Montgomery Presbyterian Center

88 SE 75th Street, Starke, FL 32091
352-473-4516 * FAX 352-473-4723

Guest Group Guidelines

We're glad you've selected Montgomery Presbyterian Center for your event.

This information guide is for the benefit of your contact person or event coordinator. Each group leader is responsible for you and your group maintaining these policies.

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ADVANCE ARRANGEMENTS:

Once you have a signed contract, you will need to:

Advertise your event

Register guests: be sure your registration handout includes a signed medical consent slip for all participants and a consent slip signed by a parent, if your conference involves participants under the age of 18. We recommend that each group leader has the following information:

Names and addresses of all participants
Emergency contact names and numbers
A listing of any people with known allergies or health conditions

Provide information to registered guests: see the section titled "Before Arrival"

During the registration process, arrangements need to be made for:

Proof of Liability Insurance: Our insurance requires that groups using our facilities provide a "Certificate of Liability Insurance" naming Montgomery Presbyterian Center as an additional insured. Simply call your insurance company and ask them to mail or fax this one-page document.

A person to serve the first-aid needs of your group during your event: It is necessary for this person to have at least a current CPR (for adult and children if your group involves both) and First-Aid Certificate from a nationally-recognized provider. On arrival you should be able to provide the name and room assignment of this person.

Medical Transportation: Montgomery Presbyterian Center is not licensed to provide medical care or able to offer emergency transportation. Information on the local hospital and clinic is included on the back page of this booklet for the use of your first-aid person. Please plan to bring first-aid supplies and arrange for someone, other than your medical person, to provide emergency transportation when an ambulance is not required.

Schedule Activities: (See the rate sheet for these additional charges.)

There must be a certified lifeguard on duty for swimming, sailing, behind the boat and funyak activities. MPC will supply the lifeguards; 1 for every 25 people in the water or in funyaks. Requests for water activities and lifeguards must be made at least 14 days prior to your event. Groups may provide their own lifeguard, but MPC must have a copy of their certification on file and a 1:20 ratio must be maintained.

High Ropes and Challenge Course activities must be scheduled in advance. Each person participating in the High Ropes or Climbing Tower must sign a Release Form. The Challenge Course Lows minimum ages is 10, High Ropes Course minimum age is 12 and the Climbing Wall minimum ages is 10.

Counselors: *If you are bringing a group of children or youth younger than 18 years of age*, it is necessary to provide qualified counselors. Counselors should be at least five years older than the

oldest child they counsel. **The minimum adult to children ages <5 the ratio should be 1:5, for ages 6-8 the ratio should be 1:6, for ages 9-14 the ration should be 1:8 and for ages 15-18 the ratio should be 1:10.**

Childcare Helpers: If there are any children coming who are too young to be included in scheduled activities, you will need to provide someone to care for them. Children should not be allowed to roam without supervision at any time, especially near the lakes. If a small meeting room is needed for the children, please arrange for this at least 14 days prior to arrival. (Children under 6 need a minimum adult to child ratio of 1:5.)

As registration progresses, contact Montgomery if:

Tour: You want to visit Montgomery to get more familiar with the facilities. As contact person or event coordinator, you'll be answering a myriad of questions from your group. The better equipped you are, the more enjoyable your event will be.

Size: It appears your group is going to be much larger or smaller than originally contracted. We'll do what we can to help solve the challenge, e.g., increase your contract to include additional housing, if available, or try to book another group for some of the spaces you originally expected to need.

Questions: As you put together your schedule, you may have questions relating to your event plans, e.g., need for a second meeting room or unassigned cabin for child care, special set up in your meeting room, questions about assigning accommodations or arrangements for physically challenged participants, etc. These are all things we can help you figure out.

BEFORE YOUR ARRIVAL

The following items need consideration, as far as what to communicate to your guests, along with any special program plans for your group.

Philosophy and Purpose: Montgomery Presbyterian Center serves people of all ethnic, cultural, economic, and religious backgrounds including the physically challenged. Unless your group is large enough to have exclusive use of the facility, you will be sharing the grounds, recreation facilities, and the dining room with other guest groups. It is important that groups treat each other with respect and courtesy to help assure a meaningful conference experience for all concerned.

Although guest groups may not share the same purpose as Montgomery, they must agree to respect and do nothing that will detract from, or be contradictory to, the Montgomery ministry purpose stated below:

Montgomery Presbyterian Center welcomes all people
to experience Christ and creation
in ways that deepen faith and strengthen relationships.

