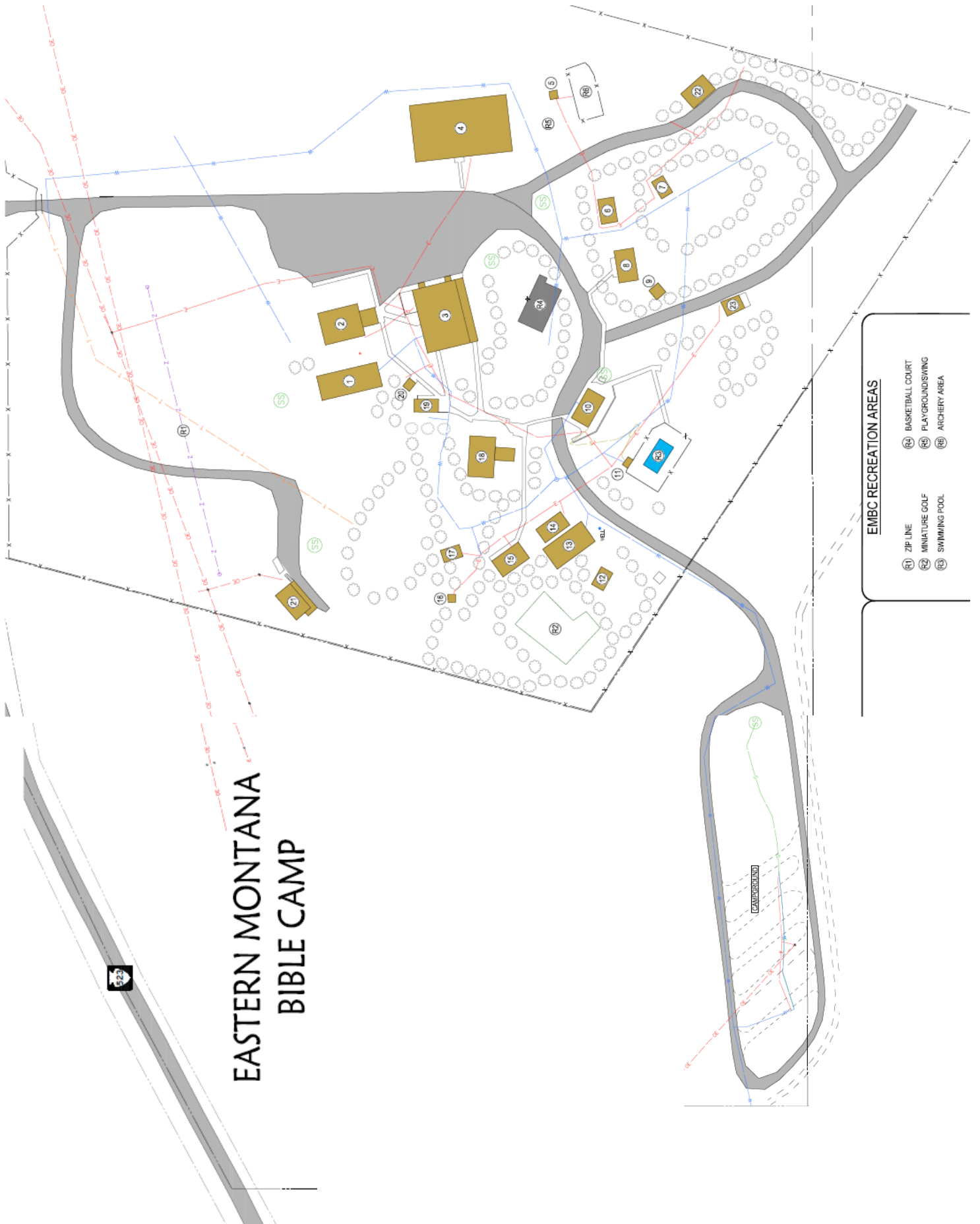
Date: _____

Camp Manager:

