



Important Information

(Please Read Through Entirely)

Last Revised January 2024

Our Mission Statement:

“To Share Christ’s Love by Serving Churches through a Camp Experience”

Hartstone is an accommodations-based camp.

We seek to provide excellent service, excellent food, and maintain an excellent environment.

This allows you:

To be in charge of your own schedule

and provide your own leadership for staffing, worship through music, and camp speakers.

We provide:

Meals, lodging, and amenities to compliment your programming.

(Please feel free to contact us if you have any questions regarding any of the information below)

(707) 743-1621 / info@hartstonebiblecamp.org

17856 Van Arsdale Road, Potter Valley CA 95469

Check out our website and watch our promo video at: www.hartstonebiblecamp.org

BEFORE YOU ARRIVE:

1. **PROMOTION:**

-Promotion of your camp is critical to achieve desired numbers and maximize your ministry efforts in the lives of your people. We have found that it is good at the very beginning of the year to have your camp dates verbally announced and published in a good visible location so that your people can plan their yearly vacation times. Plus, this is the time when many of your people are getting their tax returns and mentioning this can remind your people to start saving up for your camp.

-It is also important to start heavily promoting your camp two months before your scheduled camp date. Sometimes giving an “Early Bird” registration discount or giving a holding deposit amount, will help you collect all your monies in time and have an accurate camper count instead of having to scramble and stress at the last minute. Having your people pay ahead of time also helps them detour from making any last-minute changes or cancellations on you.

2. **SIGNING PEOPLE UP FOR YOUR CAMP:**

-Collecting Info: We advise that each group leader collects the following information for their own records. (Hartstone doesn't require you to submit this but strongly encourages group leaders to collect this information) Names, Addresses, Phone Numbers, Medical Release Forms with emergency contact information for all who will be attending and a list of any campers that have any medical conditions or allergies. (To help assist you with this, a "Sample Medical Release Form" is available on our website. Feel free to edit and personalize this form to accommodate your needs).

-Communicating Hartstone Info: This "Important Information" document is intended to answer any potential questions the group leader and their guests will be asking. Please read through this thoroughly and pass along the pertinent information to those in your group that this will apply to.

-Minimums: We have a 60-paying camper minimum for reserving summer dates (Memorial Day thru Labor Day) and a 30-paying camper minimum for reserving fall and spring dates (We're closed in the winter). You are expected to pay for the minimum number of campers whether or not you have that many. Children under 5 years old are free and cannot be counted toward reaching a minimum. (To help assist you with this, a "Blank Roster Template" is available on our website. Feel free to make as many copies of this form as you need)

-Final Payment: The Guest Group Leader is to collect all financial payments from the individuals in your group and bring a check to make one total Final Payment to Hartstone Bible Camp that is to be given to the Camp Director before leaving on the last day of your camp. All individuals must be accounted for including the guest group leader and your staff.

-Sleeping Accommodations: Cabin Assignments / Tent Camping / Trailer & RV Sites, should be reserved when registering your people for your camp. Hartstone's price points are based on our hard costs and not our housing accommodations. So whether someone stays in one of our cabins or in their own Tent or Trailer/RV doesn't change the price point for our guests. It is encouraged for groups to use the cabins as leverage for registrations and or staggered price points to incentivize early sign ups.

We have 15 Cabins that are clean, cozy and uniquely decorated. Each has window A/C units, fan, portable heater, night light, box of tissue, fly swatter, trash can, broom, and dust pan. (A Cabins Layout Map is available on our website).

We have 7 Trailer/RV Sites with water and 50/30 Amp hook ups. A liquid waste cleanout station is available at departure. More Trailer/RVs are welcome to park and dry camp in any available open areas around the camp if the other 7 spots are taken.

We have unlimited Tent Camping available anywhere around the property that you'd like if it is in an appropriate and safe location.

