



SPRING 2020 - Group Registration Form

Submit completed registration form (2 pages) no later than November 1st to confirm your group's reservation.

By Mail: River Valley Ranch, 4443 Grave Run Road, Manchester, MD 21102

By Fax: 443-712-1015

By Email: info@rivervalleyranch.com

Youth Leader:		
Church:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Event Dates (select): _____ **Weekend #1: March 20 – March 22 (Middle & High School)**

Deposit is due January 15th, 2020

Final Numbers & Balances due February 28th, 2020

_____ **Weekend #2: March 27 – March 29 (Middle & High School)**

Deposit is due January 15th, 2020

Final Numbers & Balances due March 6th, 2020

Cost is \$160 per person, all weekends. Please calculate total number of spots for your group & deposit amount:

_____ **# of Male Students**

_____ **# of Male Leaders**

_____ **# of Female Students**

_____ **# of Female Leaders**

_____ **Total # of Slots**

Deposit = Total # of Slots X \$50

\$ _____ = **TOTAL ENCLOSED**

Payment Method:

Cash

Check (Check #: _____)

Credit Card Card Type: _____ Exp Date: ___ / ___

Card # ___ ___ ___ ___ / ___ ___ ___ ___ / ___ ___ ___ ___

Name on Card: _____

Signature: _____

(continued on next page)

Regarding Accidental Health Insurance, Within 1 month of booking, RVR requires all groups to provide proof of insurance in amounts no less than: \$1,000,000 for Liability, \$50,000 for Damage to Rented Premises, and \$5,000 for Medical. On this Certificate of Insurance, River Valley Ranch must be listed as an "additional insured" and "certificate holder." Additionally, the dates and description of the event must be stated on the certificate in the "description of operations" section.

On behalf of _____ (Church/Organization), **I have read the policies and expectations pertaining to this contract included in the contract packet and accept the conditions outlined.**
I will obtain the following information for participants we bring to IGNITE:

- Emergency contact information for each participant, to be retained by the group's leader
- Signed Release and Waiver Agreement by Legal Parent/Guardian of each student

Our organization accepts responsibility for the behavior of our participants and agrees to take steps to maintain a safe atmosphere for all groups participating in IGNITE. We agree to pay RVR the agreed fee for IGNITE for the number of reservations indicated on this form or for actual participants, whichever is greater.

Ignite Retreat Cancellation Policy

A non-refundable deposit of \$50 per spot being held is due January 15th. Within 30 days of making the reservation \$15 of the \$50 will be due.

January 15th locks in your group's guaranteed minimum guest count, so please adjust your numbers accordingly, if necessary.

Your final guest count is due three weeks prior to your group's arrival.

If you lock in a group size of 30 or less you will be able to change by 20% with no penalty; groups larger 31 can change by 10% or 6 campers (whichever is more) with no penalty.

If your final numbers drop below your guaranteed minimum based on the brackets above, the deposit that was paid for the additional spots above that will be retained by RVR as a shortage fee.

Group cancellations made after January 15th will result in forfeiture of the deposit paid. 50% of the deposit will be retained by RVR as a cancellation fee. The remaining 50% can be applied toward a future programmed retreat deposit.

Youth Leader Signature

Date

***** End of Group Registration Form *****
Retreat Information and Guidelines follow below



Retreat Guidelines

Your cooperation in observing these guidelines while staying at RVR is appreciated.

I. General Guidelines

- A. Arrival time, unless arranged with Retreat Coordinator otherwise, should be on **Day 1 of the event, between 7:00-8:00 pm**
- B. Departure time is on Sunday after the final service, no later than 11:00 am.
- C. Upon completion of your retreat, a representative of your group will accompany the RVR Retreat Host for the purpose of a walk-through to survey for possible damage caused by your retreat group. If damage is found, you will be billed.
- D. Only paid registered guests are permitted on the grounds during your stay.
- E. We do not allow infants or children under the age of seven during retreat stays.
- F. We do have wireless internet access in our Hospitality Room available ONLY to Group Leaders. You will need to supply your own laptop and wireless card.
- G. Retreat balance must be paid before check out.
- H. Groups must provide their own adult chaperones who are responsible for supervising the behavior for the group, and that have been appropriately screened by the group for access to campers.
- I. For campers who are 9-14 years old, there should be a 1:8 adult-to-student ratio; for campers who are 15-18 years old, the ratio should be 1:10.