Signature: _____

Date: _____

Map of Eastern Montana Bible Camp grounds



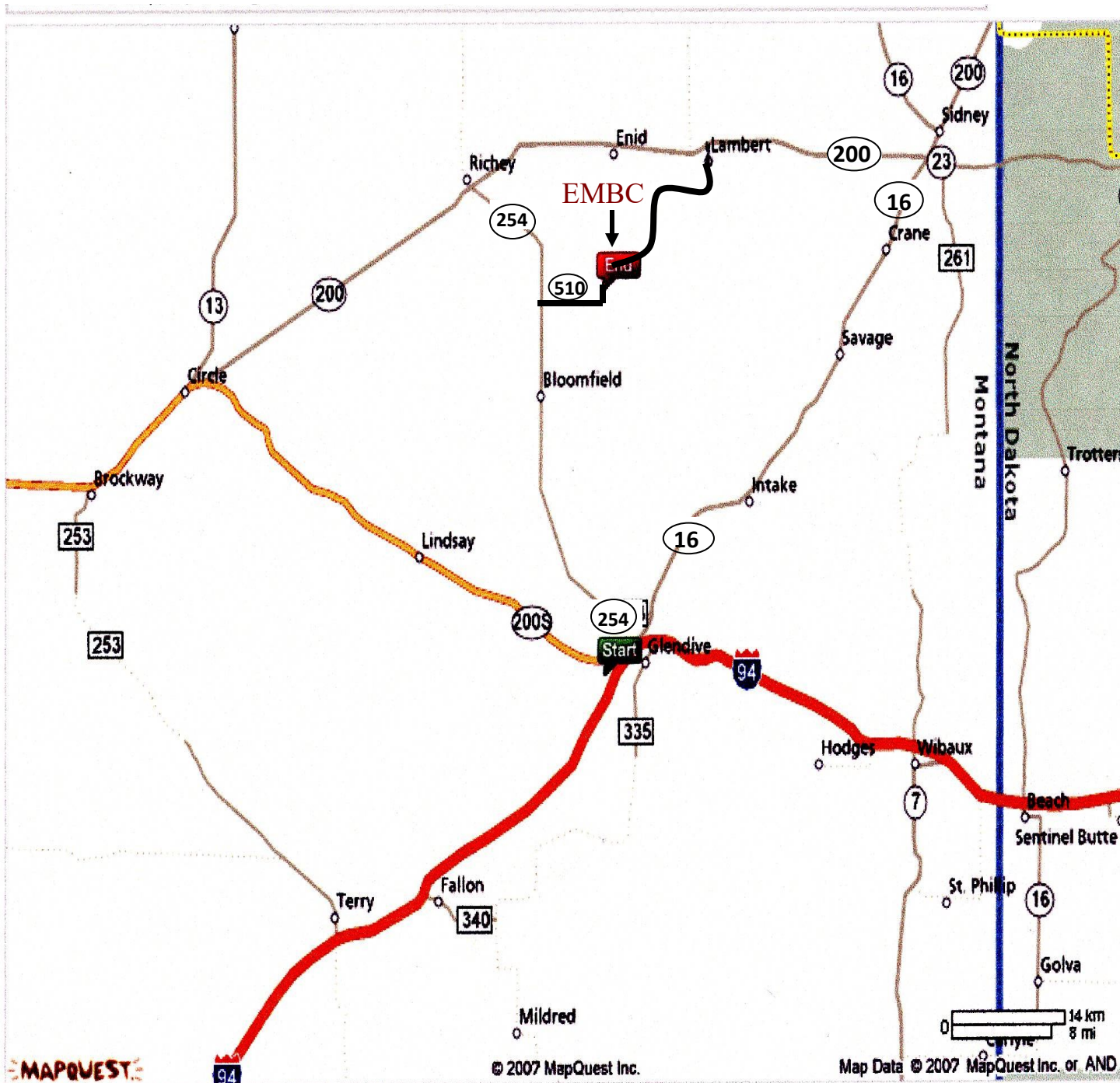
Driving Directions:
EMBC is about one hour from both

From Glendive:

- From I94 exchange– Head North to Sidney on HWY 16
- In 3 miles turn **Left** on HWY 254
- Turn right (East) 11 miles North of Bloomfield; road 510 at EMBC sign
- Follow signs

From Sidney:

- Head West on HWY 200 towards Lambert
- Turn left (South) at Lambert
- Drive South through Lambert
- Turn right (West) at EMBC sign
- Follow signs



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These directions are informational only. No representation is made or warranty given as to their content, road conditions or route usability or expeditiousness. User assumes all risk of use. MapQuest and its suppliers assume no responsibility for any loss or delay resulting from such use.

Eastern Montana Bible Camp Grounds Evaluation

Please complete all the questions and feel free to address any questions and/or comments that would help us improve the camp ground. Thank you.

Please send to: Melissa Raisl
EMBC Treasurer
1475 Road 439
Bloomfield, MT 59315

1=Excellent 2=Good 3=Fair 4=Poor

- | | | | | |
|---|---|---|---|---|
| 1. Overall how would you rate the camp ground? | 1 | 2 | 3 | 4 |
| 2. How would you rate the kitchen facilities? | 1 | 2 | 3 | 4 |
| 3. How would you rate the bath house? | 1 | 2 | 3 | 4 |
| 4. How would you rate the boys' dorms? | 1 | 2 | 3 | 4 |
| 5. How would you rate the girls' dorms? | 1 | 2 | 3 | 4 |
| 6. How would you rate the chapel? | 1 | 2 | 3 | 4 |
| 7. How would you rate the dining room? | 1 | 2 | 3 | 4 |
| 8. How would you rate the swimming pool? | 1 | 2 | 3 | 4 |
| 9. How would you rate other camp activities? | 1 | 2 | 3 | 4 |
| 10. How were the conditions of the facilities when you arrived? | 1 | 2 | 3 | 4 |

11. How would you describe your relationship with the manager/staff personnel?

1 2 3 4

12. Were you satisfied with the camp rental rates?

1 2 3 4

13. Are there any specific areas you would like to see changed or improved?

14. Any other comments or questions?

Thank you for your time and input.



Guest User Billing Form

Name of Group: _____

Dates at EMBC: _____

Category	Number of	x # of days	= Total #	x Fee	= Total Cost
Adults- Church group				\$15	
Adults- Other group				\$24	
Children (12 and under)				free	
RVs & camper trailers				\$10	

Approximately five EMBC staff members may eat meals with you. You are not charged for feeding staff.

***Damages:** _____

Amount of reservation/damage deposit refunded: _____

Grand Total: _____

Melissa Raisl
EMBC Treasurer
1475 Road 439
Bloomfield, MT 59315

Thanks for using EMBC! Please let us know ways to serve you better!
Hope to see you next year!
Please send payment to the above address.

Maintenance Request Form

Please Check One

Date _____

- Grounds
- Facilities
- Other _____

Description of problem _____

Please fill out form and place in mailbox and raise flag for non-emergency maintenance items.

Staff use only

Problem Resolved Date Resolved _____

Action Taken _____ By Whom _____

Maintenance Request Form

Please Check One

Date _____

- Grounds
- Facilities
- Other _____

Description of problem _____

Please fill out form and place in mailbox and raise flag for non-emergency maintenance items.

Staff use only

Problem Resolved Date Resolved _____

Action Taken _____ By Whom _____