

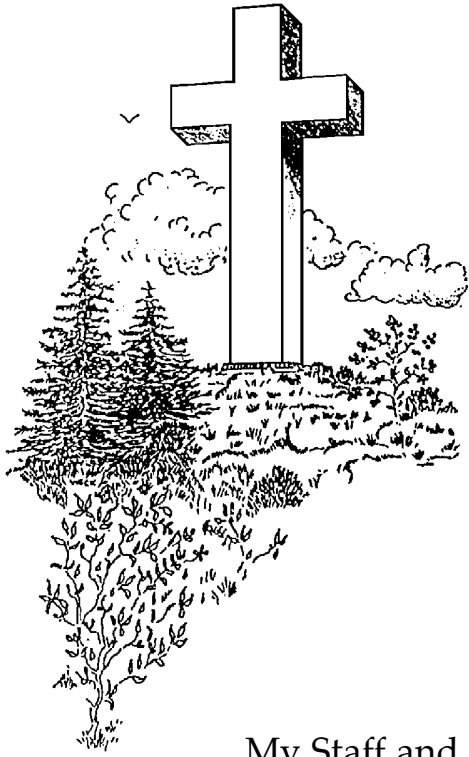


*The Inn at Jumonville*

# *Inn Leader's Handbook*



*... a Premiere Christian Camp & Retreat Center*  
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# *Welcome Retreat Leaders, to the Inn at Jumonville!*

My Staff and I are looking forward to working with you in your upcoming conference or retreat. We're excited about this magnificent facility and we want to help your event be as smooth and as successful as possible.

The purpose of this handbook is to provide you with some information and to make your job as easy as possible. We have tried to outline areas of general concern and give some guidance in areas where other retreat and conference leaders have asked for help in the past. If you have suggestions for additions, deletions, or any type of improvements, we would love to hear from you. We are always striving to improve in our Ministry of Hospitality.

In addition to this handbook, we have developed a Retreat Planning Packet for your use. Check with the Jumonville office if you are interested in a copy.

Again, we look forward to working with you and serving your needs.

Sincerely,

Larry Beatty  
President

### STAFF

President .....	Larry Beatty
Director of Operations .....	Scott Meeder
Director of Guest Services.....	Ree Enlow, L.P.N.
Office Manager .....	Mary Meeder
Maintenance Supervisor .....	Tom Anderson
Food Service Supervisor.....	Sharon Meeder
Housekeeping Supervisor.....	Frances Holt

### JUMONVILLE'S STATEMENT OF PURPOSE

Jumonville is operated to provide an opportunity for person's of all ages to experience the life-changing impact of the Good News of Jesus Christ and the power of the Holy Spirit.

It's ministry consists of....

- hospitality to, and on behalf of, the Western Pennsylvania Conference of the United Methodist Church.
- assistance to, and/or coordination of, program events sponsored by local churches and other Christian groups.
- offering relatively few, but significant, program events to meet specialized needs.

### RESERVATIONS

Tentative holds can be made by phoning the office and scheduling your group with the reservationist. Tentative holds are only valid for a two week period beginning with the date you called. At the end of your two week period, if we have not received your application and deposit, your hold will no longer be in effect.

Reservations are made only when the deposit is received AND you have received a confirmed copy of the application. Your deposit can be applied to the total bill or carried over to reserve a future date. Check your current contract for the policy on cancellations. (The only exception to this rule will be in case of weather conditions which, in the opinion of the Jumonville staff, make travel too hazardous.) When returning your application with deposit, please include a certificate of insurance available from your insurance carries at no additional cost.

THE MOST EFFECTIVE WAY THAT GROUPS HAVE FOUND TO PREVENT LAST MINUTE CANCELLATIONS AMONG THEIR OWN MEMBERS IS TO COLLECT A SUBSTANTIAL DEPOSIT PRIOR TO THE CONFERENCE OR RETREAT.

Standing dates (keeping the same date from year to year) are available by carrying over your deposit until the next retreat. Standing dates are not automatic and must be arranged with the reservationist. If a group with a standing date cancels, the standing date is lost until another application and deposit are received and confirmed.

NOTE: FOR GROUPS BOOKING A YEAR IN ADVANCE, RATES ARE SUBJECT TO CHANGE IN JANUARY OF EACH YEAR.

### TELEPHONES

Each of the rooms in the Inn have a phone that is capable of intercom and emergency calls only. Operating procedures are posted by each phone.

The main camp phone number is (724) 439-4912. If someone calls you with an emergency we will take a message and get it to you as soon as we are able to locate you or your group. If it is not an emergency, a message will be passed on to you at the next meal. Please ask persons not to call at serving time, but shortly after the meal begins.

