



## **Clearwater Forest Rental Policy (Guest Info)**

### **Mission**

Clearwater Forest is a ministry of Christ called to provide faith-building Christian programming, nurture an active Christian community, and be a faithful steward of God's creation. At Clearwater Forest, we aim to change lives in God's woods and waters.

### **Available Services**

The services listed below are available year-round. Retreat and conference services are available, subject to the programming needs of Clearwater Forest.

- Daily or Overnight Usage/Lodging: Leaning Tree Lodge, Eagle Lodge, Carriage House, Summer Cabins (May-September), Woodchuck, Hermitage, and the campgrounds (Loon Point and Grouse Circle). Information about accommodations is available on the website ([www.clearwaterforest.org](http://www.clearwaterforest.org)).
- Food Service
- Seasonal activities (Swimming, Boating, High/Low Ropes Courses, etc.)

### **Rate Information**

A current schedule of rates for retreat and conference services is available through the Clearwater Forest office (218-678-2325).

Rates are established to offer affordable prices to users, recover a reasonable amount of the cost of maintaining and operating the facilities and services, and support good stewardship of the natural environment of Clearwater Forest. Rates may be revised at any time. Groups with reservations will receive 60 days notice of any changes in rates. For unusually large and/or complicated events, Clearwater Forest reserves the right to negotiate more appropriate pricing.

### **Payment of Bill**

Full Payment is due one week before the reservation begins. For Campsites full payment is immediately due (see deposit calculations below). Unpaid balances will reduce the likelihood of being able to book in the future.

### **Last Minute Bookings**

Lodges and cabins require a week in advance to book. Campsites can be booked the same day Monday through Friday by noon.

### **Insurance**

A "Certificate of Insurance" from your insurance provider is required. Presbyterian

Clearwater Forest's insurance provides coverage only in excess of all other collectible coverages in force. Clearwater Forest is not responsible for accidents/injuries as a result of individual or users group's actions.

#### Deposit Calculations:

		updated 11/19/24
ACCOMMODATION	COST	DEPOSIT
(NEW) Day Use of a Building		Pay in Full
Leaning Tree & Eagle	\$1000 or less	\$500
	\$1000-\$3000	\$800
	over \$3000	at least 25% of Cost
Carriage		50% of Cost
Loon Point		Pay in Full
Grouse Circle		Pay in Full
Summer Cabin		Pay in Full
Hermitage & Woodchuck		50% of Cost

#### Reservations

Reservations can only be made one year or less before the requested date. Reservations will be accepted and confirmed upon receipt of a signed contract, the appropriate deposit is made & a credit card is on file for public rate conference bookings (Leaning Tree, Eagle, & Carriage). No reservation is confirmed without both a completed contract and deposit. Until a reservation is confirmed for the use of facilities, those dates are considered "open" to other groups. Clearwater Forest is not responsible for protecting dates and/or facilities without completed reservations made by the user. Clearwater Forest does not keep perpetual reservations for any groups for specific annual events.

#### Credit Card on File and Property Damage Charges

If you booked a lodge that requires a card on file (Leaning Tree, Eagle, Carriage), you'll only be charged if damage occurred during your stay. There's no pre-authorization hold on the credit card. This applies to public rate bookings only (not ownership groups).

Clearwater Forest has 14 days after your stay to assess the property. Charges for incidentals include property damage, excessive cleaning, returning forgotten items, or damage from undeclared pets and guests.

If any excessive charges are incurred, we'll send you an email with a description of the

damage, and the amount you'll be charged. We'll apply the charge to your booking and send you a receipt via email.

### **Summer/Fall Lodge Reservations: Leaning Tree, Eagle Lodge, & Carriage**

No partial lodge bookings in June, July, August, September, or October.

### **Rebooking**

Please contact the office via email: [office@clearwaterforest.org](mailto:office@clearwaterforest.org) or call/leave a voicemail: 218-678-2325 to inquire about rebooking by the end of a reservation. Compliant renters have the first right of refusal for their booking the following year. We allow renters **one week** to rebook after their previous booking.

