

I. Introduction

Thank you for your commitment to use Geneva Point Center for your event this year. We look forward to hosting you and will do all we can to help your event be meaningful and successful. This booklet will help begin the process of planning your event at Geneva Point. Please take some time to study it carefully and let us know if you have any questions. Also, if our staff can be of any assistance in your planning, please call us. We are here to help. Again, thank you for choosing Geneva Point Center, and we will see you soon on the shores of Lake Winnepesaukee.

Geneva Point Center Staff

II. Group Responsibilities

The following information is a general outline of the group's responsibilities under its contract with Geneva Point. Following through with these guidelines will help the group's time at Geneva Point run smoothly, and help Geneva Point provide you with the best service possible. **Please be advised that all policies and procedures outlined in this booklet are part of the contractual agreement.**

The group's responsibilities include:

1. Reading and understanding all the information in the contract and the "Group Leaders Guide" as well as sharing with all your participants.
2. Entering into a contract with Geneva Point Center in good faith, and following through with all financial payments as outlined in this booklet.
3. Sharing all policies outlined in this booklet with all members of the group.
4. Meeting the needs of persons with disabilities.
5. **Completing background checks on the leadership your group recruits to work with children.** This is vital for the children and your protection, (Contact Geneva Point Center if you are in need of information on completing these checks.) **Proof of background checks must be presented to the office 3 weeks prior to your event.**
6. Providing Geneva Point Center with complete paper work prior to deadlines.
7. Understanding how responsibilities for health coverage are met. Additional information to follow.
8. Securing a liability insurance policy for your event and name GPC as also insured. All groups will need this liability insurance by 2009.

In turn, Geneva Point Center will follow through with high quality service and hospitality to help your group experience be a positive one.

We will do our best to:

1. Get all needed information to you in a timely fashion.

2. Provide services to help your group meet its goals.
 3. Respond quickly to any concerns expressed by your group both before and while on the site.
3. To provide a safe and clean environment for your conference or event.

III. Reservation Process



The following paragraphs outline the procedures used to make reservations for groups to use the facilities of Geneva Point Center. The main objective in this process is to help each group plan and execute the best possible event, while at the same time, promoting good stewardship of the resources of the Center.

If there are problems or questions, PLEASE bring them to the staff's attention. **Despite the formality of the procedures, we are still flexible, and we are able to give individual attention to those planning each group's event.**

There are five steps in the reservation process. These steps are outlined in the following paragraphs. When time is short, some of the steps are occasionally combined to expedite the process. Please don't hesitate to bring your questions or concerns to the staff's attention.

A. Initial Request

When your group initially contacts the Center about a possible event, we will talk with you about your group, your plans and expectations for the event and whether or not the Center would be suitable or able to serve your group's needs. At this point, we can place a "HOLD" on the agreed housing and facilities for a non-binding estimate of the number of attendees. Depending on the time of year, and when the event is to take place, the hold may be for a few days to several weeks while the group finalizes its plans and confirms them with the Center.

B. Application For Event

Next, the Center issues an "Application for Event" form to the group. This form helps us obtain some vital information about your event in order to serve you better. It also outlines our basic understanding of your group's needs and estimated numbers of fulltime overnight participants, and day guests where applicable. The details contained on this form are very important because they establish the group's eligibility to hold its event at Geneva Point, and they are the basis for the group's contractual commitment and the deposit schedule. Geneva Point's mission and non-profit status require that we limit our services to faith based groups, non-profit groups, family events, and schools.

Your group's reservation is contingent upon return of a signed completed copy of the Application for Event, along with a non-refundable \$100 reservation fee within two weeks from the time it is issued. The reservation fee will be applied to the group's final bill at the end of the event. This schedule may be adjusted for groups booking on short notice.

Upon receipt of the completed application and reservation fee, Geneva Point will confirm the event with you by sending either a confirmation letter or an actual contract depending on the time of booking.

