

# Mattole Camp & Retreat Center

## Rules and Regulations

### — THE CAMP HOST WILL GREET YOU WHEN YOU ARRIVE —

- Check In time is 3:00pm and Check Out time is Noon.
- ON CHECK IN: The camp host will acquaint you with the camp and answer any questions you might have.
- All those in supervisory positions are urged to read the material located in the white Mattole Camp binder located in the Main Lodge kitchen (this is also the REQUIRED guest sign in book). This binder contains information on SAFE FOOD HANDLING, EARTHQUAKE PREPARATION AND FIRE SAFETY.
- All INTERIOR tables, chairs or other furniture must remain INDOORS at all time. Please do not staple, tape or tack anything to the walls or windows.
- All dishes, cutlery, utensils, cooking hardware belong to the camp and must remain on the camp property at all times.
- Use of buildings and grounds including camp access to the river is restricted to those listed in your contract.
- Mattole Camp has a telephone that is available for incoming and outgoing calls. The camp phone number is (707) 629-3308. Outgoing calls must be limited to the United States ONLY. Since it is the camp's business phone, we ask that you limit your phone calls to TWO minutes or less. Please answer the phone by saying, "MATTOLE CAMP & RETREAT CENTER". If an in-coming call is camp related, please ask them to call back and leave a message on the answering machine.
- There is absolutely NO SMOKING inside the camp buildings. We discourage smoking in and around the camp grounds. If you must smoke outside, pick-up and discard all remnants.
- In order to preserve our mattresses, we ask that you please leave them inside.
- NO OPEN FLAMES IN THE CABINS. This is in the form of matches, candles, etc. THIS IS STRICTLY FORBIDDEN!
- PETS ARE NOT ALLOWED ON THE PROPERTY (with the exception of Companion Animals (proof of certification is required)). This is for the safety of your pets, other campers, and wildlife.
- The property around Mattole Camp & Retreat Center is private.  
**Please stay on our property.**
- USE THE RIVER AT YOUR OWN RISK! Mattole Camp & Retreat Center does not provide any lifeguard service. Users are required to provide their own supervision during swimming activities. Mattole Camp & Retreat Center does not maintain the river and cannot be held responsible for natural conditions encountered during use.
- Mattole Camp & Retreat Center is not responsible for any injuries to campers, camper affiliates or those providing a service in the form of labor.

## **Check Out Procedures (CHECK OUT TIME IS NOON)**

- Groups are responsible for making sure the buildings and grounds are maintained in their current condition. All areas used by campers will be left clean and in good repair by the time of departure. The facilities will be inspected upon to arrival and again on departure. The contact person listed on the Registration Form is considered the responsible point person and should be the first to arrive for check-in, and the last to leave for check-out. If there are ANY changes, please notify the camp host
- All garbage and recycling must be removed by campers. There is a disposal site located on the way to Petrolia. Check with the camp host as to the hours of operation as they change regularly.
- Before checking out, arrangements must be made with camp host to inspect grounds and buildings. If any insufficiencies in repair or cleanliness exist, or camp properties are unaccounted for, the management of Mattole Camp will have the work completed and will deduct the charge from the cleaning deposit (\$250.00) and/or any additional charges or expenditures will be billed to you. Again, the contact person must be the last to leave the camp.

## **INSURANCE REQUIREMENTS**

Our insurance carrier, Insurance Board, requires a Certificate of Insurance from ALL groups contracting to use our facilities. Therefore:

1. A Certificate of Insurance can be obtained through your own source, or the Mattole Camp can offer you the option of purchase through our Insurance Co.
2. Such certificate shall provide a minimum liability of \$1,000,000 for each occurrence/aggregate.
3. Such certificate shall name the Presbytery of the Redwoods as an additional insured during the use of the facilities. It is understood and agreed that the Additional Named Insured shall not be responsible for premium payments, reporting of claims, and other duties of the named insured.
4. The Certificate of Insurance shall be mailed to Mattole Camp and Retreat Center, PO Box 675 Bayside, CA 95524 or a copy emailed to:  
info@mattolecamp.com

For all non-profits, educational & religious organizations camping with us for the first time, our insurance carrier, Insurance Board, requires the following:

1. Insurance Certificate (see above)
2. Governance documents - Articles of Incorporation and bylaws
3. 501(c)(3) Statue - a copy of a letter from the IRS determining non-profit

status

Mattole Camp & Retreat Center is pleased to welcome you to our facility. If you have any questions or comments, please call (707) 629-3308 or email [info@mattolecamp.com](mailto:info@mattolecamp.com).

Mattole Camp & Retreat Center is owned by the  
Presbytery of the Redwoods, Presbyterian Church U.S.A.  
and managed by the Mattole Council of Bayside.