FOR EXAMPLE: Lunch is served at 12:30 p.m. Have them call around 12:45 - 1:00 p.m.

Even when the office is closed, phone calls are forwarded to a staff member's residence so that emergencies can be handled promptly.

If someone in your group has a cell phone, please leave the number with the office staff when you check in at the beginning of your stay.

The only phone available to the public on campus is the one located on the porch of Fleming Lodge (the office). This can be used for local calls or with a calling card.

## HEALTH CARE & INSURANCE

Overnight groups are covered by accident insurance that is provided by the camp. This coverage includes accidents that occur while at camp. Pre-existing conditions will not be covered. Day use groups are not covered by this insurance unless specific arrangements have been made in advance.

Snow sports coverage is available to overnight groups participating in skiing, tobogganing, or snow tubing at an additional cost. Advanced notice is required if you want this coverage for your group. Contact the Jumonville office , prior to your event, if you want this coverage.

## FOOD SERVICE

The majority of our guests use Asbury Dining Hall for their meals. A limited number of groups with special needs make other arrangements and do some or all of their own cooking. If your group has these special needs, please contact the Jumonville office to find out what facilities are available and current charges. Meals are served family style. Groups will be charged for all meal reservations made unless canceled at least 12 hours before the first meal is served.

*SUNDAY NOON MEAL IS A DINNER AND CHARGED AT THE DINNER RATE.*

## MEAL TIMES

Normal meal times are as follows:

Breakfast - 8:30 a.m.

Lunch - 12:30 p.m.

Dinner - 5:30 p.m.

Sunday Lunch - 12:00 p.m.

If you wish meals at other times, please specify on the enclosed information sheet. We will do our best to accommodate you but we will need to have all the groups on campus eating their meals at the same time. Please contact the Jumonville office ASAP if your program needs will create a conflict in the regular scheduled meal times.

## SPECIAL DIETS

It is best if our food service staff is notified at least one week ahead, but if you haven't done so, inform the Jumonville Office Staff at the beginning of your stay. It is very difficult for us to help you if we don't find out until meal time.

## TABLE SETTER

One table setter for each table of eight should report to the dining hall at first bell, 15 minutes before each meal (no earlier please). This person serves as "server" for seconds.

## DINING ROOM PROCEDURES

Rules of the Dining Hall and clean up instructions will be explained by the Dining Room Hostess at your first meal. Please encourage your group to follow these procedures so that things run smoothly.

1. Return all serving dishes to the kitchen. Take only two at a time and do not stack them. Also return pitchers, condiments, butter, etc... SALT, PEPPER, SUGAR, PEANUT BUTTER all stay on the table.
2. Collect silverware and serving spoons into white container on your table. Scrape off and then stack plates and bowls together. Collect glasses, cups, and dirty dishes and take them to the dishroom window for washing. Don't leave any glasses, cups, or dishes on the table even if they are clean. They must all be washed every meal.
4. Get a can of soapy water from the small table at the back end of the dining room. Wipe off your table and return the can. Please do not wipe the crumbs onto the floor.

## LINEN SERVICES

Your group is automatically provided with linen service. Your bedding, towels, wash cloths, bath mats, soap, kleenex, and even paper drinking cups are found in each of the guest rooms. The bedrooms are also equipped with alarm clocks for your convenience.

## **SNACKS**

Your group is welcome to bring your own snacks. Some refrigeration is available. Coke machines and snack vending machines are available in the Vending Area next to the Beatty Museum ramp. If you choose to have our kitchen prepare your snack, we can do that for a per person charge. These arrangements must be made at least 3 days prior to your event. Some examples of snacks are: popcorn and pop, cookies and punch, klondikes, chips and pop, cheese and crackers and punch, fresh fruit and punch, etc...

Evening snacks should be picked up at the kitchen after the dinner meal. All snack utensils must be returned to the dining room at breakfast the next morning.

## **COMMUNION ELEMENTS**

Communion elements should be picked up in the kitchen at the meal prior to the event. Please notify the kitchen at least 24 hours in advance of your service. Specify whether you want common cup or individual cup when placing your order.

## **CAMP STORE & SNACK SHOP & WELCOME CENTER**

Since the Camp Store is now the Welcome Center, it is now open all weekend during the normal retreat season. (Hours will vary during the summer months.) The camp store carries imprinted clothes, books, post cards, candy, etc...

## **SPORTS EQUIPMENT**

Most sports equipment can be acquired from the office staff at no additional charge. However, a \$1 deposit is required for ping pong paddles and will be refunded upon their return. A specific inventory of equipment is available by contacting the office in advance of your event. If you are counting on specific equipment, please check in advance. Typical inventory consists of: basketballs, footballs, soccer balls, volleyballs, softballs and bats, archery equipment, etc...