3. **YOUTH CAMPS AND BACKGROUND CHECKS:**

Youth Camps: Males are not allowed in female sleeping areas. Females are not allowed in Male sleeping areas. No minors should leave the campgrounds under any conditions unless those in charge are notified. All hikers must have an adult in charge of the group. The Guest Group Leader for *YOUTH CAMPS* will need to have completed Background Checks for all adult leaders/counselors prior to arrival and will be asked to sign a confirmation of so at the arrival orientation meeting with the director.

4. **LIFEGUARDS**

The Hartstone Riverfront Beach is a wonderfully relaxing and enjoyable attraction during camp. It is our biggest safety concern as well. It is strongly suggested that each group be responsible for obtaining lifeguards that have their Lifeguard Certificate and advanced CPR, especially for *YOUTH CAMPS*. It's a good idea to at least have 1 adult or lifeguard to every 25 swimmers. **Hartstone does not provide Lifeguards.** (Absolutely NO Diving at the River)

5. **FIRST-AID PERSON**

You should bring your own First-Aid Kit and have a designated first-aid person to be responsible for all medical situations. All sickness, accidents and injuries must be reported to the Hartstone Director. A written record of all treatment/infirmity visits is to be maintained by the designated first-aid person. (State of California requirement) **Hartstone does not provide First-Aid Persons or First-Aid Kits but we do have an AED machine available in the Dining Hall.**

6. **WORSHIP THROUGH MUSIC:**

In the Chapel: We provide a sound system, visual projection equipment, a simple basic drum set, and a Clavinova weighted keys piano. You will need to bring your own musicians and instruments. We have a Behringer X32-channel digital mixing board in our sound booth with input jacks built into the stage. There is an optional free compatible app that your sound person can also download to their own mobile device to sync to our board. There is really no need for bass amps/guitar amps being that our BOSE system is set up to handle these. We do not have stage monitors because they are unnecessary with the new technology that our BOSE speaker system provides. We also have an A/V compatible powered pulpit, 6 Music Stands, 6 Mics, 6 Mic stands, 2 Wireless Handheld Mics, 2 Wireless over the ear headsets or chest lapel adapters for preaching, 4 Guitar/Bass stands, 6 patch cords, 6 XLR Mic Cables, 6 DI Boxes and a powered drop-down screen with a high-end projector. We also have a Blu-ray DVD player, HDMI, Apple and Chromecast Boxes set up to be compatible with your gear. It is encouraged for you to bring your own laptop computer or tablet to run your slide presentation for song lyrics, etc. We have adapter hardware to convert thunderbolt ports on Mac laptops to our HDMI connections to the projector and 3.5 mm jack ports that plug into to play music through devices like smart phones/tablets through the sound system. You can also record messages if you'd like. For lighting, we have dimmable LED house lights and dimmable stage lights.

At Victory Circle: "Outdoor Amphitheater" & Any outside preferred meeting locations: We have available a 10-channel portable sound system with 2 wireless hand-held mics and a 3.5 mm jack port that plugs in to play audio/music through devices like smart phones or tablets. In keeping with the peaceful and natural atmosphere of Hartstone and out of respect for our neighbors, we request moderation in the noise volume of your powered amplification of music, voices, and instruments. If applicable, please contact Hartstone Director prior to your arrival to confirm your A/V needs and questions.

7. **WHAT CAMPERS SHOULD BRING:**

All beds and bunks have mattresses. Guests should bring their own bedding: sleeping bag & pillow. All cabins have window A/C units, a fan, portable heater, night light, box of tissue, fly swatter, trash can, broom, and dust pan. Also bring: toiletries, towels, flashlight, bug spray, water bottle, sun glasses, sun screen, spending money for snack shack and Hartstone merchandise. Bicycles are permitted with helmets for minors.

8. **WHAT CAMPERS SHOULD NOT BRING:**

NOT ALLOWED: Motorized Sport Vehicles, Fireworks, Weapons, Unnecessary Electronics, Alcoholic Beverages, or Illegal Drugs. If smoking is necessary, it should be handled discretely in the parking lot. **Pets are not allowed at Hartstone with the exception of: Licensed service dogs.**

9. **DECORATIONS:**

Permission must be obtained from the Hartstone Director before putting up decorations, displays, signs or posters. All must be removed before departing.

