



MANIDOKAN CAMP and RETREAT CENTER

1600 Harpers Ferry Rd, Knoxville, MD 21758

301-834-7244, director@manidokan.com, www.manidokan.com

OFFICE of RETREAT AND CAMPING MINISTRIES

P.O. Box 429, Churchton MD 20733

Phone & Fax: 410-867-0991 admin@bwccampsandretreats.com

www.bwccampsandretreats.com

Thank you for inquiring about the Manidokan Camp and Retreat Center. We are confident you will find your time here relaxing and enriching. This packet has been prepared to assist you in planning for your retreat by answering some frequently asked questions. Please read through this information carefully and call the office if you have any questions.

FACILITIES:

Lodges (2 available)

Capacity: 32 each

Min. Occupancy: 20 Full weekend

Availability: Year-round

Covenant House

Capacity: 20

Min. Occupancy: 12

Availability: Year-round

Cabins (4 available)

Capacity: 8 each (32 total)

Availability: Year-round

Please see the back of the rate schedule for minimum occupancy guidelines when reserving more than one facility.

Serenity Lodge and Riverview Lodge Each lodge offers 8 bedrooms with private bathrooms. Two rooms are wheelchair accessible and sleep three people; four rooms sleep four people, and two rooms sleep five people. Each lodge has a large meeting room and snack area.

Covenant House has seven bedrooms sleeping two people each and two bedrooms sleeping three people. The rooms are spread across two floors with a meeting room and snack area on the first floor. Community bathrooms are on both floors.

Cabins(4): Each cabin has two rooms; a smaller room which sleeps two and a larger room which sleeps six. Groups staying in the cabins must use the nearby bathhouse for showers and restrooms. Groups staying in the cabins may use the meeting house for a gathering space.

PLANNING YOUR RETREAT AT MANIDOKAN...

All groups utilizing the Center eat together in Friendship Dining Hall at the appointed times. Breakfast is 8:15 a.m., lunch at 12:15 p.m. and dinner at 5:30 p.m. Meals are served family style, and one person from each table will be asked to bring food out from the kitchen and to clear the table after the meal. Our food service staff strives to accommodate special dietary requests, with advanced notification preferred.

Recreational opportunities include hard-surface basketball court, ga-ga ball pit, 9-square, carpet-ball and large fields, views of the Potomac River, and many scenic hiking trails. Maps of the property and trails are available. When hiking please stay on marked trails and let someone know when you leave. We are also an short trip to sites like Harper's Ferry, Maryland Heights, and Antietam Battlefield.

Manidokan offers a wide variety of team-building through low and high challenge activities, ranging from our low ropes course to climbing wall, ziplines and our newest activity, a 10-element Aerial Park with a quick jump exit. All activities are described below and require advanced planning for trained staff availability. This strength of ours can greatly enhance your own retreat goals and program. Talk with staff to learn more.

Campfires are allowed only in designated areas. Please notify staff before having a campfire as they are aware of any possible fire bans. Wood is provided, however no flammable liquids may be used to start the fire. A five-gallon container full of water must be present before fire is built (two at Campfire Hill). An adult must attend the fire at all times and children must be supervised. Fires must be totally extinguished before abandoned. Groups will be held responsible for any damages caused by fires and \$100 fine will be charged for any fire discovered by staff that is unattended and not properly extinguished.

BEFORE THE EVENT:

4 weeks prior:

Make decisions about adventure programming and communicate requests to Manidokan Staff.

2 weeks prior:

Please contact the Manidokan office at 301-834-7244 / director@manidokan.com with any of the following requests:

- ✓ Any special dietary or food allergy issues
- ✓ Handicap accessibility needs
- ✓ Additional meeting space/campfire area requests
- ✓ Equipment needs

Each facility has a whiteboard and TV/DVD. We also can supply groups with:

PA System	Multi-media needs	Easel
Podium	Cellular Hotspot for limited WiFi.	Worship Aids

7 days prior:

By close of business at least **7 days** before the retreat, the group leader must provide a **GUARANTEED MINIMUM** number of persons that will attend the retreat. **This is the minimum number upon which the final bill will be based.**

No deletions can be made. Any persons reported after the 7-day deadline can be subject to a 10% charge.

Also, please report **any special dietary or food allergy issues** and approximate arrival and departure times as well.

WHAT TO BRING

**** PLEASE SHARE THIS INFORMATION WITH ALL MEMBERS OF YOUR GROUP****

Guests should provide their own twin size bed linen/sleeping bag, pillow and personal care items (towel, wash cloth, soap, shampoo, etc.).

