



2024

COORDINATORS HANDBOOK



Welcome to our Mountain Lakes Bible Camp coordinator handbook for the 2024 camping season.

Thank you for utilizing Mountain Lakes Bible camp for your camping needs. We hope it answers the major questions you may have regarding our facility. For any questions not answered here please contact us and we will try to answer your question as timely and accurately as possible.

Our staff strives for a welcoming, warm, friendly, and helpful attitude and for great tasting food.

We hope your Camping 2024 season is your best camping season ever and full of Gods blessings.

Pastor Dave Stevens, Camp Pastor
And your MLBC Staff

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Contact Information

Website: www.bbckfalls.org/mlbc

Camp Pastor

Pastor Dave Stevens
4849 South 6th Street
Klamath Falls, OR 97603
541.885.8161 phone
541.884.8725 fax
MLBC@BBCKfalls.org

On Site

Steve Hill – Camp Caretaker
Karen Stevens – Temporary Head Cook
21200 Varney Creek Road
Klamath Falls, OR 97601
541-591-2999

Camper Mail

Camper's Name
c/o Mountain Lakes Bible Camp
21200 Varney Creek Road
Klamath Falls, Or 97601

GENERAL INFORMATION

Holding a Date: As a prospective rental group, you may request a “Hold” be placed on the camp calendar for up to two weeks. By the end of this period, the dates must either be confirmed or the “Hold” is removed from the calendar.

Confirming a Date: Dates held on the camp calendar are confirmed when Mountain Lakes receives and signs the guest group rental agreement, which is accompanied by a down payment. By completing a Rental Agreement you are agreeing to abide by the camp rules and regulations.

Check-In/Check-Out Times: Check-in starts at 4:00pm and the latest Check-out is at 12:00pm unless otherwise arranged. Make sure Hospitality Manager has a copy of your schedule for meal times.

Meals: Check on-line for the latest update on meal choices. Meal ordering will be completed prior to your event. Meals will be eaten only in the Dining Hall unless arranged prior to your camp. No meals are served after 7:00pm or before 6:30am.. Please be prompt when arriving for your meal to assure best quality. No groups may store food in the walk-in freezer or walk-in refrigerator. A refrigerator is available if you have need to bring food to camp. All allergy/Special food requests must be made through your group director prior to camp. Though MLBC will do its best to accommodate food allergies, we cannot guarantee the fulfillment of every request due to high cost and rarity of requests.

Parking and Vehicles: Parking is limited to the large parking lot at the entrance of camp. All vehicles should park facing downhill. Do not block other vehicles or roads. Vehicles may enter the camp for deliveries and pickups only. All campers are expected to walk in from the parking lot.

Buildings and Grounds: Guest groups are responsible for leaving the camp facilities and grounds in as good condition or better than when they arrived. Graffiti in the cabins is considered damage.

Environment: Please do not damage trees or plants in and around camp. Do not alter or damage trails or the creek ecosystem. No fireworks are permitted in or around camp. In the case of outdoor education programs needing to build campfires and shelters, please leave the area in original condition or better.

Plastic on the Grass: Due to the damage the plastic tarps cause to the grass, please do not use them.

Watch your Speed: On leaving Highway 140, please obey the speed limit signs that are posted on Varney Creek Road. Maximum speed on Varney Creek Road is 15 MPH. Please watch for children playing along the access road and keep your speed down to help control dust from the gravel road and respect our neighbors.

In the Event of an Accident or Emergency: The staff will ask for information from the Coordinator concerning the incident to be kept on file at the camp. You are to provide your group with an emergency means of transportation that is available at all times. In the event of an emergency everyone will be summoned to the field by the continuous ringing of the bell.

In Case of Forest Fire: MLBC is on Forest Service land may experience a forest fire. A vehicle method and means to evacuate all camp guests must stay on site in the parking area in case of a need to evacuate the camp.

In Case of Drought Conditions: Varney Creek, our primary irrigation water source, is a tributary of Upper Klamath Lake. In case a drought is declared, water activities may be severely limited. Ask the Camp Caretaker for more details if a drought condition exists.

HELPFUL HINTS FOR THE COORDINATOR

Rental Agreement: You are the one who probably signed the rental agreement and therefore have the ultimate responsibility to see that the agreement is fulfilled in all its detail. This includes seeing that your group abides by the MLBC policies and procedures, taking care of the rental use payments, renewing your rental agreement for the following year, etc. More details are on page 10.

Check – in Orientation Meeting: When you arrive at the camp, ideally before the campers and staff, please meet with the Camp Caretaker, at this time, if you have not already done so, you will need to turn in all required forms.

Check-out Procedures: Please allow plenty of time to check out and wrap up details with the facilities manager. Payment will be calculated once the inspection of the camp facilities for damage is completed. Full payment is due at the conclusion of your camp unless specifically arranged with the Camp Pastor.

Holding Dates: MLBC will hold dates for 2 weeks without a signed Rental Agreement and the non-refundable down payment.

Communication with the Camp Staff: Clear communication is vital for everyone. Please consider the Camp Caretaker as your primary contact person if you need anything or have a problem. If you need to get in touch with a staff member, a cell phone number is posted by the entrance door to Pioneer Hall.

Rules that won't bend:

- Guys and girls should not be in each others cabins.
- No personal display of affection between unmarried guests.
- Respect camp leadership. Campers and staff are expected to show respect to your leadership and to our camp staff.
- Respect personal and camp property. Any damages by a camper must be paid for by the camper or the persons appearing on the Rental Agreement.
- No persons other than MLBC staff are allowed in the Dining Hall kitchen either before, during, or after meal periods unless authorized by the Head Cook. MLBC staff does its best to protect all campers and this includes food safety.
- There are no pets (dogs, cats, etc) allowed in Camp unless they are authorized service animals (please show documentation if you do bring your service animal and inform the Hospitality Manager of their presence). The owners of unauthorized pets will be asked to remove them from the camp facilities.

