

Policies and Guidelines for use of Country Place Retreat

***Country Place Ministries
1850 Price Road
Moscow, TN 38057
(901) 877-3943***

Contained herein is a listing of information which will be helpful for groups using The Country Place (TCP). The topics have been arranged in alphabetical order for ease of access and cover most aspects of TCP operation.

BONFIRE

A bonfire is available, but must be arranged prior to your visit and included in the "Specific Arrangements Agreement" (see Specific Arrangements Agreement). The cost is \$50.00.

COTTAGES

Five separate cottages provide the sleeping accommodations for TCP guests. Four of the cottages can accommodate up to 20 people with 10 people in each of two rooms. One cottage holds up to 16 people with 8 people in each room. The bathroom facilities (4 sinks, 2 showers, 2 lavatories) are located in the center of each cottage between the two rooms. While five cottages are available for use, only the number of cottages required to accommodate your size group will be opened for use.

All cottages have central heating and air-conditioning for your sleeping comfort. We do ask that each group help us to maintain minimal energy costs by turning off heating and cooling units and lights when not in use. Each room is carpeted and includes drawers and closet space for each person. All entry ways and bathrooms have been finished with ceramic tile floors. All beds have extra-long, inner-spring mattresses with cloth covers for both cleanliness and comfort.

Each cottage must be assigned as male or female.

CONFERENCE CENTER

The Cedar Grove Conference Center is available to all groups that use the facility and is included in the overnight charge. Included in this facility are:

- Coffee Corner: A quaint room for serving coffee and snacks (see Refreshments) , located on the lower level.
- Game Room: Located on the upper level. (see Recreation)
- Gift Shop: Some of the most unique gifts in the area can be found at our shop located on the lower level. (see Gifts)
- Library: Filled with books, commentaries, study guides, audio tapes, and videos this room is a wonderful place to slow down and relax. Complete with a television/VCR and audio tape headsets, you can enjoy a variety of learning tools. Located on the upper level.
- Meeting Room: This comfortably decorated room seats up to 150 guests in cloth, cushioned chairs. Groups have a choice of either a speaker system for those with moderate vocal needs or a full 6 channel sound system for groups using more equipment.
- Soda Shop: Located on the upper level. (see Food Services)
- Workcrew Quarters: Two rooms are located in the upper and lower corner of the building to house those helping in the kitchen. (see Workcrew)

CLEAN-UP

In order to maintain the lowest, most affordable cost for your group to utilize TCP facilities, we ask that each group pick up before they leave. We request that each group do the following:

- Pick up any trash on the floors of the cottages and meeting room.
- Police grounds in order to pick up all trash.
- Notify TCP staff of any damage to the facility during your stay.

Please leave time in order to perform these tasks before you depart. If everyone pitches in, the jobs go quickly. If your group should fail to complete these tasks, additional charges will be made.

EMERGENCY CARE

TCP is conveniently located only 15 minutes by automobile from The Methodist Hospital of Somerville. This is part of the Methodist Hospital of Memphis system which is highly respected in its field. Helicopters service this hospital in order to transport patients to Memphis when the Somerville hospital is not equipped to handle a particular emergency.

For minor injuries a first aid kit is available in TCP kitchen.

FOOD SERVICES (also see Refreshments)

TCP offers a wide selection of meals, snacks, beverages, and other foods in a variety of settings:

- Dining Room: Breakfast, lunch, dinner and brunch are all prepared by our chef and are served at the following times:

Breakfast 8:00 a.m.
Lunch 12:00 p.m.
Dinner 6:00 p.m.
Brunch 9:30 a.m.

All meals are served buffet style and are "All you can eat."

Two separate meal plans have been implemented in order to best serve your group. For youth groups a youth menu is used in order to provide both healthy and enjoyable meals for the younger ages. Adult groups will enjoy a more suitable meal plan designed for adults. Should you have specific requests, we will be happy to work with you. Please call for a more detailed list of meals.

Promptness to meals is essential to insure that food is enjoyed at its best.

- Soda shop: Slush puppies, candy, chips, cookies and more are available in the Soda Shop during operating hours on an individual purchase basis. Bring spending money.

Hours are:

Summer September to May
10:00 - 10:30 a.m.
2:30 - 3:00 p.m. 3:00 - 3:30 p.m.
9:30 - 10:00 p.m. 8:30 - 9:00 p.m.

- Coffee Corner: Complimentary coffee is available in the Coffee Corner to all adult groups throughout your stay.
- Drink Machines: These machines offer a variety of 12 oz. soft drinks and are located between the swimming pool and the dining room.
- Banquets: Special banquets and luncheons can be arranged and are priced separately. A menu is available upon request. While the meal is slightly higher in cost, it reflects more in selection and quality.