\*Weddings and Partial Building bookings are **NOT** eligible for the rebooking/first right of refusal for the following year.

### **Cancellation Policy**

Groups that cancel their event more than 90 days prior to the event will receive a 50% refund of their deposit. Groups that cancel their event 90 days or less prior to the event will forfeit their entire deposit. An event which cannot be held due to weather or other disaster may be rescheduled within the next 12 months from the original date with the deposit applied to the new booking.

### **What to Bring for Overnight Visits**

Clearwater Forest provides linens, pillows, blankets and towels for all lodges except the summer cabins. Items you may want to bring include:

- Paper Towels (for the kitchen)
- Napkins
- Paper plates/disposable silverware (reusable plates, silverware, & cups are provided)
- Personal items (soap, shampoo, toothpaste, cell phone chargers...)
- Bug spray
- Beach towels
- Flashlight
- Boots for Snow, Rain, & Mud

### **Summer Cabin Suggestions**

- Sleeping Bag
- Blankets
- Pillow
- Bath Towel, Hand Towel, & Washcloth
- Flashlight
- Boots for Snow, Rain & Mud
- Bug spray
- Personal items (soap, shampoo, toothpaste, cell phone chargers...)
- Food + Dishes

### **Accessibility**

#### **Eagle Lodge:**

The first floor of Eagle is handicap accessible, but not fully wheelchair accessible. The living room, dining room, and kitchen are wheelchair accessible. A few bedrooms and one bathroom (33 inch door width) is accessible (no showers/baths). Doorways are narrow due to the architecture of the 1924 structure. There is no elevator, so it is not

easy for handicapped people to access the second floor.

#### **Leaning Tree Lodge:**

The first floor of Leaning Tree is handicap accessible and includes the living room, dining room, kitchen, and multiple bedrooms and bathrooms. There is also a fully-accessible restroom and shower. There is no elevator, so it is not easy for handicapped people to access the other floors.

#### **Wi-Fi and Internet**

We are pleased to provide limited Wi-Fi connection to guests. No password is required.

#### **Arrival and Host Greeting**

Most groups arrive after office hours, so they do not need to “check-in.” A Clearwater Forest representative or host will visit with each group in person shortly after arrival. The host will check to see if there are any questions and will be available throughout the event, either onsite or on-call with a cell phone number provided to the group leader. Part of the orientation process includes learning information about other groups using Clearwater Forest at the same time. Please contact the Clearwater Forest host to report suspected intruders who do not seem to be with other registered groups.

#### **Group Orientation**

Group leaders are expected to orient their own groups to all of the information in the welcome notebook and the emergency information documents. A Clearwater staff member can be available to assist in the group orientation if requested.

#### **Responsibility for Supervision and Behavior**

Group leaders are generally responsible for the conduct of their group members. Parents are responsible for the behavior and supervision of their own children. Clearwater Forest does not provide direct supervision for children in retreat service user groups. Clearwater Forest staff will report inappropriate activities to the group leader.

#### **Supervision and Ratios for Youth Groups**

Groups are expected to maintain a ratio that follows American Camping Association (ACA) guidelines (shown below). Groups are strongly advised to provide training to their staff members to minimize the potential for any situations where a staff member may be one-on-one with a minor while out of sight of others. Clearwater recommends appropriate screenings or background checks for all adults who will be responsible for or have access to campers/minors.

<b>Camper Age</b>	<b>Number Staff</b>	<b>Overnight Campers</b>	<b>Day-only Campers</b>
<b>5 years &amp; younger</b>	1	5	6
<b>6-8 years</b>	1	6	8
<b>9-14 years</b>	1	8	10
<b>15-18 years</b>	1	10	12

#### **Pets**

- During registration guests must include information about any pet that will be accompanying them/their group to Clearwater Forest.