Emergency Drill - MLBC conducts regular emergency fire drills. The alarm for this is the continual ringing of the camp bell and the fire alarm bells. All campers are to meet on the recreation field. Only MLBC staff will notify appropriate emergency personnel. Renters and campers are NOT to be on the phone during an emergency drill or actual emergency. MLBC's staff must be notified immediately in the case of an emergency!

Call One Week before Camp - One week before your arrival, please call our on-site staff to confirm your meal count and the buildings you will need if there have been any changes from what was on your rental agreement.

Fire Safety - The fire hoses, smoke detectors, fire extinguishers and escape windows are vital components of the fire prevention and suppression system. Tampering with any of these endangers camper's safety.

Smoking - The parking lot area is designated as the only smoking area at camp.

REQUIRED FORMS

THE FOLLOWING ITEMS (IF THEY APPLY TO YOUR SITUATION) NEED TO BE BROUGHT WITH YOU TO CAMP IN ORDER TO USE THE FACILITIES. IN ORDER TO SERVE YOU BETTER, THESE ITEMS SHOULD BE READY ONE MONTH IN ADVANCE OF YOUR ARRIVAL. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL OUR OFFICE.

CERIFICATE OF INSURANCE

Provided by your insurance company showing liability coverage for your group during your rental of the camp facilities. Without insurance we cannot allow your group to use the camp facilities. A copy of your policy will be left with the camp staff. The insurance form should be dated for the time period of your camp.

RENTAL STAFF REQUIREMENTS

HEALTH CARE PROVIDER (Camp Nurse) – need documentation of their:

- CPR Certification
- First Aid Certification
- Level of Qualification

This is state law, without them you will be unable to use the facility.

LIFE GUARD – (if you wish to provide your own lifeguard), need documentation of their:

- Lifeguard Certification
- CPR Certification
- First Aid Certification

SCHEDULES – this helps the camp staff serve you better

- Meal times
- Activity times
- Other not listed

MLBC FACILITIES

Cabins: There are eleven heated cabins. One cabin has six sets of bunk beds plus one single bunk for a total of 13 bunks, while the other 10 cabins each have six sets of bunk beds. There are a total of 133 bunks available in cabins. The bunks have mattresses but campers need to provide their own bedding. The restroom facilities, including showers, are located conveniently near the cabins.

Aspen Butte Lodge: This building has four small sleeping rooms and a common area that may be used for meetings. Three of the sleeping rooms have a double bottom bunk with a single upper bunk. The fourth room has a queen size bed. There are two restrooms with showers. Electric wall heaters heat this building. Aspen Butte Lodge will accommodate up to 25 people in the meeting area.

Staff Building: This building has four private rooms: Pine, Cedar, Red Fir, and White Fir. Pine, Red Fir and White Fir are often reserved for hired camp staff. If these rooms are not being used for staff, they may be utilized by the guest group. Cedar is the medical room and may be used by the guest group medical provider. It has medical equipment, including three hospital beds. All of these rooms have attached bathrooms. Pine, Red Fir and White Fir also have showers. Please check in advance for availability of Pine, Red Fir and White Fir.

Chapel: Our chapel will comfortably seat 168 in individual chairs. It has a wood stove and is carpeted. It has a speaking platform, piano, and a large pull down projection screen and a flat screen tv. We ask that no food or beverages (besides water) be taken into the chapel.

Campfire: The campfire is set apart from camp and is a perfect area for evening programs or roasting marshmallows and singing camp songs. There is a platform that may be used as a stage, and amphitheater style seating that can accommodate approximately 100. Lights and an electric outlet are available on site. When the fire danger rises, especially later in the summer and into the fall, fires may be restricted or prohibited,

Dining Hall: "Pioneer Hall" is a beautiful facility that will seat 148 diners. Meals are served here from the full service kitchen. "Pioneer Hall" may also serve as an activity center for meetings, games, socializing, etc. "Pioneer Hall" is heated by a combination of a large wood stove and forced air furnace. Coffee and tea are available there. There is a large deck on the north side of the hall.

Swimming Pool: Our large outdoor swimming pool can accommodate up to 40 swimmers at a time and is heated to a comfortable 78 degrees F. There are women's and men's restrooms at the pool. The pool season runs from mid June through Labor Day. A lifeguard is provided upon request and pool fees do not change even if you bring your own lifeguard.

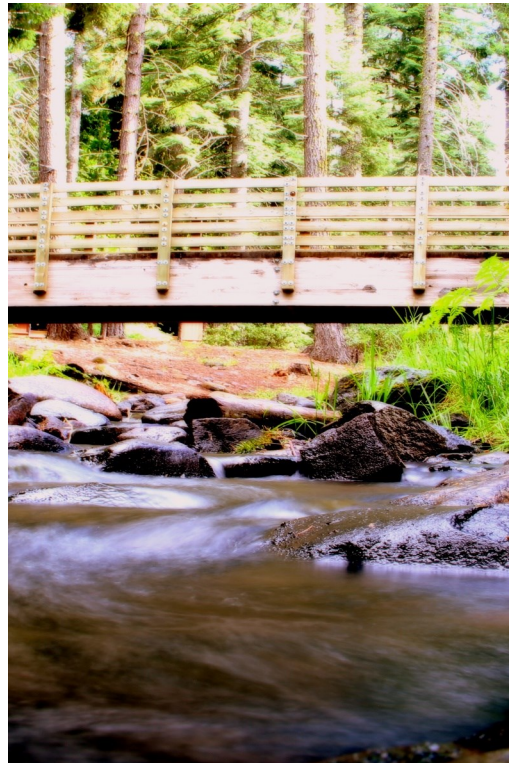
MLBC FACILITIES CONTINUED

Snaque Shoppe: This fun snack and gift shop is available upon request and stocks soda, personal items, candy, and souvenirs such as T-shirts, hats, etc.

