



WEEKEND RETREAT RESERVATION INFORMATION

Episcopal Dioceses of Los Angeles and San Diego

P. O. Box 2320, Julian, CA 92036

Phone 760.765.0028; Fax 760.765.0153

www.campstevens.org email: info@campstevens.org

Camp Stevens Retreat Center is located in the mountains east of San Diego near the historic gold mining town of Julian. Our facilities can accommodate up to 100 persons indoors. Photos of our grounds and facilities can be found on our website (www.campstevens.org).

Weekend Rates per person for 2 nights and 5 meals (subject to change):

Blum Lodge sleeps 48 persons downstairs in eight 6-person dormitory-style rooms with shared bath and shower facilities. Upstairs are two fireplaces, a large meeting area able to accommodate up to 140 persons, 3 pianos, a projector and sound system, a small library, a kitchenette, and a coffee and tea bar.

- Adults \$146 / Children 2-11 with parents \$108 (guaranteed minimum* of 38 persons)

Lax-Sadler Lodge sleeps 28 persons in 3-5-person rooms, with 2 rooms downstairs and 4 rooms upstairs, each with a private bath and shower. The meeting room contains a fireplace, piano, TV screen, coffee and tea bar, microwave, and mini fridge, with extra seating for up to 28 persons.

- Adults \$156 / Children 2-11 with parents \$108 (guaranteed minimum* of 22 persons)

Bishop Wolterstorff Lodge sleeps 24 persons in four 6-person dormitory-style rooms with shared bath and shower facilities. The meeting room overlooks Volcan Mountain and contains a fireplace, piano, TV screen, coffee and tea bar, microwave, and mini fridge, with extra seating for up to 24 persons.

- Adults \$151 / Children 2-11 with parents \$108 (guaranteed minimum* of 19 persons)

Open-Air Cabins sleep 8 persons per cabin and have no electricity or heat, with bath and shower facilities nearby. Open-Air Cabins are available in the warmer months.

- Adults \$113 / Children 2-11 with parents \$82 (no minimum)

Exclusive use of all facilities (except ropes course and climbing wall)

- Guaranteed minimum of 75 persons
- Adult \$140 / Children 2-11 with parents \$108, children under 2 are free

* The **guaranteed minimum** stated for each lodge must be met by either meeting or exceeding the minimum number of persons, or by paying the guaranteed minimum amount, regardless of group size.

Additional meals are available for \$10.00 per person per meal.

An **additional meeting space** with a fireplace and a coffee and tea bar is available in the dining hall upon request, with limited availability around meal times.

Our **recreational areas** include: campfire circles, a basketball and a volleyball court, a lawn, a swimming pool (in season), two organic gardens, an outdoor amphitheater, a treehouse, an outdoor chapel, a labyrinth, and lots of trails on our 256 acres of pine and oak forest. An extensive ropes course and a climbing wall are also available for an additional fee.

Arrival and Departure times for weekend groups are 4:00 pm or later on Friday and before 2:00 pm on Sunday, unless otherwise specified. We are happy to provide a 1 hour grace period before and after the standard times, beyond which, groups will be charged an early check-in and/or late check-out fee of \$10 per person.

In order to make Camp Stevens Conference Center available for optimum year-round use, groups must abide by the following procedures:

Returned contracts must be accompanied with the deposit amount indicated on your contract. This will be applied to the total cost of your group's stay at camp. A 30% deposit, less a \$100.00 handling fee, will be refunded only if written notice of cancellation is received at least 90 days prior to the reservation date or if a replacement group can be found.

Group size estimate for your contract must be a single number (not 20-30, for example). This should be a conservative estimate, as you will be required to uphold it. Increases in group size may be made by calling the camp office at 760.765.0028. Additional space is not always available.

Groups with per person rates may reduce their number by 15% without penalty provided that the number does not go below any stated guaranteed minimum and is submitted in writing up to 10 days prior to arrival. **The penalty for decreases in group size made within 10 days of arrival** is one-half the adult rate for each person fewer than estimated.