- Guests staying in the campgrounds, Woodchuck, or the Carriage House are permitted to bring pets.
- Pets are not permitted in any building except Woodchuck and Carriage House. If pets are discovered in any other building, a \$500 fee will be charged to sanitize the building. Any pet coming to Clearwater Forest must have proof of up-to-date shots.
- If an animal has been criminally charged (biting) and is registered as a dangerous animal, they are not allowed on site.
- Pets must be on leashes at all times and under direct supervision of the guest (i.e., they cannot be left alone).
- Dogs that bark excessively and are not able to be quieted will be required to leave Clearwater Forest along with their owners.
- Owners must clean up after their own animals or a \$100 fine will be charged.
- Pets are not allowed in the beach/swim area
- No dogs can attend events with Clearwater Forest program campers (Ex: pick up, drop off, closing worship...)

### **Service Animal Policy (2018)**

It is the intent of Clearwater Forest to follow the guidelines for service animals established by the Americans with Disabilities Act (ADA).

Overview:

- Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA.
- A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.
- Generally, title II and title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.
- Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.
- Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform? Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken.
- All service dogs that meet the above description will be accommodated at Clearwater Forest.

- Any person with an emotional support dog may request our animal friendly accommodations (Woodchuck and the Carriage).

### **Campfires , Fireplaces, and Firewood**

Campfires are restricted to the designated fire pits. Guests are welcome to gather firewood that is laying on the ground in the forest or use wood that is stocked near each fire pit. Fireplaces: Split wood for inside fireplaces is provided in the buildings.

### **Access to Other Buildings & Clearwater Forest Program Campers**

Most groups come to Clearwater Forest to seek a bit of solitude. Please respect the space of other groups, as well as Clearwater Forest program camps. Do not enter any building without permission that is not specifically reserved for use by your group. We also ask that you avoid outdoor activities close to another group's building.

### **Campsite & Bath House Dates**

Campsites Closed: November (weather dependent)

Campsites Open: April (weather dependent)

BathHouses Closed: October (weather dependent)

BathHouses Open: May (weather dependent)

### **Bears & Camping**

Keep food and coolers in cars. Garbage can always be disposed of at the maintenance building in the secure steel dumpsters.

### **Visitors**

Clearwater Forest is private property and all visitors who are not with registered groups must report to the Clearwater Forest office upon arrival. For everyone's safety, staff and registered guests have the right to ask any person what group they are a part of and report unidentified or suspicious individuals to the on-call host.

### **Clean-Up**

Groups are expected to assist with the clean-up of buildings and other facilities they use for lodging, dining, meetings, or any other purpose. Each building has a specific set of clean-up instructions. Groups leaving the facilities with excessive cleaning or damage will be billed accordingly.

### **Commingled Recycling**

Clearwater Forest recycles commonly recycled items, such as cardboard, paper, and cleaned everyday metals or plastics (no need to sort/separate). [Click for more information.](#)

### **Damage & Maintenance Items**

Urgent concerns should be reported immediately to the Clearwater Forest host. Contact numbers are provided in the welcome notebook. Otherwise, please leave a note or report problems to the office.

### **Vandalism or Careless Damage**

Buildings are inspected before and after each event. Groups will be charged for labor and material costs associated with the repair of any new damage found (*i.e. broken window \$1000.00 charge*).

## Parking

Limited parking is available. [See the PRIMARY map](#) for suggested parking areas. Look for ©.

## Electric Vehicle (EV) Charging (\$10/Day)

We have a [plug in pole in front of the Office/Hallett Dining hall](#) to plug an EV charger cord into. EV owners are responsible for their own cord to plug in. A \$10 cash dollar donation per day is greatly appreciated for cost and future improvements towards EV charging at Clearwater. The Payment Drop box is mounted on the Pole. **OUTLET INFO:** 20 Amp (110 volts) & 50 Amp (220 volts-RV style) plugs available.

