CAMP SHILOH

2022 Overnight Retreats

Information & Forms

Shiloh 2022 - Retreat Information & Policies

www.campshiloh.com | 753 Burnt Meadow Road, Hewitt NJ 07421 | 973.728.7845 | register@campshiloh.com

Please read! Guests are responsible for knowing & understanding policies.

Tours:

- If you would like to come take a tour of our facilities, we welcome you to do so! Please call our office to schedule a day & time and one of our staff members would be happy to show you around and answer any questions you have.
- Shiloh's Main Office is located on the first floor of the Lodge - the first building you see when you pull in.

Booking:

- Contact Shiloh's office for reservations & date availability. Once we find a date that works for your group, fill out the *Registration Contract* (see below for details on how to register/package information)
  - Registration Form/Contract provides us with some basic contact information & reservation options.
  - Choose how many nights/meals you would like to stay for (options/pricing listed on form)
  - Pricing is 'package pricing' – there is no itemizing or individualizing – everyone pays the same
  - Holiday retreats will cost an additional $10 per person.
  - Minimum number of guests is 15, maximum is 84.
- Send *Registration Contract* to us with $100 registration fee (non-refundable office processing fee) & date retainer fee/security deposit of $1,000 per building, dorms and/or cabins. This payment will hold your spot on our calendar for those rooms only.
  More rooms may be added later if available.
- Dates will not be held until registration & date retainer fees are paid.
  - Send form & check in the mail, or email form & pay via credit/debit/paypal/venmo on our website
- Due to preparation expenses on the part of Shiloh, a deposit/retainer becomes non-refundable & non-transferable if cancellation is within two months of scheduled retreat date. (This includes cancellations due to inclement weather)
- Rescheduling a retreat may be permitted, and retainer fees can be reapplied toward rescheduling if done so within the calendar year.
- As your retreat date approaches, (at least 1 month prior) please provide updated information regarding headcount & payment, schedule, & room assignments.
  - Please be prompt in submitting this information so that we can properly prepare for your arrival
  - A portion of your deposit will be withheld if paperwork is not turned in on time.

Head Count:

- When booking a retreat, initially give an idea of how many attendees you estimate coming (*Registration Contract*)
- We need an updated & definite head count at least 1 month before your retreat date.
  - If we do not receive an updated count, you will be responsible to pay for the highest number registered on the registration form.
- After that 1 month mark, you are responsible to pay for the highest number of attendees registered.
  - If guests drop out, it is your responsibility to fill their spot or pay for their absence
  - You may add more attendees to your reserved facility, but please call ahead to make sure accommodations can be made.
- If you have any day-time visitors, there is a charge of $50 per person per day for each visitor, as this is an increased liability to the camp. (Any non-overnight guest who visits for any part of any day of your retreat.) Includes general facility usage & meals.
- If at any time during your stay, more guests arrive late or need to depart early, please notify the Main Office of the change in head count so that meals and activities can be planned accordingly.
  - Guests who opt to arrive late or depart early will not be given a discount for this choice.

Accommodations:

- Camp Shiloh has two different overnight facilities & can accommodate groups both large and small.
- If your group is less than 45 attendees, you will book rooms in ONE facility, Lodge Dorms or Fort Cabins.
- For over 50 attendees, you can reserve rooms in BOTH facilities & split your group in half (ie. males/females).
  - Lodge Dorms: 3 rooms with 10 twin beds, 1 room with 8 twins, 1 with 2 doubles & 6 twins = 46 bunks
    - Lounge area central to all dorms
    - 2 restrooms off of lounge area, each with 2 toilets, 3 sinks, 3 showers (additional restrooms in gym if needed)
  - Fort Cabins: 4 cabins with 10 beds each (9 twin & 1 full), 1 with 6 twin beds, 1 with 3 twin & 1 double (ADA) = 50 bunks
    - Catwalks connecting upper rooms, Common courtyard within Fort walls
    - 2 bathhouses; 1 w 2 toilets, 3 sinks, 2 showers; 1 w 1 toilet, 2 sinks, 1 shower (ADA) (additional restrooms in gym)
- Everyone must bring their own twin size linens or sleeping bag & pillow for both facilities.
- We have some linens available to rent, only for guests who have forgotten their own, not available for entire groups ($10 charge/set)
- Each dorm/cabin is to have same gender guests with at least one responsible adult leader over 18 to supervise.
- Refer to Floor Plans & Dorm/Cabin Assignment Sheet, pre-assign rooms, & condense attendees to the least number of rooms possible.

- Motel Style Guest Rooms (4) are available for guest speakers or pastors at a rate of $50 per night. (2 rooms per group/facility)
    - This room price is on top of retreat cost. Guests staying in these rooms still pay per person package price.
    - These comfortable rooms have queen size beds (with bed linens & towels), study area, & private bath.
- With your retreat reservation comes the use of a meeting room, campfire, game room, & indoor/outdoor recreational facilities
    - gym, walleyball, gameroom, athletic field, volleyball, gaga ball, ponds, hiking, snow tubing in winter
- In the event that multiple groups are booked on the same date, each group will have their own separate overnight accommodations & meeting room spaces. Meal times & activities will be staggered accordingly & Shiloh staff reserves the right to arrange schedules & rooms as necessary.

Meeting Rooms: Fireside Meeting Room, Poolside Meeting Room, Chapel Meeting Room

- With your retreat reservation, you will have access to 1 meeting room to accommodate your entire group. Additional rooms may be added, if available, for an additional charge.
- Shiloh Staff reserves the right to assign meeting rooms based on unique circumstances for each retreat
- Meeting rooms have rows of chairs, stage equipped with sound system (sound board, speakers, monitors, instrument cables & direct boxes, microphones & mic cables) mic stands, music stands, drum set, projector & screen/flat screen monitors, stage lighting options, & Wi-Fi access.
- Please label & bring your own instruments, amps, computers, any accessories.
- Let us know prior to arrival what type of setup you will need and our tech staff would be happy to assist. (Fill out *Registration Form* with details on stage setup)
- In the back of each meeting room is a small restroom, water fountain, & snack kitchen for serving light snacks.
    - For messy/more involved snacks, please use the dining room
- If planning to decorate in the meeting room, please consult Shiloh staff first. Only painter's tape may be used for hanging things. Please no nails, tacks, gorilla or duct tape on the walls. If damage is caused, your group will be charged accordingly.
- Candles/incense may not be used in the meeting rooms. Fire alarms are very sensitive & if the alarm goes off & fire company shows up, your group will be charged a $500 fine.
- Breakout areas: Lounge areas are located throughout campus; lobby café, dorm lounge, gameroom lounge, fireside lounge, poolside lounge, picnic tables, gazebos, etc. Feel free to spread out in these common areas & meet in small groups.