Group cancellations within 90 days of the reserved date: Groups will be billed at 50% of the adult rate for the number of expected persons indicated on the contract or the guaranteed minimum, whichever is higher. Amount due may be reduced if a replacement group can be found.

PLEASE PROVIDE PROOF OF LIABILITY INSURANCE WHICH LISTS CAMP STEVENS AS ADDITIONALLY INSURED AT LEAST 30 DAYS PRIOR TO YOUR RETREAT

Group responsibilities: Camp Stevens operates on cooperation. Groups keep their own meeting, sleeping, and common areas clean and are responsible for leaving all camp facilities clean and orderly. At mealtimes, groups help set the tables before meals, serve food, and clear and clean the meal area after eating. Groups will be held responsible for damage to property other than that which results from normal and considerate usage.

Please do not bring pets, skateboards, scooters, bicycles, weapons or any potentially dangerous equipment.

By cooperating with these simple rules, everyone can enjoy the most enriching experience possible. We sincerely hope that you will enjoy your stay at Camp Stevens.

IMPORTANT RETREAT RESERVATION DEADLINES

Now – request and confirm your retreat dates by calling the office at 760.765.0028

2 weeks from now – return your contract and deposit

At least 1 month prior to your retreat – contact your insurance company for additionally insured certificate for Camp Stevens. Please email, mail, or fax (760.765.0153) this form to Camp Stevens

2 weeks prior to your retreat – Connect with Camp Stevens Staff and submit the following:

- Send a list by person of any food allergies and dietary restrictions your group members have with detailed information for our chefs (i.e., explain nut allergies). We can work with many food allergies and dietary restrictions but only if we have ample time and information. We recommend that those with complicated and severe dietary restrictions bring their own supplemental food
- Confirm the number of persons attending the retreat
- Provide a list of activities that need staff assistance, along with their preferred date and time
- Let us know how else we can assist you with your retreat planning

Day of your retreat – Let the Host know if there are any changes in group number, food allergies and dietary restrictions, or staff-led activities

Camp Stevens Retreat and Conference Center Information

*The **Mission of Camp Stevens** is to inspire, challenge, and empower personal, social, and environmental transformation.*

*Rooted in the Episcopal Church and our natural world, **Camp Stevens's Core Values** are:*

Openness: *We celebrate diversity and welcome all to our table to listen to and learn from one another.*

Gratitude: *We believe that gratitude toward one another, the natural world, and God is the foundation upon which humans build a healthier, more sustainable, and loving world.*

Connection: *We challenge all who experience this peaceful place apart to reconnect with themselves and connect meaningfully with one another, the natural world, and the Divine.*

Wonder: *We believe that a sense of wonder transforms adults and children alike, renewing joy, excitement, and mystery in the world we live in.*

The following information is intended to help you in the planning of an enjoyable stay at Camp Stevens. Please share this information with your group.

PLANNING YOUR RETREAT: We welcome you to participate in up to 1 ½ hours of free staff led activities per building contracted (excludes ropes course, climbing wall, and teambuilding), in a 45 minute exploration of our diverse and beautiful organic gardens, an outdoor campfire with complimentary s'mores built and provided by our staff, a homemade Eucharist loaf and the use of our chalices, and the chance to collect eggs from our hens and feed our pigs, all available upon request at no cost! For staff led activities beyond the initial 1 ½ hours, we charge by the hour. Staff led activities include, but are certainly not limited to: archery, staff led hikes, cooking and baking, arts and crafts, garden activities and workshops, community gathering and campfire songs, Camp Stevens Tour, etc. Our ropes course, climbing wall, and teambuilding programs are available at additional costs.

THINGS TO BRING: The weather in the mountains can change quickly, so come prepared for a range of temperatures, in both sunshine and rain, with a chance of snow between November and April. We recommend checking the weather beforehand, as temperatures in the mountains are often different than in lower elevations. In addition to appropriate clothing and walking shoes, you will need to bring your own pillow, towel, and either twin sheets and blankets or a sleeping bag. A refillable water bottle, camera, flashlight, and binoculars are good to bring along as well. The lodges are heated and the bathrooms are located inside the buildings. In true Southern Californian style, none of our buildings have air conditioning, but fans may be available upon request. Please contact Camp Stevens if you have any questions about your accommodations. In order to maintain Camp Stevens as a 'peaceful place apart', please limit all cell phone use. Please do not bring pets, skateboards, scooters, bicycles, weapons or any potentially dangerous equipment.