C. Contract and Deposit Schedule

The Center staff will prepare a contract and deposit invoice for the group's contact person in mid-December or shortly after receiving the "Application for Event" if it is later than January 1st of the year the event is scheduled. The deposit schedule has been established to motivate the group to move ahead with its plans and to increase the level of assurance the group is following through with its plans. In addition to the \$100 reservation fee, the Center requires two deposits prior to the event. By the time these deposits are submitted, it is usually too late to book another group if you cancel, thus **deposits are non-refundable**. The Center staff will invoice the group for deposits on the following schedule:

First Deposit: With the approved Contract.....\$10.00 per person, per night (minimum \$25.00 per person)

(example: One person for five nights = \$50.00 deposit for that person, 50 people for five nights = \$2500.00 deposit)

Second Deposit: Two months prior to the event\$10 per person per night (minimum \$25.00 per person)

Final Balance:..... Prior to departure from your event

A final invoice, based on actual attendance, housing, and any additional charges or adjustments will be prepared prior to departure. Unless other arrangements are made **prior to arrival**, payment of the final bill is due before departure.

As time proceeds, the group may find it necessary to modify its plans. It is important for the group to contact the Center as soon as possible to ensure we will be able to accommodate the changes and to minimize any financial impact on the group. If the group changes the Contracted Number of Persons on the contract from the earlier estimate on your application, future deposits will reflect that difference. Please review the section on **Contracted Number of Persons**, which describes the financial exposure the group has when reducing its commitment.

D. Group Leader Orientation

Geneva Point Center invites two group leaders, usually the director and registrar, to be its guests for a twenty-four hour period to plan their event. This enables group leaders to become familiar with Geneva Point, and to meet with individual staff, such as management, our food service director, and program coordinator. A key to the success of your program is an appreciation for the housing options available and properly communicating this to your registrants prior to arrival.

E. Housing, Planning and Attendance Charts

It is important for the success of your event that the Center is able to properly prepare for your arrival and meet your needs while you are at Geneva Point Center. Two vital tools we use to help assure your expectations are met are the Housing Chart and the Planning Chart. These blank charts are mailed to the group contact person with the invoice for the second deposit installment. While the Center will make every effort to minimize the impact on your plans, the Center reserves the right to make adjustments in housing assignments should circumstances dictate.

The Housing Chart assists our Guest Accommodations Department prepare for your arrival, and provides information that enables us to locate individuals in emergencies.

The Planning and Meeting Space Charts help you organize your program and assists us in assuring we meet your expectations for program facilities, audio visual equipment, and special food and beverage requirements. (Instructions on completing charts will be forthcoming)

The Attendance Chart includes the names and address of **all** participants (adults and children) and ages of children under 19 years old. For safety and accountability reasons we need to know exactly who is on the property at any given time.

The completed housing, planning and attendance charts should arrive at the Center no less than three weeks before your event. This gives the necessary lead time to order food, make necessary special arrangements, resolve conflicts with other groups, and communicate the information to the various staff departments.

F. Contracted Number of Persons

In order to be fair, both to your group and to Geneva Point Center, the contracted number of persons for full time attendance written into the contract should be weighed very seriously. This is important because this number is the basis for:

- Long range preparations by Geneva Point staff.
- The Center's scheduling of other groups to share the site.
- Determining the contracting group's deposit.

This guaranteed full time number is crucial and therefore binding, initiating serious financial obligations.

Each year Geneva Point Center has to turn away groups, families, and programs because the Center's facilities are already committed to others. When groups shrink in size from their expected number to the point where the other group or family could easily have been accommodated, the income for the Center's ministry is reduced without a corresponding reduction in costs.

To help groups minimize the impact of unexpected shortfalls in attendance, the following schedule of incentives has been established.

This schedule provides contentious group leaders the greatest possible latitude to avoid additional charges, while encouraging good stewardship over the resources of the Center. In every case, **THE EARLIER THE ESTIMATES ARE ADJUSTED, THE LESS THE FINANCIAL EXPOSURE FOR THE GROUP.** Please remember that invoice deposits are non-refundable.

90+ DAYS BEFORE THE START OF THE EVENT

Changes reducing the contract estimate will result in an additional charge of \$25.00 per person reduced. This amount will be charged against the deposit amount prior to it being applied to the group's final bill.

61 to 90 DAYS BEFORE THE START OF THE EVENT

Changes reducing the estimate will result in a charge \$50.00 per person reduced. This amount will be charged against the deposit amount prior to it being applied to the group's final bill.

