RENTAL GROUP POLICIES & PROCEDURES

Based on ACA Standards. Revised July 2026

Booking, Deposits, Cancellation

- To book any of our facilities, a **non-refundable** deposit equal to 10% of the estimated cost or $250.00, whichever is greater, is required and is applied to the final invoice. If an event is cancelled prior to 30 days before arrival, then the deposit may be transferred to a new booking within six months of the original event, based on availability. Deposits are not transferrable to another group, organization or company. Cancellations made within 30 days of arrival forfeit any and all deposits. Any event with meal service that is cancelled within 14 days of arrival will incur a charge equal to 90% of listed cost of all meals.
- There is 5.5% sales tax on lodging and meals for groups without a Wisconsin Sales & Use Tax Exemption Certificate. The sales tax is shown on your contract.
- A minimum lodging fee applies to the Prairie Center & Adamah Retreat Center. A minimum guest count is required to rent both the Prairie Center and Barn Retreat Center. Please consult your contract for details.
- All meal service must be arranged no less than 30 days in advance and requires a signed contract inclusive of all meals. The final count for meals is due in our office 14 days prior to arrival, otherwise the counts listed on the contract will be in place. **This final count will become the count for the final invoice.** Any additions or reductions within 14 days of arrival are at the sole discretion of Bethel Horizons and may be subject to an additional surcharge.
- Payments may be made via check, made payable to Bethel Horizons, or securely via major credit card through Square or by calling (608) 257-3577, ext. 334. Please do NOT send credit card details via e-mail or fax or leave this information on a voicemail message. Final payment for all facility use/events/programs is due within 14-days following the conclusion of your event/receipt of invoice.

Group Leaders

- You are responsible to supervise your group and their behavior.
- Any accident, incident or injury which occurs or originates at Bethel Horizons should be recorded on a Bethel Horizons injury, accident or incident report, which can be obtained from the Retreat Host on duty.
- Bethel Horizons recommends that a person currently certified in Standard First Aid or the equivalent from a nationally recognized certifying body, with training on blood borne pathogens, be on site when your group uses Bethel Horizons and all of its aquatic areas. In addition, it is recommended that a person with certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (pocket masks) and AED be on site with your group.
- Bethel Horizons recommends that a person currently certified in sexual abuse prevention training be on site with your group.
- You are responsible to supervise any specialized recreational activities that are not led by Bethel Horizons staff.
- In addition to this Care & Policies document, we advise that you to bring the following information with you to your Bethel Horizons retreat:
    - ✓ Names and address of **all** participants **including** the following
    - ✓ Emergency contact names and telephone numbers
    - ✓ List of all persons with allergies or health conditions requiring treatment, restriction or other accommodations while on site
    - ✓ For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver
    - ✓ Any insurance coverage to be provided by the user group

- It is advised that you keep all medication (both prescription and over the counter) stored under lock except when in the controlled possession of the person responsible for administering them (advised to be an adult for those under 18 years old).

Arrival

A Bethel Horizons staff member will greet you upon arrival to go over this information as well as the camp safety procedures, emergency procedures and reporting requirements.

- **Upon arrival, check in with your Retreat Host or call the number provided in your retreat facility to check in**.
- Check with Retreat Host concerning meals, game rooms and equipment.
- After unloading, all vehicles must be parked in the parking lot across from the gazebo (unless staying at the Adamah Retreat Center – parking is provided near that building).
- Personal sports equipment must be pre-approved by a year-round staff member.
- Only the facilities contracted by your group can be used by your group. The other facilities will be off limits.
- You are responsible for your emergency care and emergency transportation. (*Note*: There is a first aid kit located in each building, near each public bathroom or kitchen.)

Departure

The Retreat Host, or other designated camp staff will check out each group.