## Prohibitions and Restrictions

The following items are not permitted in any Clearwater Forest retreat and conference facilities, inside or out:

- Hard alcohol or liquor
- Illegal drugs
- Firearms
- Fireworks
- Pets\* (\*pets are allowed in the campgrounds, but must be leashed and quiet)
- Motorized vehicles of any kind are not permitted on the trails or recreational areas.
- Personal Motorized water crafts may be launched from the public access to Clearwater Lake on County Road 8
- Smoking/Vaping in or around buildings (*smoking/vaping is only allowed 30 feet away from all buildings*).

The following activities are not permitted anywhere at Clearwater Forest:

- Hunting or harassing wildlife
- Gathering firewood for use other than at Clearwater Forest
- Unauthorized cutting of trees or brush
- Gathering rocks or other natural objects for use other than at Clearwater Forest

## Noise

Part of the beauty of Clearwater Forest is being surrounded by over 1000 acres of minimally developed nature. We want to maintain this peaceful experience for all of our guests by requesting that you limit the noise your group makes, and require that noise disturbance is kept to a minimum after 10:00 PM.

## Camp Store

A variety of clothing apparel, blankets, and other items are available in the Clearwater Forest store. Book camp store time when reserving lodging or fill out [this form](#) to make arrangements for the store to be open when your group is visiting. The scheduled time will be added to your booking contract!

## Office Location and Hours

The Clearwater Forest Office is located in Hallett Hall. The standard hours are Monday through Friday, 8:00 am to 4:00 pm. When groups are on-site, a Clearwater Forest staff person is always "on call."

## Clearwater Forest Phone Number

Office: 218-678-2325

### **Telephone Location**

A phone is located in the Office (Hallett Hall). Cell phone coverage is decent.

### **WiFi/Internet access**

We are pleased to provide limited WiFi connection to guests in Leaning Tree, Eagle Lodge, and Carriage House. We ask that no large files are downloaded/uploaded. Please do not stream videos.

### **Food Service**

Clearwater Forest is proud of its great-tasting food! Food service is available September-May, but must be approved by the kitchen. **No new meals** can be added to 2024 bookings for Jan-May 2024. Meals are served in Hallett Hall. Special arrangements may be made for meals to be served at Leaning Tree Lodge or Eagle Lodge. Ordinarily a minimum of 30 people is required. **Meal times are 8 am, noon, and 5 pm.**

### **Communal Dining**

Food service is available to all groups, so be prepared to share the Dining Room with other guests. Menus are planned by the Clearwater Forest Food Service Manager. The food service staff is open to your suggestions or special needs related to food services. However, since more than one group may be served at a time, Clearwater Forest will plan the menus. Groups with unique food service needs (for example: special dinners or other receptions) that do not match the standard type of retreat meals can work with the Clearwater Forest staff to plan for such special events and appropriate rates will be set by Clearwater Forest.

Meals are served buffet style. Groups are expected to assist in the setting of tables and clearing of tables for each meal. **A few people should arrive at the Dining Hall fifteen minutes prior to each meal and ask the kitchen staff for instructions on setting the tables.**

### **Special Diets**

Contact the office regarding individuals with special dietary needs such as vegetarian, diabetic, or food allergies no later than 1 month before arrival (final meal report submitted one week from arrival). Clearwater tries to cater to dietary needs/requests, but cannot always accommodate them. If you have an extreme allergy or extensive dietary needs, please provide your own food as needed.

### **Cooking Your Own Meals**

Leaning Tree Lodge, Eagle Lodge, and Carriage House are each equipped with kitchen and dining spaces for groups that prefer to do their own cooking. Basic cooking and tableware are provided; dish soap will also be provided. Groups planning to do their own cooking should contact the Clearwater Forest office to review their specific needs and what is available in the building they will use. Please bring your own paper towels and napkins. We do provide plates and silverware, but please bring your own disposable plates and silverware if desired.