0 to 60 DAYS BEFORE THE START OF THE EVENT

Changes reducing the estimate will result in a per night charge based on the least expensive housing booked but not used: (minimum of \$50.00 per person short for events of two nights or less, or \$100.00 per person short for events of 3 nights or longer). [See section A1 below]

IV. Contract Information: Policies and Implications

A. Securing Payment for Group

1. Rates

The group leader signing the contract should retain the applicable rate sheet attached. The rates to be charged are determined by the housing chosen, the number and ages of the occupants and the number of nights the group has booked for the event.

This same rate sheet determines the amount to be charged in case of cancellation. e.g., If a group reserves only the Chapel Line Cabins, then has last minute cancellations, the charge would be figured in terms of the rates for these cabins. If housing units carrying different rates are reserved, the charges for last minute (less than 60 days before the start of the event) cancellations are based on the least expensive housing booked and not used, excluding camping.

In the event the shortfall number of persons is greater than the number of vacant housing units at the lowest rate are booked but not used, the rate for the next higher housing unit booked but not used will be applied, etc. until the entire shortfall is accounted for. This means you can try to move registrants from less to more expensive housing, thus lowering the cost for the least expensive housing booked but not used.

One final note: if in spite of your efforts, you are facing a significant shortfall from your commitment, please call the Center as soon as possible to discuss ways to minimize your group's financial exposure. These policies exist to encourage good stewardship,

not to be punitive. The staff would like to work with you to avoid and/or minimize the mutual burden of any shortfall.

2. Billing

Unless other arrangements are made, Geneva Point Center makes all arrangements with a whole group, not individual members of the group. This gives you more latitude than you otherwise would have to adjust rates and cover other costs of your event. It may also mean more work for you, as you have the responsibility to make sure that a member of your group bills and collects from your participants.

Unless you have made other arrangements for your specific event, we will bill your group as a whole, less the deposits we have received, and expect payment in full by check or cash prior to the time your group leaves Geneva Point Center. **Please note: Geneva Point Center does not accept credit cards for group payments. Thank You.**

It is helpful if the person coordinating your group's arrangements will plan to come to the office the afternoon of the day before you leave to review the charges with us, so we may have the billing completed by the next morning before your departure.

3. Finance Charge

Geneva Point Center will apply a charge to groups of 1 ½ % per month, or portion thereof, on all unpaid accounts, beginning with the date of final invoice. This is an annual rate of 18%.

On 2nd invoices all payments are due on date given on checklist that is mailed with your contracts. A late fee of 1 ½ % per month, or portion thereof, on all unpaid accounts will be calculated from date of invoice. This is an annual rate of 18%.

A final invoice will be sent to group leaders and/or billing address as soon as housing charts are received by Geneva Point Center (approximately 3 weeks before event). Final adjustments will be made upon departure and invoice shall be paid in full then, please consider paying part of this final invoice before arrival. Geneva Point Center will apply a charge to groups of 1 ½ % per month, or portion thereof, on all unpaid accounts, beginning with the date of final invoice. This is an annual rate of 18%.

4. Termination of Contract

A group's contract may be terminated according to a plan worked out by, and negotiated between, the contracting group's registrar and the Center's executive director. Deposits are not refundable. However, in the event of a contract termination, any residual deposit, after deducting the charges outlined in the Reservations Process Section, may be applied to a newly booked future event to be held within the same season by the same group.

B. Insurance

1. Geneva Point's Insurance Coverage

Geneva Point Center carries insurance on its buildings and vehicles as well as a Comprehensive Liability policy. All personal property of registrants is at the risk of the individual. The Center DOES NOT carry medical insurance for its guests.

2. Group's Insurance Coverage

Groups wishing to supplement their participants' insurance should consult with their insurance broker. In certain situations, and at the discretion of the Center, groups may be required to obtain certificate of insurance naming the Center as co-insured.

V. Registration Procedure



A. Preparing for your group's arrival

By the time the group members are registering, most of the room and board charges should have already been collected and paid to Geneva Point through deposits. All final charges should be paid to Geneva Point Center prior to departure. Geneva Point will discuss other payment options, prior to the group's arrival.

1. Room availability

Rooms will normally be ready for the group by 3:00 p.m. on the day of arrival. Group programs often begin with registration between 3:00 and 5:00 pm. in a clearly designated area.

