

WELCOME TO CAMP

We are looking forward to your time here at Camp Koinonia. Before you arrive, we are providing you with some important information regarding our facilities and programs. We require adult leaders attending the event to read and agree to our policies & procedures as well as the additional information provided in this letter. If you have any questions before you arrive or during your time at camp, please contact using the info below. We hope this will help you prepare for your event.



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The Fun Stuff

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Recreation Equipment
Waterfront Usage, Swimming Pool
Extra Curricular Activities
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Where you will sleep



The Important Things Highlighted

- **Submit Your Organization's Liability Insurance** Document
- **Final Minimum Numbers** communicated 1 week prior to event
- **Dietary Restrictions and Food Allergies:** Communicate these by sending link to parents at least 1 Week Prior to Event. Use this link. <https://form.jotform.com/220755297471058>.
- **Standard Meal Times:** 8:30am Breakfast / 12:30pm Lunch / 6:00pm Dinner (Subject to change with multiple groups on-site)
- **Building Usage** Groups will be required to fill each cabin to 90% capacity before adding an additional building.
- **Bring Payment with you to Camp** - The check need to be for the actual number of attendees or a partial payment based on the minimum number discussed above.
- **What type of vehicles are you arriving in?** We are no longer allowed to have buses enter our site so they will park at the bottom of our main entrance and we will shuttle campers to their cabins via 15 passenger vans. Arrange this with the camp director at least two weeks prior.
- **Check-In** 4pm | We ask that the group leader check-in with the Camp Director when they arrive. This allows both the leader and director the ability to ask questions and clarify lodging, meeting spaces and additional group needs.
- **Check-Out** 12pm | We will walk-through the property without you and note any concerns. We will also give you a final invoice.



Kevin Eichhorn

Director of Camp Koinonia

509.304.9541 *Call/Text Day or Night*

Director@campkoinonia.org

Mail Documents and Deposits

850 Camp Koinonia Ln., Cle Elum, WA 98922

CAMP KOINONIA | CHRISTIAN CAMP & RETREAT CENTER

850 Camp Koinonia Lane • Cle Elum, WA 98922 • 509.304.9541 • www.campkoinonia.org
Camp Koinonia is a non-profit organization. Owned and operated by the Church of the Brethren.

LEADER AND DIRECTOR CHECK-LIST

There is a lot to consider when you run a retreat, summer camp or event. This list is not intended to be a burden, but instead a system to help you along the way. Most of these items, we will remind you of with phone calls and communications, but some of the items are in place to ensure safety and financial security.

Contract and Planning Phase

- Schedule Tentative Dates: Select and Inquire About Available Dates and Buildings - Get on the calendar as soon as possible in order to secure your place at camp. We are very busy all year long and we want you to come back year after year.
- Join Us for a Tour - Our hosts love showing off our 111 acre property. We are available all year long.
- Request Available Meeting Spaces
- Request Available Lodging
- Confirm Contract Minimums and Maximums | Size of Group: Ideal 120-145 and we are Maxed Out 169 with multiple meal times.
- Select # Nights and # Meals
- User Agreement Signed Mailed to Camp and Reservation Deposit / Cleaning Fee Paid
- Confirm Camp Received Everything
- Recruit Attendees
- Dietary Restrictions and Allergies | Send Link to Parents of Attendees <https://form.jotform.com/220755297471058>
- 90 Days Prior (Last Chance to Cancel and Receive Deposit Back)

1 Month Prior to Camp

- Submit Proof of Liability Insurance from your organization (Typically your treasurer or office administrator will have a copy of this document and it can be mailed or scanned and e-mailed to the director.
- Director Phone Call to Event/Retreat Leader
- Confirm Approximate # of Attendees
- Camp Introduces Group's Host for the Retreat (Camp Koinonia staff responsible for making your event a success)
- Confirm Amenities and Activities You will Use
- Send Attendees Packing List (Yours or Ours)

1 Week Prior to Camp

- Phone Call or Communication with Food Service Director
- Send Schedule for Retreat with Activity Times, and Locations of Everything
- Standard for our camp is a 30 minute meal beginning at 8:30am for breakfast; 12:30pm for lunch and 6:00pm for dinner. We require at least 4 hours between meal times and ask that you try to utilize these times for your meals. We understand that the first dinner for weekend groups may need to be later due to travel.
- Dietary Restrictions and Allergies | Send Link to Parents of Attendees <https://form.jotform.com/220755297471058>
- Send Schedule for Retreat with Activity Times, Meal Times, Snack Times and Locations of Everything.
- Actual Number of Attendees Communicated (This number can increase, but not decrease)
- Receive Invoice from Camp Director. (We will invoice based upon your communicated totals. The check must be brought with you to your event/retreat). The reservation deposit is credited at this time.
- Communicate Leadership Arrival Time and Group Arrival Time

1-3 Days Leading Up to Retreat

- Prepare Check Made Out to Camp Koinonia for the Minimum Amount Due as Written in the Original User Agreement. (The Camp Director will e-mail an invoice as listed above). The reservation deposit is credited at this time.
- Phone Call with Camp Director and/or Camp Host
- Final, Final, Final Number of Attendees Coming
- AV/Computer and Sound (Check to make sure you have all appropriate connections to your computer that are compatible with our system).
- If desired, send cabin assignments and Camp Staff will hang them on the door for you. We have holders already ready for each door. They are 8.5 by 11 inches. We are happy to print them off or you can use our template.

Arrival at Camp

- Please call the Camp Director or Host when you arrive. There will be signs on the doors of cabins with contact numbers as well as a welcome sign when you arrive.
- We are no longer allowed to have buses enter our site so they will park at the bottom of our main entrance and we will shuttle campers to their cabins via 15 passenger vans. Arrange this with the camp director at least two weeks prior.**

INDIVIDUAL PACKING GUIDE

We want your group to be prepared when you arrive at camp. We offer a range of amenities, but often times, you need to bring your own supplies customized to your event. Please keep in mind that some items are optional or can be substituted, such as hiking boots can be sturdy gym shoes. Use your best judgment while packing.