Included Recreational Facilities:

- Game Room: lounge area & indoor game tables - billiards, ping pong, foosball, air hockey, carpet ball, basketball, gaga ball
- Gymnasium: great place for indoor sports & games - has bleachers, basketball hoops, equipment closet stocked with basic sports equipment (basketball, soccer, volleyball, football, kickball, wiffleball)
- Walleyball: indoor volleyball - players play the ball off the walls
- Athletic Field: great for outdoor sports & games (has soccer nets, bases, cones – balls inside gym)
- Outdoor Volleyball Net & Large Gaga Ball Arena
- Hiking Trails: most popular/recommended trail goes up the mountain, spectacular view overlooking nearby reservoir, trail is clearly marked; our staff can lead if preferred (takes about 1 hour total)
- Camp Fire: built & lit by our staff, let us know what time works with your schedule (between 6-10pm)

Indoor Pool:

- Heated indoor pool (shallow end is three feet deep, deep end is five feet deep) & hot tub.
- Convenient restrooms, mens & womens changing areas with showers located right off the pool deck.
- One hour of pool time per night's stay is included with your reservation.
- Additional pool time may be added if desired ($5 per person, per hour, entire group rate)
- You will be charged the full amount based on your group headcount, regardless of whether guests choose to swim or not.
- Pool time must be scheduled & Shiloh staff member/lifeguard must be present during swimming.
- Modest bathing suits must be worn & towels must be brought by guests.
- More pool rules & details found on another page.

Adventure Activities: Ropes Course Elements & Team-Building Initiatives

- Package add-on & additional cost per person, run by Shiloh's trained staff
- Choices must be made in advance via registration form to ensure staff & equipment availability
- Program includes your choice of activities, (see activity descriptions)
  - Indoor Elements: high ropes course ($15), rock climbing ($5), centipede climb ($5), giant ladder ($5)
  - Outdoor Elements: zipline ($5), archery ($5)
  - Team Building Initiatives: low ropes course & team building games/obstacles ($5 per person, per hour)
- Although it is a 'challenge by choice' atmosphere, we strongly encourage all members of the group to participate together, as it is a team building & memorable experience. There is something for everyone to try! (high adventure/climbing activities 250 lb limit)
- Sneakers/closed toe shoes are required for Adventure Activities.

Meals/Foodservice:

- We specialize in youth retreats; therefore, we offer buffet style, teen-friendly meals with many healthy and tasteful options. (If you're an adult group or require a special menu, let us know & we can adjust our menu accordingly.)
- Kitchen staff will serve a reasonable portion of food the first time through the buffet, guests may return for seconds after everyone has gone through. Please eat what you take & clean up after yourselves when finished.
  - 1 night retreat package – typically 2 meals (breakfast & lunch) on 2nd day
  - 2 night retreat package – typically 3 meals (BLD) 2nd day, 1 (B) 3rd day
    - 5th meal is choice of dinner upon arrival 1st day, or lunch before departure 3rd day
  - 3 night retreat package – typically 3 meals (BLD) on 2nd day, 3 meals (BLD) on 3rd day, 1 meal (B) on 4th day;
    - 8th meal is choice of dinner upon arrival 1st day, or lunch before departure 4th day
- Additional meals may be added ahead of time to your package for $15 per person per meal.
- Typically, breakfasts are around 8am, lunches are around 12pm, dinners are around 5pm. (see *Schedule Template*)
- If there are 2 groups, meals will be 8/9, 12/1, 5/6, as arranged by Shiloh Staff.
- Guests may not cook any meals or bring in outside food, but may bring light prepackaged snacks/drinks if they choose to do so.
- Snacks may be stored in dining hall or in your meeting area snack kitchen. Light snacks may be served from your snack kitchen, but please eat 'messy' snacks (ie. cup noodles) in the dining hall.
- Please do not eat or drink in dorms or cabins! Housekeeping fees will be added for this.

Special Needs/Food Allergies:

- If a guest has a specific physical need or food allergy that we need to be aware of, please let us know ahead of time, and we will do our best to accommodate & serve where possible. (Fill out *Special Diet Request Form* on our website at least 1 week prior)
- Guests with food allergies are welcome to and/or may be asked to bring their own food.

Emergency Contact/Release Forms:

- We need to have a release form on file for every guest on our property. Please provide copies & have guests over 18 sign, parents of attendees under 18 sign, return to group leader, compile, & submit to our office upon arrival to camp.

Parking:

- Overnight guests staying in the Lodge may park in the Main Parking Lot in front of the Lodge, facing the pond or the crosses.
- Overnight guests staying in the Fort may park in the Lower Parking Lot, behind the Fort.
- Please do not park right in front of any building for an extended time. Please leave these front spaces open for handicapped parking, loading/unloading luggage, day guests, tours, deliveries, etc.
- For unloading equipment or luggage, guests may temporarily park in front of a building to unload, but please then move your vehicle to prospective parking lots so that guests will have easy access to building entrances during your stay.

Final Payment:

- Balance is due upon arrival. Paying with check is preferred. Credit card payment is an option, but fees may be added
- Please bring ONE CHECK made out to Shiloh Bible Camp and pay for balance of all registered attendees upon arrival to camp. (Please do not bring individual checks from all attendees)

(Revised February 2022)

Camp Shiloh 2022 – Challenge Course: Element Descriptions

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- High Ropes Course: Suspended from the ceiling of our gymnasium, this course is sure to be a favorite. Head through the gameroom to the course's entrance, get harnessed in, and begin your above-ground journey through the elements. Begin on one side of the gym to cross the Log Traverse, Cable Traverse, & Ladder Bridge, take the Zip Line to the other side, then make your way back through Pirates Crossing & Island Hop, finishing with the exhilarating Leap of Faith back to earth. (Charge: $15 per person; 15 person minimum)

- Rock Climbing Wall: Located on the far end of the gymnasium, Shiloh's 40-foot high Rock Wall can challenge climbers with any skill set. Younger campers can learn on the incline wall, then move on to beginner, advanced, and expert challenges. Automatic belay devices keep things moving on the main 3 courses, while the other 3 require hand-belay by our trained staff. Hurry to the top of the wall and ring the bell while your friends cheer you on from below. Then 'spiderman' your way back down to the ground and move on to a new challenge. (Charge: $5 per person; 15 person minimum)

