



CAMP MARIA RETREAT CENTER

 301-475-8330

 campmaria.org

 41290 Camp Maria Rd
Leonardtwn, MD 20650

Instructions for Retreat Leaders

Please review the following instructions for your retreat at Camp Maria Retreat Center. As the retreat group's leader, you are responsible for distributing this information to your group as well as being sure that everyone in your group is aware and agrees to abide by the CMRC policies and procedures.

The following documents will be provided to you for registering your group:

- Rental Agreement – Accept via Retreat Guru software
 - The rental agreement is kept electronically within our software. Any changes that you make to the language of the form that Camp Maria originally sent to you will not be considered part of the agreement. If you feel that the agreement contains any errors (pricing, retreat date, insurance, etc.) contact the director or administrative assistant before agreeing.
- Instructions/Policy and Procedures for Retreat Leaders (this document)
- Sleeping Accommodations and Policies
- Emergency Preparedness Information Sheet
- Release Form (only required if a Certificate of Insurance isn't provided)
- Retreat leader checklist

Top 5 Things to Know

- All overnight guests must bring twin-size bed sheets or sleeping bags, and pillowcases when staying at Camp Maria. The guest is also responsible for bringing towels and toiletries.
- CMRC Scheduled Meal Times: Breakfast – 8:30AM, Lunch – 12:30PM, Dinner – 5:30PM
- Usage requests of the pier/canoes, fire pit, and pool, need to be included in the daily schedule along with the names of the individuals supervising (Lifeguard required at pool). Life jackets are required to be worn when using canoes/kayaks.
- Quiet hours are from 11pm-7am. 10pm quiet hours may be enforced if it is a school night.
- Registration paperwork is required to be submitted one month before the retreat date.

Mission Statement

Camp Maria Retreat Center, a ministry of the Sisters of Charity of Nazareth, strives to provide an atmosphere of prayer, hospitality, and simplicity in a peaceful, natural environment for retreats and various types of renewal programs. Our facilities are available to those who seek to strengthen and deepen their commitment to God, the Church, and to God's people throughout the world.

Camp Maria Policy and Procedures

We reserve the right to modify package rates, building usage, and facility sharing.

Reservations

1. Exclusive use of the facility requires a minimum of 100 people.
2. Reservations will accept bookings 1 year before the retreat date when the group guarantees a **minimum of 80 participants** ages 2+
3. Reservations will accept bookings 9 months before the retreat date when the group guarantees a **minimum of 30-79 participants** ages 2+
4. Reservations will accept bookings 6 months before the retreat date if the group is **less than 30 participants** ages 2+. Camp Maria cannot "save" dates during peak season (May 1st - October 31st) for any group with less than 30 participants.
5. Reservations are confirmed when the rental agreement and a 10% deposit of the estimated retreat total are received.

Building Usage

1. Use of specific residential buildings for retreats can be requested. Camp Maria makes the final determination on which buildings will be utilized for each group.
2. Retreat groups with less than 20 participants will not automatically have use of the spiritual center.
 - a. Retreat leaders may contact CMRC one month before the scheduled date to see if the spiritual center is available.
 - b. If it is available, it may be booked for an additional charge of \$200 (FY 24/25).
3. Day retreats (Adult/Youth) will be assigned a large meeting space by CMRC; the bayside of the dining room or the spiritual center.

Facility Sharing

1. Adult groups with less than 30 participants may need to share the facilities with another adult group.
2. Children/Youth groups will typically not share the facilities with other groups.
3. All groups will be contacted and informed appropriately if the facility is shared.

Arrival/Departures

1. The Camp Maria Director, or designee, will meet with retreat leaders upon arrival, and be available for assistance throughout your stay.
2. Contractual arrival time is defined as "the time when the retreat leader, retreat leader designee, or group arrives at CMRC and notifies the CMRC Operations Manager of their arrival at the office located in the Dining Lodge."
 - a. If the actual arrival time is going to be different, i.e., more than an hour late from the arrival time stated on the contract, notify the director at 607-437-8855
 - b. Be prepared to update the status of your anticipated arrival.
3. Contractual departure time is defined as "all retreat guests in their vehicles and leaving Camp Maria at the time indicated on their contract."
 - a. Any retreat group departing 1 hour after the time indicated on their contract will be charged an additional \$100 for each additional hour or portion of the hour.

