

Dear GROUP LEADER,

Camp Grace Fax:
910-628-5055

Before arriving, it is your responsibility to:

- Send or fax a schedule of activities
- Have your insurance company send or fax a Certificate of Liability

Note: If your church or group **doesn't have** liability insurance or if **we don't receive** your Certificate of Liability at least a week before your arrival date, you will be required to pay \$1 per person to be covered under a supplemental policy.

- Verify and Confirm the number of people in your group & the details of the event prior to your arrival
- Inform all members of your group of the Facility Regulations/Rules

During your stay, it is your responsibility to:

- Help ensure the observance of the Camp Regulations by each member of your group
- Communicate with the camp staff regarding your needs and how we can assist you

Before departure, it is your responsibility to see that:

- Each guest has all of his/her belongings
- The cabins, restrooms and meeting areas are swept clean
- Bagged trash is transferred to the outside receptacles
- The grounds are left neat, clean & free of matter foreign to the area
- All borrowed equipment and materials are returned
- Any breakage or loss is reported to camp management
- Final bill is paid at check-out

Thank you!