2. Planning and Meeting Space Charts

These charts are vital tools in planning a successful program at Geneva Point Center. You will receive a helpful handbook that will provide detailed instructions on how to best plan your program using the Planning and Meeting Space charts as your communication to the Center. These charts must be received **at least three weeks prior to the date of arrival**, so that we may better serve you and assure your specific program requests.

3. Linens and Towels

Since bed linens and towels are not included in Geneva Point's basic group rates, except for the Gibbes House, Lake View Lodge, Lake View Cabins, the Inn, Cabins Z, Chapel Line, and Cabins F-1-2-3, linens may be brought by conferees or rented (\$10.00 per set) from Geneva Point. Linens will be delivered by guest accommodations personnel to attendee's assigned housing. Please let the Center know ahead of time by marking on the housing assignments chart who has requested linens. This enables us to place the linens in the appropriate rooms prior to your group's arrival.

4. Blankets and Pillows

Beds at Geneva Point are provided with blankets and pillows. They should be left in the same places upon departure. **BLANKETS ARE NOT TO BE REMOVED FROM THE ROOM IN WHICH THEY ARE FOUND. GENEVA POINT LINENS AND BLANKETS ARE SPECIFICALLY NOT TO BE USED ON THE BEACH OR ELSEWHERE ON THE GROUNDS.**

5. Extra accommodations

Geneva Point does not provide cribs; however, a limited number of roll-away beds are available for extra accommodation where space allows.

6. Opening meal

Groups wishing to schedule their opening meal later than usual, allowing a longer registration period, need to make arrangements with the Center's office at least three weeks prior to their scheduled arrival.

B. Upon Arrival

1. Check-in, Check-out

Generally, check-in will be after 3:00 p.m. and check-out of the accommodations will be at 10:00 a.m. The last meal of a group's stay is generally breakfast. Groups wishing to arrive before 3:00 p.m. or stay beyond 10:00 a.m. to use the facilities or have additional meals may do so only with prior arrangement with the Center's office. Normally there will be an added charge for extended use of the Center's facilities. Geneva Point requests that a member of the Group inspect the facilities being used by them before being occupied and again on departure to review any damage.

C. Group Orientation

It is important for our staff to have an opportunity to welcome your whole group and to provide a brief orientation including health and safety procedures. Please schedule this orientation time on your planning chart. Your opening session or first meal are two appropriate times to schedule the orientation.

D. While your group is at Geneva Point Center

1. Stewardship

As Geneva Point becomes a group's chosen "home" for a period of time, persons will discover that opportunities abound through which they may express their sense of stewardship and environmental concerns. A feeling of shared pride in the site means shared responsibility among group members to help reduce litter, rock throwing, vandalism, and mistreatment of flora and fauna.

2. Courtesy Quiet Time

Geneva Point suggests that 10:30 p.m. be designated quiet or "courtesy" time with all unnecessary noise ceasing. If programming plans require adjustment to this policy approval must be secured in advance from the Center administration.

3. Right of Entry

Geneva Point Center retains the right of entry to all housing units by guest accommodations staff for cleaning, by buildings and grounds staff for maintenance and/or repair, by health center staff for medical purposes, and by the executive director (or designated deputy) if the need arises.

4. Group Signaling Devices

Out of respect for Geneva Point's neighbors and other groups on the site, audible devices (bells, bullhorns, drums, etc.) may not be used to signal group events.

5. Pets

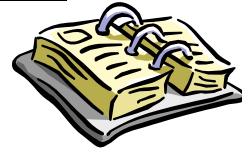
The Center does not maintain proper facilities for the care of pets. Please inform conferees that **OTHER ARRANGEMENTS MUST BE MADE**. A list of nearby kennels is provided below:

Calivali Boarding Kennels, Meredith, NH (603) 279-8988

Gretlyn Kennels, Meredith, NH (603) 279-4292

Four Paws inn, Meredith, NH (603) 279 1197

Planning Your Program



What is a Planning Chart?