### **Minimum Charges for Lodging and Food Service**

Minimum charge amounts are included on the Rate Schedule. These amounts represent the minimum amount you will be charged for each service. If your total charge for services, calculated on a per person basis, is less than the minimum charge, then the minimum charge



amount is applied.

The numbers of people actually expected to be lodged each night and eat at each meal must be confirmed with the Clearwater Forest office no less than 7 days prior to your arrival. The numbers you confirm become the minimum for which you will be charged. If your numbers rise after confirming them, you should contact the office and indicate the change.

## **Weddings**

[See link](#)

## **MEDICAL CARE**

### **Emergency Care**

Clearwater Forest does not provide emergency medical personnel for rental or user groups. Emergency numbers are posted in each building and in the welcome notebook. Clearwater Forest...

- Strongly encourages all groups to provide their own “on duty” individuals who are certified in First Aid and CPR, including use of an automated external defibrillator (AED).
- Does not provide emergency transportation. User groups are responsible for their own transportation.

### **First Aid Supplies**

- First Aid supplies are located in the kitchen of each residential lodge and at the office. Groups are strongly encouraged to bring their own first aid supplies.
- An AED is located in the dining hall by the main door (the AED sign).

### **Medications**

Clearwater Forest strongly suggests that all medications (both prescription and over the counter) be safely secured by the person responsible for administering them. The exception to this policy is that limited amounts of life-saving medication may be carried by a person such as bee sting medication or an inhaler.

### **Medical Information and Authorization**

All user groups are encouraged to collect and maintain the following information about each of their members, especially minors traveling without their own parents, so they can respond quickly to any emergencies that arise:

- Name
- Address
- Home and work phone numbers
- Email address
- Emergency contact names and numbers
- Information regarding allergies, diet concerns, health conditions requiring treatment and physical limitations.
- Health Insurance, including
  - Name of insured
  - Name of carrier
  - Insurance number and/or group number

For groups with minors traveling without their own parents, a signed medical authorization is strongly encouraged.

### **Expected reporting**

Clearwater Forest expects to receive from host and/or user groups reports about any accidents, incidents, injuries, and illnesses experienced by their group (includes reporting any cases of COVID-19 that break out within two weeks of being at Clearwater Forest).

### **Deer Ticks**

Deer ticks are present at Clearwater Forest. We strongly encourage guests to complete frequent tick checks and for parents to assist their children with tick checks.

## **ACTIVITIES**

### **Swimming**

Conference renters are to share the Leaning Tree Beach if Clearwater Forest Program Campers are present. All campground guests may use the swimming beach and canoes or sit-on-top kayaks at the Leaning Tree Beach. Campers may also bring their own watercraft, however, they must be launched from the public access at the north side of Clearwater Lake 17824 Nokay Lake Rd, Deerwood, MN 56444. Swimming and all other aquatic activities are permitted but only "at your own risk." User groups must assume all responsibility for the water safety of their members. **LIFEGUARDS ARE NOT PROVIDED**; therefore, we strongly encourage groups to follow our safety guidelines listed below:

- ***Have your own Red Cross certified lifeguard(s) on duty whenever swimming or boating are occurring.***
- Swimming is permitted only in the area designated for your group.
- Swimming and/or boating may occur only during daylight hours.
- No diving.
- No more than five persons at a time on any raft.
- No rough play on docks or rafts.
- No swimming under rafts or docks.
- Children must be accompanied by their own parent or another adult designated by their parent.
- Clearwater Forest may close the waterfront to all or some aquatic activity.
- During the operation of summer camps or other Clearwater Forest program events, some waterfront resources may not be available to rental user groups. Arrangements must be made with Clearwater Forest staff.