- Giant Ladder: A ladder, eight feet wide with 4-by-4's for rungs, suspended from the gym ceiling. Pairs or groups of three get harnessed in & belayed on this element at the same time. It is a powerful tool, as participants find out quickly how important it is to help each other to the top, and that their own success depends on the success of their teammate(s). (Charge: $5 per person; 15 person minimum)

- Centipede Climb: A series of hanging 4-by-4s with staple-steps, create this centipede-looking obstacle. Get harnessed in and wiggle your way to the top, then get belayed back to the floor & get a high-five for a job well done! (Charge: $5 per person; 15 person minimum)

- Zip Line: Camp Shiloh's zip line is 400 feet long. This challenge will have you climb a ladder to our platform approximately 15 feet up in the starting tree. Once the facilitator has all your equipment ready, you will be in instructed that you are free to leave the platform under your own power and zip across our athletic field to the gravity stop. (Charge: $5 per person; 15 person minimum)

- Team Building Initiatives: Groups of all ages can encounter these challenging group games and obstacles that use specially built props, bean bags, hoops, ropes, balls and other well-known items to teach foundational team-building skills and concepts. (Charge: $5 per person, per hour; 15 person minimum)

- Low Ropes Course: Team mates will work together to maneuver through challenging obstacles built between trees, made out of cables, ropes, platforms, beams, tires. We'll take time to observe, discuss and learn from the group's approach to solving each challenge. Participants grow in communication, leadership, cooperation, patience, goal-setting, analysis, and planning by working together to conquer each one. (Part of team-building time, Charge: $5 per person, per hour; 15 person minimum)

- Archery: Test out your inner 'Robin Hood' & learn how to shoot a bow & arrow at our archery range. (Charge: $5 per person; 15 person minimum)

Camp Shiloh 2022 – Indoor Pool

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Have fun, but please follow these rules!

- Do not enter the pool area without a Shiloh Staff Lifeguard.
- Everyone must wear an appropriate modest bathing suit in the pool – no clothing permitted
    - Changing rooms & showers are located at the far end of the pool
- Everyone must have their own pool towel
- Everyone must rinse off in the shower before entering the pool or hot tub
- Be careful walking, and do not run - the floor gets wet and slippery very quickly
- Enter and exit the pool using steps and ladders
- No diving – the water is too shallow (3-5 feet deep)
- No jumping, or pushing others in – this is dangerous and there is a ledge/bench around the inside edge
- No 'roughhousing' in or around the pool
- Use restrooms when necessary (we'll leave it at that…)
- Use the buddy system – swim with a buddy & make sure you know where your buddy is at all times
- No food or drinks are permitted in the pool area
- Only guests 16 years or older are permitted in the hot tub
- Maximum of 8 people in the hot tub at a time
- Maximum time limit in the hot tub shall not exceed 15 minutes

- Small children/non-swimmers must bring and wear a personal flotation device (life preserver or puddle jumper) and be accompanied by a parent/responsible adult at all times.
- Babies/toddlers not toilet trained must wear a swim diaper

Failure to follow to these rules will result in loss of pool use (non-refunded).

Camp Shiloh 2022 - Retreat Rules & Policies

Group Leaders are responsible for knowing and helping enforce these rules.
This will be reviewed with campers at orientation upon arrival to camp.

During your time at Camp Shiloh, we hope that your group will grow closer to each other and closer to God!

General Safety Items:

1. Leaders are responsible for & should be with their campers at ALL times.
    a. Operate on the buddy system – you should not be anywhere by yourself.
2. **No smoking, drinking, drugs, weapons, or fireworks** are permitted on campus.
3. **For medical attention or emergencies, please go to the main lodge office** with a leader and ask for help.
    a. For minor injuries, first aid kits are located in meeting room kitchen cabinets & lodge lobby area.
4. Any medication needs to be kept with a group leader in a locked container.
    a. Shiloh Staff cannot administer any medication – even over the counter meds
5. **If a fire alarm goes off, you MUST exit the building** & wait for staff instructions.
6. Do not enter the pool area without a Shiloh Staff Lifeguard (Appropriate modest bathing suits must be worn)
7. All adventure course equipment is off limits unless used with a Shiloh Adventure Staff member during your designated time. (Sneakers must be worn on adventure course)

Respecting Facilities:

8. Respect God's creation and do not pick up or damage any living animals, plants, trees or flowers.
    a. Please do not throw rocks, sticks, or anything else in the ponds/on the ice.
9. We are in the woods, and there is wildlife around – be mindful of this, especially when outdoors at night.
10. Be respectful of what God has given us in our facilities here.
    a. keep things neat & clean; treat furniture & equipment with care; if shoes are muddy, take them off; when a room is not in use, turn off lights & close doors; if you move something, put it back;
    b. if you're not a musician, stay away from the equipment on stage
    c. if you're not a sound tech, stay out of the sound booth (any questions, call Shiloh staff)
11. Keep food & drinks in dining area and dispose of all garbage in indoor garbage cans.
    a. An additional housekeeping fee will be added for having food in dorms/cabins.
12. If you notice that something is broken or needs attention, please notify a staff member right away.
13. Heat/ac thermostats are for staff use only. If you would like a temperature adjustment in a specific room, please contact a Shiloh Staff member.

Respecting Others:

14. If there is another group on site with you, please be respectful of their space.
    a. stay out of their dorms & meeting room; clean up after yourselves in common areas.
15. Follow the schedule - be on time for meals & activities, respect quiet time
16. Meals are buffet style. Please eat what you take & clean up after yourself when finished.
17. 11 pm all common areas close down and all campers should report to their rooms.
    a. Take this time for all bedtime routines (showers, brushing teeth, quiet time, etc).
18. **12 am is lights out and quiet**. Bedtime routines should be completed by this time.

If you need something, please call!