To help us keep our retreat costs low, please:

- Turn down heat/air conditioner
- Turn off lights
- Empty trash
- Vacuum
- Put used sheets and towels in laundry cart
- Check for lost and found items

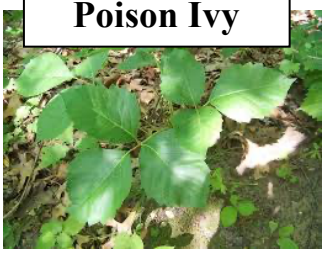
Emergency Contacts

- **For emergencies, call 911**
- Our address:
  - Main Site — 4651 County Road ZZ, Dodgeville, WI 53533
  - Adamah Art Studios — 4681 County Road ZZ, Dodgeville, WI 53533
- Camp Staff Contact information
  - Retreat Host(s) — (608) 574-6744
- The local hospital is Upland Hills Health, 800 Compassion Way in Dodgeville.
- Phone numbers for medical, law enforcement and fire officials are posted near all camp phones and first aid kits.

Poisonous Plants

Poison ivy and poison parsnip can be found on the camp property. Poison ivy is a green woody vine growing alongside the paths in the woods and along the edge of the woods. The leaf has 3 leaflets. Poison parsnip is a tall yellow plant growing in fields and has divided leaves. In the event that you come into contact with these plants, wash immediately with soap and water.

Poison Ivy



Poison Parsnip



Ticks

Ticks are common natives in the Bethel Horizons and Iowa County areas. Tick bites may cause Lyme disease. The two best precautions are: (1) Carefully check one's clothing and body (including hair) on return from hikes and to remove any ticks; and (2) Wear long sleeves, pants and socks, as ticks are found on all types of vegetation, especially on or near animal trails.



Water

The camp has two ponds and two streams on its property. Swimming and/or fishing is not allowed in these areas.

Swimming at Governor Dodge State Park

For all user groups including youth who would like to engage in swimming or watercraft activities, it is recommended that the user group provides their own lifeguard.

- The following ratios are recommended:
  - ✓ 1 lifeguard per 50 youth when swimming
  - ✓ 1 lifeguard per 12 boats when boating
  - ✓ 1 lookout (adult) in addition to the lifeguard, per 10 youth when swimming

Safety

- Cliffs — The camp is an area with many beautiful cliffs. Some are as high as 100 feet with sheer faces. Hiking on the cliffs must be supervised by an adult and is prohibited to anyone under 18 years of age without such supervision. Hiking on the cliffs at night is not advised.
- Program Areas
  - ✓ Ropes Challenge Course — Guests are prohibited from using the Ropes Challenge Course area without the supervision of Bethel Horizons staff. Bethel Horizons will be responsible for supervising the High and Low Ropes Challenge Courses. To schedule a program please contact Adventure Director, Phil Bramley, at (608) 574-2713 or phil@bethelhorizons.org.
  - ✓ Nature Center — Groups requesting use of the facility must make arrangements with Bethel Horizons staff on site. Adult chaperones must supervise all youth groups using the Nature Center. Nature Center programs can be scheduled by contacting the Environmental Education Director, James Marlow, at (608) 807-7468 or james@bethelhorizons.org.
  - ✓ Adamah Art Studios — Adamah programs can be scheduled by contacting the Adamah Program Director, Tia Hewuse, at (608) 574-9693 or tia@bethelhorizons.org.
- Intruders — Bethel Horizons staff are trained to politely let intruders know that they are on private property. If the intruder does not leave it is reported to the Executive Director or Program Director, who will make contact with the intruder. If necessary, the Iowa County Sheriff's Department will be called.
- Severe Weather – See Emergency Action Plan located in each building
- Fire in buildings – See Emergency Action Plan located in each building for general place to gather and account for everyone

Recommended Staffing Procedures for Rental Groups

- It is recommended that each rental group have a screening policy (i.e. criminal background check) for staff that have responsibilities for or access to campers/youth under the age of 18.