There is no medical staff on duty. Groups should provide their own First Aid kit & transportation to a hospital should the need arise. Staff can assist in recommending locations for medical care.

DO NOT bring pets, alcohol, fireworks, firearms, or illegal substances. Any group found in possession of either alcoholic beverages or drugs while on site may be asked to leave immediately and may be prohibited from making future reservations at a Baltimore-Washington Conference facility.

WHEN YOU ARRIVE . . .

Notify the office upon your arrival so that you can be greeted by the director or host. A time will be set for the director/host to welcome your group and share some basic rules.

DURING YOUR STAY . . .

Please respect groups that may be using other facilities during your stay by limiting noise levels in the evenings and coordinating use of common spaces (campfire hill, fields, etc) with Manidokan staff.

Groups should care for the buildings and grounds, using equipment appropriately, and otherwise leaving the facilities in as good or better shape than you found them when you arrived. If you need to post items on walls or doors, PLEASE use only command strips or blue painter's tape. Duct tape and regular masking tape damage the finishes on doors and walls. Remove ALL tape and residue before you leave. Do not put nails, pushpins, or screws into the walls or furniture. Please let staff know if anything has broken.

Smoking is not permitted in any building. Staff prefer to assign locations for smoking when needed.

Manidokan recycles! Please make use of the recycling receptacles in each building.

WHEN YOU LEAVE . . .

Check out time is no later than 2 p.m. Prior to your departure, spend a few minutes gathering the trash or recycling generated by your group and place in appropriate receptacle. DO NOT place trash outside except in the dumpster off the main parking lot. Look around and make sure to take home all personal items. Please close all windows and turn off all lights.

2019 Manidokan Camp and Retreat Center Rates

The Manidokan Camp and Retreat Center is located 20 miles west of Frederick, MD; boarded by the Potomac River and the C&O Canal. The Center is owned and operated by the Baltimore-Washington Conference of the United Methodist Church.

WEEKEND MINIMUMS: Any group with less than the stated minimum will be charged at rates based on minimum occupancy.

Lodges (full weekend* only) 20 people

Covenant House 12 people

Note: Please check the back of this page for guidelines for the usage of more than one facility!

***Full weekend includes:** 2 nights lodging and 5 meals (all three meals on Saturday and breakfast and lunch on Sunday.)

FULL WEEKEND RATES (per person)		United Methodist	Other
	Lodges*	\$146.00	\$155.25
	Covenant House*	\$125.00	\$135.25
COST BREAKDOWN (per person)			
Lodging Per Night	Lodges (1 st Night)	\$48.00	\$52.00
	Lodges (Add. Night)	\$38.00	\$40.00
	Covenant (1 st night)	\$38.00	\$42.00
	Covenant (Add. Night)	\$27.00	\$30.00
Meals	Breakfast	\$10.00	\$10.50
	Lunch	\$12.25	\$13.00
	Dinner	\$14.50	\$15.00
	Sunday Noon Meal	\$13.25	\$14.25
	Pack Out	\$7.00	\$7.00

For Family retreats with parents/children, these groups will receive family rates:

(youth groups with parent chaperones do not qualify for family rates.)

FAMILY RATES (FULL WEEKEND ONLY) (per person)		United Methodist	Other
Lodges	Ages 18 and over	\$146.00	\$155.00
	13-17	\$136.00	\$145.00
	4-12	\$126.00	\$135.00
	3 and under	<i>Free</i>	<i>Free</i>
Covenant House	Ages 18 and over	\$125.00	\$135.00
	13-17	\$115.00	\$125.00
	4-12	\$105.00	\$115.00
	3 and under	<i>Free</i>	<i>Free</i>

CABINS: \$110 per cabin/per night

Manidokan offers 4 bunk-style cabins available year-round near a common bathhouse. Each cabin holds 8 total; two twins in a leader's room, 3 bunks in the main room. Cabins and bathhouse are heated. **COST INCLUDES MEETING SPACE BUT NOT MEALS.** Total capacity for all cabins is 32 (including leaders).

DAY MEETING RATES (Per day, exclusive use, when available; includes coffee and hot water for tea. Weekend bookings will only be done within 8 weeks of the event.)