[Download a Word/PDF Version at campkoinonia.org/forms](https://campkoinonia.org/forms)

Bedding

- Sleeping Bag or Sheets/Blanket
- Pillow and Pillow Case
- Extra Blanket or Simple Sheet (Never Hurts)

Health & Medication

- Medication (Labeled) - Follow Your Groups Medication Policy

Personal Items

- Towel(s) Bath
- Toiletries (Toothbrush, tooth paste, deodorant, soap, shampoo, lotions)
- Sleepwear/Pajamas
- Jacket &/or Rain Poncho
- Sweatshirts/Sweaters
- Jeans or Long Pants
- Socks
- Underwear
- Shower Shoes (Plastic Flip Flops)
- Shoes (Gym Shoes or Boots)
- Long Sleeve Shirts & Short Sleeve Shirts

Other Items

- Insect Repellent
- Sunscreen
- Bible, Notebook, Pen/Pencil
- Water Bottle
- Comfort Items (Stuffed Animal, Special Pillow)
- Flash Light (Optional)
- Sun Glasses / Hat (Optional)
- Garbage Bag for Dirty Clothes (Optional)
- Money (Optional) - Camp Store Items \$1-\$30
- Suggestion: Note from Home for First Time Campers
- Garbage Bag for Dirty Clothes at the End of Camp

Please Do Not Bring

- Knives/Guns/Weapons/Explosives/Fireworks
- Food/Candy
- Drugs or Alcohol
- Pets (Certified Service Animals OK)

Warm Weather

- Modest Swim Suit (Cotton of any kind is not permitted in the Pool)
- Swim Towel
- Swim Shoes (Optional)
- Goggles

Cold Weather

- Hat or Ear Protection
- Gloves (2 Pairs)
- Snow Pants or Warm Pants
- Boots

FREQUENTLY FORGOTTEN ITEMS

A lot of these items you would say are super obvious. However, be careful because it could happen to you.

1. Linens, Pillow, Sleeping Bag
2. Payment for Camp
3. Towel (Bath and Pool)
4. Correct Cord for Computer to Projector Connection
5. Scissors - I promise you will need scissors and ours disappear quickly.
6. Lighter for Camp Fires
7. Garbage Bags for Dirty Clothes
8. Insurance Documentation for Your Organization
9. Health Forms - We do not require you to submit them, but we do ask that have them when you arrive for all individuals including adults. We have seen countless trips to urgent care and wide eyed leaders.
10. Toiletries and Toothbrushes
11. Enough copies of your retreat/event schedule.

BASICS FOR WHAT CAMP PROVIDES

We have an abundance of random supplies, but we won't hand it out unless it is asked for directly. For example, can we borrow a pair of scissors. These items are always available.

1. Projector in Meeting Hall (HDMI Cord and Headphone Sound Cord)
2. 2 Acoustic Guitars
3. Electric Drum Set
4. Microphone and Stand
5. Music Stand (1')
6. Flatscreen TV and Blue Ray Players
7. Hand Soap in Bathrooms
8. Coffee and Coffee Supplies & Mugs
9. Access to Refrigerator
10. Water Jugs (2)
11. Firewood
12. Gas Grill
13. Life Jackets
14. Large Rugs for Floors (upon request)

FOOD SERVICE AT CAMP

Building friendships, having Fun, and eating good food all happen in lodge at Camp Koinonia. Around the tables guests enjoy family style meals allowing them to spend more time laughing and talking and less time in lines. Meals at Koinonia consist of a main entrée dish, side dishes, and fresh vegetables and fruits. Menus are adapted to best fit the attributes of the guest group. All guests are invited to enjoy the many options found in the self-serve areas during meal times. The self-serve areas include a salad bar, breakfast cereals and coffee, tea, hot cocoa bar.

We strive to accommodate every guest's need including dietary restrictions. Our Food Service Director will reach out and begin discussing your groups needs and menu options. Dietary Restrictions and Allergies | Send Link to Parents of Attendees <https://form.jotform.com/220755297471058>. 1 week prior to your retreat/event, utilize our link here or below to submit your needs. Our kitchen is NOT a dedicated allergy free kitchen. Those with severe allergies will want to discuss with our Food Service Director prior to arriving at the camp.

Dietary Restrictions and Food Allergies:

There is an additional fee per meal per person for dietary special requests. Communicate these 1 Week Prior to Event. Use this link. <https://form.jotform.com/220755297471058>.

We do have a minifridge in the lodge dedicated to those who bring their own meals.

Breakfast Additions

In addition to main menu items served directly to the table, the breakfast bar includes a variety of fresh berries such as strawberries, blueberries, and raspberries, and a selection of yogurts, breads and hard-boiled eggs during breakfast. At the cereal bar guests will find a selection of cereals including granola and a gluten free cereal. Guests are welcome to a variety of single serve oatmeal cups. We offer fresh ice water, orange juice, and milk (or a milk alternative) for breakfasts at the Lodge.

Lunch & Dinner Additions:

Salad Bar: when we have an abundance of dietary restrictions, we will offer several additional options upon request.

- Lettuce Mix: Lettuce combinations of Green leaf, red leaf, tangos, lolla rosa, Batavia, and Oaks.
- Grated Calciferous Blend: combinations of red cabbage, green cabbage, Brussels sprouts, broccoli, and Kale.
- Veggies: Sliced Cucumbers, Cherry Tomatoes, Sliced Mushrooms, Olives, Spinach leaf
- Proteins: Garbanzo or other beans, Sliced Hard Boiled Eggs, Shredded Cheeses, Feta
- Top it off: Croûtons, Sunflower Seeds or Pumpkin seeds, Real Bacon Bits, etc.
- Additional Salad Bar items include: Cottage cheese/ Peaches, Or Potato Salad/Fruit Salad, and a variety of whole fruits such as apples and oranges.

Coffee, Tea and Hot Cocoa Bar

Guests will find hot coffee and creamers, a variety of teas, and the very popular Hot Cocoa Machine! Guests not only enjoy hot drinks at meal times, but also within guest meeting spaces. The Koinonia meeting hall has its own plumbed Bunn coffee machine, and a supply of coffee, creamers, teas, and cocoa packets. There is also has a refrigerator unit and microwave for guest convenience.

SAMPLE MENU FOR 2 NIGHT/5 MEALS

While your group may stay for more nights and/or request more or less meals, this is just to give you an idea of our style and quantities.

Friday Dinner 6:00pm

Traditional Lasagna with Hearty Meat Sauce, Warm Garlic Bread, Steamed Zucchini w/ Lemon. Full Salad Bar as well as Milk, Ice Water Pitchers, Coffee, Tea, Cocoa. Brownies for Dessert

Saturday Breakfast 8:30am

Buttermilk pancakes, breakfast sausage, syrup and butter. Breakfast bar of fresh fruits, cereal, oatmeal, yogurts, hardboiled eggs, juices, milk and water. Coffee, tea and hot cocoa.

