

# Big Oak Meadows

## Retreat Organizer Packet



Big Oak Meadows Address:  
7266 Hayes Orangeville Rd NE  
Burghill, Ohio 44404  
Phone: 814-233-1113 (Noelle)  
814-233-2039 (Nate)  
Email: [Noelle@bigokmeadows.com](mailto:Noelle@bigokmeadows.com)  
Website: BigOakMeadows.com

Dear Retreat Organizer,

We want to **THANK YOU** for choosing Big Oak Meadows to host your upcoming retreat! In this packet, you will find some helpful information in planning and preparing for your retreat. We ask that you carefully read through this packet entirely and contact us if you have questions. We also ask that each of your group leaders familiarize themselves with this information.

**Items needed from you:**

- A signed guest contract with 25% down payment. The balance of your payment is due within 30 days of your event. Payments can be made to Big Oak Meadows, LLC. Any cancellation must be made 90 days prior to your event.
- Release of Liability form. A Big Oak Meadows Release of Liability form is included in this packet. EACH member must sign **their own** form and every minor (under the age of 18) that attends must have a parent/guardian sign the form. Please return the group tracking sheet along with the release forms.
- Big Oak Meadows group policy sheet. Included in this packet is a Big Oak Meadows policy sheet. It is for the safety of everyone involved that we ask you have an orientation and read this to your group during your first group gathering. Please initial by each column and sign and date the bottom of the policy sheet once you have read it to your ENTIRE group and return with your Release forms.

Please bring these forms with you and leave them in the black folder at the Welcome Desk in the Meadow Lodge (located in the hallway entrance) Thank you!

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## Facilities

The Meadow Lodge has a capacity to sleep 30 people and provide comfortable seating for 64+ in the Gathering Room. There are 6 bedrooms and each is equipped with its own bathroom. Each bedroom has 2 sets of bunks and 1 full size bed. Overnight rental includes use of The Meadow Lodge only. Prior arrangements must be made to use any other facility on camp.

Meadow Lodge Rates: (\*18 person minimum). Overnight rental includes use of the whole building.

1 night (weekend): \$35 per person

2 nights (weekend): \$50 per person

1 night (Monday-Thursday): \$25 per person

2 nights (Monday-Thursday): \$40 per person

3 or more nights (please inquire)

**\*\*There is an 18 person minimum for overnight retreats at The Meadow Lodge. Which means that if you don't meet the 18 person minimum then you still have pay the minimum balance due for 18 people.** (Example: Friday night is \$35 a person. The minimum amount due for a Friday night rental is \$630). Please call us if you have questions about our minimum requirement.

\*Call us for our "family camp" rate. (Ages 5 and under are always free).

- **Day visit:** If you have people who do not want to spend the night but want to come in for the day, it is \$5 a person (or no more than \$20 per family of 4 or more persons)
- **Bedding:** Guests are responsible for bringing their own bedding unless renting from Big Oak Meadows. We provide bedding for \$5 a person. This includes sheet set, blanket, towel, and wash cloth. This DOES NOT include a pillow. (If anyone in your group would like to rent bedding please let us know a week prior to your arrival)
- **Thermostats:** There are 3 main thermostats.
  - ~ One on the sun porch, one in the Gathering Room, one in the hallway
  - ~ Please keep them set around 68 degrees in the winter
- **Heater/Air conditioners** in rooms (please conserve energy)
  - ~ Please only use the heaters/air conditioners when rooms are being occupied This helps to conserve energy. When unit is being operated **make sure your door is SHUT.** When rooms are not occupied please turn unit off. You can prop doors open so that the air from the hall will help to heat/cool the rooms.

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### Supervision for groups with minors

~It is the responsibility of the group leaders to provide your own program while at Big Oak Meadows. If there are minors under the age of 18, the group leader must provide adequate supervision for children. Appropriate adult/child ratios is at follows

•	<u>Child age:</u>	<u>Children</u>	<u>Staff</u>
•	6-8 yrs	6	1
•	9-14 yrs	8	1
•	15-17 yrs	10	1

## WHAT WE PROVIDES FOR YOUR STAY:

We look forward to hosting your group! Here is some helpful information about what we have available  
Bedroom:

- Each bedroom is equipped with 2 bunk beds and 1 full size bed.
- Each bedroom has its own bathroom, shower, and vanity.
- We provide toilet paper, hand towel, hand soap, bath mat, and tissues
- ~Please bring your own personal items, toiletries, bedding, and towels.
- We do provide bedding for \$5 a person. This includes sheet set, blanket, towel, and wash cloth.  
(If anyone in your group would like bedding please let us know a week before your arrival)

Kitchen:

- There are 2 stoves, microwave, and refrigerator/freezer  
2 igloo drink coolers for lemonade, punch etc.
- Appliances
  - ~ 2 Griddles
  - ~Toaster
  - ~ 1 large 40 cup coffee pot (no filter needed)
- Cooking
  - ~ 2 large stock pots
  - ~ 2 large frying pans
  - ~ Several small/medium stock pots
  - ~ 6 cookie sheets
  - ~3 bread pans
  - ~ 1 large lasagna pan
  - ~ LOTS of serving spoons, spatulas, ladles etc..
- Kitchen Misc:
  - ~ Several drink pitchers
  - ~Several carafes for hot drinks
  - ~ LOTS of silverware
  - ~Several mixing and serving bowls
  - ~ Gravy boats
  - ~Dishes (plates, salad plates, bowls, tea/coffee cups)
  - ~Knives
  - ~Cutting Boards
  - ~ Several serving trays
  - ~2 Colanders
  - ~ Pot holders
  - ~ Kitchen towels
  - ~Dish Soap
  - ~Dish Scrubbers
  - ~Garbage bags

## MISC:

- **We provide complimentary firewood.** But please bring your own newspaper and kindling (or Firestarter Logs). We have an indoor fireplace and an outdoor fire circle. We are happy to come start your indoor or outdoor fire for your group. Please arrange a time with Noelle.
- We have a **portable blue tooth speaker.** You can connect your phone or other device. You can also connect a microphone.
- **We provide several games, cards, activities** (located in the bottom right cupboard in the Gathering room)
- **It is the responsibility of the group to bring their own first aid kit.** .We recommend that groups bring their own person trained in CPR/First Aid. Please also bring your own first aid kit and supplies. As stated in the contract, the facilities carry liability coverage only for your group. All health and accidental coverage is the responsibility of the group or individual. In case of emergency dial 911.
- **We have a dry erase board available**
- **TV/AV/Internet:** We apologize but we currently are not able to get internet/WIFI. So we do not provide a TV/AV equipment. We apologize for this inconvenience and hope to have this available in the near future. Thank you for your patience.

## Group Retreat Policies

Please read to your entire group once they arrive. Initial each box and sign/date the bottom.

**WELCOME TO BIG OAK MEADOWS!** We are so happy to be hosting your group! Our prayer is that your group will have a memorable and safe experience. We welcome your feedback. Please leave any comments in the comments box provided in the hallway. Thank you.

**Please excuse us while we are under construction.** Many areas of Big Oak Meadows are currently under construction. Please stay in your designated area and do not enter any other building (including the pool area) at any time. Thank you for your consideration as we build and grow.

Our staff tries very hard to offer a clean, safe, and appealing environment. Please help us to maintain this effort by obeying following rules:



### General:

- **No Alcohol, Drugs, or unauthorized substances** are permitted during your stay
- **Smoking:** Smoking is **NOT** permitted in any building on the Big Oak Meadows property. NEVER smoke in the woods (ESPCially the PINES!). Please smoke **only** in the designated areas on the front porch of the Meadow Lodge and leave all ashes in the cans that are provided by the benches. THANK YOU.
- **Pets:** Pets are permitted for medical reasons only. You must have PRIOR permission, be registered with the Big Oak Meadows directors, have shot records, and pet must remain on a leash at all times.



### Indoors:

- Please take good care of The Meadow Lodge. We have provided games and activities for you to enjoy. Please put them away neatly when you are finished
- If you run out of toilet paper, tissues, or soap please let your retreat planner know so that they can alert a Big Oak Meadows staff member.
- Please do not take food or drink in the bedrooms.
- Please do not remove any mattresses or furniture in or out of the bedrooms.
- **NO CANDLES** Please use battery operated candles only.
- Please save fun activities like running, tag, or hide and seek for the outdoors only.
- The fire is to be made and tended by an adult only at all times. Glass doors are to remain closed. Please make sure all furniture is pulled away from the fire place and that the fire is out before you go to bed and before you leave the premise.
- If you move any furniture, tables, or chairs, please return before your departure
- Heater/Air conditioners in rooms (please conserve energy)  
Please only use the heaters/air conditioners when rooms are being occupied This helps to conserve energy. When unit is being operated make sure your door is **SHUT**.  
When rooms are not occupied please turn **unit off**. You can prop doors open so that the air from the hall will help to heat/cool the rooms when not being occupiees.



