

Silver Lake Camp Communication Form 2010

We are really looking forward to hosting you and your group. Our desire is to make sure everything is ready for you when you arrive and that you have no surprises. If you would take just a few minutes to verify and/or fill in any missing information it will help us make sure that your stay is as enjoyable as possible. **Please return this form at least two weeks prior to your scheduled dates along with a daily schedule that corresponds with the information you provide below.**

Please return to:
 Silver Lake Camp
 PO Box 430
 Medical Lake, WA.
 99022
 Fax 509.299.3721
 or email to:
 silverlakecamp@gmail.c

Group Name: _____ **Dates of Use:** _____

Contact Name: _____ **Contact Phone #:** _____

Approximate Arrival Time: _____ **Approximate Departure Time:** _____

SETUP

We understand that setup can be a long and difficult process and advance preparation can make the arrival time of your campers go much smoother. To accommodate this we are happy to provide lodging to any of your **staff and setup crew** who need to arrive a day early. This is **FREE OF CHARGE** on the night prior to your scheduled arrival **as long as** you use cabins or lodge rooms that you are already scheduled to be using and another group has not rented the camp for that time period.

Will you have people arriving a day early for setup? **Yes** **No**
 If Yes -Approximate Arrival Time: _____ circle one

MEALS

Please indicate that times you wish for meals. We prefer meal times of 8:00 am, 12:00 pm & 5:00 pm but our goal is to be as flexible as possible to accommodate your schedule. However, as a courtesy to our cooks, we request that you attempt to keep the start of breakfast **between 7:30-8:30 am**, the start of Lunch between **11:30 am -12:30 pm** and the start of Dinner from **5:00-6:00 pm**. This helps us provide you with the best service and food quality possible. If you need other hours please let us know and we will do our best to accommodate you. **Meal prep does require a minimum of four hours between meal start times.** Thanks for understanding.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast						
Lunch						
Dinner						

WATERFRONT

Please indicate the time each day that you desire for Beach/Waterfront/Lifeguards*

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Time					
Time					

*Please remember that all use of the water and docks requires a lifeguard to be on duty. **Three Lifeguards for Four hours per day are included in your contract.** Additional hours are \$20/hr per Lifeguard. The Blob requires that three guards are on duty. Swimming in roped in area only requires one. Swimming in roped area AND water outside

roped area requires two. You may provide your own lifeguards for extra hours but they must have a current certification with them. A copy must be on file in our office. Sorry, there are no exceptions to this rule. **We do request that swimwear and dress in general be modest in keeping with Christian standards. We appreciate your cooperation with this policy.**

BOATS

Please indicate the days, times and number of ski boats that you wish to use:

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Number (1 or 2)					

Boats are equipped with lifejackets and tubes and can carry between 4 and 6 passengers depending upon weight.

The cost is \$35/hr + fuel and includes a driver and all tubing equipment. Boats generally burn 2-4 gallons per hour.

We recommend allowing 30 minutes for four people when/if you have sign-ups for tubing. Skiing, wakeboarding, boat rides and other activities are available but, with the exception of the boat rides, the number of people who get to participate drops significantly.

You may bring your own boats and drivers if you wish, however, we reserve the right to prohibit the use of our docks and launch if we feel that they are operating the boats in an unsafe manner.

ZIP LINE

Please indicate days and times you wish to for the Zip Line to be in operation.

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Time					

Excluding the day of arrival and departure, four hours per day are included in your contract. Additional hours can be arranged with advance notice at \$30/hour.

Giant Swing

Please indicate days and times you wish to for the Zip Line to be in operation.

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Time					

Excluding the day of arrival and departure, four hours per day are included in your contract. Additional hours can be arranged with advance notice at \$25/hour.

Late Night Cafeteria

At your request we are happy to open our cafeteria and prepare a large variety of late night snacks including Nachos, Hotdogs, Pretzels, Italian Sodas and many other items following your evening services. There is no additional cost to you; we charge students regular Snack Shack prices. However, because the time you finish your evening services is generally unpredictable and because we would never conceive of interrupting that, we ask that immediately following your service you provide at least three volunteers to help our two staff members who will be present.

	Monday	Tuesday	Wednesday	Thursday	Friday

Approximate Time to open					
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General Information

Snack Shack

The Snack Shack hours will be 1-5 unless you indicate otherwise. It offers a variety of drinks, ice cream, candy and snacks as well as commonly desired items like disposable cameras, shampoo, etc.

Nurse and Medical Supplies

You are responsible for all medical attention that the students need including a nurse and any medical supplies needed. Unfortunately we are unable to provide or dispense medications of any type. Maps to the nearest clinics and hospitals will be available upon arrival in the Nurse's room.

Sports Equipment and Activities

We have a variety of equipment that is available including basketballs, volleyballs, and putters and golf balls for the miniature golf course. We place inventoried equipment at the respective areas at the beginning of each day unless you direct otherwise. There is no charge unless lost or damaged equipment becomes a major issue. We trust your staff to monitor proper usage.

Life jackets are provided in the ski boats, paddleboats and kayaks. Students who don't know how to swim may also pick one up at the lifeguard stand.

Kayaks and Paddle boats require the use of life jackets and we require that you have staff members monitoring this area. We **do not** provide lifeguards for these activities. You are free to use the kayaks or paddleboats for special events when lifeguards are not on duty if there is proper supervision by your staff.

Guests

If you decide to allow guests to visit during the week they are certainly welcome. Meals are \$6 per person and ½ price for children 10 and under. If they wish to spend the night we will pro-rate the number of nights they stay based on the contracted per person rate. Children over two but under the camping age are half- price.

Noise Ordinance

The City of Medical Lake has enacted a noise ordinance that prohibits loud disturbances from 10 PM to 7 AM. It was enacted thirteen years ago in response to neighbor complaints against the camp. We try very hard to be good neighbors and we ask that you help us comply. You will be responsible for a \$300 fine if the Sheriff responds and determines the complaint is justified. When I directed camps I found that keeping students in the gym and cafeteria until bedtime and then sending them directly to their cabins eliminated complaints, helped keep students safe and out of trouble. When you are in the gym, as long as you keep the bass on the sound system down, you can be as loud as you want within reason.

Camp Fires

The fire pit and pine log benches available and you are welcome to have a camp fire as long as there is not a burn ban in effect. We also have marshmallow roasting sticks and firewood available for your use. Sorry, we don't sing Kumbiya. Please keep in mind the above noise ordinance. Sound REALLY carries over water!

Paintball

We have a paintball course set up but we do not have the equipment. Many camps have been contracting with Virtual Assault, a paintball company in Spokane, to provide the equipment and personnel to run a safe course. By re-selling paint to the students you purchase from them you can significantly reduce your overall costs. We are not in any way affiliated with Virtual Assault but they have provided the service for several camps over the last number of years. You can contact K.C Crawford if you wish to check on prices and availability. You can contact him on his cell phone at 509-362-3748, the office at 509-535-6620 or check them out on the web at www.virtualassaultpaintball.com.

Pets

We are not able to have pets on the campgrounds during the camp for a variety of reasons. We apologize for any inconvenience this may cause you and your staff but we must strictly enforce this policy. Thanks for your understanding.

Our goal is to make your week as effective as possible. If you have questions or ideas that would help the camp better meet your needs please don't hesitate to ask. You can reach myself or Mary at 509-299-3721.

Thanks! I really look forward to seeing you in a few months!

Terry Andrews
Camp Manager