- Bethel Horizons advises that the following supervision ratios are followed:
  - ✓ At least 80% of the staff are 18 years of age or older.
  - ✓ All staff is at least 16 years of age and at least two years older than the minors with whom they are working.
  - ✓ Supervision ratios of at least two staff members should always be present in the company of one or more youth under the age of 18.
  - ✓ Ratios of staff who are on duty with campers in units or living groups and in general camp activities should meet the following recommended minimums:

Camper Age	Staff	Overnight Campers	Day Only Campers
5 Years & Younger	1	5	6
6-8 Years	1	6	8
9-14 Years	1	8	10
15-18 Years	1	10	12

  - ✓ The rental group should determine its own supervision ratios and determine when at least two staff members should always be present.
  - ✓ Bethel Horizons advises that any staff for your group are provided training and orientation for minimizing potential of being in a one-on-one camper/staff situation when out of sight of others.

Maintenance
The Bethel Horizons Shop is used for storage and to house maintenance equipment. It contains dangerous equipment and materials. Entry is strictly prohibited to staff and user groups without permission from the Operations Director or Executive Director.

Garbage/Recycling
We recycle. Please rinse out all containers before placing in recycling containers. There are also specific containers for food waste and non-recyclable waste.

Cleanliness
Each group is expected to keep the facility in a clean and healthy condition.

Food Guidelines
- The commercially certified kitchens in the Prairie Center and Adamah Retreat Center are for Bethel Horizons staff use only.
- Groups should use only cleaned sanitized utensils and equipment during food preparation.
- Clean and sanitize food contact surfaces after each use.
- Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F
- Sanitizer — Scrape leftovers in garbage, scrub all dishes free of food pieces, load rack, send through sanitizer, and allow to air dry after cycle has been completed.
- Refrigerators — Please check refrigerators daily. If the temperature exceeds 40° F, notify us as soon as possible at (608) 574-6744.

Smoking
Smoking (including vaping and the use of e-cigarettes) is not allowed anywhere on the property. This is for the safety and comfort of all our guests.

Weapons

Firearms, flammables and power tools are not permitted by user groups. The exception is during the regulated hunting seasons when users are under Horizons Staff supervision.

Drugs & Alcohol

- Summer campers and summer staff are prohibited from bringing alcohol, tobacco products or illegal substances to camp. In the case of a minor, should a violation occur, a parent/guardian will be notified.
- For rental groups and workshop participants who are of legal drinking age, alcohol is only allowed in the retreat centers or on designated decks. Alcohol is not allowed near the pottery kilns at Adamah.
- Illegal substances, as defined in Iowa County, Wisconsin, are not allowed at Bethel Horizons.

Pets

No pets are allowed at Bethel Horizons. The exception is certified working service animals. Campers, retreat participants, and visitors are prohibited from taking live animals/pets from camp.

Fireplace

Open the damper, build a safe small fire and use the wood reasonably.

Watercraft Usage

Bethel Horizons does not provide canoes for private rental group outings. Programming by Bethel Horizons is available with a lifeguard certified by a nationally recognized body. Life jackets or Personal Floatation Devices and close-toed shoes, water shoes, or sandals with heel strap must be worn at all times. Canoes are available for rent from Governor Dodge State Park.

While canoeing, lifeguarding ratios are recommended:

✓ 1 lifeguard per 12 canoes

✓ 1 lookout (adult) per 4 canoes

Lost & Found

If you have lost something, promptly report it to:

- Retreat Host (608) 574-6744.
- Office Manager (608) 257-3577 extension 334 or bethelhorizons@bethelhorizons.org.

Bethel Horizons is not responsible for lost, damaged, or stolen items.

Directions

- Bethel Horizons, 4651 Cty Road ZZ, Dodgeville, WI 53533.

Directions from Madison — Take Highway 18/151 west approximately 43 miles. Exit Highway 18 to Dodgeville. After 1 mile, turn right onto Highway 23 north. Follow Highway 23 for about 6 miles and turn right onto County Highway ZZ. After 1.2 miles, you will see the Bethel Horizons sign near our mailboxes and the driveway on the right side of the road.

- Adamah Retreat Center and Art Studios, 4681 County Road ZZ, Dodgeville, WI 53533.

This campus is at the next driveway on the right after the Bethel Horizons sign.