2 Weeks prior to your arrival:

Final Numbers: Check your contract. Compare your schedule, activities and registrations to what you reserved at Montgomery. **Contact Montgomery at least 2 weeks prior to your event to report you final numbers.** This can be done by phone or e-mail. Due to practical constraints such as menu planning and purchases, staff scheduling, etc., we must have a clear understanding of group sizes and needs at this time. (The numbers we have 14 days prior to your arrival will be the minimum numbers on your final bill.)

Special Needs: Let Montgomery know any special needs you may have. For example, meeting room set up, arrangements for the use of an overhead projector, digital projector/screen, VCR/DVD and television, easel, or similar programming items. AV equipment is limited and may need to be shared between groups. Please arrange with staff, in advance, if equipment is required.

Payment: Have a check prepared payable to Montgomery Presbyterian Center for your Contract Minimum balance or for the balance of your current invoice. This check can be delivered upon you arrival. Your Final Invoice is based upon the numbers given 2-weeks prior to your arrival. However, we recognize that numbers have a way of fluctuating; adjustments will be made to your Final Invoice for additional guests, other charges or for special circumstances. The Final Invoice may be paid upon your departure or within 10 business days.

Special Diets: Montgomery is able to provide for some special diets but there must be adequate notice given. For diets that we are unable to accommodate, there is a refrigerator and microwave available for those needing to bring special foods.

What to Bring: Here's a handy checklist to help people in the packing process:

sleeping bag or sheets (linens are only provided in the Inn)

pillow	swimsuit	flashlight
towels	casual clothes	insect repellant
sun screen	sandals	Bible
toiletries	tennis shoes	pencil & paper

Note: Guest groups usually bring bedding and towels for speakers or adult guest leaders, rather than asking them to bring their own. Linens are provided for the queen size beds in the Inn. All other beds at Montgomery are twin-size and linens are available for a small fee. Please arrange for these ahead of your arrival. Towel changes are available for groups staying 4 or more nights.

What *NOT* to Bring:

Pets – If brought, guests will be asked to take them off the grounds.

Drugs or weapons – non-prescription drugs or weapons are not allowed on our grounds.

Toxic or flammable materials and power tools – unless advance permission is obtained from Montgomery for a specific purpose, these items should not be on the grounds. This includes fireworks.

DURING YOUR EVENT

On Arrival: Your event coordinator or contact person should arrive at Montgomery Office before any registered guests. The following items will be provided during this orientation:

1. Contact information for MPC Host
2. Maps of grounds
3. Review of any special information related to your event (including activities)

Please come prepared to provide:

1. Your contact information in case of emergency
2. Your preferred time (near the start of the conference) for our Staff Host to welcome your group and provide an orientation to the Montgomery facility. (3-5 minutes)
3. A check for the contracted guaranteed amount balance due
4. An update on the number of guests expected
5. Signed copies of High Ropes/Climbing Wall Release Form (if applicable)
6. Signed copy of alcohol policy (if applicable)

Meeting Rooms: All activities in the meeting rooms require adult supervision.

Meals: Meals are served promptly at: (unless otherwise scheduled in advance)

Breakfast	8:00 am
Lunch	12:00 pm
Dinner	6:00 pm

Food remains on the serving line for 30 minutes. Please plan to arrive at the meal times to ensure fresh food.

Telephone Messages: Incoming telephone calls cannot be directed to camp guests but messages may be left with our camp office or on the voicemail at (352) 473-4516. The voicemail is checked several times a day during week days. The messages will be given to the group leader. If an emergency message is received we will try to locate the coordinator immediately. In case of an after-hours or weekend emergency while you are here, please have people call our on-site host at (352) 283-0528.

Traffic Rules:

1. The speed limit at Montgomery is 15 miles per hour.
2. Approved parking areas include: the parking lot by the office, those staying in the Inn may park right by their rooms, Williams Lodge parking lot and the Emerald Area parking. *Please do not drive into the Cabin Area. The road is very narrow and uneven.* Leave the center of Montgomery free of parked cars unless someone has to be transported due to a physical handicap.
3. Transporting people in the back of a pickup truck is not allowed.

Smoking: Smoking is only permitted outside. **Smoking is not allowed in any building, including bathrooms.** Please dispose of all cigarette butts in outside trash cans.

Phones: Phones for guest use may be found in the Office area. Emergency numbers, directions to the nearest hospital and staff contact numbers are posted by each phone.

Outgoing mail: Outgoing mail may be brought to the office before 11 am.

Emergencies: (MPC is in Bradford County)

Emergency Bell: To alert guests and staff of an emergency, there will be a series of three rings on the bell, 15 times. Everyone should gather at the activity field next to the main parking area as soon as possible and a Montgomery staff member will give instructions.