RV Sites: MLBC has 7 RV sites, 5 with full hook ups.

Tent Sites: MLBC has 3 designated tent sites.

Additional Recreation Areas: The camp has a large grass recreation field, softball diamond, basketball court, foosball table, horseshoes, ping pong, air hockey, tether ball swing set and slide, sand volleyball court, climbing wall, zip line, and hiking trails. Prior arrangements need to be made for use of the climbing wall and zip line so that trained attendants can be on site to assist you with conducting these activities in a safe and enjoyable manner. There is an extra charge for these individual elements. All other recreational equipment and activities are made available at no additional charge. A paint ball area is available; however, you will need to furnish your own equipment, supplies, and safety monitor for this activity.



FOOD SERVICE

Menus: Menu options are included on page 14 of the Coordinators Handbook. Please return the menus with your selections to the business office at least one month before your camp.

Sack Lunches: The fee is the same as for a regular lunch.

Camps with less than 35 people: Camps with less than 35 people will no longer select the meals from the menu selection. The food service manager will create the meals using the number attending, the individual camp, and other information available. The attending camp will be able to discuss the meal selection with the food service manager before the camp begins.

SMORES: SMORES ingredients for use around the camp fire are not provided by the camp. Please bring smores ingredients with you.

Hot Chocolate: Hot chocolate is still available but the cost of the hot chocolate has increased to the point we cannot offer “unlimited” amounts. If an individual camp wants to bring additional amounts for their camp they need to discuss the arrangements with the food service manager.



THE RENTAL AGREEMENT

What is it? The Rental Agreement is a contract between you, the coordinator of your camp, and Mountain Lakes Bible Camp. Please make sure to read through the complete agreement since all the information in there is pertinent in how you are able to run your camp and your responsibilities for renting Mountain Lakes Bible Camp. Please make sure to read it in its entirety.

Where do I find it? You can easily find a copy of the Rental Agreement, Pricing information, Menu Options, and a copy of this handbook on the MLBC webpage at: www.bbckfalls.org/facilityrental. You may also request a copy, either electronic or hardcopy, from the MLBC office by emailing MLBC@BBCKfalls.org.

When is it due? For summer camps, the deadline to reschedule your next years recurring camp is October 1. For Fall/Spring Camps, your deadline to reschedule is June 1. After that time your dates are released to the public. If you are having issues rescheduling your camp and need more time, please request an extension from the Camp Pastor via email at MLBC@BBCKfalls.org.

Down payment: A \$250 down payment is required to confirm an overnight rental date of camps 3 days or less. If your camp is over 3 days, a \$500 down payment is required to confirm an overnight rental date. For day use only, a down payment of \$100 is required to confirm your day rental date. Your agreement for use of the camp facilities is confirmed when the camp receives the down payment and the rental agreement is signed by both the guest group coordinator and the camp office. Your down payment will be refunded on your final bill at the conclusion of your camp.

Cancellation: If a cancellation is made 90 days or less from the intended rental date you will lose priority for the following camp season and will lose the non-refundable down payment. Cancellations within 30 days of your camp means you will lose your down payment, lose your priority for dates the following year, and be responsible for minimum use fees of \$500 per day you have contracted to use the facility. We take cancellations seriously at MLBC since your cancellation meant another group missed an opportunity to use your dates. Open communication is key so please contact the Camp Pastor immediately if you find you need to cancel a date.

Check in/Check out: The earliest Check-in Time is 4:00pm and the Latest Check-out time is 12:00pm unless arranged differently with the Camp Caretaker prior to your Camp date.

Final Payment: The rental fee balance is determined at the close of your camp. Payment is due upon departure from camp, unless prior arrangements are made.

Fees Rates: Fee rates may be adjusted at the beginning of the calendar year.

Exclusive Use: Exclusive use can be guaranteed by a group of 45 or more.

Group Size: Please be as accurate as possible when reporting your group size as this will help the Camp Staff better plan your camp visit. If there is any change to your estimated size, please let us know as soon as possible. You are required to submit your final numbers 1 week prior to the first day of your camp to the . If your reported group size is larger than the actual amount you have attending your camp, you will be charged the price of the meals for those you reported but did not attend. This final tally will be reflected on your final bill at the end of your camp. Please understand under reporting your camp numbers may mean there may not be enough food for your campers. Always be as accurate as possible and communicate any changes with the Head Cook if this occurs.



GUEST GROUP RENTAL AGREEMENT

2019

Please complete all information requested (if applicable) by printing or typing. This document, when signed by representatives of both your guest group and Mountain Lakes Bible Camp, represents an official agreement.

GROUP INFORMATION



**Group Size: _____

Name of Guest Group: _____ Age/Type of Group: _____

Arrival Date: _____ Arrival Time: _____ * Departure Date: _____ Departure Time: _____ *

* The earliest Check-in Time is 4:00pm and the latest Check-out time is 12:00pm unless arranged differently with the Hospitality Manager.

** Be as accurate as possible! There may be additional charges for over reporting your group size. See Coordinator's Handbook for details.

COORDINATOR INFORMATION

Name: _____ Email: _____ Phone: _____

Organization Address: _____ City: _____ St: _____ Zip: _____

FOOD

Food service is provided by Mountain Lakes: First Meal (Circle one) Breakfast Dinner Time: _____ # of Meals: _____

Please give menu option numbers for each of the following menus listed in Coordinators Handbook)

Breakfast Menu #:	_____	Lunch Menu #:	_____
Dinner Menu #:	_____	Lunch Menu #:	_____

Would you like Continental Breakfast (circle) No If Yes, How many times? _____

ACKNOWLEDGEMENT OF UNDERSTANDING

Please read and initial each item to indicate your understanding and agreement to comply.