The Planning Chart is the tool that group leaders are asked to complete in order to facilitate a quality planning process between your group and Geneva Point. The Planning Chart serves as a schedule for both your group and Geneva Point to follow to ensure that requests are met in a timely and quality manner. To best anticipate any scheduling conflicts, and to allow adequate preparation time, ***Geneva Point Center requires that Planning Charts must be received at least three weeks prior to arrival.***

In order to help your group get the most out of what Geneva Point has to offer, we have developed this portion of the book called “Planning Your Program.” This portion is designed to walk you through the process of completing your Planning Chart, starting with a brief set of directions for what to write in each column, and then referring you to sections that will provide you with more information.

Please note that we will do our best at Geneva Point Center to accommodate your group’s requests within reason and within the bounds of our facilities and staffing expertise. Program quality and the safety of staff and guests are always a top priority. Therefore, decisions are made to uphold these values.

How Do I Fill Out the Planning Chart?

Each of the sections of the planning chart is listed below in the order that they are presented on the planning chart. Please read each section carefully and then fill in your schedule including all requests on the planning chart. A blank planning chart can be found in Appendix B. Please copy pages as needed, on individual sheets, or double sided to save paper. A sample Planning Chart can be found in the Appendix. Please refer to these as you read the instructions below.

- **Day/Date**

Write the day and date you are planning each meeting or event. For consistency purposes, please abbreviate by writing the first three letters of the day (i.e., “MON,” “TUE,” etc.) you are planning each meeting or event.

Please write the date numerically, listing only the month and day (i.e., “7/23” instead of “July 23rd”).

- **Time**

Write the time (indicate A.M. or P.M.) that you plan to begin each event and the time you expect each event to end. Although these times may be estimates, Geneva Point uses these times in setting up furniture, audio-visual equipment, food and beverage requests, etc.

Please include mealtimes, as arranged with the GPC registrar.

Geneva Point has many programs available to guests, including worship and spiritual growth, the challenge course, waterfront activities, and more. See section *XIII. Program Support* for a complete listing of these options and planning guidelines for each program.

- **Estimated Number of People**

Write the number of people you expect to participate in each event on the planning chart. Accurate estimates are important. Geneva Point staff use these numbers to plan for meals, furniture set-up, and Geneva Point sponsored programs. Find helpful guidelines for choosing capacities in sections *X. Meeting Spaces* and *XIII. Program Support*.

Type of Meeting/Event

- **Group Led**

In this column, write the meetings and events that **your group** is sponsoring and leading. It is assumed that items written in this column will be organized, run, and supervised by your group. Recreation options that your group may take advantage of are listed in section *XI. Recreation* and *XII. Waterfront*.

** Lifeguards will be present at the waterfront, but groups' leaders are responsible for activities and general supervision of activities in this section.*

- **GPC Led**

Geneva Point offers a variety of programs that your group can choose from, including worship opportunities, the Challenge Course, nature hikes, and more. In this column, write the programs that your group is requesting Geneva Point to lead. A full listing of program descriptions, time offerings, and guidelines for these programs is listed in section *XIII. Program Support*. Timely return of planning charts is necessary to arrange for quality programs.

Geneva Point would like to welcome your group and offer a brief (5-10 minutes) orientation to the site at your opening session, or at a session early on in your stay. Please write *GPC ORIENTATION* in the “GPC Led” column at the time you and our Registrar schedule for your orientation. Our staff will do our best to accommodate reasonable requests.

At the end of your session, please request an **Exit Interview** (1/2-1 hr.) with the Registrar on your planning chart in the “GPC Led” column. The Exit Interview is a time

for the group leader(s) and GPC's Registrar to evaluate the week, and if applicable, to begin preliminary planning for your event next year.

**If your group would like to participate in the Challenge Course, please contact Geneva Point at least three weeks prior to your desired date. Also, Geneva Point Center staff will contact you prior to your event if a program request is not possible or if changes are needed.*

Meals & Food/Beverage Requests

This column is where all of your group's meals (Breakfast, Lunch, and Dinner) should be listed in the appropriate sequence of your schedule.

If your group is requesting bag lunches for any meeting/event, please write "Bag Lunches" next to the date and meal you would like them. Then, complete and return with your planning chart the *Bag Lunch Request* form (see Appendix), to indicate bag lunch choices.