Tim P: Camp Director, On-Site Security, Adventure Coordinator | # (973) 934-7303
Jessica: Assistant Director, Registration | # (973) 728-7845
Anthony: Facilities Manager, Tech Services | # (708) 769-5026
George: Hospitality & Maintenance | # (973) 945-5313
Tim D: Hospitality, Tech Services | # (551) 427-1877
Jon Frank: Executive Director | # (973) 768-6588

- It is recommended that all staff and guests receive the COVID-19 vaccine, or obtain a negative COVID test within 3 days of arrival to their scheduled retreat.
- Staff and guests not fully vaccinated should consider wearing a mask or face covering when indoors, and outdoors where social distancing is difficult.
- Room assignments should be made ahead of time by group leaders, each guest should stay in the room assigned to them – please no switching.
- Guests should remember their assigned dorm number (1 through 5) or cabin 'direction' (North, South, East, West) Guests will also have assigned bathroom facilities & dining tables based on those numbers, to use during their stay to minimize the amount of shared spaces. All of these spaces have been labeled for you.
  (For example, those staying in the dorms will have a toilet, sink & shower to use in the bathrooms upstairs, and a table in the dining area to use for meals. Those staying in the Fort will have a toilet, sink, & shower to use in the Fort or Gym building, and a table in the dining area to use for meals.) Please only use your assigned areas.
- In the meeting room, guests should sit near those who are in their dorm/cabin, and once you choose your seat please keep that seat for the weekend.
- Meals will be served on our buffet line, but no longer self-serve - our staff will be making up plates.
  Guests will come into the buffet room to pick up their plate & dispose of garbage when finished.
  Tables will be cleaned and sanitized in between meals.
- Bathrooms and high contact areas (door knobs, light switches, counter tops, etc) will be cleaned and sanitized by our staff throughout the day – please do not leave personal belongings in the bathrooms so that we can clean properly.
- Everyone is encouraged to wash their hands regularly, especially before and after meals, with soap and water. There are also hand sanitizing stations located throughout all buildings.
- For the safety of Shiloh Staff and all guests, anyone not following these policies and procedures may be asked to leave camp without refund.
- We are asking that after leaving camp, guests continue to monitor their health for 14 days and notify their group leader and our office immediately if anyone experiences the onset of any flu-like symptoms.
- We understand that this has not been an easy time for anyone, but our desire is to help keep everyone here safe and healthy. Thank you so much for your cooperation.

Scheduling: Single Group

Group leader will be sent a 'google doc' similar to the image below with the schedule framework setup for you. Shiloh staff will outline meal times & you may fill in the activity times in between. Schedule is due at least 2 weeks prior to arrival.

Camp Shiloh – Weekend Retreat Schedule – Single Group

Group: Dates:

			Activity Planned	Location
FRIDAY	Arrival	After 4PM	Check In, Room Assignments, Unload/Setup Welcome/Orientation	
	Dinner		Dinner	Dining Hall
	Evening Activities			
	Lights Out	12 AM	Lights Out	Dorms/Cabins
SATURDAY	Wake Up		Wake Up	Dorms/Cabins
	Breakfast	8 AM	Breakfast	Dining Hall
	Morning Activities			
	Lunch	12 PM	Lunch	Dining Hall
	Afternoon Activities		Adventure Course (if applicable)	Gym / Outside
	Dinner	5 PM	Dinner	Dining Hall
	Evening Activities		Campfire	
	Lights Out	12 AM	Lights Out	Dorms/Cabins
SUNDAY	Wake Up		Wake Up	Dorms/Cabins
	Breakfast	8 AM	Breakfast	Dining Hall
	Morning Activities			
	Lunch	1 PM	Lunch	Dining Hall
	Depart	By 2 PM	Depart	

Scheduling: Double Group

Both group leaders will be given access to a 'google doc' similar to the image below with the schedule framework setup for you. Typically, one group will eat the earlier shift of meals, one will eat the later shift. If groups are both a smaller size, they may eat together. Shiloh staff will outline meal times & leaders may fill in the activity times in between. Please do this in 'google docs' so that all details can be seen by our staff & other leaders. Please be sensitive to limit your time in 'common spaces' so that both groups have a chance to use all facilities. Schedule is due at least 2 weeks prior to arrival.

Camp Shiloh – Weekend Retreat Schedule – Double Group			
		Group #1 (earlier times)	Group #2 (later times)
		Activity Planned / Location	Activity Planned / Location
FRIDAY	Arrival	After 4PM - Check In, Orientation, Room Assignments, Unload/Setup	After 4PM - Check In, Orientation, Room Assignments, Unload/Setup
	Dinner	5:00 - Dinner / Dining Hall	6:00 - Dinner / Dining Hall
	Evening Activities		
	Lights Out	12:00 - Sleep / Lodge Dorms	12:00 - Sleep / Fort Cabins
SATURDAY	Wake Up	Wake Up / Lodge Dorms	Wake Up / Fort Cabins
	Breakfast	8:00 - Breakfast / Dining Hall	9:00 - Breakfast / Dining Hall
	Morning Activities		
	Lunch	12:00 - Lunch / Dining Hall	1:00 - Lunch / Dining Hall
	Afternoon Activities		
	Dinner	5:00 – Dinner / Dining Hall	6:00 – Dinner / Dining Hall
	Evening Activities	8:00 - Campfire	9:00 - Campfire
	Lights Out	12:00 – Lights out / Dorms	12:00 – Lights out / Cabins
SUNDAY	Wake Up	Wake up - Dorms	Wake up / Cabins
	Breakfast	8:00 - Breakfast / Dining Hall	9:00 – Breakfast / Dining Hall
	Morning Activities		
	Lunch	12:00 – Lunch / Dining Hall	1:00 –Lunch / Dining Hall
	Depart	Depart by 2:00pm	Depart by 2:00pm

Group Overnight Retreat 2022 – Registration

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Church/Organization Information:	
Name of Church/Org	
Street Address	
City, State, Zip	

Group Specifics:	
Name of Group	
Theme of Retreat	
Age Range	☐Elementary ☐Jr High ☐Sr High ☐College/Young Adult ☐Men ☐Women ☐Families
Number Attending	☐10-20 ☐20-30 ☐30-40 ☐40-50 ☐50-60 ☐60-70 ☐70-80 ☐80-90 ☐90-100

Group Leader Information: Please choose 1 contact person for correspondence consistency	
Name of Leader	
Phone Number	
Email Address	

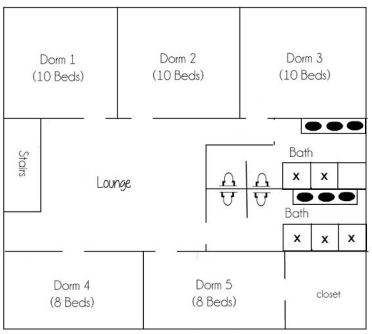
Package Pricing: (per person rates) Please check the box below your package of choice

1 night, 2 meals	2 nights, 5 meals	3 nights, 8 meals	4 nights, 11 meals	5 nights, 14 meals	6 nights, 17 meals	CUSTOM
$100	$150	$230	$310	$390	$470	