Saturday Lunch 12:30pm

Beef and Chicken Tacos. Corn/Flour Tortillas, Chips, Sourcream, Pico, Lettuce, Jalepones, Hot Sauce. Full Salad Bar, Fruit Punch, Ice Water, and Coffee, Tea and Hot Cocoa

Saturday Dinner 6:00pm

Fried Chicken (Older Youth/Adult Camps) or Fancy Chicken Nuggets (Youth Camps), Loaded Baked Potato or Mashed, Green Vegetable, Dinner Rolls and a Full Salad Bar. Fresh Baked Cookies for Dessert

Sunday Breakfast 8:30am

Scrambled Cheesy Eggs, Bacon and Scones. Breakfast bar of fresh fruits, cereal, oatmeal, yogurts, hardboiled eggs, juices, milk and water. Coffee, tea

MEET OUR TEAM

Before, during and after your stay, our team will be helping make your retreat exceptional. We are all background checked, CPR First Aid Certified and we have participated in risk management and child safety training. We will be available to answer questions and guide you during your retreat.



Kevin Eichhorn

Director of Camp Koinonia

509.304.9541 | Director@campkoinonia.org

How I will be helping you and your group...

I handle all contract, negotiations, invoices and payments. During your stay I will most likely be your direct host. I coordinate all your activities and help answer questions regarding your schedule and all our amenities. I (or another host) will be there during each meal and available at all times. If something breaks, or if you need something specific during your stay, please contact me so we can make sure everything is perfect.



Melissa Hinton

Food Service Director at Camp Koinonia

303.808.9615 | FoodService@campkoinonia.org

How I will be helping you and your group...

About one month prior to your stay (or earlier if you would like), I will be contacting you regarding the menu for your retreat, meal times, dietary restrictions, and food allergies. I will touch base again 1 week prior to your retreat and share about our lodge, table set-up and answer additional food related questions. I help with snacks if you desire and storage of food that you may bring for your own snacks or dietary restrictions.



Lifeguards

Support Staff at Camp Koinonia

How I will be helping you and your group...

Lifeguards will be available to all groups June 1-September 30. They will help assist in the pool and at the pond. They are required for all water activities including Kayaks, pond swimming, and pool time regardless of the age of the group. All our lifeguards are CPR, First Aid trained and are Red Cross Certified Lifeguards.



Activity Staff

Support Staff at Camp Koinonia

How I will be helping you and your group...

We offer Archery, Team Builders, Slingshots, Guided Hikes, Snow Shoes, and an Escape Room. With the camp director, you will schedule the options you would like to add to your schedule and we will hire and assign activity staff to supervise and lead the program.

ACTIVITIES & AMENITIES AT CAMP

LET US TAKE CARE OF SOME OF THE FUN SO YOU CAN SPEND TIME WITH YOUR GROUP

Staffed Activities Allotments Per Full Day of Retreat

Groups typically schedule a 2-3 hour slot of freetime and select their staffed activities. Below is a chart to aid your planning process for your retreat.

Example: Saturday 1:30-4:30pm a Group of 75 will schedule Archery, Escape Room and Archery Tag and Camp will supply sign up sheets and staff for all 3 hours of those activities.

# of People	# Staffed Hours	# Activities at a Time	Activity Slots
0-25	3	1	1
26-50	6	2	1
51-75	9	3	2
76-100	12	4	2
101-125	15	4	2
126-150	18	4	3

This is a guide to help you plan. Activities do get added and removed as seasons pass due to wear and tear on equipment as well as trained staff members. Contact the Director to confirm before planning final schedule.

Staffed Activities	Season	Age	Suggested Length
Escape Room	Year-Round	8+	60 Minutes
Laser Tag	Year-Round	8+	45 Minutes
Big Screen Movie Night	Year-Round	Any	2 Hours
Bingo	Year-Round	Any	45 Minutes
Trivia	Year-Round	Any	45 Minutes
Night Hiking	May-November	Any	60 Minutes
Archery	May-November	8+	45 Minutes
Slingshots	May-November	8+	30 Minutes
Hatchet Throwing	May-November	14+	30 Minutes
Archery Tag	May-November	10+	45 Minutes
Team Building Course	May-November	6-12	45 Minutes
Heated Swimming Pool	June-September	Any	45 Minutes
Inflatables	June-October	Any	No Limit
Kayaks & Paddleboats	June-September	8+	30 Minutes
Stand-Up Paddle Boards	June-September	8+	30 Minutes
Mountain Biking	June-October	10+	60 Minutes
Pond Swimming	July-August	6+	45 Minutes
Fishing	May-November	8+	30 Minutes

Always Available Unstaffed Activities

Glow-in-the-Dark 9 Square	Year-Round	Any	No Limit
Firepits & S'mores	Year-Round	Any	No Limit
Gaga Ball (2 Courts)	April-November	Any	No Limit
Full Court Basketball	May-November	Any	No Limit
Pickleball	May-November	Any	No Limit
Volleyball, Badminton	May-November	Any	No Limit
Discgolf	May-November	Any	45 Minutes
Hiking	May-November	Any	No Limit
Tubing Hill #1 (Day/Night)	December-March	Any	No Limit
Tubing Hill #2 (Day/Night)	December-March	Any	No Limit
Snowshoes	December-March	Any	60 Minutes

WORSHIP ELEMENTS, MEETING SPACES AND AUDIO VISUAL

Our meeting hall can hold large groups of 120 comfortably and 150 with use of all our seating. We also have a large lodge used for meals and meeting space, a yurt that can hold up to 65, 2 meeting rooms that hold around 20-30 each and a retreat center with a conference room and lounge area. We offer speakers, a sound board, and wireless microphones for your group to utilize for worship, conferences, group games, movies, etc. Just let us know your needs prior to coming to camp. We also have several flatscreen TVs in our meeting spaces.

TENT AND RV PARK

18-24 Electrical and Water Hookups for tents or RV are available. Several additional camp tent sites are available.

ON-CALL HOST

We pride ourselves in offering a professional, clean and well maintained camp. We plan with you ahead of time to make sure meal times are set, dietary restrictions are met and all of your schedule is in line with ours. We have an on-call host available to fix anything needed or instruct you during your stay. Whether it is a quick run to the store for more marshmallows or a simple request for linens, we are here to make your stay with us successful.

LINENS

We have 48 sets of linens for our small twin sized beds that are available for rent for \$5 total for your stay. We also have several sets of comforters, pillows, and blankets that are available upon request.

DOG SLEDDING

During our off-season, groups and individuals utilize our trail system to race, practice and train their dogs. Check out our events calendar for upcoming competitions.

BBQ GRILL

We are able to provide a large outdoor BBQ to meet the needs of your group. A small fee is applied for propane if you rent it out.