	<u>United Methodist</u>	<u>Other</u>
Lodges	\$160.00	\$210.00
Meeting House	\$110.00	\$130.00
Covenant House	\$80.00	\$105.00
Dining Hall (Half)	\$100.00	\$125.00
Dining Hall (Entire hall)	\$250.00	\$300.00

Daily User Fee: \$5.00 per person joining your retreat for the day. (Meals are additional)

GUIDELINES FOR RENTING MORE THAN ONE FACILITY

If a group rents more than one facility, the following minimums shall apply:

	Minimum	Maximum	Deposit		Minimum	Maximum	Deposit
One Lodge	20	32	\$870.00	1 Lodge and Covenant House	32	52	\$2,000.00
Covenant House	12	20	\$450.00	Two Lodges and Covenant House	64	84	\$2,200.00
Two Lodges	40	64	\$1,740.00	Entire Camp	70	116	\$3,000.00

If more than one facility is used, the larger facility must be filled and paid for at 80% capacity. If a group books multiple facility and then cancels 1 facility the portion of the deposit for that facility is forfeit.

ADVENTURE PROGRAMMING AT MANIDOKAN (Arranged through the Manidokan Office only, 301-834-7244)

High Aerial Park	\$35 per person. Minimum of 10 persons required, maximum of 25 persons per session. Ages 5 th grade and older; must be 50lbs to participate and between 50-275lb for the quick jump element. Session Length 2 ½ hours. Manidokan staff led.
Odji Zip Line – 840 ft.	\$25 per person/2-rides. Minimum of 10 persons required. Weight range 50-275lbs. Session length 1 ½ to 2 hours. Manidokan staff led.
HCC Zip Line – 300 ft.	\$25 per person/ 1 high ropes crossing + 1 zip. Minimum of 10 persons required. Maximum group size 20 per session. Weight range 50-275 lbs. Session length 2- 2 ½ hours. Manidokan staff led.
Climbing Tower / Pamper Pole / Flying Squirrel /Archery Range	\$15 per person/per activity. Minimum of 10 persons required. Session length is 2 – 2 ½ hours. Manidokan staff led.
Low Ropes Team Challenge Course	\$15 per person. Minimum of 10 persons required. Groups up to 12 people. Ages 4 th grade and older. Session length 2 – 2 ½ hours. Manidokan staff led only.
Sawmill Creek Hike	\$100 per guide, includes hiking guide, lifeguard for creek swimming, and environmental education session. Group size up to 25 persons per guide. Session length 2 – 2 ½ hours. Manidokan staff led.
Swimming Pool (June – August)	\$300 per 2-hour session per day, \$100 per hour any extra hours per day

* **Please note:** Above activities must be scheduled through the Manidokan office (301) 834-7244 **one month prior to the event.** If you call less than one month of your event, we cannot guarantee that staff can be available to lead these activities.

CAMPING/TENTING AT MANIDOKAN (Arranged through the Manidokan Office only, 301-867-7244)

Woodview and Deerview Shelters	\$12.00 per person per night (April, May, Sept., Oct.) Bring and prepare meals over open fire or purchase meal service, Price includes use of bath house
Picnic Groups (\$40.00 deposit)	\$2.00 per person
Tent Campers	\$4.00 per person per night + Port-a-Pots (All year) Large groups wanting exclusive use of tent sites will required a \$500 deposit.
Port-a-Pots	\$35.00 for first one; \$85 each additional; \$130 Handicapped (based on current market rental rates)

PAYMENT POLICIES

- A non-refundable deposit is required within three weeks after the reservation is made to secure reservation.
- If a group does not have sufficient numbers of people to meet the minimum, they shall pay for the minimum number to use the reserved facility or forfeit the deposit for the unused facility.
- The final bill will be based on the number reported 7-days prior to the retreat; after this time subtractions are not possible; additions can be added with a 10% surcharge on the additions only.
- Final payment is required at time of retreat. Late fees of 2% a month will be charged.
- Payments by cash, checks and credit card are acceptable. All credit card charges will have an additional 3% processing fee added. All cards are processed through the Office of Retreat and Camping Ministries.
- Any damages will be billed separately.
- If our site staff deem it necessary to close due to the safety of our guests/property, (generally due to severe weather conditions) then that decision will be made in a timely manner to give guest groups enough notification; generally, 24-48 hours in advance when we are able. If the site officially closes, then we will work with your group to reschedule the event and move any deposits to the new date. If our site remains open but the group decides to cancel, then you will forfeit any deposit funds and may have additional fees if food has been ordered for the group.

FEES ARE SUBJECT TO CHANGE. Please direct questions about fees and reservations to the Retreat and Camping Ministries Office: 410-867-0991 or 800-922-6795 or admin@bwccampsandretreats.com.