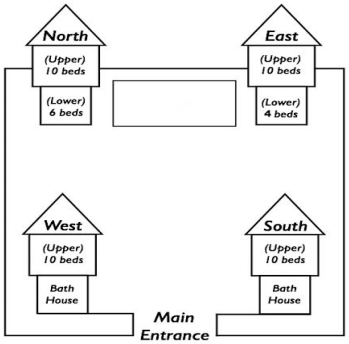
Arrival & Departure Details: Please note holiday retreats are an additional $10 per person			
Arrival Date		Departure Date	
Arrival Time		Departure Time	
Foodservice: Arrival/Departure times must be consistent with meals needed.			
First Meal	☐Breakfast ☐Lunch ☐Dinner	Last Meal	☐Breakfast ☐Lunch ☐Dinner
Additional Meal	☐$15 per person, per meal		

Overnight Accommodations: Reserve rooms based on number of guests attending. *Reminder: BYO linens	
Lodge Dorms: 3 rooms of 10; 2 rooms of 8	Fort Cabins: 4 rooms of 10; 1 of 6; 1 of 4
☐Dorm 1 ☐Dorm 2 ☐Dorm 3 ☐Dorm 4 ☐Dorm 5	☐North Upper ☐East Upper ☐West Upper ☐North Lower ☐East Lower ☐South Upper

Shiloh Lodge



Fort Shiloh



Meeting Space Accommodations: Please indicate preference – does not guarantee use of space. Shiloh staff will assign spaces according to individual retreat needs.		
Meeting Space	Use of 1 room included; additional room $200	
	☐Fireside (up to 100) ☐Poolside (up to 60) ☐ Chapel (up to 40)	
	Special Setup request:	
AV Setup Bring your laptop to connect to the system	Use of AV equipment included. For stage setup, please indicate instruments you will be bringing.	
	☐We plan to bring our own sound equipment ☐Podium ☐Microphone only ☐Projector/Screen ☐Laptop connection ☐Phone/ipod connection ☐Acoustic setup only ☐Minimal band connections ☐Full band connections	
Instruments Bring your own, but let us know which ones you're bringing	☐Acoustic Guitar ☐Electric Guitar ☐Bass Guitar ☐Keyboard ☐Drums (provided) # of mics needed:____ Other requests:	
Band Leader	Name:	Phone:

Package Add-Ons: Select the activities your group would prefer & our staff will build a program for you	
☐Adventure Program	**$30 per person**: try a bit of everything - begin with a series of teambuilding initiatives & end with a high ropes adventure
☐Adventure Activities (a la carte)	**$5 per person, per element** (15 person minimum) ☐Rock Wall ☐Centipede Climb ☐Giant Ladder ☐Zip Line ☐Archery Range
	☐**High Ropes Course, $15 per person** (15 person minimum)
☐Team Building Program	**$5 per person**, per hour, entire group ☐1 hour ☐2 hours ☐3 hours ☐4 hours
☐Indoor Pool (additional time)	**$5 per person,** per hour, entire group

Special Guest Accommodations: semi-private motel-style room, linens provided. **$50 per room, per night** + per-person rate. Reserved for pastor/priest, guest speaker, guests with infants (portable crib available)		
Lodge Rooms	☐Lodge Room 1 (Queen)	☐Lodge Room 2 (Queen)
Chapel Rooms	☐Chapel Room 1 (Queen + Twin bunk)	☐Chapel Room 2 (Queen + Twin bunk)

Registration Fee & Deposit: due ASAP to reserve dates – final balance due upon arrival.	
☐$100	Registration Fee: $100 (non-refundable, office processing fee)
☐$1,000	Retainer Fees/Security Deposit – DORMS = $1,000 (reserve this building on our calendar)
☐$1,000	Retainer Fees/Security Deposit – CABINS = $1,000 (reserve this building on our calendar)

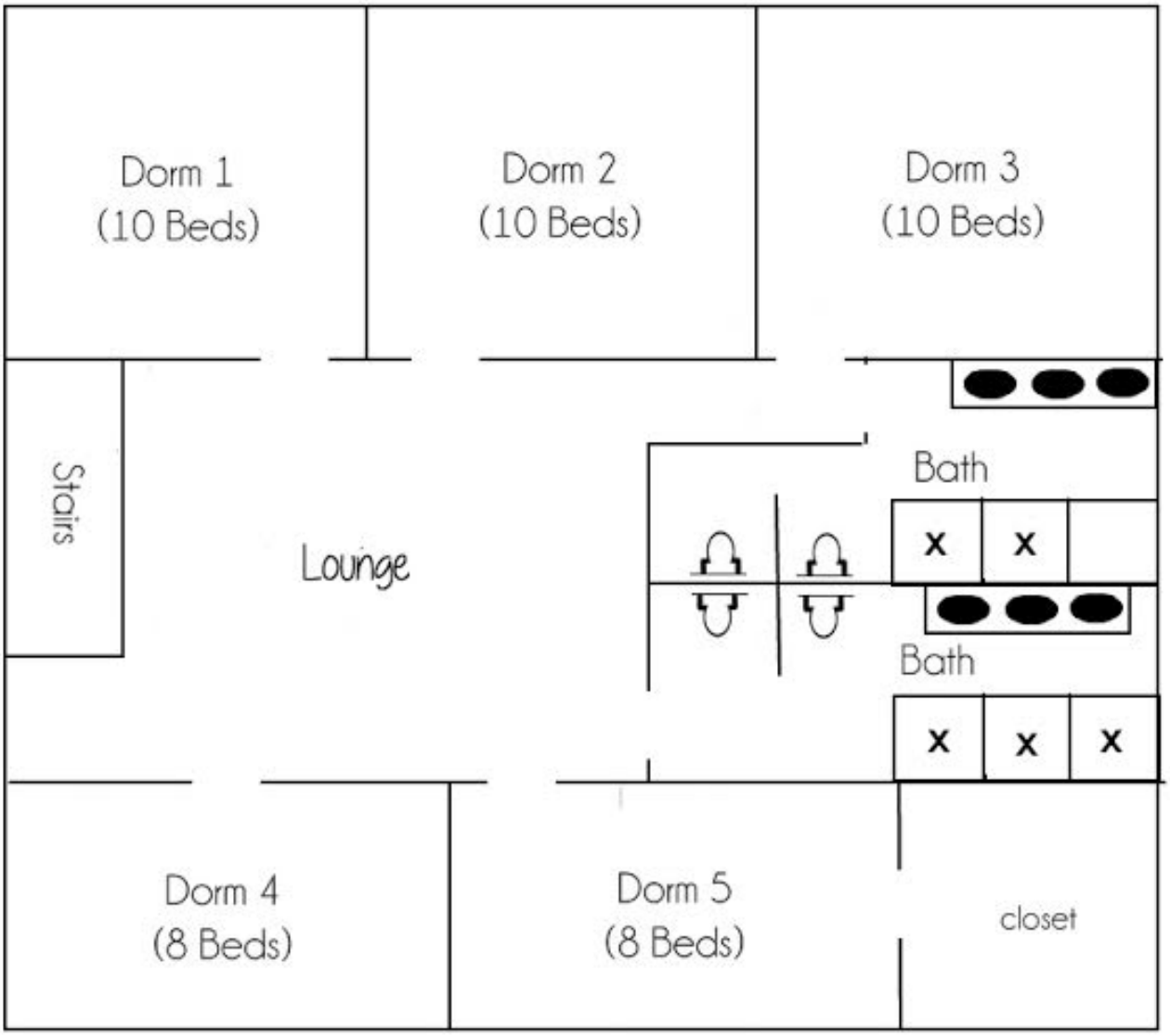
Terms & Conditions:

*If retreat cancellation is within two months of retreat date, the deposit will not be refunded, due to preparation expenses.
*If rooms are reserved & headcount comes up short of room capacity, the difference will not be refunded.
*If any damages, missing items, or extra cleaning needed, a portion of the deposit will be withheld (amount TBD based on individual circumstances).
*If final paperwork is not submitted on time, or final payment is not made on time, a portion of the deposit will be withheld.

I have read the policies & info pages and agree to the conditions & payment: _____ Date: _____

Payment Info: Remember to include your group name & retreat dates on all payments			
Cash	Amount: $	Date:_____/_____/_____	
Check	Amount: $	Date:_____/_____/_____	Check #:
Paypal/Credit (+3%)	Amount: $	Date:_____/_____/_____	Confirmation #:
Venmo (+2%)	Amount: $	Date:_____/_____/_____	Venmo Name:

Shiloh Lodge



LODGE DORM Room Assignments

Group: _____

Dorm #1: Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Dorm #2: Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Motel-Style Room (Pastor/Speaker only)

1-_____

2-_____

Dorm #3: Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Dorm #4: Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

Dorm #5: Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

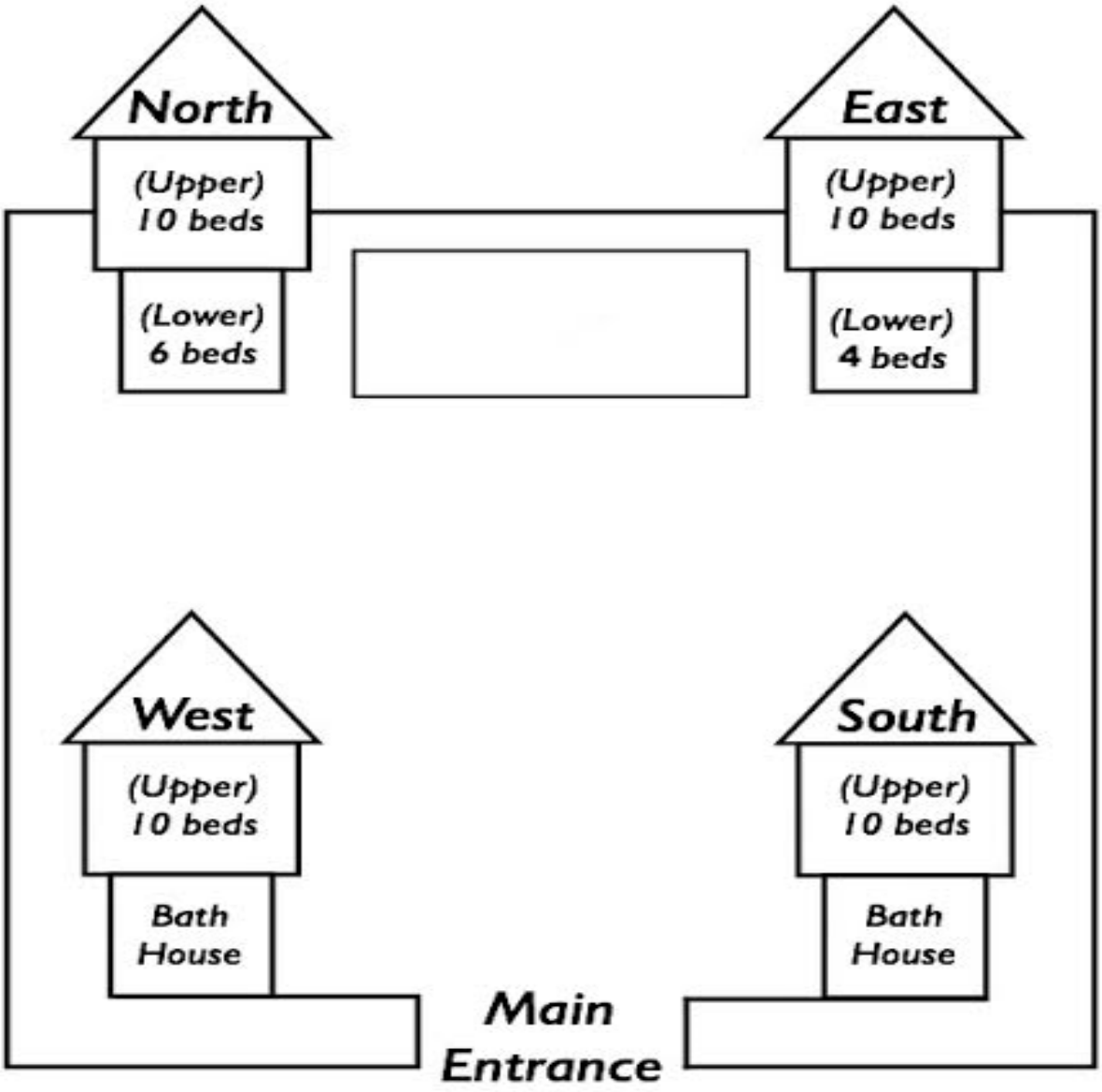
5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

Fort Shiloh


North
(Upper)
10 beds
(Lower)
6 beds
East
(Upper)
10 beds
(Lower)
4 beds
West
(Upper)
10 beds
Bath
House
South
(Upper)
10 beds
Bath
House
Main
Entrance

FORT CABIN Room Assignments

Group:_____

Cabin: North, Upper Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Cabin: North, Lower Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

Cabin: West, Upper Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10- Camper: _____

Cabin: South, Upper Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Cabin: East, Upper Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

5-Camper: _____

6-Camper: _____

7-Camper: _____

8-Camper: _____

9-Camper: _____

10-Camper: _____

Cabin: East, Lower Gender: _____

1-Leader: _____

2-Camper: _____

3-Camper: _____

4-Camper: _____

Motel-Style Room (Pastor/Speaker only)