Food and beverage requests should also be listed in this column. Geneva Point offers many refreshment options, including various combinations of hot and cold beverages, snacks, s'mores, and cakes. Complete the *Refreshment Planning Sheet* in the Appendix. Then, in your Planning Chart in column 5 "Meals & Food/Beverage Requests", write the quantity and code of each refreshment requested, next to the meeting/event you would like them served.

See *Section VII. Dining Services & Meals* for more information.



Meeting Room/Location

For each *Meeting Space** (this includes both indoor and outdoor spaces) requested, please complete and attach to your planning chart a "Meeting Space Set-up Form" (see Appendix). If different furniture/equipment is needed on different dates in the same meeting space, please note specific requests in the "Additional Notes" section of the form, or fill out an additional "Meeting Space Set-Up Form." If you are requesting involved changes, it is best to fill out an additional form to ensure clear communication to our staff.

This form is quick and easy to fill out. The purpose of the form is to communicate to Geneva Point the set-up you are requesting for your meetings/events, including seating style, number of chairs and tables, and audio-visual equipment requested. By communicating this information in advance, Geneva Point is better able to prepare for your arrival and accommodate your requests.

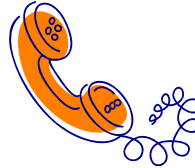
See *section X. Meeting Spaces and Audio-Visual Equipment* and *section VI. Administrative Information and Services* to learn about the services available to help you plan for your event.

* If a "Meeting Space Set-Up Form" is not included for a particular meeting space or location, furniture is not guaranteed for that meeting space and furniture may or may not be set up for that meeting space. Geneva Point staff reserve the right to modify requests based on availability of furniture, equipment, and meeting space logistics.

VI. Administrative Information and Services

A. Abbott Administration Building

Located on the right at the main entrance (#1 on site map), this building contains offices for administrative staff.



Regular office hours are as follows:

May to October: Sunday thru Saturday
9:00 am. To 12 noon, 1:00 p.m. to 5:00 p.m.

November to April: Monday thru Friday
9:00 a.m. to 3:00 p.m.

The office phone number is: (603) 253-4366

The office fax number is (603) 253-4367

After regular office hours an answering machine will pick up on the above line.

1. Outgoing Mail Service

When letters are being sent to conference participants at the Center they should be addressed as follows:

Name of Person
Name of Group
Geneva Point Center
108 Geneva Point Road
Moultonboro, NH 03254

Outgoing mail should be deposited in the mailbox, located on the porch wall of the Administration Building, before 9:00 a.m. There is one pickup of outgoing mail each day. Metered postage may be purchased during regular office hours.

2. Incoming Mail and Messages

Incoming mail is delivered to Geneva Point Center and is sorted by the Center office personnel. Geneva Point will keep a box with your group's name on it in the office throughout your stay. Any mail, non-urgent messages, or found items belonging to your

group, will be placed in this box. Group leaders should appoint a conferee/camper to check the box several times daily *during office hours*.

Emergency phone messages received by the Center office are delivered to group leaders as quickly as possible. However, if you or a member of your group will have a cell phone with good reception during your stay at GPC, you may choose to be the emergency contact person for your group, to ensure prompt and efficient delivery of messages.

3. Shipping

If you are shipping materials to Geneva Point for your event, please note the following guidelines:

A. Please time arrival of shipments two or three days before your event at most, as storage space is limited.

B. Make sure boxes are clearly marked with your group's name and leader's name.

C. You must completely pack the materials for return shipment and make arrangements for your shipper to pick them up within 48 hours of your departure.

D. Geneva Point cannot be held responsible for items left at Geneva Point upon your group's departure.

4. Photocopy Service

A copy machine is available in the Administrative Building during normal office hours. Office personnel only, for a nominal per copy charge, will fill requests for photocopies. The office needs early notification if large quantities will be required.

5. Fax Service

Fax transmissions may be received or sent from the Administration Building during normal office hours for a nominal charge.

6. Valuables

Money and valuables in reasonable quantities may be stored in the Center safe, in accordance with established procedures. Such property is received and returned only during regular office hours.

7. Checks & Cash

When cash is available, the Geneva Point office personnel will cash personal checks for up to \$100 once a week per person/family registered at the Center. All checks should be made payable to Geneva Point Center, Inc. and are acceptable in US funds only. Any check returned "non-sufficient funds," etc., is subject to a \$25.00 charge in addition to the charges imposed by the bank. Ultimate responsibility for returned checks and any

associated charges rests with the group. If you wish, you may notify the director not to accept checks from your participants prior to your group's arrival.