MORE DETAILS AND PICTURES ONLINE AT CAMPKOINONIA.ORG/AMENITIES

PLANNING

Retreats take a lot of time and energy to plan. Please utilize these as suggestions based upon what we believe to be best practices for groups.

Directions to Camp:

Our address works well with GPS Maps - 850 Camp Koinonia Ln., Cle Elum, WA 98922. We have signs posted at our entrance and they will guide you up the hill to main camp. When leadership arrives, please contact the Camp Director 509.304.9541. We are 1 hour east of Issaquah, 1 hour north west of Yakima and about 1 and half hours from Wenatchee. Camp Koinonia is located on the west-side of Cle Elum off the golf course road exit.

Winter Months Rear Entrance

We are no longer allowed to have buses enter our site so they will park at the bottom of our main entrance and we will shuttle campers to their cabins via 15 passenger vans. Arrange this with the camp director at least two weeks prior.

Food and Dietary Restrictions:

We strive to accommodate every guest's need including dietary restrictions. Our Food Service Director will reach out and begin discussing your groups needs and menu options. Dietary Restrictions and Food Allergies: Communicate these by sending link to parents at least 1 Week Prior to Event. Use this link. <https://form.jotform.com/220755297471058>. Our kitchen is NOT a dedicated allergy free kitchen. Those with severe allergies will want to dialog with our Food Service Director prior to arriving at the camp.

Door Signs for Cabins and Lodge:

We like to share meal times and group schedules on the doors of the cabins and meeting areas. If you share your schedule with us in advance and your cabin assignments, we are happy to post these for you before you arrive.

What if there's more than one group on-site?:

We frequently will have more than one group on the property at the same time. This happens when groups are smaller than 100 total in size. If you want to be the only group on-site, you must sign an exclusivity contract which guarantees 100 people. We do our best to accommodate both group's schedules, but flexibility and patience is appreciated. Meals will be combined unless arrangements are made prior to arrival. The group who signs their contract first will have first pick of lodging and the largest of the two groups will have access to the meeting hall.

Why we don't serve lunch on Sundays?:

As a Christian organization it is extremely important to us to spend time in worship with our families. With that being said, we will no longer provide meal service for lunch on Sundays. We can offer a sack lunch or sandwich bar that can be available for your group.

Suggested Adult/Child Ratios:

- Camp Koinonia recommends that User Group leaders

and staff have appropriate screening policies for all staff with responsibility for or access to campers of youth.

- User Groups are advised to gather the names and addresses of all participants, as well as, emergency contact numbers and bring them to camp with them. We advise User Groups to keep this information confidential and it should be in the possession of a designated health care provider. User Groups are further advised to have in their possession a up to date health history of each camper that includes health condition which could include dietary restrictions and allergies that may need attention during their stay. This document should also include permission to seek medical treatment if necessary.
- Camp Koinonia strongly recommends that User Group use great care concerning camper privacy and one-on-one counselor relationships. The camp recommends that counselors work in teams of two people when working with individual campers.
- User Groups should use the following guide when considering their camper to counselor ratios:

Ratio Information	Overnight	Day Only
Camper Age	Staff	Campers
4-5 years	1	5
6-8 years	1	6
9-14 Years	1	8
15-18 years	1	10

- Camp Koinonia advises user groups require staff members to be a minimum of sixteen (16) years of age and be at least two (2) years older than the minors they are working with.
- User groups whose primary population has special needs are advised at least 80% of counselors should be a minimum of 18 years of age. Special needs camps must make a conscious decision to have at least two counselors present with campers groups.

ORIENTATION & SAFETY

Before, during and after your stay, our team will be helping make your retreat exceptional. We are all background checked, CPR First Aid Certified and we have participated in risk management and child safety training. We will be available to answer questions and guide you during your retreat.

Arrival & Orientation Instructions:

- Communicate to the director what vehicles will be utilized. If you are traveling in a bus, you MUST call the director when arriving at the bottom of the hill by the camp sign & mailboxes.
- **Winter Months Rear Entrance** for Buses, Large Vehicles, Moving Trucks, Trailers and 2 Wheel Drive Vehicles. Buses and Trucks call 509.304.9541 | 1301 Big Horn Drive., Cle Elum, WA 98922. Turn into the private residence driveway and continue straight and to the right until you go down a narrow driveway to the back entrance of camp.
- Prior to arrival each group must provide the camp with proof of liability insurance.
- The Leader of each group must check in with Koinonia staff upon arrival. It is the responsibility of the leader to inform their group of camp rules, provide a safety orientation and to assure campers abide by them. Camp staff will also speak with the group during the first meal.
- Upon entering Camp Property follow signs to Lodge or assigned building following the loop which goes around camp buildings.
- Drop camper belongings to assigned cabins or lodge as directed by group leader.
- After dropping off belongings park in a designated parking lot or continue to follow loop and exit camp.
- We prefer all vehicles utilize our lower parking lot to avoid traffic around camp.
- Vehicles shall not carry more passengers than their seat belts will allow.

Cleanup and Departure Instructions:

Before checking out User Groups are expected to:

- Police grounds and pick up litter.
- Clean, sweep all buildings used by Group.
- Bunk areas should be cleaned of all belongings. Koinonia does not maintain a lost and found.
- Compile all garbage from each building and tie off into one large garbage bag. Leave on the inside of your cabin or meeting area. Our staff will pick up.
- A basic cleaning fee is applied to all contracts, however if there is excessive cleaning needed, we will send an additional bill to cover the cost.

Emergency Procedures:

- Group leader's will go over evacuation procedures with all campers upon arrival at camp.
- A Fire Siren will be sounded in the event of an emergency. Campers must go to the Meeting Hall.
- In the event of evacuation campers and staff will be directed to travel to local Fire Station #3 to await further instructions from county or state personnel.
- In case of fire, no one shall enter a building until it has been inspected by the camp director or a local fire official.

- In the event of a forest fire the camp will close and send campers home at when we receive a level two evacuation notice.

Waterfront Use:

- No Swimming is allowed without a Lifeguard on duty. The number of swimmers in the water cannot exceed 25 for each lifeguard.
- If additional lifeguards are needed outside of our provided lifeguards, they must have proof of lifeguard certification. These lifeguards will also have current first aid and CPR cards, including training on blood borne pathogens and use of an AED that includes the use of breathing devices.
- Life jackets must be worn by those who cannot pass the camps swimming test or if using rafts or other flotation devices. All swimmers must be categorized by their skills level.
- All campers are expected to follow pool and pond rules and safety regulations that are posted at the pool and boathouse. Both the pool and the pond is off limits in the winter!
- The User Group must implement safety procedures, such as the camps "Tag Board" and at least two "lookouts" to help keep track of campers.
- Wheelchairs are allowed in the pool area only to transport individuals to the pool handicap lift. Wheelchairs are not allowed on the pond docks.
- User Group will follow the "Controlled Physical Risk" and "Waterfront Emergency Plan" that will be provided by the camp upon arrival.

