

## **Camp Albemarle**

### **Guest Information**

Please read the following information and keep for your reference as you plan for your group's stay at Camp Albemarle. We gratefully appreciate your thoughtful adherence to the following:

- Please thoroughly read the Use Agreement. It has vital information as to the agreement you are making with Camp Albemarle. After reading please sign, date, & return to Camp Albemarle. Please also send a copy of liability insurance with the User Agreement. Remember to keep copies for yourself.
- *To guarantee your reservation, please sign and date the Invoice and return with your deposit on or before the date given on the Invoice.*
- Financial balance is due two weeks prior to your arrival.
- Please be aware of our cancellation policy found in the Use Agreement 10b.
- We do not administer first aid, nor do we have a lifeguard on duty. If you use the pool you **MUST** have a certified lifeguard. *The lifeguard must send or fax a copy of his/her lifeguard certification to the camp no later than one week prior of arrival to the camp. Upon arrival the lifeguard must show his/her certification to the staff member on duty, as well as a valid picture i.d. (driver's license).* If proof of training is not provided, pool use will not be authorized and your payment for pool use will be forfeited. (Depending upon availability, Camp Albemarle may be able to secure a lifeguard for you at an additional cost. Please call us immediately if you would like to inquire of this.)
- Use of Challenge Equipment (Alpine Tower, Team Building Elements prohibited without a facilitator provided by Camp Albemarle.
- Kayaks and Canoes may be used by the group with life jackets and water shoes.
- In an attempt to be good stewards of the environment and beautiful coastline, we do not supply paper cups, paper plates, or plastic utensils. We do have washable table service available for your use indoors. You may bring your own disposable if you wish.
- Unless otherwise arranged, you must provide your own bed linens and towels.
- We ask that you leave Camp as you found it. Please clean up spills as they happen. Cleaning supplies and instructions will be in your Guest Packet when you arrive for your reference as you prepare to depart from Camp Albemarle.
- Smoking is *not* permitted inside our buildings. If you must smoke, please use the designated smoking areas which are the picnic tables found behind the Lodge and the Dining Hall. Please properly dispose of cigarette butts.
- Alcohol is *not* permitted on the premises.
- **Please do *not* bring any pets to Camp Albemarle.** Boarding kennels are available in the area should you need their services for your favorite dog or cat!
- Absolutely, ***DO NOT*** allow participants of your group to drive on the grass to any of the buildings on the camp property. Please inform them of this before arriving at Camp Albemarle. **You will be held responsible for any damage to the septic field should your group members decide to drive to the cabins to unpack or to any other building without permission of the staff member on duty!**