



Galilee Episcopal Camp and Retreat Center

Group Information Sheet

Instructions: Read, sign and date at the end. This information must be shared with all participants in your group and we will send a new clean copy to you to share via email one month before your retreat.

1. Group Responsibilities: Galilee operates on cooperation. Groups agree to keep their own meeting, sleeping, and common areas clean and are responsible for leaving all camp facilities clean and orderly. The Galilee staff will provide all meals except with prior arrangement. Groups will also be responsible for helping with setting the tables for meals and clearing up afterwards, a 15-minute commitment before and after the meal, unless we are serving you from a buffet line. This assistance helps Galilee to keep rates as low as possible. Groups will be held responsible for damage to property other than that which results from normal and considerate usage. Galilee will provide a welcome to the group during your first meeting and/or first meal.

2. Fire Prevention: Galilee is a non-smoking and non-vaping facility and is in a fire danger area. Campfires are allowed in season but must be coordinated with Galilee staff.

3. What to Leave at Home: The use or possession of firearms and other weapons at Galilee is prohibited, as are pets or other animals of any kind. Also, leave at home bicycles, skateboards, or other dangerous equipment. Please inform the director of any usage of personal sports equipment, including the use of wind surfers, kayaks, etc. Moderate use of alcohol is permitted for adult groups or family programs.

4. Bedding, Linens, and Lodging: All group members must provide their own bed linens or sleeping bags, pillows, towels, and toiletries. **Due to Galilee's scheduling, you may be asked to move out of your cabins following your final breakfast in order to prepare the cabins for the next group.**

5. Swimming: Galilee is situated on the eastern shore of Lake Tahoe in Glenbrook, Nevada. Use of the Lake is encouraged in a safe manner. If your group wants to provide swimming then a certified lifeguard with waterfront training from a nationally recognized provider must be provided. The lifeguard will go through a training with Galilee staff prior to guarding the beach. The lifeguard must have current certification in first aid, blood borne pathogens, age-appropriate CPR and use of an AED with breathing masks. A fee is charged if Galilee provides this service. Please contact Galilee for more information. Children on the waterfront at Galilee must be accompanied by a parent or other responsible adult.

6. First Aid: For all rental groups involving minors, it is required that there is a designated individual who is responsible for health care needs, is certified in CPR, age-appropriate depending on the group, AED from a nationally recognized provider, and in first aid by a nationally recognized provider. All First Aid supplies and equipment must be provided by the group. The group is responsible to provide emergency care and call 911 if emergency transportation is required. The Glenbrook Fire Department is across the street. The camp address is 1776 Highway 50, Glenbrook. Please report all emergency situations to the Galilee staff.

7. Group supervision: The group is responsible for providing all supervision and managing behavior for participants, unless prior arrangements have been made with Galilee. It is recommended that group leaders obtain the following information on all the participants: names and addresses, emergency contact names and numbers, a listing of any allergies or health conditions requiring treatment, restriction, or other

accommodation while on site and, for minors, a signed permission to seek emergency treatment or signed religious waiver. An orientation on safety and emergency procedures will be provided soon after arrival. It is recommended that all group leaders who are responsible for minors are screened following local, state and federal guidelines for those working with children. It is required that all group staff who are responsible for minors are at least 16 years of age, are at least two years older than the minors with whom they are working, and that the ratio of staff to minors is at least 8 to 1 or better (1 to 6 for children under 9). (In some facilities, two adult chaperones are required – confirm with the Galilee staff as to how many chaperones will be required for your stay.) It is advisable to provide training to all staff members to minimize the potential of any staffer being one-on-one with a minor when out of sight of others. Finally, it is required that at least 80% of the staff is 18 years of age or older.

8. Kayaking, Rock Climbing, and other activities: If your group is interested in having a guided kayaking trip or hike in the local mountains, the staff can provide these for you. For adult groups who are kayaking, instructions will cover the use of PFDs, the safety regulations, and the boat check out system. The on-site Aquatics supervisor will orient the adults and supervise the kayaking. Please contact Galilee before your retreat to discuss with the staff your various program support needs. Volleyball and basketball are provided. Low-ropes team building challenges can be used with Galilee staff instruction and supervision. Costs for these services are dependent on the group. Galilee is responsible for all specialized recreational opportunities. Please do not use any challenge activities without Galilee staff in attendance. **In general, as Galilee is located in a residential area, please avoid excessive and unnecessary noise levels, especially during the Lake Tahoe quiet hours from 10:00 PM to 8:00 AM.**

9. St. John in the Wilderness Church: Galilee Episcopal Camp and Retreat Center shares the beautiful site with St. John in the Wilderness Episcopal Church. The church building may be available, depending on scheduling, for program usage with prior arrangement though Galilee. Everyone is welcome to the Sunday morning worship service, held year-round at 10:00 AM. **Groups using Galilee will be asked to share certain facilities with the parishioners on Sunday mornings and certain other times of the year, including the bathrooms in Hunting Lodge or Derby Talbot Lodge, before and after the Sunday service.**

10. Dining Hall and Kitchen: Galilee provides delicious and nutritious meals, cooking usually from scratch. The Galilee staff will provide a document a month before your retreat to record your groups' special dietary needs. For any questions regarding the menu for the retreat, please contact our Food Service Director at least two months prior to your retreat at (775) 749-5546.

12. Parking: Galilee has very limited parking on site. Please try to carpool with other group members or use a van to transport your group. Commercial busses are also able to use our site, even in the winter. Thank you for your assistance with this. Transportation to and from Galilee is the responsibility of the group.

Please contact Galilee's Executive Director Stuart Campbell at stuart@galileetahoe.org or (775) 749-5546 if you have any questions.

Printed Name of Organizer

Signature of Organizer

Date of signing