



Pilgrim Pines Camps & Conference Center
39570 Glen Road
Yucaipa, CA 92399
Office: 909.797.1821
Reservations: 800.678.5102

A member of United Camps, Conferences, & Retreats

Dear Group Leader,

Thank you for contracting with ***Pilgrim Pines Camp and Conference Center*** for your event. The agreement package sent or emailed should have all the necessary documents to complete the reservation process. Please contact our reservation's office at 800-678-5102 if you have any questions about the contract, deposit, or insurance requirements.

Please look over the Use Agreement (UA) for accuracy (dates, times, and contact information), and *return the signature page to us with your signature and the required deposit to confirm your reservation.*

The proof of liability insurance will be due in our Petaluma office no later than 30 days before arrival.

We have included the necessary documents with your contract to complete the initial process, but please also review and/or print these additional documents found on the bottom of the camp's webpage to complete the planning process.

<http://uccr.org/camp/pilgrim>

- **Guidelines for our Guests-** *please print and distribute additional copies to your group to make sure all of the attendees have read and understand these guidelines!* (* included with your contract package)
- **Program Partner Form** (this will explain what we provide for your group)
- **Group information Form-** this will tell the director about your program and help with the pre-arrival planning calls or emails.
- **Organized Camp Law Letter and form** (only if staying 5 or more days)
- **Definition of contractual terms** (a glossary of terms found in the contract)
- **Insurance requirement** explanation
- **Insurance form example** (*included with your contract package)
- **Terms and Conditions** for use of the site (*included with your contract package)
- **Health History Form** to be filled out by each guest and given to the group leader
- **Site Map**
- **Sample menu choices** (you will discuss this with the camp director at least a month before your arrival)

Arrival and departure times:

Your contract states your group's arrival and departure times. *Please adhere to the times you've agreed upon*, as they are vital elements in our planning and preparation for your group and for groups arriving after your retreat has concluded.

Insurance:

You are required to submit a Certificate of Liability Insurance naming Pilgrim Pines Camp & Conference Center AND United Camps, Conferences and Retreats (UCCR) as certificate holder and additional insured. Please have your insurance broker or company mail, email, or fax a copy to our main office (contact info at the end of this letter).

We have included a sample of how the additional insured is to be named that you may forward to your agent. Please call us if you have any questions about it.

Plan to accompany or precede the first arrivals, or designate a leader to do so. It is your responsibility (or the designated leader) to check in at the camp office upon arrival. Early arrival is not recommended, as cabins may not be ready until your contracted time.

Group Leaders- *please make sure that all group members are familiar with all pertinent information before coming to camp.* After your group has arrived we will schedule a required orientation for your group, including what to do in case of emergency.

What to bring to camp:

Please give this list to all your members! A warm sleeping bag, pillow, extra blankets, warm clothing, sturdy, closed toe shoes, towels, soap, and toiletries.

Cell phones do not generally work at camp, but there is limited internet access near the camp office and dining hall.

Meals are shared by all groups at camp and generally last for 30 to 40 minutes. Standard meal times are 8:00 am, 12:00 noon and 5:30 pm. Guests that show up late may miss being served! Food may not be taken to cabins as it may attract bears.

KP requirement involves the setting of tables with silverware, cups, beverage pitchers, and side dishes before each meal, and cleaning tables and sweeping crumbs from around the tables after the meal. This will take about 15 minutes before and after the meal. Your group will be assigned KP at least once, if sharing the facility with other groups.

If you have any *special food requests*, or members of your group have any *food allergies*, please inform the camp director well in advance.

Snacks are available by pre-arrangement. Coffee and hot water are available in the dining hall and can be arranged for all lodges.

Emergencies: Pilgrim Pines Camp, under the terms of its agreement with the guest group (lessee) is acting as a landlord, and as such is not responsible to perform duties as: health care, first aid provision, emergency transportation, supervision of group behavior, or supervision of recreational activities, or to provide insurance coverage for the lessee. In the event of an accident or injury specific to the camp, the camp requests that a copy of the camp's ***Incident or Accident Report*** be completed and submitted to the camp for our records.

First Aid Supplies are available at camp in limited quantities. We request that your group provide an adult trained and certified in America Red Cross CPR for your group's safety. There is NOT a nurse on the premises. Paramedics are available in case of serious emergencies, and there are 2 urgent care facilities and a hospital in nearby communities. Campers should be reminded that they are in the mountains, and to be careful about running, rocky ground, and the need for flashlights at night.

Checkout procedures involve sweeping the cabins utilized by your group members. The camp provides brooms. As part of your cleanup, please see that the grounds and trails in the areas used by your group are free from trash and paper. We appreciate any help that groups may give in keeping the buildings and grounds attractive.

Note that groups are held responsible for loss of equipment or damage to property other than that which results from normal use!

Stop by the office on your way out of camp to complete payment for your stay and to rebook for next year.

If you have any questions or concerns regarding your time at camp, please feel free to call our reservation office at 800-678-5102.

To contact the camp's site director Connie Clark or her staff, please call 909-797-1821, or write to pilgrimpines@uccr.org

We look forward to hosting your group and will do all we can to make your program a success!

Thank you from all of us on the UCCR reservations team!

800-678-5102
reservations@uccr.org
www.uccr.org