



Please note that CAMP ILLIANA is not a campground for RVs or tent camping, but offers full accommodations for retreat/reunion/etc. rentals.

If you are interested in renting all or a part of our facility, please follow these steps:

- Determine your facility needs – i.e. which buildings/lodges you will need.
- Check availability of our facility on the website calendar or by calling our office at (812)254-3322.
- Determine your specific needs – i.e. meals, media, sound, set-up, adventure element rental, pools (both of which are seasonal).
- Complete the Guest Group Info Sheet and send it to:

Camp Illiana
723 E. 450 S.
Washington, IN 47501

Or call the camp office:
(812) 254-3322

Or fax it to:
(812) 254-5485

CAMP ILLIANA GUEST GROUP INFORMATION SHEET

Church _____ Group _____

Address _____ City _____ St _____ Zip _____

Phone # Church (____) _____ Home (____) _____
 FAX (____) _____

Contact or Leader _____

Dates of Use _____ Rental Rates Quoted _____
 Numbers Quoted week of event _____
 Deposit Amount Required _____

Contract sent	_____	Due Back	_____
Deposit received	_____	Ck #	_____ Date _____
Balance Pd	_____	Ck #	_____ Date _____

Arrival Time _____ Departure Time _____

This group will be using:

- | | | |
|---------------------------------|--------------------------------------|------------|
| _____ Lake View | _____ Campfire | _____ Time |
| _____ Valley View | _____ Challenge Course | _____ Time |
| _____ Joshua Lodge | _____ Giant Swing | _____ Time |
| _____ Dining Hall | _____ High Ropes Course | _____ Time |
| _____ Maplewood | _____ Rock Wall | _____ Time |
| _____ Dogwood | _____ Zip Line | _____ Time |
| _____ Using our food service | _____ Pool | _____ Time |
| _____ | _____ Ballfield | _____ Time |
| _____ | _____ Clavinova | _____ |
| _____ | _____ Overhead | _____ |
| _____ Providing their own meals | _____ Sound System | _____ pd |
| _____ | _____ Video Projector | _____ pd |
| _____ | _____ Sound System & Video Projector | |
| | Rental Agreement Returned | |

Comments:

CAMP ILLIANA

Guest Group Information

1. **Your Rental Agreement:** Please fill in all the blanks and return the white copy with your deposit by the date specified on the agreement. Keep the tan copy for your records. Balance of **Rental fee** is due while you are at camp unless other arrangements have been made. Your rental deposit is applied to the total fee.
2. **Meals:** Two options are available for your convenience:
You may take advantage of the camp's food service for a per person per meal charge. This charge varies according to your choice of menu type. Food service is not available on Sundays. When more than one group is using food service it will be necessary to cooperate on the meal times. –OR– You may bring your own food and cooks and provide the meals yourself in your lodge. You may also be able to rent the Dining Hall if you have a large group, depending on availability. The camp will provide all table service, pots, pans, utensils, ice, kitchen towels and dish soap, etc. If cooking for your group, you must bring anything consumable such as paper products, coffee, foil, and condiments.
3. **Reservation Count:** You must provide the camp with the number of people who will be attending 5 days prior to your retreat. If we are providing food service for you, this is the minimum number you will be charged for even if fewer attend. If a greater number attend you will be charged for the actual number. Please keep in mind that too many more people may cause us to run short on food.
4. **Set Up:** The camp staff will gladly set up your lodge prior to your arrival according to your preference. You may have tables, chairs, volleyball net, sound equipment for a small rental fee, podiums, etc.
5. **Bedding and Towels:** You are responsible for providing your own sheets, pillow, blanket, towels, and soap & shampoo. Lodge bedrooms have one full bed and several twin beds each. Hand soap, paper towels, and bathroom tissue are provided in the lodge restrooms.
6. **Upon Your Arrival at Camp:** Please go directly to the lodge you have reserved. One of the camp staff will greet you and give you any assistance you may need.
7. **Equipment Use:** The camp has available for your use several kinds of program equipment. You may use our Clavinova, piano (Lake View Lodge only), overhead projectors, screens, coffee makers. You may also use the sound systems and video projector for a rental fee of \$25.00 each. We do request that all equipment be operated by or supervised by adults.
8. **Recreation Activities:** Choose from the Multi Vine, Zip Line, Giant Swing, Rock Climbing Wall, and Challenge Course. Each is available upon request for \$40.00 per hour per element, with a minimum of \$40.00. Arrangements must be made at the time you sign your contract. **Due to insurance regulations you may not use these elements on your own, camp staff is required to run them for you. There is also a liability form that each participant must sign before they will be allowed to participate.**

Late May through September the pools may also be available. Lifeguards/Adult supervision is **required** to be on each pool deck that is being used and is your responsibility. Also, at no additional cost, you may have a campfire. We provide the wood and light it for you at your convenience. You

are also free to use the ball field, outdoor volleyball, and basketball court along with equipment. Boats are available for use but we require that an adult accompany children 15 and under.

9. **Insurance:** You are responsible for providing insurance coverage for your group for the entire period of the retreat. Please have your insurance company provide Camp Illiana with a Certificate of Insurance prior to your visit. Camp Illiana's insurance will cover only cases of gross negligence by the camp staff or facilities.
10. **Clean Up and Damage:** You are provided with a cleaning sheet detailing what is expected of your group in cleaning up before your departure. Check it off, sign it, and leave it with the camp staff. Damages should also be reported, and according to their nature and cause, may be billed to your group.
11. **Appropriate conduct & dress code:** We are a Christian camp and wish for there to be Christian conduct exhibited at all times. Please be considerate of those who are renting the other lodges by not entering them and being quiet when near those lodges. Modesty and decency must prevail. Short or tight shorts, bare midriff, or revealing clothing are not preferred. Swimsuits should be one piece or a non see-through t-shirt worn over a two-piece.
12. **Rules:**
 - 1) No bicycles (Due to insurance regulations).
 - 2) No smoking in the buildings.
 - 3) No drugs or alcohol permitted on the grounds.
 - 4) No pets.
 - 5) No food or beverages permitted in the sleeping areas or gymnasium.
 - 6) Outdoor quiet time is midnight.
 - 7) **All challenge courses and elements are off limits unless supervised by camp staff.**
 - 8) Due to State Health Board rules we can no longer allow children who are not potty trained in the two large pools, they must remain in the small kiddie pool.
13. Camp Illiana is not responsible for theft or damage to personal property.

Questions: Please feel free to contact Jo Ann at 812-254-3322 if you have any questions about your rental.