GIFTS

A wide selection of T-shirts, gifts, books, and stationary are available in the Gift Shop. Purchases may be made with either cash or check. Available hours vary with each group according to the schedule of the group.

HAYRIDES

One enjoyable way to take advantage of the beautiful countryside is to take a tractor drawn hayride. Whether it is a daytime ride viewing the scenery or an evening ride enjoying the stars and the moon, a hayride is sure to be a winner. Arrangements must be made in advance in the "Specific Arrangements Agreement" in order that preparations can be made. An additional fee of \$100.00 is charged for hayrides.

INSURANCE

It is expected that every group using the facility will have a group "trip" policy or other suitable insurance coverage. Adequate insurance is your responsibility. Please advise TCP of any accident or injury when it happens.

LAKE

Along with the beauty which the lake adds to this facility, it also provides enjoyable activities. Both canoeing and fishing are available on the lake.

For canoeing we do require that all participants wear the life jackets which are provided. For groups under the age of eighteen, adults must be present whenever the young people are near the lake or using the canoes.

We recommend that fishermen bring their own gear. TCP does not provide any fishing equipment.

Swimming is not permitted in the lake.

PRICES

Please call our office for exact pricing of each group. Prices are on a per person basis with a minimum of fifty (50) guests.

The fees charged for use of the facility serve only to cover operational costs. All capital improvements are made from the gifts of people who have been blessed by the ministry of TCP.

RECREATION

Game Room: The Game Room is available for recreational enjoyment from 7:00 a.m. to 11:00 p.m. Guests can enjoy the pool table, Ping-Pong table, foosball table, and hand shuffleboard. It is required that all groups under the age of eighteen be supervised by an adult while using the Game Room.

Outdoor Activities: The following is a list of activities sure to make your time at TCP a fun one:

<ul style="list-style-type: none"> • swimming pool • nature hikes • frisbee golf course • canoeing (see Lake) • tennis courts • fishing (see Lake) 	<ul style="list-style-type: none"> • volleyball court * basketball court • horseshoes • baseball diamond • football/soccer field • playground • tetherball
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All equipment will be made available to the group leader upon arrival. The group is responsible for all equipment when they depart. TCP does not provide any tennis racquets or balls.

REFRESHMENTS

The staff is available to prepare snacks and refreshments for your group. A wide variety of refreshments have been requested in the past and our kitchen welcomes special requests and is prepared to provide

whatever you might desire. Many groups have enjoyed treats such as hot apple cider and s'mores at the bonfire, or something more basic such as homemade cookies or cheese and crackers with punch for an evening snack. Arrangements for such refreshments must be made when returning the "Specific Arrangements Agreement." An additional charge per person charge is required for refreshments.

Adult groups (college and up) will have complimentary coffee available throughout the weekend. Various snacks (bagels, chips, cookies, crackers, etc.) can be made available throughout the weekend for an additional charge.

Groups and individuals must not bring any food or beverage to TCP.

RESERVATION / DEPOSIT

The following procedure is followed when booking a group at TCP:

1. With a simple phone call a date can be held for up to 14 days as a "tentative reservation." A "tentative reservation" means that the dates requested are held for your group, pending your deposit. A full deposit is due in order to confirm your date.
2. A \$1000.00 deposit is required for summer dates and an \$800.00 deposit is required for other dates. Deposits are not refundable at any time unless TCP is able to re-book that same time period to another group. If you cancel a date and we are able to re-book the same date, a penalty of 10 % of your deposit will be retained by us to cover administrative costs and other possible expenses.
3. When the deposit is received, a contract will be sent to the group leader specifying dates, times, meals, and minimums. This contract should be signed and returned within two weeks in order to insure that the dates will be reserved. Please note that after returning the contract you are committed to paying for the minimum number of guests multiplied by the cost per person. If we are able to re-book the same date, you will then be charged the 10% referred to in #2 (above).
4. After the contract has been returned the group leader will receive a "Specific Arrangements Agreement" which will cover the details of the retreat. (see Specific Arrangements Agreement)
5. The following guidelines must be adhered to in making reservations for use of TCP:
 - a. The purpose of bringing a group to TCP is to aid and direct people in coming closer relationship with Jesus Christ.
 - b. The group will be responsible to pay for a minimum of fifty (50) guests during this time.
 - c. The group will adhere to and enforce the "Regulations Governing Use of The Country Place," and utilize the facility in keeping with "The Country Place Guidelines."
 - d. It is the group's responsibility to notify TCP staff of their expected number of guests (within five persons) at (901) 877-3943 by 4:00 p.m. on the Tuesday preceding the first day of use (visits beginning on Tuesday or Wednesday must inform of number on the Tuesday a week earlier).
 - e. Payment:
The base charge for use of TCP (less the deposit) will be due upon arrival at TCP. The base charge is the minimum number (50), multiplied by the cost per person. Our staff will be unable to serve any meals to your group unless this base amount is paid.