1:_____

2:_____

2022 Camp Shiloh: Contact Information, Medical History, & Release Form

www.campshiloh.com | 753 Burnt Meadow Road, Hewitt NJ 07421 | 973.728.7845 | register@campshiloh.com

Group Name _____ Retreat Date _____
Guest Name _____
Gender _____ Date of Birth _____ Age _____ Height _____ Weight _____
Address _____
City, State, Zip _____
Cell Phone _____ Email _____
Parent/Guard. Name _____ Phone _____
Parent/Guard. Name _____ Phone _____
If Parent/Guardian cannot be reached, please provide alternate emergency contact:
Name _____ Relation _____
Cell Phone _____

Doctor _____ Phone _____
Insurance _____ Policy #_____

- I understand that guests will be traveling to and from camp with group leaders & Shiloh is not responsible for transportation.
- I understand that it is the responsibility of the church/organization guests are going to Shiloh with to supervise at all times.
- I understand that the rules at Camp Shiloh are clearly stated upon arrival and if guests do not follow the rules, parents/guardians may be asked to come pick them up without refund.
- I understand that while at camp, guests may be participating in athletic activities, waterfront activities, & adventure program. The program is run by Shiloh's trained professional staff and proper safety precautions will be taken.
- I understand the risks involved, give permission for above named guest to participate to his/her ability, and release Camp Shiloh of liability.

***I have read and agree to the above statements.**
***Parent/Guardian Signature _____**
***Guest Signature if over 18 _____**

Please identify any medical conditions that might impact above named guest's participation in camp activities, including illness or injury restrictions, limitations, disabilities, special needs. None _____
If Yes, explain: _____

Guest is up to date on all immunizations. _____ Yes _____ No
If No, please explain: _____
If guest will be at Camp Shiloh for longer than 72 hours, please attach immunization records.

Please identify any allergies, describe reaction & management. No Known Allergies _____
Allergy: _____
Reaction: _____
Management: _____
Please identify any medically necessary dietary restrictions or food allergies via Special Diet Request Form: www.campshiloh.com/menu

Please list medications currently used & directions. (Antibiotics, Allergy meds, Inhalers, EpiPen, Insulin, etc.)
Med Name: _____ Dose: _____ Time Taken:_____
Note: All medications should be in original appropriate containers and labeled, kept with group leader, and self-administered.

In the event of an emergency, I understand that every effort will be made to notify necessary emergency contacts.
However, in the event that we cannot contact anyone, I give permission for above named guest's leaders and Camp Shiloh Staff to make necessary decisions regarding their care, including administer first aid at camp, and if necessary arrange for transportation to Chilton Hospital and consent for emergency medical treatment. I agree that I am financially responsible for any fees associated with this medical care.
***Parent/Guardian Signature _____**
***Guest Signature if over 18 _____**

I give permission for any video or still images taken at camp to be used for promotional purposes for Camp Shiloh.
***Parent/Guardian Signature_____**
***Guest Signature if over 18_____**

2022 Camp Shiloh: Contact Information, Medical History, & Release Form

www.campshiloh.com | 753 Burnt Meadow Road, Hewitt NJ 07421 | 973.728.7845 | register@campshiloh.com

Current Health Screening:

All campers planning to attend a retreat should plan to closely monitor their health and social habits 14 days prior to their retreat date. Any camper exhibiting any cold or flu-like symptoms should NOT attend.

Any camper who has pre-existing health conditions, or has a family member with health concerns, should consider not attending camp for their health and safety.

CDC guidelines recommend all guests be fully vaccinated or receive a negative Covid test prior to arrival & complete a basic health screening prior to arrival to ensure health and safety of everyone on site.

Please answer questions below based on the camper's current health (for the past 14 days)

	Yes	No
Has the camper received the COVID-19 vaccine?		
Has the camper received a negative COVID-19 test within 72 hours of arrival?		
	Yes	No
Does camper have a fever (>100.4) or have you/they felt hot or feverish lately?		
Does camper have a persistent cough and/or runny nose?		
Does camper have any flu-like symptoms? (gastrointestinal upset, headache, fatigue)		
Is camper having shortness of breath or other difficulties breathing?		
Has camper experienced recent loss of taste or smell?		
Has the camper been in contact with any COVID-19 positive patients? (Those who feel well but have a sick family member at home should NOT attend)		
Has camper recently traveled to any regions significantly affected by COVID-19?		

If answer is YES to any of the lower questions, the camper should NOT attend camp.

Due to the current COVID-19 pandemic, staff and guests will be asked to practice social distancing during their stay.
Masks should be brought and worn by unvaccinated attendees indoors & where social distancing is difficult.
Guests will be assigned to a small group – these groups will be asked to share the same dorm/cabin, restroom facilities, dining tables, and section of the meeting room in order to minimize shared spaces among the group as a whole.
Temperature & symptom screening may be conducted upon arrival to camp & daily during their stay.
Any onset of symptoms while at camp will result in isolation and being asked to vacate the premises (without refund) to ensure the health and safety of others on site.
All campers should continue to monitor their health for 14 days after leaving camp and any onset of symptoms within 14 days of departure, guests should be tested & notify their group leader and Shiloh staff immediately.

By signing below, I consent to the above-mentioned wellness checks, and health/safety policies/procedures.
I understand that failure to follow these procedures may result in being asked to leave camp without refund.
I declare that all statements here are true and accurate to date.

Name: _____ Date: _____

Signature: _____

Camp Shiloh Packing List

www.campshiloh.com | 753 Burnt Meadow Road, Hewitt NJ 07421 | 973.728.7845 | register@campshiloh.com

The Basics:

- ☐ Sleeping bag (or twin sheets & blanket)
- ☐ Pillow
- ☐ Pajamas
- ☐ Socks & Underwear – enough for each day
- ☐ Pants & T-Shirts – enough for each day
- ☐ Sweatshirt
- ☐ Jacket
- ☐ Hat & Gloves
- ☐ Sneakers
- ☐ Flip Flops

Toiletry Bag:

- ☐ Soap, Shampoo
- ☐ Razor, Shaving Cream
- ☐ Toothbrush, Toothpaste
- ☐ Deodorant, Perfume/Cologne
- ☐ Comb, Brush, Hair Accessories
- ☐ Bath Towel & Washcloth

Other:

- ☐ Cell Phone & Charger
- ☐ Bible, Notebook, Pen
- ☐ Watch
- ☐ Flashlight
- ☐ Earplugs
- ☐ Refillable Water Bottle
- ☐ Tote bag or Small backpack
- ☐ Raincoat/Poncho/Umbrella
- ☐ Snow Boots/Clothes & Sled
- ☐ Modest Swim Suit & Beach Towel
- ☐ Camera
- ☐ Change/singles for vending machine