YES ___	NO ___	I understand that if you cancel your reservation for your group to cancel, the deposit is automatically forfeited. In addition, if the deposit is not used within 30 days of the date of the camp, you are responsible for the minimum use fees of \$_____ per day your camp was scheduled.
YES ___	NO ___	I have read the Coordinator's Handbook and agree to abide to the facility use policies and have read the LICENSE FOR FACILITY USE on pages 2 & 3 of the Rental Agreement form. If I have questions regarding any camp policies, I will contact the camp office immediately.
YES ___	NO ___	My group will provide a qualified first aid person and I understand that failure to provide this person will result in our being unable to use the camp.
YES ___	NO ___	Deposit enclosed: \$_____ (Schedule: \$250 for 2 nights or less; \$500 all others. All deposits are non-refundable and non-transferable)
YES ___	NO ___	I have obtained/will obtain Liability Insurance Coverage of at least \$1,000,000.00 for the complete duration of usage of the camp facilities.
YES ___	NO ___	We will provide the appropriate materials 2 WEEKS PRIOR TO ARRIVAL AT CAMP. I.e. liability insurance certificate, menus/total number, lifeguard certification, medical staff certification, schedule, etc.

**If you answered no to any of the statements above, please explain on reverse side of page*

Guest Group Coordinator (sign): _____ Date: _____

Kraig Kroeker, Camp Pastor: _____ Date: _____

Thank you for using Mountain Lakes Bible Camp. We are here to SERVE YOU!

FOR OFFICE USE ONLY

Dep. Rec: \$_____ Ch#: _____ Date: _____

MLBC Office: 541-885-8161 MLBC Facility: 541-356-2235 EMAIL: MLBC@BBCMinistries.com

CHECK-OUT / CLEAN-UP PROCEDURES

We request that your group leave the camp facilities in as clean, **if not** cleaner, condition as when you arrived. Our camp host will assume responsibility for many areas in preparing the camp for the next group. However, if you could see that the following areas are taken care of, we would really appreciate it.

MAY WE SUGGEST:

1. Use this as a checklist
2. Delegate responsibilities to share the load
3. Allow adequate time for cleaning before you leave
4. Assign a leader to oversee the tasks

Thank you for being good stewards of the resources God has given us at Mountain Lakes.

CABINS

- ___ Return lost and found items to Pioneer Hall
- ___ Sweep floors (including under the bunks) and outside porch
- ___ Close windows and leave curtains hanging neatly
- ___ Pick up litter around outside of cabins
- ___ Empty trash into larger cans, located near the restrooms
- ___ Turn heater to OFF
- ___ Return trash cans, brooms and dustpans to appropriate location
- ___ Turn off all lights
- ___ Close doors

RESTROOMS

- ___ Pick up trash around outside of restrooms
- ___ Sweep floors
- ___ Check shower floors and pick up trash
- ___ Return lost and found to Pioneer Hall
- ___ Return trash cans, brooms, dustpans to appropriate location
- ___ Empty trash cans into larger cans, located near the restrooms

CHAPEL

- ___ Vacuum floor, including front entrance and stage
- ___ Empty trash cans into trash trailer behind Pioneer Hall
- ___ Return chairs, tables and equipment to appropriate places in the chapel
- ___ Turn out all lights

CHECK-OUT / CLEAN-UP PROCEDURES

Continued

GROUNDS

- Pick up litter
- Return lost and found items to Pioneer Hall
- Empty larger trash cans into trailer behind Pioneer Hall

LODGE

- Vacuum carpet
- Pick-up litter in rooms, bathrooms, and common areas
- Empty trash into larger cans outside the lodge
- Return lost and found items to Pioneer Hall
- Close windows and door

PIONEER HALL - Check with MLBC staff personnel first

- Stack chairs in stacks of eight
- Put napkin holders, salt and pepper shakers on kitchen counter
- Put tables in back storage room

OTHER

- Check for personal belongings in dining area, chapel and fire circle
- Return all checked out equipment to the proper place
- Return all keys, report missing equipment and all damages
- Check - out with camp staff before leaving

PLEASE NOTE:

Do not attempt to adjust the smoke alarms. Contact the Camp Caretaker right away if there any issues with any smoke alarm.

Any writing on walls or mattresses will be subject to a fine (one gallon of paint).

FOOD SERVICE AT MOUNTAIN LAKES

We are so grateful to have Karen Stevens temporarily manning the helm of the kitchen this year as we search for who God has in store as our next Head Cook. If you happen to know of someone interested they can look online for a description and application. Please choose from the menu options below when ordering your meals prior to your camp. Below is the basic list of meals offered at MLBC. ***Be aware, that with the food supply chain making availability of certain items difficult, some options on some selections may vary.***

