



## Highlands Camp & Retreat Center

1306 Business Highway 7, POB 66

Allenspark, CO 80510

Office: 303.747.2888

Reservations: 800.678.5102

*Managed by United Camps, Conferences, & Retreats*

## YOUR PROGRAM PARTNER

The principal role of UCCR is to provide nurturing places for groups to meet, discover, learn, and be renewed. To each we add the joy of good food, serenity, comfort, hospitality, and service that best fit the program needs of those we host. Here are some explanations and advice on what to expect during your visit.

### UCCR PROVIDES...

- Delicious home-cooked meals or well-equipped kitchen to do your own cooking.
- Orientation to site safety and emergency procedures.
- Comfortable lodging.
- Recreation: fishing, volleyball, basketball, outdoor amphitheater, hiking, and more.
- Emergency and guest phone numbers:

#### **EMERGENCY                      303-747-2888**

- Wi-Fi Internet available in Retreat Center Lodge
- Fire Drills are required for all groups staying 72 hours or more.

### YOU BRING...

Sleeping bag, pillow, towels

Soap, **flashlight**, and personal gear. We suggest bringing insect repellent during warm weather.

### PLEASE HELP...

- Clean tables at mealtimes.
- Observe "quiet time" between 10PM and 8AM.
- Clean up your camp area daily.
- Clean cabins, lodges, and common areas before camp departure. Leave camp the way you found it.

### MEAL SERVICE

- Two weeks before your arrival we will need to know your menu choices and number of participants.
- A sample menu with a variety of choices is available. If we don't hear from you regarding menu choices, we will create a great menu for you.
- At the beginning of your stay with us you will be charged for the number of meals that you tell us to cook. Numbers can then be adjusted.
- Coffee and tea are available to adults at each meal.
- An additional charge will apply for requested beverage service between meals.
- Refrigerators are available in Paintbrush & Horse Cabins and in the Retreat Center.
- **If you have other needs, please let us know. We are happy to accommodate you!**

## **MEDICAL SUPERVISION**

- We do not provide medical supervision. You will need to have a qualified adult who is at least 21 years of age and is certified in first aid and CPR.
- Youth groups must bring medical authorization and medical history forms for each participant.
- Groups staying 72 hours or more will need additional medical supervision information. A medical packet will be provided to such groups.

## **PAYMENT**

Final payment is expected at the end of your stay. If you do not intend to pay at the end of your stay, arrangements must be made with our reservation's office prior to the day your group arrives at the camp. Reservations may be reached at 800-678-5102 or [res@uccr.org](mailto:res@uccr.org).

## **FOR SAFETY AND COMFORT**

- Please leave pets at home. Service animals are welcome.
- No illegal drugs or irresponsible use of alcohol.
- No firearms, ammunition, flammable materials, or fireworks.
- Smoking is confined to designated outdoor areas.
- Personal property is brought to the site at your own risk. UCCR will not be responsible for loss or damage to personal property.
- For the safety of all it is recommended that campers never be left unsupervised or in the company of less than two adults at any time. You must provide training for all staff regarding not being one-on-one with campers.
- UCCR recommends the need for appropriate screening policies of program staff with responsibility for or access to campers.
- UCCR recommends the need for all adult program leaders and staff to be trained in appropriate touch & healthy boundaries with campers.

## **COMMERCIAL BUSES**

- Please provide Proof of Insurance from Commercial Bus Services to UCCR Reservations office. [Reservations@uccr.org](mailto:Reservations@uccr.org) 10 days prior to your event