10. **ARRIVAL AND DEPARTURE TIME:**

Please have your people adhere to the arrival check in and departure check out times on your contract. Often there are other camps transitioning either in or out. When guests show up before or stay after scheduled check in/check out times, it makes it very difficult for our staff to accomplish all their tasks.

11. **PRE-CAMP ARRIVAL EMAIL:**

We desire for you to have a great camp or retreat. About a week and a half before your reserved dates, you will receive an email from us requesting your Itinerary/Schedule of Events, a Final Number of Campers, and which Cabins you will be using, so that we can coordinate our staff and food ordering for your program.

Please copy and paste this below section and send to anyone in your group that has informed you of any food allergies they may have:

Hartstone does not accommodate complicated diets. Our individual meals are beautifully diverse and normally have a starch, protein, vegetable and fruit option so those with different food preferences should be fine. People with severe allergies may want to consider bringing their own supplemental food. There is a fridge/freezer and microwave available for their use. This does not change their price point for camp unless the participant will not be eating any of Hartstone's served food and drink throughout their entire stay. Our kitchen is not a guaranteed celiac or nut free facility. We are willing to serve individuals with allergies but they MUST email our Food Service Manager kyrstyn@hartstonebiblecamp.org no later than 10 days before the start of their camp or we will not be able to accommodate their allergy. Please note that special allergy diets could incur a fee of \$5 per meal/per person.

WHEN YOU ARE HERE:

12. ARRIVAL CHECK IN:

Upon arrival, your camp group leader must meet with the Hartstone camp director to report final camper count, cabin assignments, review the group schedule, snack bar times, first-aid and lifeguard persons and to address any questions or special requests.

13. UNLOADING/LOADING and PARKING

Guests are welcome to unload and load up vehicles in front of assigned cabins. It's a good idea for the guest group leader to be set up in front of the Dining Hall to check people in when they arrive and remind them of what cabin they are in. All camp vehicular traffic must drive less than 10 MPH and all vehicles should be parked in the designated parking lot. There is an exit road behind the Dining Hall but it is not wide enough for large trucks and Trailer/RVs. It is preferred for all vehicles to exit back out the same entrance road that they came in on.

14. MEAL TIMES:

Meals will be served at 8:00am, 12:30pm, 6:00pm (We are not able to adjust the set Breakfast and Lunch times but we are flexible with being able to adjust your Dinner time if you prefer a different time than 6:00pm) All guests should be on time for meals. A chow bell will be rung when it is time to eat. It is preferred to have groups meet and gather in front of the Dining Hall and have a designated person to pray and ask a blessing over the meal. There are two hand sanitizer dispensers when you first walk into the Dining Hall. There is also a hand washing sink and staff restroom in the Dining Hall but we prefer campers to use the Bath House. Please, no guests in the Hartstone kitchen (Health Department Regulation).

15. HARTSTONE SNACK SHACK & MERCHANDISE:

Normally we have the Snack Shack open in mornings before breakfast for specialty lattes 7-8am, late afternoons 3-5pm, and evenings after service/activities 8:30-10pm are generally requested times. We're happy to have this open at all these times or whenever works best within your schedule. Running the Snack Shack is not an inconvenience for us, we thoroughly enjoy it, and it lends for great staff and camper interactions, we love serving our campers. You can decide any of your times and pick whatever fits best within your schedule. Please remember to incorporate this in when you are putting together your Schedule/Itinerary. We have many items available for purchase like ice cream, espresso coffee drinks, nachos, popcorn, many different fun drink options, and candies. We also have Hartstone merchandise available, like our new Hartstone shirts that we traditionally do each year, hoodie and zipper sweatshirts, hats and beanies, water bottles/tumblers, coffee mugs, license plate frames, magnets, stickers and more. We accept Cash, Check, Credit/Debit Cards, Venmo and CashApp. Please remind your folks to bring extra spending money for these additional amenities. The Guest Group agrees that Hartstone Bible Camp shall operate the Snack Shack. No person or firm shall do any business or offer anything for sale or barter on the grounds at any time without the expressed permission granted by Hartstone Director.