Mountain Lakes Bible Camp Menu

BREAKFAST	LUNCH	DINNER
B-1 Pancakes, Sausage	L-1 Pulled Pork, Potatoes	D-1 Potato Bar, Chili, Broccoli & Cheese, fixings, Bread
B-2 Scrambled Eggs w/ Diced Ham, Bread	L-2 Sloppy Joes, French Fries	D-2 Chicken Stir Fry w/ Rice
B-3 French toast, Bacon	L-3 Make your Own Sandwich w/ Meats and cheese, fixings, Chips (Soup in Winter)	D-3 Lasagna and French Bread
B-4 Scrambled Eggs. Hash Browns, Bread	L-4 Chili and Cornbread	D-4 Oven Chicken w/ Mashed Potatoes & Gravy or Baked Potatoes, Veggies & Bread
B-5 Quiche w/ Cheese and Ham (Veggie upon request), Bread	L-5 Pizza	D-5 Ham w/ Scalloped Potatoes, Veggies & Bread
B-6 Blueberry Pancakes, Scrambled Eggs	L-6 Soup and Salad	D-6 Turkey w/ Mashed Potatoes & Gravy, Veggies & Bread
B-7 Biscuits & Sausage Gravy. Scrambled Eggs, Hashbrowns	L-7 Chicken Patty Sandwich, Potatoes	D-7 Roast Beef w/ Mashed Potatoes & Gravy or Baked Potatoes, Veggies & Bread
B-8 Waffles w/ Strawberries and Whipped Cream, Sausage	L-8 Corn Dogs, Macaroni and Cheese	D-8 Spaghetti & Bread Sticks
B-9 Breakfast Burritos	L-9 Grilled Cheese, Soup	D-9 Enchiladas w/ Rice, Refried Beans, Nachos
	L-10 Hot Dogs, Baked Beans, Chips	D-10 Pizza
	L-11 Chicken Nuggets, Potatoes	D-11 Taco Bar
	L-12 Chicken Fajitas, Rice, Refried Beans	D-12 Burgers, Chips, Watermelon
	L-13 French Dip, Potatoes	
All breakfasts include fresh fruit, oatmeal, Fruit Juice and Milk *Bread will be one of the Following: Coffee Cake or Muffins	All Lunches include Salad or Veggies, Fruit and Beverages	All Dinners include Veggies, Salad, Dessert & Beverages

PRICING INFORMATION

Mountain Lakes Bible Camp wants your camp and you will find MLBC is a bargain compared to comparable camps out there. Please reference the chart below but always check on the camp website to make sure you have the latest version of the Pricing Information sheet.

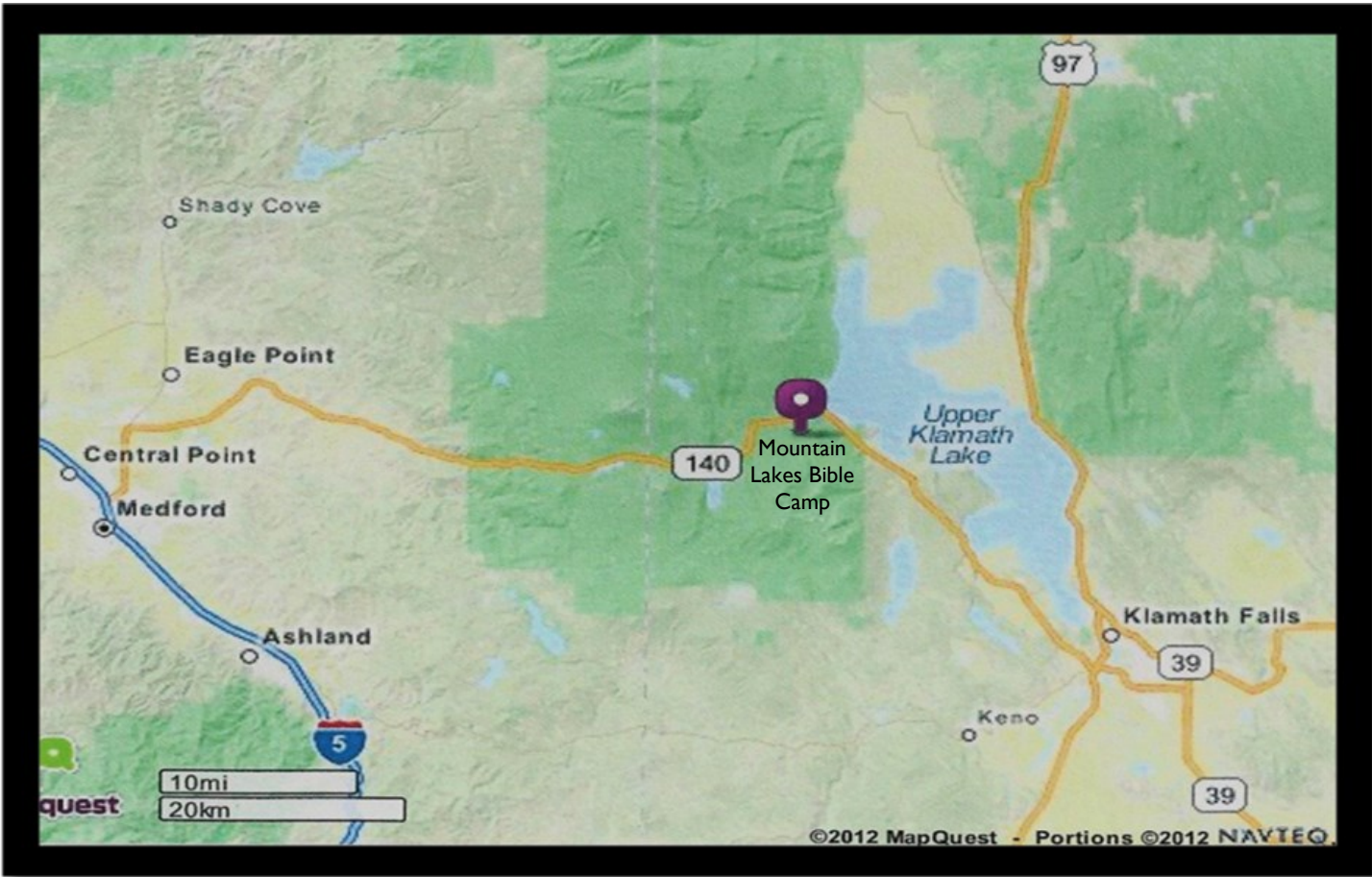
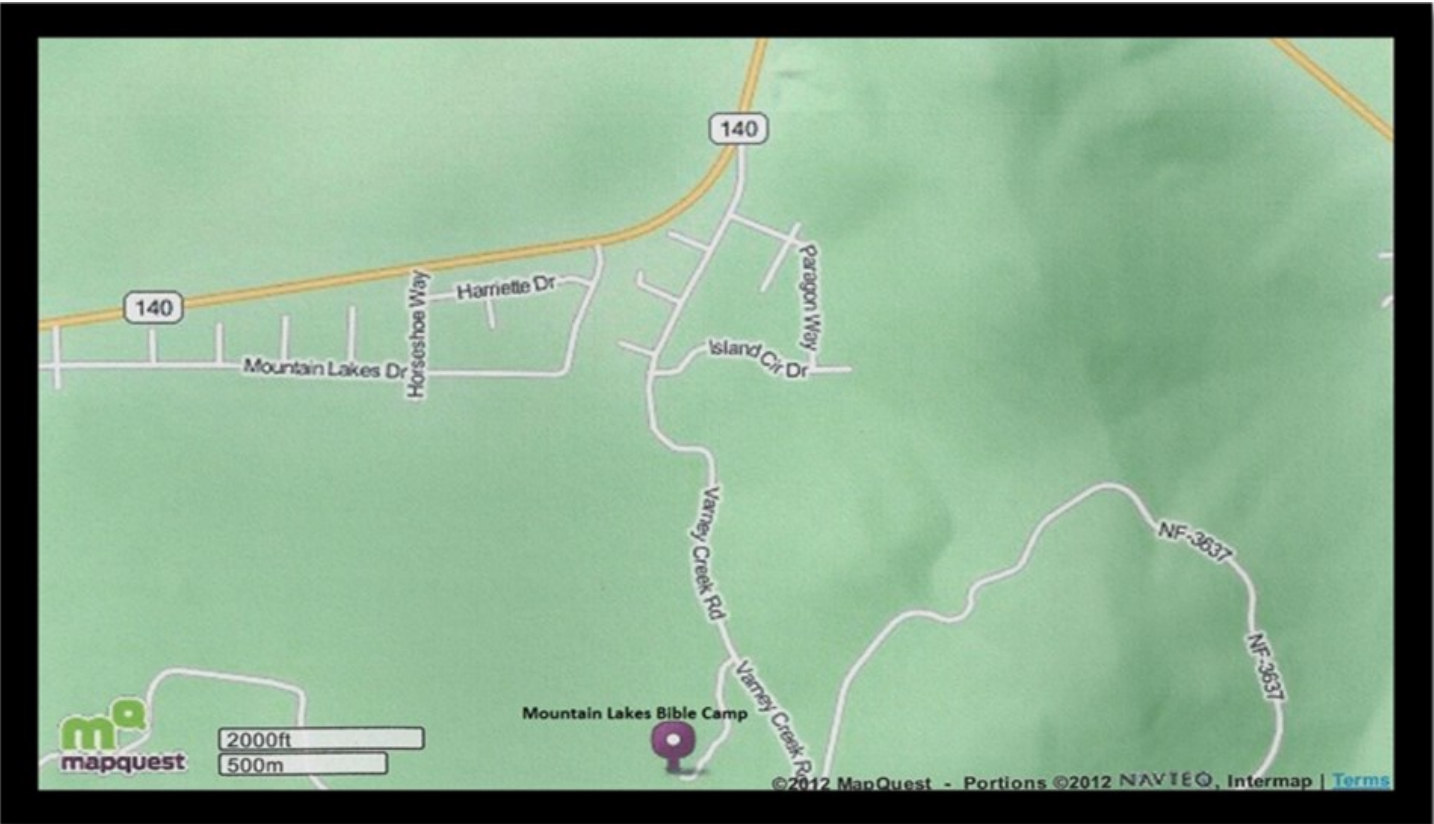
2024 Price Information Mountain Lakes Bible Camp