Parking, Buses and Vehicles at Camp:

- Please back in all vehicles. This allows you to exit quickly and safely if there is an emergency.
- User Groups may park only in designated areas and/or leave enough space for 2 way traffic.
- Buses, Large Vehicles, Moving Trucks, Trailers and 2 Wheel Drive Vehicles. Buses and Trucks call 509.304.9541 | 1301 Big Horn Drive., Cle Elum, WA 98922. Turn into the private residence driveway and continue straight and to the right until you go down a narrow driveway to the back entrance of camp.
- The camp is not responsible for contents in camper vehicles.

Guidelines For Conduct:

- Campers are expected to behave in a manner that is respectful to other campers and our environment.
- Alcohol, Drugs and the use of such substances are strictly prohibited at Koinonia. Campers who choose to use them will be asked to leave.
- Vandalism or theft should be reported to the Camp Director immediately.
- The Camp Director is to be notified if a trespasser is suspected of being on Koinonia grounds.

- Dogs and other pets are not allowed.
- Smoking in this forested environment can be dangerous. No smoking except by permission from the Camp Director and only in designated places.
- The Camp is not responsible for lost, stolen or damaged personal property belonging to campers.
- Weapons are not allowed on camp property.

Winter Guidelines:

- When arriving to Camp Koinonia for the first time, make sure to allow each vehicle enough time to make it up the driveway in case of ice or slick conditions.
- **We are no longer allowed to have buses enter our site so they will park at the bottom of our main entrance and we will shuttle campers to their cabins via 15 passenger vans. Arrange this with the camp director at least two weeks prior.**
- Drive very, very carefully around camp and up the driveway. The roads are not paved and we advise using 4 wheel drive and snow tires.
- Keep off the ice.
- Don't build jumps or ramps of any kind.
- Don't stay at the bottom of the sled run. Always watch for other sledders coming down the hill.
- Never sled or ski alone.
- Cross Country Ski only on Camp property.
- No towing campers behind vehicles.
- Campers are not allowed to bring snowmobiles to camp or use the camp's snowmobiles.

First Aid & Medical Procedures:

- Camp has very basic first aid supplies.
- Camp has an A.E.D. Machine.
- All Camp Directors are First Aid/CPR Certified. In addition most of our support staff is certified.
- All accidents must be reported to the Camp Director as soon as possible.
- The User Group is expected to provide its own health care service, transportation, and supplies, such as, but not limited to:
- Health care personnel will have at minimum Basic First Aid, C.P.R., and A.E.D. certification, from a nationally recognized provider, that is age appropriate for the campers who will be using this facility. (Standard First Aid Kit, Rubber Gloves, CPR Mouth Piece, Emergency Blanket, Automated External Defibrillator)
- Emergency telephone numbers (911) and directions to the Cle Elum Medical Center are posted in the Lodge Kitchen and the Camp Office. (Urgent Care: 214 W 1st St, Cle Elum, WA 98922)
- The User Group will provide its own transportation for any medical emergency that does not require an ambulance.
- The Camp advises the User Group to provide written parental consent for the treatment of injuries to campers under the age of 18.
- The Camp advises the User Group to keep all prescription medication under lock and key. Medication should only be dispensed by a health care provider approved by a physician and agreed to by the camper's parents.
- The User Group will provide the Camp with a list of campers' food allergies or diet restrictions at least 1

week prior to arrival.

Camp Fires:

- Fires are allowed only in the approved camp fire pits and only with the permission of the Camp Director.
- No camp fire shall be left unattended. All fires must be extinguished before leaving the camp fire site.
- All rules and fire restrictions in effect must be followed by all campers.

Hazards Around Camp:

- The irrigation canal is OFF LIMITS!! If any person attempts to go near the canal after their arrival, they will be asked to leave immediately.
- Koinonia is surrounded by private property. Campers are to remain on Koinonia property.
- No Firearms, or other weapons, are allowed at Camp Koinonia. Any exception to the policy such as an organized target practice event must be approved by the Camp Director's and will meet the minimum standards set forth by the American Camping Association.
- Gasoline, Flammable liquids, Explosives, or Poisonous substances may not be brought to camp.
- No Hand or power tools may be brought to camp without permission by the Camp Director in advance.
- Campers may not ride in vehicles that are not designed for passengers while on the camp property, including pick up truck beds.
- User Groups may not bring off road vehicles or snowmobiles to Koinonia for use on camp property.
- The Speed Limit at Koinonia is 5 Miles Per Hour. We understand this is quite slow, but we ask that you respect it and drive very very slow around camp.
- Refrigerators: If users wish to use the camp's refrigerators in Cabin 4 or the Retreat Center for storing snacks they will be required to monitor and note the temperature at least once a day. Please notify the Camp Director of Temperature readings over 45 degrees.

Missing Person Procedures:

- The Camp Director is to be notified immediately if a camper is missing.
- The Camp Staff will conduct a brief search for the missing camper in conjunction with the User Group. If the Camper is not found within a short time local authorities will be notified.

THE FUN STUFF

We have a lot going on at camp, but the main program is up to you. Utilize the below list of amenities, games, areas around camp and activities to add to your retreat. If you have any specific questions regarding what we have or don't have please let us know.

WiFi Internet Access

During your time at camp you may need to access the internet. We have a wonderful connection in our lodge and 2 wifi hotspots for our meeting hall and annex meeting spaces. These can travel anywhere at camp with limited to good access. wifi pw in Lodge is: nurse!!! (subject to change)

Audio Visual (Sound System, Projector, TVs)

In the meeting hall, we have a mounted projector, 2 speakers, a sound board with 12 inputs, 2 cordless microphone and 2 corded microphone. We also have acoustic guitars, 1 electric drum kit, and an upright piano. We have several flatscreen TVs mounted in meeting spaces with DVD/Blue Ray players and HDMI cords.

In the Lodge we have 2, 55inch TV screens with HDMI input. We have a full sound board with 2 wireless mics, mic stands and 2 speakers with mounts.

When in doubt, always bring a cord needed for your computer.

Recreation Equipment

We have dodgeballs, basketballs, volleyballs, soccer balls, spike ball, gaga balls, 9 square in the air, and a full court sports court that can be used for pickleball, tennis, basketball, and hockey. The sports court is used May-November.