16. TRASH AND RECYCLING:

Please help us maintain Hartstone Bible Camp's natural beauty by helping your group pick up after themselves. Trash cans are located throughout the campground and the Recycling cans are located at the Snack Shack. It's always so helpful too if you can schedule your group to do a quick sweep of the property before your departure, this is so appreciated and keeps our grounds beautiful.

17. EMERGENCIES:

If there is an emergency such as an earthquake or fire, there is a siren on the Dining Hall where the alarm button can be pushed right outside the dish room. At the sound of the siren everyone is to meet at the flagpole where further instruction will be given. A full emergency plan is posted in the shadow box on the outside of the Dining Hall.

18. CAMPFIRES:

Campfires are provided by the Hartstone staff in the designated fire pit locations in the mornings and evenings. No campfires are allowed at the Hartstone Pond or Riverfront Beach swimming area.

19. PHONE CALLS:

AT&T & Verizon Cell Service works at Hartstone. If a phone call needs to be made, brief calls can be made from the **Hartstone Kitchen Phone: (707) 743-1621**. For calls that come in for individual campers, a message will be taken by Hartstone Staff and the camper located and informed immediately.

20. INTERNET AND OFFICE EQUIPMENT:

Only AT&T & Verizon Internet Service works at Hartstone. It's encouraged for campers who do not have one of these phone service providers to find someone in their group who does and ask them to hotspot off their phone for internet. If this is not available, arrangements can be made with the Camp Director to use the Hartstone's Staff Internet. (This is only available in the Dining Hall) If you need to use a copier/printer, please ask a Hartstone staff member and they will be able to help you.

21. CURFEW:

Please observe a 10pm noise curfew for quiet hours (Mendocino County Regulations), and an 11pm curfew for lights out. This also helps us to be a good testimony and show kindness to our neighbors and your fellow campers.

22. RECREATIONAL EQUIPMENT AND ACTIVITIES:

Sports equipment will be set out upon arrival. Rec boundary cones available upon request. There are items such as: Frisbees, Footballs, Soccer Balls, Volley Balls, etc. We have three exciting rope swings, five playground structures, playing fields, hiking trails, basketball hoops, swings, playground style zipline, and a bounce house for children. Lighted: Sand volleyball court, (also fun for children to play in the sand) horse shoes pit, shuffleboard court, shuffleboard table, two cornhole toss sets, gutterball tables, a pool table and ping pong tables. The Dining Hall contains a variety of fun board games too. We provide bows and arrows for the archery range at no additional charge. Children must be supervised by an adult. The pond is a great attraction for bass fishing-catch and release only. We have all the fishing poles and tackle that you need for no additional charge. Fishing must be supervised by an adult. Fishing at the Hartstone Riverfront Beach is allowed during the appropriate seasons and a fishing license is required. Our proximity to the Van Arsdale Dam Fish Station requires barbless hooks and catch and release only. The Hartstone Riverfront Beach is one of our greatest attractions. It's perfect for baptisms and recreational swimming. We have beach chairs, a picnic table, shade canopies, many water toys available and there are fun rocks to jump off of but please no diving. (Please consider modest swimwear. GIRLS: One Piece Swim Suits, BOYS: Board Shorts)

23. CLEANING CAMP:

Asking our guest groups to clean during their stay and upon departure allows Hartstone to keep our costs down. Please assure that the facilities and grounds are cleaned and that the posted cleaning instructions in the cabins are met. We have many camps that occur back to back, please leave the facility clean for the next group.

24. DEPARTURE CHECK OUT:

Please make sure that all departure requirements are met and that the camp is vacated by the agreed upon time indicated in your contract. Before leaving, the Guest Group Leader is to meet with the Camp Director to make the total final payment for the camp and to reserve dates for the next year. Hartstone Bible Camp facilities and property are limited in use for the sole benefit of camps and events hosted by Hartstone.