II. Accommodations and Grounds

- A. Food or drink – We ask that no food or drink be brought into the dormitories, meeting rooms or gym.
- B. Please do not rearrange furniture in any areas without permission.
- C. Please remember the main, paved road passing through RVR's property (Grave Run Road) is a public thoroughfare. Use caution when crossing the road and do not walk parallel to the road itself. Please use the grass areas and footbridges to get around.
- D. Please do not enter fenced pastures, dormitories, kitchens or other private buildings.
- E. Please be sure to wear shoes at all times because of the various animals on RVR's grounds. Closed-toe shoes with 1 ½" heels are required to ride horses.
- F. For the safety of our guests & staff, all adventure activities have a per-person weight limit of 230 lbs.
- G. Each retreat group will be assigned a meeting space & dormitories by the RVR Retreat Coordinator. Please do not enter any dormitories or meeting spaces that are not reserved for your group.
- H. Pets are not permitted on RVR grounds, with the exception of a certified service dog. RVR must be notified in advance if service animal accommodations are requested.
- I. Retreat guests may park their vehicles in the lot next to the Buffalo Lodge. Please remember to lock your vehicles. RVR is not responsible for lost, stolen or damaged personal property.
- J. Shoes and shirts must be worn at all times.
- K. RVR does not provide linens. Please ensure that each guest brings sheets, blankets (or a sleeping bag), pillows, towels & toiletries. We also recommend bringing a labeled water bottle.

III. Meals and Food

- A. At RVR we value the communal dining experience and make it a goal for every guest to enjoy the food in our dining rooms. Meals are a special time and we do our best to make sure everyone is healthfully nourished.
- B. Meals are prepared by our Chef and her staff and served buffet style and the menu is determined by our Chef.
- C. We offer many options on our buffet line so that all guests may find plenty of healthy, delicious foods.
- D. Shoes and shirts must be worn at all meals.
- E. After meals, we ask that you not take any food or dishes from the dining hall.

IV. Dietary Restrictions

- A.** Great care is taken by our staff regarding our guests with food allergies. We ensure that special meals are prepared separately to avoid cross contamination.
- B.** We are able to accommodate special dietary needs including gluten-, dairy- and nut-free diets, low-sugar diets, vegetarian and vegan diets and a variety of other allergies with 3 weeks advance notice.
- C.** Group leaders should contact the chef 3 weeks prior to arrival. With 3 weeks advance notice, our Chef is able to review the menu with guests and prepare alternative selections for them.
- D.** Guests may bring food to supplement what we are serving; refrigerated storage is available upon request.
- E.** We welcome questions about the menu and food preparation: chef@rivervalleyranch.com

V. Conduct

- A.** We are a Christian organization that tries to maintain a wholesome atmosphere at all times. Please keep this in mind.
- B.** Gambling activities, the use of tobacco products, illegal drugs, alcoholic beverages, knives or weapons of any kind are not permitted on Ranch property.
- C.** We allow Christian music only to be played while staying at the camp. Amplified music should not be played or heard outside of any building.
- D.** RVR will provide all necessary safety equipment for RVR-facilitated adventure activities. Any protective or athletic equipment that is brought by guests may be inspected by RVR staff prior to use, to ensure that it meets our safety standards. RVR is not responsible for lost, stolen or damaged personal equipment.

VI. Health Care & Emergencies

- A.** Groups are responsible for the health needs of their guests/chaperones and must provide their own adults currently certified in first aid and CPR.
- B.** Groups are responsible for gathering & maintaining information on all members of the group that includes name, address emergency contact names & numbers and any allergies/health conditions/restrictions. For minors without a parent on-site, group leaders should also have signed permission to seek emergency treatment. Group leaders are responsible to inform RVR of any allergies or restrictions of their group that may affect camp services provided (i.e. food service, program activities).
- C.** Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics and hospitals are available from the liaison and are posted in the RVR office.
- D.** Groups are responsible for providing their own first aid supplies and equipment.
- E.** Orientation will include emergency procedures for the camp, including how to contact the Retreat Host.
- F.** We advise groups to provide training to all of their staff to minimize the potential of any personnel being in a one on one camper/personnel situation out of the sight of others. A good guideline is the rule of 3.
- G.** Per ACA regulations, we strongly advise group leaders to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.