### Outdoors:

- Please stay on marked trails only. DO NOT make new trails.
- The pond and bog are for observation only. Do not go in the bog, pond, or the water-fall
- Insects such as mosquitos and/or ticks may be found on the premise. Use of insect repellent and careful inspection of body after being in the woods is recommended.
- Please obey all signs. They are there for your safety
- Please cause as little damage as possible to the environment. We love Big Oak Meadows and we want it to be here for families to enjoy for years to come!
- Off road vehicles not permitted on the premise.
- Vehicles must remain on drive and park in designated areas. Please abide by posted speed limits
- Hunting/trapping are prohibited. Never try to catch or get close to a wild animal on the premise.
- The possession of fireworks and knives over three inches long are prohibited.
- Firearms. Abide by local, state, and federal laws
- Fires are permitted in the approved fire circles and fireplaces and must be tended by an adult at all times and properly put out when finished.
- Please place all trash in cans and all glass, plastic and aluminum cans in the recycle containers



### Supervision

- Children must be supervised at all times. PLEASE! This is for their safety. Although we do our best to maintain the area, there are risks associated with any natural environment. However, we recognize that breakage or damage is sometimes a normal part of living. Please just report ANY damage or problem to a Big Oak Meadows staff member so that we can fix the problem.
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**Experience has shown that a well supervised group causes little damage. Fines will incur to cover cost of repair or clean up for any severe damage (other than reported breakage due to normal wear and tear) that occurs because of the negligence of supervision over children or purposeful destruction of property.**

Thank you! We, at Big Oak Meadows, strive to create a positive, family centered environment. We appreciate your cooperation.

I, as the Retreat Organizer, have read the above policies to everyone participating in our retreat

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## A helpful checklist for planning:

- 🍏 Personal items/toiletries
- 🍏 Bedding and towels(for those who are not renting bedding)
- 🍏 First Aid Kit (group leader)
- 🍏 Food
- 🍏 Bottled water
- 🍏 Coffee/tea/drinks
- 🍏 Ice
- 🍏 Old shoes/rain boots (if hiking)
- 🍏 Bug Spray (if summer months)
- 🍏 Kindling or fire starter logs
- 🍏 Extra outdoor chairs (if needed)
- 🍏 Outdoor games (cornhole, volleyball, etc)
- 🍏 Any bibles, journals, or books needed for your stay
- 🍏 Music /speaker/projector
- 🍏 Any program materials needed
- 🍏 TV/AV/equipment needed
- 🍏 Additional outdoor or indoor games/activities
- 🍏 Group Tracking sheet
- 🍏 Release/Waiver forms for each participant

## Before your departure:

- Return all furniture to its original locations
- Place chairs up on table and sweep the Great Room and kitchen (do not mop)
- Wash all dishes that you used during your stay
- Garbage bags should be tied and taken to the dumpster
- Tie up the recycle bags and leave in the lodge. We will take to the recycle center
- Place all used kitchen towels in the sink
- Put all games, cards, and activities that you used during your stay back in their proper containers
- Check area for litter and place in provided trash cans
- Lower all thermostats to 55
- Turn off all lights in each room
- Turn off all heaters/air conditioners in each room
- Make sure you do a last minute check in all the rooms (including under beds)
- Please let your fire burn completely out before you leave the premise. If you need to leave and there are still hot coals in the fire place, please close the glass doors and contact us at 814-233-1113 or 814-233-2039 and let us know so that we can come take care of it.

~Please leave us any comments in the comment box at the Welcome Table in the hallway.

~Please let us know if there were any broken or damaged items during your stay so that we can address them before the next group.

**~THANK YOU SO MUCH FOR CHOOSING BIG OAK MEADOWS FOR YOUR STAY~**

**~WE PRAY THAT YOU HAD A MEMORABLE TIME AND WILL JOIN US AGAIN IN THE FUTURE~**