Parking

1. Parking is available in the field next to the Martin House or along the road as you enter Camp Maria; Park perpendicular to the roadway.
 - a. Do not park to the right of the road after turning in beyond the mailboxes.
 - b. Stay alert to vehicles and delivery trucks.
 - c. CMRC staff parking is next to the dining lodge.
 - o You may load or unload your vehicle from these spaces.

Registration

1. For billing purposes, all retreats have a minimum group size requirement of 15.
 - a. If your actual group's size is less than the minimum, you will be billed for the minimum group size.
2. For billing purposes, the final number of attendees is required one month before the start of your retreat.
 - a. Retreat groups will be charged for their final numbers provided to Camp Maria, even if their actual number of attendees is fewer. If your actual attendee number is greater than the final numbers originally provided, you will be billed accordingly.

3. Providing release forms for all participants or a certificate of insurance that lists Camp Maria Retreat Center as additionally insured for the dates you are at Camp Maria is a requirement. **There are no exceptions to this policy.**
 - a. Most insurance companies require a copy of the signed contract you have with us. They may mail or scan and email (admin@campmaria.org) this to us.
 - b. Groups that are unable to provide a certificate of insurance must have each attendee fill out a release form with their personal information.
4. All payments are non-refundable.
 - a. A 10% deposit of your estimated retreat cost secures the dates for your retreat and is due fourteen days from your receipt of the contract.
 - b. The full/remaining balance is due one month before the retreat.
 - c. Non-sufficient fund checks are charged an additional \$35 to cover bank fees.
 - d. Retreat cancellations by retreat leader/group have one (1) calendar year to re-schedule their retreat; all previously paid monies will be held and applied to the re-scheduled date. Refunds aren't available if the retreat isn't rescheduled within that calendar year.
 - e. Retreat cancellation due to a force majeure event allows the retreat leader/group to reschedule within one (1) calendar year. If the retreat isn't rescheduled during that calendar year, a full refund of all previously paid monies will be made to the retreat leader/group.
5. All communication regarding the reservation for your retreat must include Theresa at (admin@campmaria.org).
 - a. To communicate with food service to address needs such as food allergies, number of people eating, etc., use sisterchris@campmaria.org.
 - b. To communicate with Greg regarding maintenance/building needs during the retreat or following the retreat for damaged CMRC property, email him at director@campmaria.org.

Safety

1. Dial 911 immediately, if you have an emergency!
2. Children/Students MUST be supervised at all times by an adult.

- a. It is the primary responsibility of parents, counselors, and/or group leaders, to make certain all children/students in their group are aware of, and follow, Camp Maria's policies and procedures regarding safety.
3. Camp Maria has a camp-wide fire alarm system. If the fire alarm sounds, all people should report to the basketball courts for a roll call. This is especially important should the fire alarm sound at nighttime.
 - a. If the fire alarm sounds during a lightning storm, or another unsafe weather condition, stay sheltered in place unless otherwise notified.
4. Accidents in the pool, i.e., vomiting, bleeding, or defecation, must be cleaned up immediately and could result in a closure of the pool.
 - a. Notify the certified pool operator or CMRC's facility manager immediately so pool chemicals can be adjusted.
5. Certified lifeguards are a requirement for pool usage.
 - a. We'll provide them for your retreat at \$35 per hour.
 - b. A pool maintenance fee of \$40 per day.
 - c. Each retreat must provide a pool schedule 1 month prior; your lifeguard will be scheduled from this document.
6. Safety along Camp Maria's Breton Bay waterfront is primarily the responsibility of your group's parents, counselors, and/or group leaders.
 - a. All people under the age of 15 must be accompanied by an adult (18 and older) when using the pier, canoes, kayaks, or at the waterfront.
 - b. Each retreat leader must provide a pier schedule 1 month prior.
7. Life jackets **must be worn** by anyone using a kayak and/or canoe. Life jackets are recommended for all people using the pier.
8. No one is permitted in the pool/fenced-in area unless a certified lifeguard is on duty.
 - a. The pool area will remain locked outside of the scheduled times.
9. Retreat leaders must provide a campfire request within the daily schedule one month before the retreat to use this area.
 - a. Bring the fire starter, i.e., matches, lighter, and liquid accelerant.