Youth Pastor Checklist

We are thrilled that you have chosen to take part in IGNITE at RVR this year! We hope your group is as excited as we are to serve you. It is our hope that by participating in IGNITE, your students will leave here refreshed, challenged and on fire for God!! Below is a checklist for your group complete, with reminders on what you need to bring & dates you need to remember. If you have any questions regarding IGNITE, please contact the RVR office.

Reminders for the Youth Pastor

- _____ Collect and bring all forms from students, including Registration Forms and Release & Waiver Agreements.
NOTE :: You must have a signed waiver for every person who attends Ignite!
- _____ Copy of Group's Accidental Health Insurance Certificate if you have a policy
- _____ Deposits of \$50 per person are due no later than January 15th; Balances are due 3 weeks prior to event!

Packing list for Camp

- _____ Bedding, to include either sheets and blanket or sleeping bag, and pillow
- _____ Toiletries, towels and wash cloths
- _____ Modest clothing suitable to play outside and get dirty: t-shirts, shorts
- _____ Pajamas
- _____ Jacket or sweatshirt; rain jacket or poncho
- _____ If riding horses: long pants & closed-toe shoes. If playing paintball: long sleeved pants & shirt
- _____ Sneakers to wear in the gym
- _____ Flip flops to wear in the shower
- _____ Hat
- _____ Chapstick
- _____ Mosquito repellent
- _____ Flashlight
- _____ Water bottle
- _____ Laundry bag
- _____ Bible
- _____ Optional: Cash for the snack shop & RVR Store

Remember to label all of your personal items before coming to camp!

What NOT to Bring

Campers should NOT bring any of the following items: electronic games, food, pets, fireworks, computers, DVD players, water guns, lighters, matches, tobacco products, drugs, drug paraphernalia, alcohol, or weapons of any type. If a camper brings any of the above items to camp, the item will be confiscated and either sent home or held until the end of the session. Campers found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp and the items will not be returned. Use of Air-Soft Guns or any other toys that leave debris behind are not permitted.

In order to prevent pests we do not allow campers to bring their own food & keep it in the dorms. However, if one of your campers has certain food allergies or conditions that would prohibit them from eating our meals, please call our office at 443-712-1010 to discuss options with our Food Services Director.



SPRING 2020 - Student Form

****Please complete and give this form to your youth leader, along with your \$50.00 deposit, as soon as possible****

Name _____

Address _____

City, State, Zip _____

Phone _____

Youth Group Name _____ Dates Attending _____

Emergency Contacts _____

Health and Parental Permission:

List any health disorders or surgeries

List any allergies

List any current medications (including dosage and times)

This health history is correct as far as I know, and the student listed has permission to engage in all prescribed camp activities, except as noted by me. I give permission for the group leader that takes my child to IGNITE at River Valley Ranch to provide ongoing health care and to select local medical personnel to order tests and treatment as needed for the student listed. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the group leader to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for the student listed.

Signature of Parent/guardian: _____ **Date** _____

Policy Holder's Name _____

Insurance Company Name _____

Insurance Company Address _____

Policy Identification Number _____

****Youth Leader: This form is for your records****

RVR Retreat/Outdoor Education

RELEASE AND WAIVER AGREEMENT



In consideration of being allowed to participate in activities at River Valley Ranch for the date(s) of _____ (dates) I, for myself and any minor children for whom I am parent, legal guardian, or otherwise responsible and for my/our heirs, personal representatives or assigns, hereby acknowledge the risks of injury or damage (to property, personal injury and/or death) involved in participating in the activities offered by River Valley Ranch including, but not limited to: paintball, archery tag, zip line, giant swing, high and low ropes course elements, climbing activities, bouldering, hiking, and horseback riding. I further understand that participation in these activities contains risks we each appreciate and voluntarily assume because the minor and we choose to do so. I further agree to require said minor to participate in all safety training and wear all safety equipment provided by River Valley Ranch for any of the above activities that require it.

I, for myself and any minor children for whom I am parent, legal guardian, or otherwise responsible, hereby release, acquit and forgive Peter & John Radio Fellowship, Inc. and River Valley Ranch, L.L.C., its principals, directors, officers, agents, employees, and volunteers (Releases) from any and all liability of any nature for any and all injury or damage (including property damage, personal injury, illness, paralysis, and/or death) to me or said minor children as the result of my/our participation in the activities listed above and below at River Valley Ranch.