The balance due will be due within 14 days from the date of departure from TCP. A finance charge will be added to any bills over 14 days.

SPECIFIC ARRANGEMENTS AGREEMENT

In order to make certain that all necessary arrangements are made before any group's arrival, we have the "Specific Arrangements Agreement." Approximately one month prior to a group's visit, the group leader will receive a copy of the "Specific Arrangements". The agreement will cover the following arrangements in detail:

- Complete menus for meals and snacks to be served.
- Hayride times and dates
- Bonfire times and dates
- Meeting room set up
- Arrival and departure times

- Other matters which need arrangement and preparation prior to your arrival.

The Specific Arrangements Agreement must be returned to TCP by the date stated on your contract in order to insure proper preparation for your group.

SWIMMING POOL

The swimming pool is available for use at no charge. It is the responsibility of each group to provide one certified lifeguard (Red Cross Lifesaving or equivalent) at all times while pool is in use.

WORKCREW

Each group is expected to either provide a workcrew for the weekend (approximately 1 workcrew for every ten guests), or notify TCP three weeks before the retreat if they would like for TCP to provide a workcrew at \$100.00 per meal. All workcrew must be at least sixteen (16) years of age. They will be working in the kitchen for each meal. They are expected to be in the kitchen one hour before the meal, and remain until the meal is finished, including cleaning the dishes and setting for the next meal. The cook will watch over the meals. All summer camps are expected to provide their own workcrew.

REGULATIONS GOVERNING USE OF THE COUNTRY PLACE

Please be sure that your group is familiar with these regulations prior to your retreat, to ensure a safe and enjoyable time for all those involved. It is the responsibility of the group leader to see to it that their group adheres to these regulations:

General Regulations

1. Christ-centered: The purpose of any group should be to glorify God by bringing the group's members into a deeper relationship with Jesus Christ. The group's schedule should reflect this purpose.
2. Property and Equipment: The group using the facility agrees to reimburse Country Place Ministries, Inc. for damages to property and equipment other than normal wear.
3. Smoking: Smoking is only allowed on the swimming pool deck and the Cedar Grove Center concrete porch.
4. Drugs and Alcohol: No intoxicants or drugs of any kind (other than prescribed) should be brought to or used on the property.
5. Chewing Gum: No chewing gum allowed.
6. Fires: Fires are prohibited at all times.
7. Life Guard: There will be no swimming except when the lifeguard is "on duty" at the pool, and in the lifeguard chair. It is the responsibility of the group to provide a certified lifeguard.
8. Clean-up: Each group should pick up all trash in the meeting room and cottages and police the grounds to be sure that all trash has been picked up.
9. Linens: Blankets, pillows, linens, towels, etc., must be provided by the guests.
10. Music: No "secular" music should be played during a group's stay. It has become too difficult to weed out the bad from the good and thus has been eliminated completely. Please take this opportunity to show the diversity of Christian music that is now available.
11. Swimming attire: No two (2) piece bathing suits are allowed. Anyone wearing a two (2) piece (or the equivalent of) will be asked to put on a full T-shirt.
12. Food Service: No food or drinks are to be brought on to TCP property. All food and drinks needed by each group will be provided by TCP: meals, snacks, refreshments, etc.
13. Injuries: For insurance purposes, all injuries, major and minor, are to be reported when they occur.
14. Program Leader: It is necessary that an adult, twenty-five (25) years of age or older, to be in charge of the program. He/She must be present during the entire stay of the group.
15. Transportation: Every effort should be made to secure bus transportation. Parking is limited at the facility, and all parking is confined to the parking lot.
16. Fireworks and firearms: All fireworks and firearms are prohibited on TCP property.
17. Lake: Use of the lake for fishing and canoeing shall be done under direct supervision of the group leadership. Under no condition shall swimming in the lake be permitted.
18. Adult Counseling: It will be necessary for a counselor, eighteen (18) years of age or older, to be in residence in each side of a cottage, supervising the youth.

19. Automobiles: Youth shall not be permitted in automobiles during the group's stay.
20. Boundaries: The white fences surrounding TCP are the boundaries. At no time will anyone be permitted beyond the white fences.
21. Food: No food is allowed in the cottages at any time. A \$30.00 charge per cottage will be assessed to any group using a cottage where food is found.
22. Girls and boys must at no time enter cottages assigned to the opposite sex.

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