ARRIVAL: On the day of your arrival, please call the host at (760) 550-2488 with any questions you or your group members may have about group lodging or arrival times. We recommend designating someone from your group to arrive early to greet the others in the parking lot as they arrive and direct them to their proper lodging. A map of the facilities and group building assignments can be found on the information board located to the far right of the office for your convenience. Please ask everyone to try to arrive before 9:00 P.M. It is best to leave Los Angeles by noon on Friday. We strongly encourage carpooling, as our parking space is limited. For weekend retreat groups, arrival time is after 4:00pm on Friday. There is an early check-in fee of \$10 per person for those who arrive before 4:00pm.

YOUR HOST: A member of our staff will be designated as your host during your stay at Camp Stevens. He or she will assist you in hosting for meals, provide any materials that you might need for your retreat, handle any problems, both program and maintenance related, and answer any questions that might arise during your stay. Your host will be happy to provide an orientation on camp procedures and safety.

PARKING: In order to ensure safe emergency exit on our roads, all cars must be parked in the main parking area by the office or at the lower parking lot, located on the left as you drive back down the driveway. We welcome you to drive to your lodge to unload your luggage, but please return your car to the parking lot when finished. There are signs on the road that will direct you to the various lodges. Please drive at the posted speed

limit, 5mph at all times, as pedestrians are often hidden in the curves of the roads.

MEALS: Mealtimes are at 8 am, 12 noon, and 6 pm and are served family style in the dining hall. Each group will be responsible for hosting a few meals during your stay, which includes setting up the tables, serving the food, planning a short blessing or word of thanks, and cleaning up afterwards. We ask all guests to clear their own plates, silverware, and cups by following the signs to the 'IN' door. Please notify your host of any food allergies and dietary restrictions and if your group size will change each meal so we can make sure to have the right amount of food. We ask that the Dining Hall remain a technology free zone during mealtimes, but welcome you to use the Wi-Fi in the Dining Hall once a meal has ended.

MEETING AREAS: Please be sure that the last person leaving your meeting area turns off the lights. Thermostats are adjusted automatically, so please do not change the settings. Please notify your host if you are uncomfortable. A coffee & tea bar, microwave, and mini fridge are available in meeting areas for your use. Extra chairs and tables can be found in the meeting room's closet. Responsible use of alcohol is acceptable for person's 21 or older—beer and wine only. Illegal drugs and liquor are not allowed.

FIREPLACES: Fireplaces are for your enjoyment. Wood is located in a cabinet near each fireplace or just outside the buildings. Your host will be happy to help you with any questions you may have, including restocking the firewood.

FIRE REGULATIONS: Smoking is allowed only on paved areas around the buildings. No smoking is permitted inside the buildings or on the trails. The fire season in Julian extends throughout most of the year due to our extremely dry weather conditions. Please do not ash or dispose of cigarettes or matches in our woods or other non-paved areas. Please dispose of cigarettes properly in ash cans. There are several campfire areas on the grounds which are available for your use upon request. Please extinguish campfires thoroughly when finished, as explained by your host. Building a fire outside of the designated campfire rings is not allowed.

POOL: The pool may be used between May and October after a pool waiver has been signed by the group leader. We advise that there be one certified lifeguard with current first aid and CPR certification guarding for every 25 persons in the pool. There must be a guard to lookout ratio of 1 for every 10 persons in the pool. If your group does not have a lifeguard, trained camp staff may be available for hire on an hourly basis. Your host will orient you on pool safety and emergency procedures.