Weekend/Week Long Group Rental Camps			Food Service:
<u>Group Size</u>	<u>Less than 75</u>	<u>75+</u>	Includes all personnel: cooks and dishwashers ** A great menu selection ** An evening snack ** Coffee and tea available 24 hrs
Lodging (per night)	\$24.00	\$22.00	
Food service (per meal)	\$10.00	\$9.50	
Individual Rates for Campers Who Come to Partial Camps			
\$24.00 - per person per night for lodging			
\$12.50 - for day use			
\$10.00 - per person per meal			
Schools/Outdoor Education			Deposit:
Per person per night/per meal (minimum camp size 30)			A \$250 deposit is required to confirm an over-night rental date of 2 nights or fewer,
Includes choirs, sports teams, faculty retreats, leadership groups,			\$500 3 nights or more, and \$100 for day use.
Lodging (per night)	\$22.00		Your contract for use of the camp facilities is confirmed when the camp receives the deposit and the Rental Agreement signed by both the guest group coordinator and the camp office.
Food service (per meal)	\$9.50		
Weddings			Summer Lifeguard: \$15.00/hour
\$500 - Base price for use of Dining Hall, Chapel, and Lodge. Price does not include food service. Please contact the MLBC office for more details.			Climbing Wall and Zip Line: \$30.00/hour
Kitchen Use			
			For more information:
			Mountain Lakes Bible Camp 4849 South 6th St. Klamath Falls, OR 97603
			541.885.8161 Camp Office
			541.591.2999 Facility
			EMAIL/Website:
			mlbc@bbckfalls.org
			bbckfalls.org/mlbc
RV and Tent Sites			
RV Sites	\$25.00	per night	
Tent Sites	\$12.00	per night/per tent	
Prices effective January 1, 2023 until further notice			

MOUNTAIN LAKES BIBLE CAMP CAMP MAP



HOW TO FIND MOUNTAIN LAKES BIBLE CAMP



DRIVING INSTRUCTIONS

TRAVELING SOUTH ON I-5 FROM GRANTS PASS

Exit #30 (Medford / Crater Lake, Hwy 62).

Turn left at the signal (Crater Lake Hwy)

Go approximately 6 miles.

Turn right at Hwy 140 (Fish Lake / Lake of the Woods / Klamath Falls).