10. The pier, waterfront, and pool areas are closed after sunset.
11. First Aid kits and other related safety supplies must be provided by each retreat group.

Lodging

1. The buildings assigned to your group, as listed on your contract, are determined by Camp Maria is based on the type of group and the number of people attending.
2. Each retreat group leader is responsible for making bed assignments for the individuals in their group.
3. A pillow and blanket are provided for each bed in the Cottage, Roost, Martin House, and Osprey. Mattress protectors and pads/covers are provided on beds. Cabins do not have pillows or blankets.
 - a. Groups will be billed for missing or damaged (e.g. stained, torn, etc.) mattress covers, pillows, and/or blankets.
4. Twin-size bed sheets or sleeping bags, and pillowcases **MUST** be used and provided by each guest. It is a **STRICT** Camp Maria policy that no one is to use a bed without sheets or a sleeping bag, and a pillowcase.
 - a. We do have a small supply of rental sheets; in the event a guest forgets to bring them – a nominal fee of \$5 per sheet set will be charged.
 - b. If our rental sheets are removed, there will be an additional charge.
5. **Immediately** alert CMRC staff if an accident occurs that soils linens, mattress pad cover(s), or carpet so it can be cleaned.
 - a. There will be an extra charge for mattress pad covers that are found soiled after your retreat departs.
6. Pillows and blankets are to be used **ONLY** on the beds.
7. Camp Maria does not provide personal towels or toiletries. The retreat group is responsible for bringing these items.
8. After departure, CMRC staff inspects and cleans all spaces that your group used, including the grounds and outdoor facilities. If damaged items are found and Camp Maria maintenance wasn't notified while you were here, we will notify the leader to make reimbursement arrangements.
 - a. You will not be charged for normal wear and tear.

9. The Osprey building has 'special etiquette' that differs from other buildings.
 - a. This document is posted on the bulletin board in the Osprey dining room.

Dining

1. Our pre-set mealtimes are as follows: Breakfast: 8:30 AM, Lunch: 12:30 PM, Dinner: 5:30 PM. Breakfast at 8:30 or brunch at 10 AM is available on your last day; it is your choice.
 - a. Different meal times may be requested one month before your arrival. Approval will be at the discretion of the director and associate director; contact Sister Chris at sisterchris@campmaria.org
 - b. Be prompt and arrive ready to be served. Our serving line is open for 30 minutes for each meal.
 - c. When everyone has been served, we will call for seconds if extra food is available.
2. Retreat leaders must notify the associate director if the number of guests eating changes ensure enough food is prepared and to avoid excess food; give 24 hours' notice.
3. The Dining Hall will have coffee available at 7:30 if and 8:30am breakfast is being served.
 - a. Camp Maria will provide a coffee maker for use in the Spiritual Center and/or Roost upon request.
6. If your retreat is having a "special" or outdoor catered meal, such as steamed crabs or BBQ, notify the associate director one month prior.
 - a. The Dining Hall will be closed and unstaffed, i.e., the retreat group will not have access to the area or kitchen supplies. A retreat group will need to supply everything needed for the meal.
7. All snacks and food not eaten must be secured in a Rubber Maid/Tupperware-type container.
8. For any group over 100 participants or eating crabs, a \$300 fee (FY24-25) will be charged to defray some of the cost of an additional trash pick-up.
 - a. One month's notice is required to schedule Waste Management.
9. Retreat leaders must contact Sister Chris at Sisterchris@campmaria.org one month before the retreat date to disclose food allergies and sensitivities within their group. We do not alter menu selection based on food preferences.
 - a. Camp Maria cannot guarantee that our food is prepared in a facility that is free of nuts, nut products, gluten, etc.