## **SWIMMING POOL**

The camp pool is only open between Memorial Day and Labor Day. If your conference or retreat falls between these dates, contact the Jumonville office if you would like to make arrangements for your group to swim. We need to make sure that we can secure the necessary lifeguards.

## **CHALLENGE/ROPES COURSE & ADVENTURE CENTER**

A challenge/ropes course is available on the grounds at Jumonville. Information sheets are available that explain the various adventure options that may be available for your group. The Low Elements Teambuilding Course and the Adventure Center are both very popular options. Due to their popularity, it is necessary that you schedule your times so that you don't have any conflicts with other groups.

Please notify us at least two weeks in advance (1 month is better) if you would like a staff person to help with your group. If you have had no training in the use of the adventure center or challenge/ropes course, you must have a trained staff member accompany your group. A charge is made for groups using the course. Check the Jumonville office for current rates.

For those unfamiliar with a challenge/ropes course, it is a series of outdoor initiatives designed to get groups to work together as a team. There are both group and individual initiatives in Jumonville's course and there are both low and high elements. Groups are generally subdivided into smaller groups of 10 to 15 each.

The Ben Cromer Adventure Center is an indoor facility that includes indoor climbing (artificial rock climbing) and also includes group initiatives that can be done inside (so that weather does not matter). The Adventure Center was rebuilt in 2003 after a fire destroyed the old building. The new building can accommodate much larger groups than the old building. Contact the Jumonville office if you are interested in reserving program time in the Adventure Center.

## **WINTER SPORTS REGULATIONS**

Sled riding and tobogganing is limited to the area below the Bishop's Cabins and a new designated area above the dining hall (on the hillside coming down from Epworth Heights). Cross Country skiing is permitted on the trails and other designated areas. Notify the Camp office if you are planning on any of these activities so that you are covered with the proper insurance. Ice skating is NOT permitted on the ponds in Green Cathedral.

Snow sports coverage is available to overnight groups participating in skiing, tobogganing, or snow tubing at an additional cost. Advanced notice is required if you want this coverage for your group.

### **AUDIO VISUAL EQUIPMENT**

The Inn is equipped with two TV's, two VCR's, DVD, and pin-up strips. Newsprint, overhead projectors, and other equipment can be made available for your use. Please make your requests as far in advance as possible to help eliminate scheduling conflicts.

### **CAMPFIRES**

We have limited space for campfires, so we ask that you make your requests in advance so conflicts can be worked out in a fair arrangement for all. There are 4 approved areas: Upper Edge of the World, Lower Edge of the World, Roadside (hairpin turn on the road to the cross), & Green Cathedral (on the way down the trail). Each group is entitled to one free campfire. Additional campfires are available at \$10/fire. Kerosene is provided for groups that would like assistance in lighting campfires. Gasoline and other flammable liquids should never be used to help start fires. Please make sure your campfire is completely extinguished before leaving the campfire site.

### **NO-NO LIST**

Smoking is not permitted inside any building and should be discouraged on the grounds. Alcoholic beverages, illegal drugs, explosives, and poisonous substances are not permitted in the camp at any time.

WE WOULD APPRECIATE YOU TELLING YOUR PARTICIPANTS NOT TO BRING RADIOS, CD PLAYERS, IPODS, ETC. FOR PERSONAL USE ON CAMPUS. These items are fine for program activities, but we would prefer they be limited to that use only. Pets are also prohibited on Jumonville's property. Special permission from the Jumonville office staff must be given prior to arrival to bring hand and/or power tools and firearms & ammunition on site.

### **COMMITMENT TO CHRIST**

Jumonville is a place where many persons have made a commitment in their life to follow Jesus the Christ. We would encourage your leadership to provide an opportunity for persons to make a commitment to Christ. This could be done in a formal service of worship, a small group sharing session, one-on-one counseling, in a quiet time of prayer, or in cabin devotions. We believe it is important that you follow up with those who have made a decision.

### **EVALUATION FORMS**

At the conclusion of your stay you will be asked to complete an evaluation form which will help us to rate our service to you. The results of these evaluations are very important to our staff. This is the best way we have to upgrade our service and better serve in our "Ministry of Hospitality." Please feel free to share suggestions for improvements. It is only through your feedback and input that we are aware of what is most and what is least helpful. Your extra effort to keep us informed of these areas will be a great help. Also, please don't wait until the end of the week or weekend to tell us about a problem that you have had your entire stay. We can only help if we are aware of the situation.