Before milepost #44, watch for "Organizational Camp" sign on left.

Turn right opposite sign onto graveled Varney Creek Road. Continue to camp about 1 ½ miles.

TRAVELING NORTH ON I-5 FROM ASHLAND

Exit #30 (Medford / Crater Lake, Hwy 62).

Continue straight through signal (Biddle Rd.)

Turn right at the stop sign (Crater Lake Hwy)

Go approximately 6 miles.

Turn right at Hwy 140 (Fish Lake / Lake of the Woods / Klamath Falls).

Before milepost #44, watch for "Organizational Camp" sign on left.

Turn right opposite sign onto graveled Varney Creek Road. Continue to camp about 1 ½ miles

TRAVELING SOUTH ON 97 FROM BEND

Watch for milepost #247 and sign reading (Chiloquin Junction / 62 East / Tour Route)

Exit 62 East, continuing around off ramp to the right.

Stop at bottom of ramp. Turn right to Fort Klamath and Tour Route.

Travel 3 miles. Turn right at stop sign (Hwy 62) to Fort Klamath, Crater Lake, and Tour Route.

Travel 5 miles. Turn left onto Loosely Road to Rocky Point and Lake of the Woods.

Travel 1 ½ miles. Turn right at the T intersection to Hwy 140, Lake of the Woods, Ashland and Medford.

Travel ½ mile. Turn left at Sevenmile Road.

Travel 2 ½ miles (Sevenmile Road turns south and becomes Westside Road) to stop sign. Turn right onto Hwy 140.

Travel 1/4 mile. Watch for "Organization Camp" sign on the right. Turn opposite the sign to the left onto graveled Varney Creek Road. Continue to camp about 1 ½ miles.

NOTE: Rather than take this loop around the west side of Upper Klamath Lake, you may continue south on 97 to Klamath Falls and follow the directions below. The mileage is 35 miles around the lake as outlined above and 59 miles via Klamath Falls

TRAVELING FROM KLAMATH FALLS

From Hwy 97 travel west on Hwy 66 toward Keno.

Travel 1/8 mile and turn right onto Hwy 140 (Lake of the Woods / Fish Lake / Medford).

Travel 25 miles and before milepost # 43, watch for "Organization Camp" sign on the right. Turn opposite the sign to the left onto graveled Varney Creek Road. Continue to camp about 1 ½ miles.



WE WANT YOUR FEEDBACK

(Please return this to our staff Host at check – out time)

How did you feel about your overall camping experience at Mountain Lakes? Did you accomplish your goals?

What do you think was the highlight?

How can we improve your facilities?

How can we improve our service?

How did you feel about your food service or kitchen facilities? Suggestions?

Other comments?

Your Group's name: _____

Your Name: _____

Date: _____

LICENSE FOR FACILITY USE

The following sections apply to all users and affirmed by the signature of the Guest Group Coordinator on page 1 of the Rental Agreement.

SECTION ONE: INSURANCE

Mountain Lakes Bible Camp provides no insurance coverage of any kind for any activities conducted on the property by licensee. Specifically, but not by way of limitation, Mountain Lakes Bible Camp carries no Commercial or Personal Liability coverage, no Automobile Liability or Physical Damage coverage, no Health or Accident coverage, no Director's and Officer's coverage no Errors and Omissions coverage for the Licensee or its agent, employees, members or volunteers. Licensee will need to obtain such coverage of its own. Licensee shall obtain Liability Insurance covering licensee, its agents, employees, volunteers, members and guests for any and all types of claims or loss which may arise from use of the premises or activities thereon. The Policy shall have single limit liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Licensee shall cause its insurance agent/company to have Mountain Lakes Bible Camp named as an additional insured on the Policy. Licensee shall provide Mountain Lakes Bible Camp with proof of insurance coverage, as describes herein, prior to the execution of this agreement and may not use the facilities until the coverage is obtained and accepted by MOUNTAIN LAKES BIBLE CAMP's Administration.

SECTION TWO: INDEMNITY AND RESPONSIBILITY

Licensee shall at all times hold MOUNTAIN LAKES BIBLE CAMP harmless, indemnify and defend it from any and all claims, demands and/or liabilities arising out of or in any way connected with licensee's use of the premises, and whether said claims is made by the individuals on the facilities during the time of licensee's use. Licensee shall be responsible for the conduct of all individuals on the facilities during the time of licensee's use. Licensee agrees to erect no barrier whatsoever that causes any individual with a disability, as defined by the Americans with Disabilities Act of 1990 from having access to any part of Mountain Lakes Bible Camp's premises while used under this agreement and occupied by the Licensee or their agents. In the event the Licensee fails to provide accessible programs, materials, equipment, services or access to an individual with a disability, or removes, disables, hinders or erects any barrier preventing access to an individual with a disability while the Licensee is in possession of the premises, the Licensee shall be held solely responsible for that action. Mountain Lakes Bible Camp shall be held harmless by the Licensee for the Licensee's action or inaction of compliance with the Americans with Disabilities Act, Public Law 101.336, and the Licensee shall indemnify Mountain Lakes Bible Camp against any and all complaints and defend Mountain Lakes Bible Camp from all actions arising from the Licensee's negligence of compliance during the Licensee's occupancy of Mountain Lakes Bible Camp's premises. **WARNING:** The person signing the License may be personally liable to MOUNTAIN LAKES BIBLE CAMP for any claim, demand or liability that may arise from this use.

SECTION THREE: WORKER'S COMPENSATION

Licensee acknowledges that neither it nor any of its members, invitees, agents, or employees are employees of Mountain Lakes Bible Camp and that Mountain Lakes Bible Camp is not responsible for the provision of Worker's Compensation coverage for the activities of Licensee.