Equestrian Activities

Camp Koinonia does not provide for equestrian activities. User groups that wish bring horses to camp are expected to comply with all standards required by the American Camping Association for horse programs.

Swimming Pool and Pond

Our heated swimming pool is open June 1-October 1. We provide lifeguards for the pool and the pond.

Camp Store

We have a primitive camp store which will open several times during your staff. We sell T-Shirts and sweatshirts and sometimes in the summer we have candy, soda and ice cream.

Where you will sleep

All of our cabins have sealed mattresses insuring a clean and comfortable camp experience. We recommend you bring a pillow, sleeping bag, sheet set and fitted twin sheet during your stay. Our cabins have heat and access to showers and bathrooms.

SAMPLE SCHEDULE

The schedule below is strictly a sample schedule. We provide everything you need to have a safe and fulfilling retreat, but ultimately the teaching and program are up to you.

Friday

5:00pm Arrival at Camp & Get Settled In
6:00pm Dinner & Orientation
6:45pm Icebreakers and Get-to-know-you Game
7:30pm Teaching or Large Group Session
8:30pm Evening Games
9:30pm Snack in the Lodge
10:00pm Cabin Time
11:00pm Lights Out

Saturday

7:30am Wake-Up and Get Ready
8:30am Breakfast
9:00am Large Group Session
10:00am Staffed Activity Session
11:00am Small Group Session
12:30pm Lunch
1:00pm Large Group Session
2:00pm Staffed Activity Session
3:00pm Staffed Activity Session
4:00pm Staffed Activity Session
5:00pm Rest Hour or Large Group Games
6:00pm Dinner
6:45pm Icebreakers and Get-to-know-you Game
7:30pm Teaching or Large Group Session
8:30pm Unstaffed Activity Sessions or Freetime
9:30pm Snack in the Lodge
10:00pm Cabin Time
11:00pm Lights Out

Sunday

7:00am Wake-Up and Get Ready
8:30am Breakfast
9:00am Final Large Group Session
10:00am Get Packed Up & Clean Cabins/Meeting Areas
11:00am Final Goodbyes

Sleeping Areas of Camp:

Correct Number and Style of Beds, but Rooms NOT to scale. Cots available upon request.

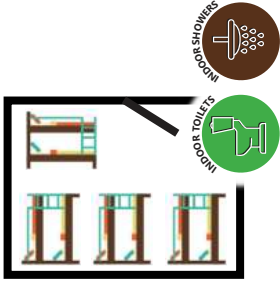
Retreat Center

Sleeps 18-26

2 Indoor Bathrooms & 4 Showers

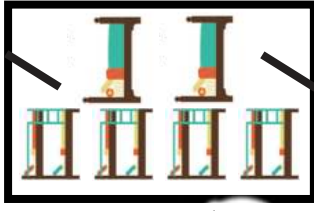
Bunk Room #1

Sleeps 8; 4 Bunkbeds



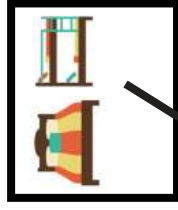
Bunk Room #2

Sleeps 10; 4 Bunkbeds and two twin beds



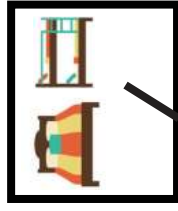
Private Room #1

Sleeps 4; 1 Bunkbed & 1 Double Bed



Private Room 2

Sleeps 4; 1 Bunkbed & 1 Double Bed



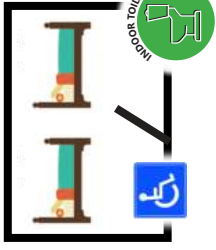
Leadership Cabin

Sleeps 4-8

Indoor Bathrooms & 2 Showers

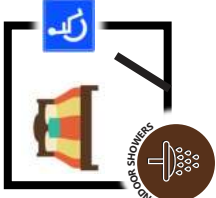
Downstairs Room #1

Sleeps 2, Twin Beds (2)



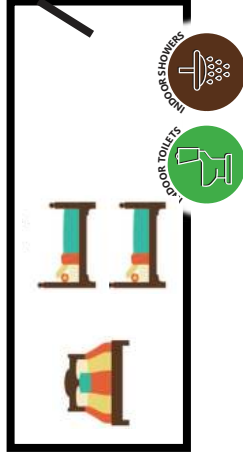
Downstairs Room #2

Sleeps 2, 1 Double Bed



Upstairs Loft

Sleeps 3-5; 1 King, 2 Twins, 2 Cots



Capacity:

Ideal/Comfortable: 120-145 Maxed Out 169

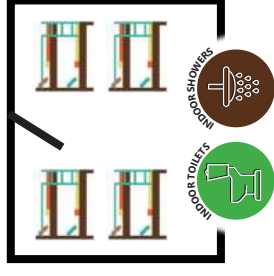
Meadow Cabins

4 Cabins; Sleeps 16 Each

2 Indoor Bathrooms & 2 Showers

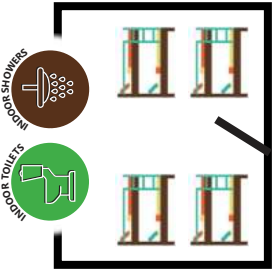
Side #1

Sleeps 8, 4 Bunkbeds



Side #2

Sleeps 8, 4 Bunkbeds



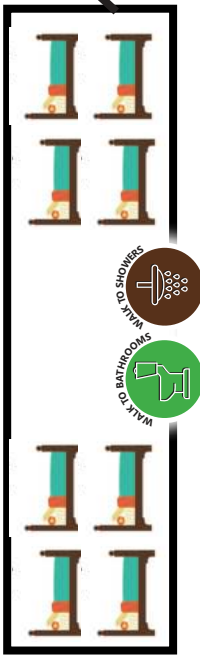
Cabela Tents

2 Tents; Sleeps 8 Each

Access to Central Shower House

Side #1

Sleeps 8, 4 Bunkbeds



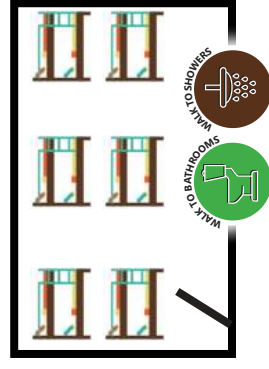
Heritage Cabins 1-3

3 Cabins; Sleeps 12 Each

Central Shower House (2 Separate Sides)