I, for myself and any minor children for whom I am parent, legal guardian or otherwise responsible, and for my/our heirs, personal representatives or assigns, also hereby expressly waive any claim, lawsuit, complaint, charge, or cause of action against Peter & John Radio Fellowship, Inc. and River Valley Ranch, L.L.C., its principals, directors, agents, employees and for any and all injury or damage, to me or any such minor children and other persons as a result of my/our participation in the activities listed above and below at River Valley Ranch.

I, for my/our heirs, personal representatives and assigns also hereby expressly agree to indemnify and hold harmless Peter & John Radio Fellowship, Inc. and River Valley Ranch, L.L.C., its principals, directors, and employees, including costs, expenses and counsel fees, from and against all claims, lawsuits, complaints, charges or causes of action arising from the participation in the activities listed above and below at River Valley Ranch, and the activities for which this Release and Waiver Agreement is given.

I, for myself and any minor children for whom I am parent, legal guardian or otherwise responsible, give permission and consent to be photographed and/or filmed during activities and while on premises at River Valley Ranch (RVR). I further give permission and consent that any such photographs may be published and used by River Valley Ranch and the American Camp Association® and its agents, to illustrate and promote the camp experience, River Valley Ranch and its programs, or the American Camp Association.

Paintball Activities

I understand that my attendee, as a registered guest may participate in a variety of activities, which may include, but are not limited to: paintball (including the use of compressed air paintball markers) and Archery Tag (bows and arrows with large foam tips on the end). Paintball and Archery Tag both involve shooting projectiles at other participants and may include running. I affirm that I, and/or my child is in sufficient health to participate in the above activities. I give my permission to River Valley Ranch to transport my child, within the RVR's campus, from one activity to another by an authorized member of the RVR staff and within an authorized RVR vehicle, if deemed necessary. I understand that participation in these activities contains risk and I give my express permission for my attendee to participate in the program as designed by RVR.

Adventure Activities

I understand that my attendee, as a registered guest, may participate in a variety of activities, which may include, but are not limited to: zip line, high and low ropes course elements, climbing activities, giant swing, bouldering, Ninja Barn (warped wall, bouldering, balance elements), hiking (some of which may be strenuous) and camping out. Adventure activities are not suitable for pregnant women or participants over 250 pounds. I affirm that I, and/or my child is in sufficient health to participate in the above activities. I give my permission to River Valley Ranch to transport my camper, within RVR's campus, from one activity to another by an authorized member of the RVR staff and within an authorized RVR vehicle, if deemed necessary. I understand that participation in these activities contains risks and I give my express permission for my attendee to participate in the program as designed by River Valley Ranch.

Horse Activities

I understand that my camper, as a registered guest, may participate in a variety of activities, which may include, but are not limited to: horseback riding or horsemanship ground lessons. Horseback riding is not suitable for participants weighing over 230 pounds. I affirm that I, and/or my child is in sufficient health to participate in the above activities. I understand that participation in these activities contains risks associated with riding live animals and I give my express permission for my attendee to participate in the program as designed by River Valley Ranch.

Name of Participant (printed): _____ Age: _____

If Participant is OVER 18:

Signature of Participant: _____ Date: _____

If Participant is UNDER 18:

Signature of Legal Parent/Guardian: _____ Date: _____

Signature of Minor: _____ Date: _____



Weekend Schedule

** Subject to change **

FRIDAY

- 7:00 Arrival and Check-in
- 8:15 Orientation in the OTM
- 8:30 Students: Team Icebreaker Games
Leaders: Orientation
- 9:15 General Session #1
- 10:30 Free Time
- 11:30 Curfew
- 12:00 Lights Out

SATURDAY

- 7:00 Leaders' Meeting
- 8:00 Breakfast
- 9:00 Workshop #1
- 10:30 Workshop #2
- 12:00 Lunch
- 1:00 Afternoon Activities
- 6:00 Dinner
- 7:00 Amazing Race
- 9:00 General Session #2
- 10:00 Campfires
- 10:45 Free Time
- 11:30 Curfew
- 12:00 Lights Out

SUNDAY

- 7:00 Leaders' meeting
- 8:00 Breakfast
- 9:00 General Session #3
- 10:30 Pack-up and Clean-up
- 11:00 Groups Depart (See you next year!!!)