SECTION FOUR: CONTROL OF FACILITY & SUPERVISION

Mountain Lakes Bible Camp or its designees shall at all times maintain ultimate control of the Facility and may deny access any time, when in the best interest of Mountain Lakes Bible Camp. Any questions regarding use or access will be resolved by Mountain Lakes Bible Camp's Camp Pastor. All such decisions will be final. Adequate supervision shall be required for all outside use of camp facilities equipment. The superintendent or designee may require additional general supervision for activities. Minimum supervision in a building may require that a designated staff person be responsible or on duty in the building during any event or activity of an outside group.

SECTION FIVE: TERMINATION

Either party may terminate this agreement at any time by giving written notice to the other, specifying the date of termination. Such notice shall be given not less than three (3) days prior to the date specified in such notice for the date of termination.

Should the above-described property, or any essential part of such property, be totally destroyed by fire or other casualty, this agreement shall immediately terminate; and, in the case of partial destruction, this agreement may be terminated by either party giving written notice to the other, specifying the date of termination. Such notice is to be given within thirty days following such partial destruction and not less than three days prior to the termination date specified in such notice.

If Licensee shall make an assignment for the benefit of creditors, or be placed in receivership or adjudicated as bankrupt, or take advantage of any bankruptcy or insolvency law, this agreement terminates without further notice.

On any termination of this agreement, Licensee shall quit the above-described property, and shall remove from such property all property installed in, on, or attached to the above-described property.

Any termination of this agreement, howsoever caused, shall be entirely without prejudice.

SECTION SIX: GOVERNING LAW

It is agreed that this agreement shall be governed by, construed, and enforced in accordance with the laws of the state of Oregon.

SECTION SEVEN: ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

SECTION EIGHT: MODIFICATION OF AGREEMENT

Any modifications of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

SECTION NINE: NOTICES

Any notice provided for or concerning this agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this agreement.

SECTION TEN: ATTORNEY FEES

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

SECTION ELEVEN: ASSIGNMENT OF RIGHTS

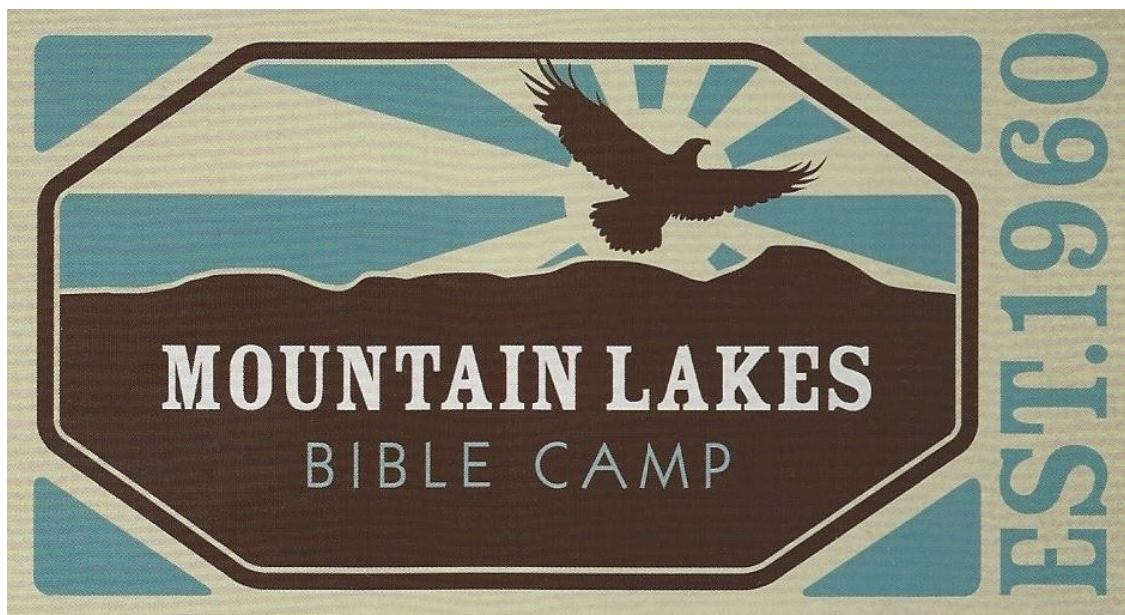
The rights of each party under this agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior express and written consent of the other party.

SECTION TWELVE: NON-DISCRIMINATION

Mountain Lakes Bible Camp does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status,

SECTION 13: AGREEMENT WITH SPECIFIC POLICIES REGARDING MOUNTAIN LAKES BIBLE CAMP

Mountain Lakes Bible Camp does not allow its facilities to be used in a way that contradicts its usage policies as outlined in the Coordinators Handbook.. The purpose of any camp must not contradict Bible Baptist Church's faith, and any rental party must commit to promptly disclose any potential conflict of which they are aware or become aware to camp staff. No activities or expressions of the rental party or the organization represented renting the MLBC facility may contradict the facility use policy of Mountain Lakes Bible Camp. All potential contradictions must be disclosed to the Camp Pastor. Any person or group requesting usage of MLBC facilities must complete and sign the Mountain Lakes Bible Camp Rental Agreement, including all check boxes marked appropriately, and a deposit matching the fee schedule as outlined in the Coordinators Handbook. Any use by any person, party, or organization at Mountain Lakes Bible Camp is subject to the camp pastor's approval, which is conditioned in part on agreement to the requirements as outlined in the Coordinators Handbook. The Rental Party as outlined on a signed Rental Agreement is responsible for any damages to the camp facilities resulting from this proposed use of facilities. These policies are outlined on page 3 of the Rental Agreement.



Mountain Lakes Bible Camp

Office: 4849 South 6th Street, Klamath Falls, OR 97603

Camp: 21200 Varney Creek Road, Klamath Falls, OR 97603

Office Phone: 541-885-8161

Camp Phone: 541-591-2999

Office Email: MLBC@BBckfalls.org

Website: bbckfalls.org/mlbc