Fires: Report a fire by notifying the first Montgomery employee you can find. If a staff member is not readily available, use a phone and call 911.

Medical Emergencies: are the responsibility of guest group leaders and the group's assigned first aid person. It is important to designate at least one vehicle for transportation to the hospital; it saves valuable time during emergencies. Your first aid person should not leave the grounds, so they should not be the driver.

Fire Dangers: Fire is a constant danger to Montgomery. All guests are expected to comply with the fire procedures. The following are important reminders.

1. Campfires are not permitted without prior authorization.
2. Open fires are only permitted in specified areas.
3. Be sure that campfires are completely out before leaving the area. If it is cold enough to put your hand in it, it is safe to leave.
4. The fireplace in the Fireplace Conference Room is not to be used without permission.
5. The fireplace in Gregory Lodge is no longer a functioning fireplace. You will notice there is no chimney on Gregory Lodge.

Maintenance of Buildings and Grounds:

1. Notify the Staff Host about problems promptly. We will fix them as soon as possible.
2. Please don't move any piano.
3. Although Montgomery staff provides clean-up services, we appreciate your help. Please keep the meeting rooms and bathrooms clean and the grounds free of litter.
4. Please conserve energy and keep utility costs down by turning off/down lights, air conditioners, etc, when not in use.
5. Please protect the natural environment, including plants and wildlife; especially our endangered Gopher Tortoise, for the enjoyment of all guests.

Lost and Found Items: Please check carefully before leaving to be sure nothing is left behind. If something is forgotten, Montgomery will try to locate the item. Montgomery only keeps lost and found items for two weeks.

Ice: The ice dispenser in the dining hall is available for all groups. Larger quantities of ice can be obtained from the hosting staff.

Vending: There is a Coke machine located in Weller Dining Hall in the alcove near the women's restroom.

Copies: Please see your host for copies. ($0.10 each)

Dress Code: We strongly recommend footwear be worn at all times. Footwear, shirts and shorts must be worn in the dining room – no exceptions. The dress code at Montgomery Center is comfortable and casual.

Communion Elements: Montgomery Center will gladly furnish elements for communion services. A chalice and plate are available for serving communion.

Recreation Equipment: Equipment is available for bocce ball and horseshoes. We also have sports balls for various games and discs for the disc golf course. Please see the host during your stay if interested in playing.

Guest Group Offering: Contributions to our camp development and camp scholarship programs are always deeply appreciated but gratuities are not accepted.

Departure Check-List:

1. Please help us with the transition time between groups by vacating the rooms at the agreed upon time in your contract.
2. To assist in keeping our costs as low as possible, we ask groups to assist in cleanup. Please make sure the trash is picked up from all rooms used and deposited in receptacles around the site or in a dumpster.
3. When using meeting rooms for the last time, please clear the rooms and stack the chairs and breakdown tables.
4. All cabins, meeting rooms, etc., should be checked by leaders before departure to be sure there is no damage or graffiti left by your group. The minimum repainting fee is $25 and damage charges vary depending upon the circumstances.
5. Turn in evaluation and check-out form to host.
6. Have a safe drive home!

If you have questions we haven't answered,
please feel free to give us a call at
352-473-4516.

Thank you for coming to Montgomery Presbyterian Center.
We look forward to the privilege of serving you!

Emergency Numbers

Montgomery Presbyterian Center is located in **BRADFORD COUNTY**

Fire, Ambulance/Paramedics or Sheriff's Dept. 911

Poison Control Center – Jacksonville 1-800-282-3171

Montgomery Presbyterian Center (352) 473-4516

88 SE 75th St

Starke, FL 32091

On-Site Residences:

Cal Findeiss Program Director

Host Phone (always on site) (352) 283-0528

Medical Care

Shands Hospital in Starke (904) 368-2300

Turn RIGHT as you exit Montgomery and RIGHT onto Hwy 100. Go 8 miles toward Starke. Watch for HOSPITAL signs immediately after railroad tracks and angle to the RIGHT onto Cooley Road. Hospital is 3/4 mile ahead on the right.

Family Medicine - Dr. Michael J. Vernacchio, D.O. (352) 473-6595

Turn RIGHT as you exit Montgomery and LEFT onto Highway 100. Go 3 ½ miles to stoplight in Keystone. Go through the stoplight and turn LEFT on Commercial Dr. First drive on Left.

Other Emergency Numbers:

Bradford County Sheriff (904) 964-6161

Clay County Sheriff (352) 473-7211