- o Extremely sensitive food allergy individuals need to bring their food(s). Refrigerators are available in the Spiritual Center and Roost.

10. Outside food vendors are required to sign a document regarding our expectations.

- a. There will be a \$45 clean-up fee **if** the serving/eating areas are not cleaned to Camp Maria standard, i.e., returning the area to the way that you found it upon arrival.

11. Camp Maria will not store food in our refrigerators or freezers in the dining lodge.

- a. Full-size refrigerators and microwaves are available in the Spiritual Center and the Roost, for your use. *Review your contract to see what buildings you've rented.*

12. Camp Maria's ice machine is for the use of the kitchen staff only and not for camp-wide use by retreat groups. Retreat groups need to plan for securing ice.

General

1. Do not exceed the 15-mph speed limit (15 mph) on the gravel road. The horses in the paddock are easily spooked.

2. Service dogs are permitted on property. Pets are not allowed at CMRC.

- a. Service dog waste must be picked up and disposed of appropriately.

3. CMRC provides wireless internet access to its guests. The more people within the retreat group that are provided access, the slower load times will be.

4. Lifeguard fees and inclement weather policy:

- a. If CMRC can reach the lifeguard to cancel reserved swim hour(s), the retreat will not be charged the fee(s).

- b. If the lifeguard can't be reached or is already here, we will attempt to reschedule with a current lifeguard or reschedule with a different lifeguard.

- c. If neither of these options is available, the retreat group will pay the pre-scheduled lifeguard fee(s).

5. Camp Maria does not provide items necessary for celebrating Mass. The retreat group and priest are required to bring what is needed.

6. All documents that support your retreat are required one month prior.
 - a. Name Attendee lists or Registration Forms (FEW)
 - b. Daily Schedule
 - c. Certificate of Insurance or Release Form
 - d. Food Vendor letter; if applicable
 - e. Lifeguard Certification; if applicable
7. Observe quiet time throughout the facility from 11PM – 7 AM.
 - a. Quiet time may be adjusted to 10pm-7am if on a school night.
8. Do not remove furniture from any buildings, including chairs.
9. Arts and craft projects need to be washable materials, have no glitter, and do not require taping items to the walls.
10. Lit candles must be on a non-flammable saucer or dripless.
11. Adult groups with children must provide Camp Maria with a copy of the children's simultaneous program, including the names of their chaperones.
 - a. There must be a children's program for every adult program shown on their daily schedule.

Departure Procedures - "Leave it better than you found it"

- a. Empty ALL trash into the outside dumpster in tied trash bags
- b. Return furniture to the original place
- c. Leave pillow and blanket on the bed
- d. Close all windows and doors
- e. Turn off lights and ceiling fans
- f. Make the staff aware of any repairs needed

God's Blessings to You,

Greg Shedd,
Director
Camp Maria Retreat Center
Director@campmaria.org
607-437-8855 (cell)

Group Leader Checklist

- Fourteen days from your receipt of the rental agreement email: Accept the rental agreement and submit a deposit (non-refundable).

Release Form or COI Required (There are no exceptions to this policy)

- A signed release form is required from each participant before the start of your retreat if your group is unable to secure a Certificate of Insurance (COI).
- Contact your insurance company to have them send a certificate of insurance that lists Camp Maria Retreat Center as additional insured for the dates you are at Camp Maria. Most insurance companies require a copy of the rental agreement you have with us. They can scan and email, mail, or fax the certificate to us. A certificate of insurance is required before the start of your retreat.

One month before the retreat the following items are due:

- The full balance must be paid (non-refundable)
- The final list of attendees, allergies provided no later than 2 weeks before the retreat date.
- A copy of your daily schedule - Include pool, fire pit, and pier/canoe requests with adult supervisors listed
- The COI or all release forms