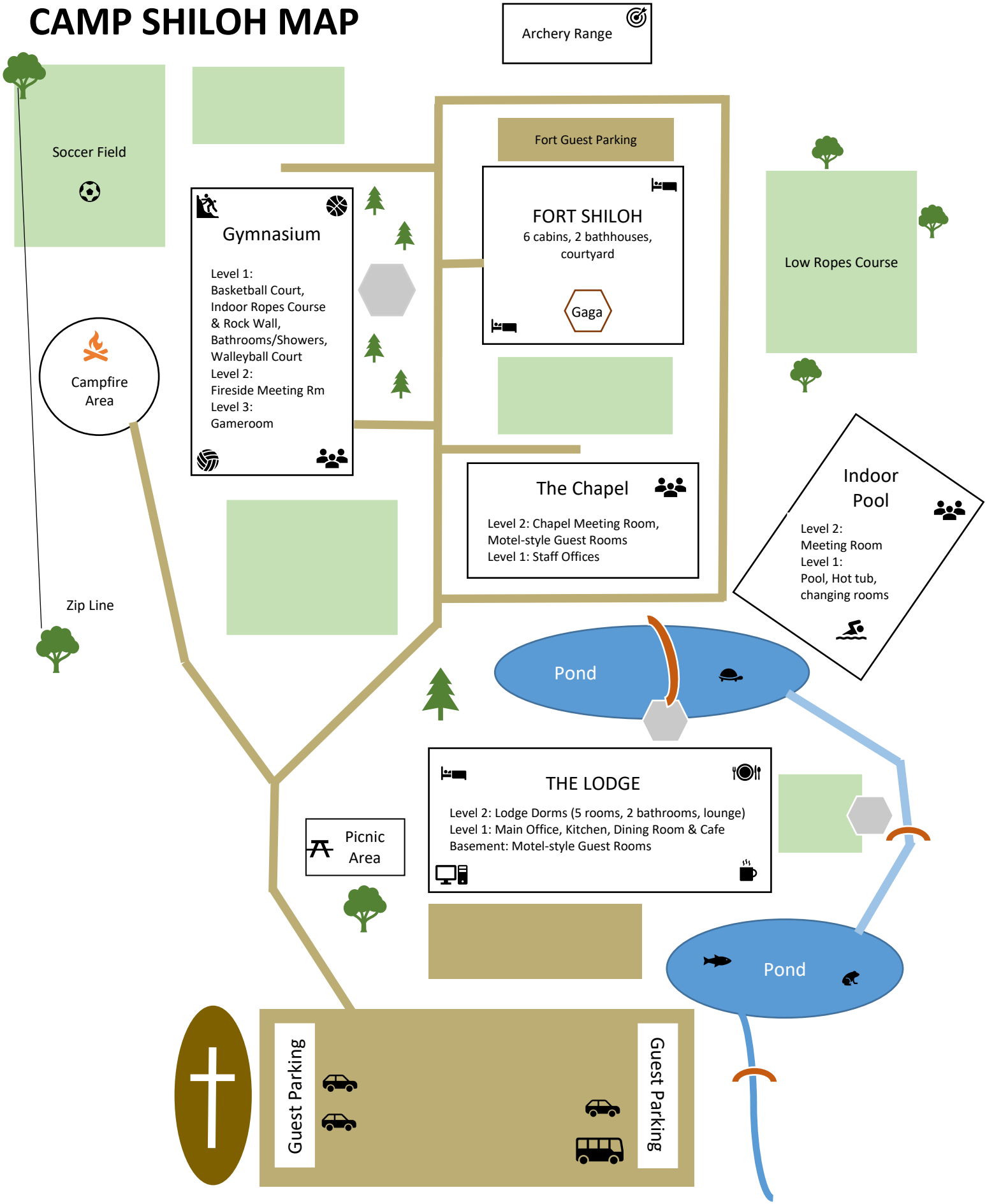
PLEASE DO NOT BRING:

- Drugs, Alcohol, Cigarettes, Fireworks, Weapons
- Jewelry or Any Valuables
- IPod, IPad, personal computers, gaming devices
- We know you're going to bring your cell phone… but PLEASE consider limiting its use during your time at camp. Try to focus on spending time with your group and GOD!!

NOTE:

There are no safes at camp or locks on dorm/cabin doors - do not risk items getting lost or stolen.
Camp Shiloh is not responsible for lost or stolen items.
**If you need to bring medication, it must remain with your group leader to monitor administration.

CAMP SHILOH MAP



Group Overnight Retreat 2022 – Final Payment Details

www.campshiloh.com | 753 Burnt Meadow Road, Hewitt NJ 07421 | 973.728.7845 | register@campshiloh.com

Church/Organization Information:	
Name of Church	
Retreat Dates	

FINAL BALANCE CALCULATION *to be completed in Camp Shiloh office *Balance is due upon arrival, please bring one check made payable to Shiloh Bible Camp.	
Registration Fee Paid:	☐Yes ☐No
Package Price: _____Nights / _____Meals = Overnight package price $_____ + Any extra meals/time ($15 ea) _____ + Holiday charge ($10) _____ **Overnight Guests:** per person _____ X # of people _____	$
Day Visitors: $50 per person X # of people _____ =	+ $
Adventure Program: $30 pp X #of people _____ =	+ $
Adventure Activities: # of elements:____ @$5ea = $_____pp X #of people _____ =	+ $
Team Building: #of hours_____ @ $5pp/hour = $_____pp X #of people_____ =	+ $
Indoor Pool: #of hours_____ @ $5pp/hour = $_____pp X #of people_____ =	+ $
Private Rooms: #___ @$50 per night X # of nights _____ =	+ $
Additional Fees: (extra meeting room $200; linen rentals $10 ea) =	
Additional Fees: (unpaid registration fee, late paperwork charge, property damage, housekeeping) =	
Subtotal	= $
Subtract Date Retainer	- $
Total Balance Due =	

FINAL Payment Info: Remember to include your group name & retreat dates on all payments			
Cash	Amount: $	Date:_____/_____/_____	
Check	Amount: $	Date:_____/_____/_____	Check #:
Paypal (+3%)	Amount: $	Date:_____/_____/_____	Confirmation #:
Venmo (+2%)	Amount: $	Date:_____/_____/_____	Venmo Name:
Payment made by:	Guest Signature:		
Collected by:	Staff Member:		