THE WOODS, PONDS, ANIMALS AND PLANTS: Please enjoy the natural features of Camp Stevens and help us to maintain a beautiful environment. Hiking maps are available in the Dining Hall for your use. We ask that you don't walk, wade, or throw things into the ponds, and that you leave any treasures you may find for others to enjoy. If you have any questions about the plants or animals, feel free to ask the staff or refer to our bookshelves in the Dining Hall. Please do not bring any pets.

RECREATION: Sports equipment is located in the green sports equipment box located behind the basketball court. Feel free to use any of the equipment, but please return it when you are finished. Personal sports equipment is the responsibility of the individual owner. For safety reasons, use of bicycles, skateboards or scooters in camp is not permitted.

CHAPEL: There are outdoor and indoor chapel facilities. Episcopal prayer books, vestments, chalices, etc. are available for your use. Your host will help you find what you need and help coordinate with other groups. Bread is available with advanced notice; please bring your own wine.

OTHER GROUPS: Unless the weekend has been booked for exclusive use, there is a chance that other groups will be having their retreat on site during your stay. Quiet hours are between 10:00pm and 7:00am. Recreational areas such as the lawn, basketball and volleyball courts, swimming pool (in season), chapel, labyrinth, treehouse, and trails are shared spaces. Please let us know if you plan to use the swimming pool or chapel so we can coordinate times with the other groups. Hosting responsibilities and meal times will be shared with the other groups, where we encourage everyone to mingle, especially with the camp staff!

FIRST AID: Groups are responsible for providing their own first aid and are welcome to use the first aid kits located in the meeting rooms of each lodge. Please alert the host if you use supplies so they can be restocked. The camp advises the group leader to provide at least one designated person with age-appropriate CPR/AED or CPR/AED and first-aid certification for youth groups with participants under the age of 18 from a nationally recognized provider. Emergency transportation is available by calling 911. In the event of an emergency, trained camp staff are available for assistance by contacting the host at (760) 550-2488. We advise groups to prepare an emergency information packet (names and address of participants, emergency contact numbers, allergies and health conditions, and consent to treatment for minors) for their group members in case of an emergency. Sample forms are available from the Camp upon request. Please report to the host any injuries or illnesses that may occur during your stay at camp, so that we can better assist you. The closest urgent care is located in Ramona, but has limited hours. The closest hospital is Pomerado in Poway. Injuries, illness, and medical emergencies should be reported to the host.

EMERGENCY PROCEDURES:

In case of an Emergency, call 911 and contact the host at (760) 550-2488. In case of fire or other all camp emergencies, the camp staff will activate the onsite fire alarm siren. There are fire extinguishers on each floor of each building. If you hear a siren, gather all group members on the Emergency Gathering Site at the basketball court, and if readily available, gather car keys as they may be needed for evacuation. Never risk your life for personal belongings. Group leaders are responsible for gathering and accounting for their group. Please listen and cooperate with the Camp Staff as they lead you through the evacuation or other safety procedures.

SUPERVISION: Each group is responsible for the supervision of its members. Family groups must supervise their children at all times. Youth groups must provide enough chaperones for the proper supervision of their group and chaperones must sleep in the same building as the youth group members. All Camp Stevens staff has been background checked, and we advise that any chaperones supervising youth are also background checked. Camp staff may be available for an additional fee for supervision of specific camp activities or additional assistance. The recommended supervision ratio for youth groups is 1:6. Quiet hours are between 10:00 pm and 7 am.

CLEANING THE CAMP & DEPARTURE: We are able to keep our rates lower by having guests help with the cleaning. Please schedule some time before departure to clean up your meeting and sleeping areas in your lodges. Please bring all trash and recycling behind the dining hall and put them in the proper receptacles located near the garden wall. Your host can assist you in this and answer any questions you might have. Before you leave, please check around for any lost or forgotten articles. Groups will be held responsible for damage to property other than that which results from normal and considerate usage. For weekend retreat groups, departure is expected before 2:00pm on Sunday, unless otherwise specified. There is a late check-out fee of \$10 per person for those who stay after 2:00pm.

Thank you for following these guidelines! The staff wishes you a wonderful stay at Camp Stevens *Updated 10/2016.*