Single Room

Sleeps 12, 6 Bunkbeds



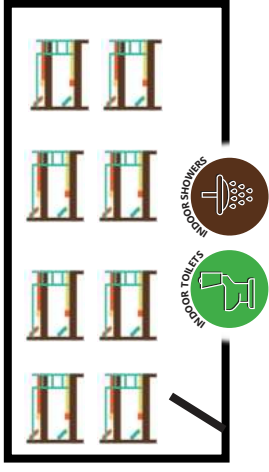
Heritage Cabin 4

1 Cabin; Sleeps 14

Indoor Bathrooms & Showers

Single Room

Sleeps 15, 6 Bunkbeds, 3 Twin Beds



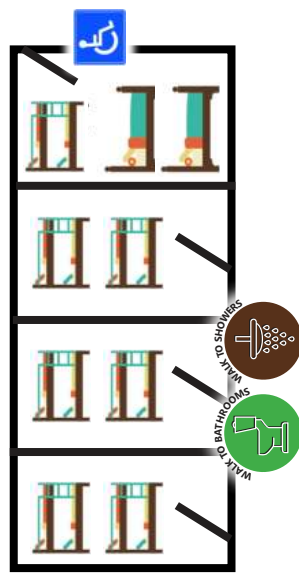
Heritage Dorms

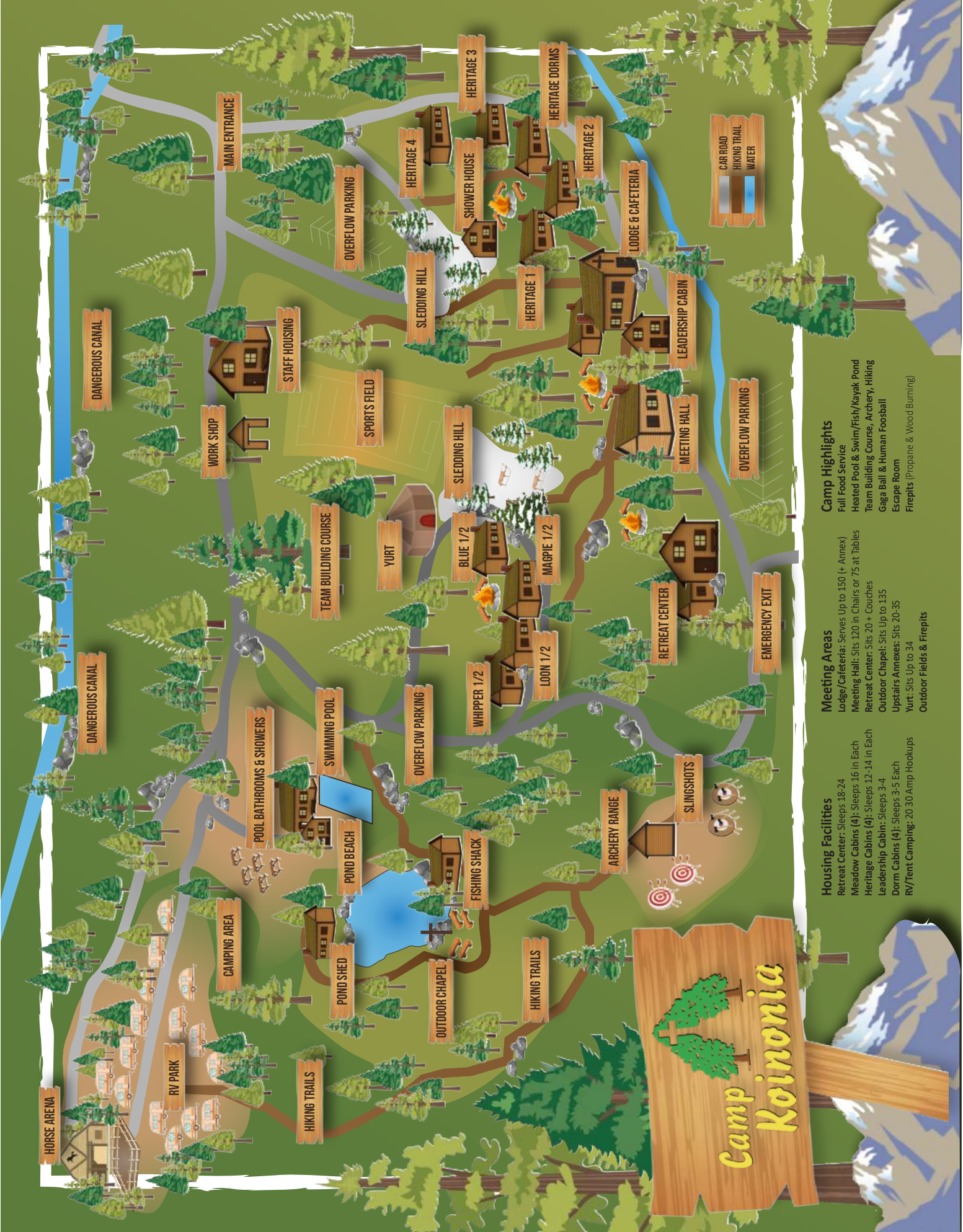
4 Rooms; Sleeps 3-5 Each

Central Shower House

4 Individual Rooms

Sleeps 3-5 Per Room in Bunks, Twins and Cots





HORSE ARENA

RV PARK

CAMPING AREA

HIKING TRAILS

POND SHED

POND BEACH

POOL BATHROOMS & SHOWERS

SWIMMING POOL

OVERFLOW PARKING

FISHING SHACK

OUTDOOR CHAPEL

HIKING TRAILS

WORK SHOP

STAFF HOUSING

SPORTS FIELD

TEAM BUILDING COURSE

YURT

SLEDDING HILL

BLUE 1/2

MAGPIE 1/2

WHIPPER 1/2

LOON 1/2

MAIN ENTRANCE

OVERFLOW PARKING

HERITAGE 4

SHOWER HOUSE

SLEDDING HILL

HERITAGE 1

SLEDDING HILL

MEETING HALL

HERITAGE 3

HERITAGE 2

HERITAGE 2

LODGE & CAFETERIA

LEADERSHIP CABIN

MEETING HALL

OVERFLOW PARKING

CAR ROAD
HIKING TRAIL
WATER

Camp Koinonia

Housing Facilities

Retreat Center: Sleeps 18-24
Meadow Cabins (4): Sleeps 16 in Each
Heritage Cabins (4): Sleeps 12-14 in Each
Leadership Cabin: Sleeps 3-4
Dorm Cabins (4): Sleeps 3-5 Each
RV/Tent Camping: 20 30 Amp Hookups