### **Boating**

Aquatic activities are permitted, but only "at your own risk." User groups must assume all responsibility for the water safety of their members. Retreat groups may use watercraft designated or requested for your group. **Kayaks, canoes, & paddle boats are by Leaning Tree Lodge dock and are first come first served.**

#### ***Boaters MUST:***

- Sign out and sign back in after each use.
- Properly wear personal floatation devices (PFDs) at all times on the water.
- Comply with any other specific instructions given by Clearwater Forest staff, such as precautions related to weather conditions.
- Stay low in the boat.
- Stay in visual contact with the launching area.
- Stay clear of swimmers, fishing boats, and sailboats.
- Return all equipment to the proper storage locations and clean it as instructed by

Clearwater Forest staff.

- Boating capacity is limited to the number of seats on the watercraft.
- Use the butt of the paddle when pushing off

***Boaters MUST NOT:***

- Use tips of paddles for pushing off.
- Stand, lean, or sit on boats that are still on land.
- Bump boats with each other.
- Crash into rocks, docks, or other objects.

**Pontoon Rental:** Please contact [Bay Lake Marine](#)

- (218) 534-3435
- 21517 Archibald Rd. | Deerwood, MN 56444
- 17380 Battle Point Rd. | Deerwood, MN 56444

**Boat Launch:** If bringing your own or rented motorized watercraft, it must be launched from the [public access at the north side of Clearwater Lake 17824 Nokay Lake Rd, Deerwood, MN 56444](#).

### **Mountain Biking**

Please click on the links below.

If you are on your **phone** the links may pop up at the **bottom of your phone screen**.

1. **[Check-In Each Day Here](#)** (If you are a registered guest check-in once per booking).
2. You can park by High Ropes or by [Hallett Hall/The Office](#). **Do NOT block the road**
3. [Bike/Walk Trails Maps](#)
4. **[Check for Ticks!](#)**

**June 1, 2024 - August 15, 2024 you must be a registered guest to bike at Clearwater Forest. [Book a campsite today!](#)**

### **High Ropes Course**

Our High Ropes Course is open to any group that would like to experience it; however, there is an additional fee associated with its use and registrations must be made at least 30 days in advance to ensure appropriate staffing. The course is strictly off limits without a reservation and a trained staff person present. For more information please contact the Clearwater Forest office.

### **ALCOHOL, TOBACCO, DRUGS, FIREARMS, & FIREWORKS POLICY**

We are committed to providing a safe and nurturing environment for our guests, volunteers, participants, and employees. In keeping with this commitment, the following rules have been established for all on Clearwater Forest Camp properties, vehicles, and equipment.

## **Alcohol**

As part of our service and guest policies, we do allow alcohol in moderation with the following stipulations.

- Alcohol is ONLY to be served to legal adults.
- Alcohol can only be used inside buildings or within 50 feet of the building(s) or campsite under contract.
- Alcohol is prohibited in any Clearwater Forest watercraft.
- For all Clearwater programs, where youth are present, alcohol is strictly prohibited.
- Beer and wine are the only beverages permitted.
- Hard alcohol is prohibited.
- Damage / cleaning fee of \$150 (minimum charge) will be assessed for any excessive cleaning that is a result of misuse of alcohol.
- Groups are asked to recycle and clean up all signs of alcohol usage before departing.

## **Smoking and Tobacco Use**

- Smoking or Tobacco use of any kind (pipe, cigarette, e-cigarette or chewing tobacco) is not permitted in any building of Clearwater Forest.
- Smoking/Vaping is only allowed 30 feet away from all buildings. *For the sake of other guests, please avoid smoking near entryways and places from which smoke could drift into a building.*
- No smoking or tobacco use is permitted around underage youth at Clearwater Forest.
- Smokers are required to dispose of all waste from their tobacco use.

## **Illegal or Illicit Drugs**

- The manufacture, distribution, possession, sale, or purchase of controlled substances or paraphernalia (As listed in Schedules I-V of Section 202 of the Controlled Substance Act, and as amended) of abuse on camp property is prohibited.
- Being under the influence of illegal drugs, or substances of abuse on camp property is prohibited.

## **Firearms and Fireworks**

The carrying and use of firearms and fireworks are not permitted at Clearwater Forest.