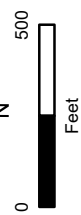
Meeting Areas

Lodge/Cafeteria: Serves Up to 150 (+ Annex)
Meeting Hall: Sits 120 in Chairs or 75 at Tables
Retreat Center: Sits 20+ Couches
Outdoor Chapel: Sits Up to 135
Upstairs Annexes: Sits 20-35
Yurt: Sits Up to 34
Outdoor Fields & Firepits

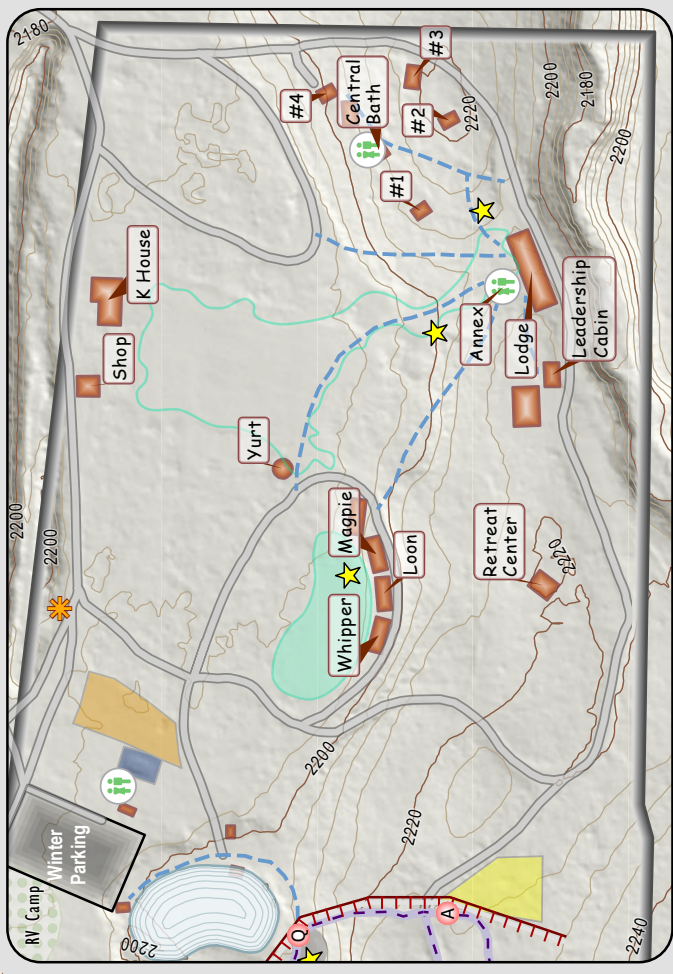
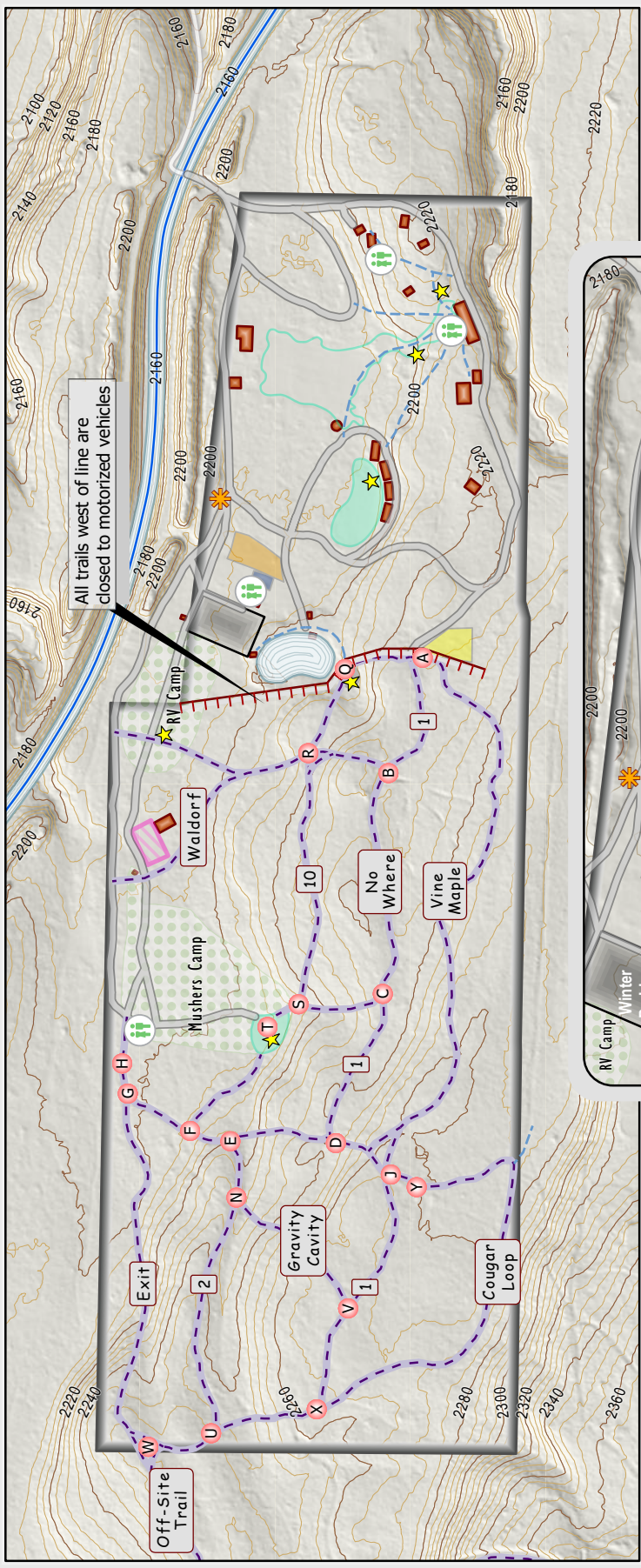
Camp Highlights

Full Food Service
Heated Pool & Swim/Fish/Kayak Pond
Team Building Course, Archery, Hiking
Gaga Ball & Human Football
Escape Room
Firepits (Propane & Wood Burning)

Camp Koinonia Cle Elum, WA



Edition Dec. 2021



- | | | | |
|--|--------------------|--|-----------------------|
| | Amphitheater | | Marked Junction |
| | Meadow | | Bike Corral |
| | Camping | | Campfire |
| | Pool / Bathroom | | Restroom |
| | Wrangler's Waldorf | | Footpath |
| | Play Area | | Trails, Non-Motorized |
| | Archery | | Primary Camp Road |
| | Structure | | Residential Road |
| | Contour 20 ft | | |
| | Contour 5 ft | | |