8. Public Phone

There are three phones on the site for your use. A phone is located in the lower level of the Meeting House. This phone may be used for local calls, credit card, phone card calls, or collect long distance calls. The second phone is located in the Gibbes House. The last phone is located within the entryway of the Administrative Office building.

9. Rest Rooms

Public facilities in the Administration Building are open during regular office hours. Additional restrooms are located on the first floor of the Inn, and in the Shower House at the east end of the Green. Groups using Shaw Cottage, Gibbes House, Lake View Lodge, and the Meeting House have restrooms in their meeting space.

10. Staff Appreciation Fund

Individual staff members are not permitted to accept gratuities. The Staff Activities Committee for the benefit of all seasonal staff administers a Staff Appreciation Fund. This fund is used to supplement the Center's ministry to the staff and to fund staff activities. Individuals and groups may contribute to the fund at the Administration Building. Some groups desiring to show their appreciation prefer to receive an offering for this purpose during their stay at the Center.

11. Internet/Computer

Geneva Point Center has wireless coverage for access to the internet in and around the office and the Meeting House. Three computers are also available for guest use in the office during normal office hours.



VII. Dining Services and Meals

A. Meals

1. Dining Rooms

Food is served buffet style in the Lakeside (seating up to 180) and Fireside (seating up to 80) Dining Rooms from May to October; and on the Lower Level of the Meeting House at other times. When there are several groups using the Center's facilities, dining areas and times are assigned by the Geneva Point Staff based on the size and needs of each group.

However, there are times when two sittings may be established to better serve groups. When this occurs all meal times may be adjusted. Group leaders may wish to check with the Center prior to finalizing their schedules.

The Lakeside Dining Room is equipped with a public address system for group announcements.



2. Menu & Special Diets

Geneva Point works with a certified dietitian to prepare a delicious and healthy menu. If a group has particular concerns, please share them with us at least one month prior to your event. We will take your concerns into account as we prepare your menu.

Most medical, religious, and ethical dietary needs can be accommodated; however, these needs must be detailed at least three weeks prior to arrival through group leadership and Geneva Point office staff. Geneva Point food service staff needs to know foods permitted as well as those not permitted. The "dieter" will be asked to meet with the food service director and the dining services coordinator soon after registration and to make himself/herself know to dining room staff person at each meal.

3. Box/Bag Lunches

Box/bag lunches are available in lieu of a regular meal. Arrangements must be made at least twenty-four hours in advance through the dining room host/hostess. Group requests for bag lunches, (see Appendix) must be made in advance on the planning chart.

4. Outdoor Barbeques

On Wednesday's during the summer months, dinner for all guests will be an outdoor barbeque served in Geneva Point's picnic area. In case of rain, the barbeque will be served indoors in the dining hall.

B. Refreshment and Coffee Breaks

Due to safety hazards and contractual agreements with food service companies, coffee/refreshment breaks are to be arranged through Geneva Point. See in the Appendix, *Refreshment Planning Sheet* for all of our refreshment options.

C. Dining Room Procedures

1. Proper Attire

In accordance with health and sanitation regulations and New Hampshire State Law; shirts and shoes must be worn in the dining areas and shoes are strongly recommended elsewhere on the Center grounds, except at the beach.

2. During Mealtimes

To avoid congestion in the aisles, it is recommended that four tables at a time go to either side of the buffet lines. Please take one serving the first time through the buffet line. Second helpings are available as they last.

In accordance with health and sanitation regulations and New Hampshire State Law, guests are not allowed in the kitchen. Therefore, **THE KITCHEN IS ABSOLUTELY OFF LIMITS** to all but Geneva Point Center personnel.

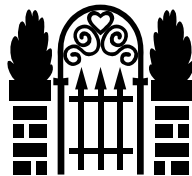
Geneva Point has a limited number of high chairs and booster seats available for small children.

3. Clearing the Dining Room

The dining room host/hostess requests the cooperation of group leaders in clearing the dining room after the meal. Specific instructions will be given during the first meal. Any questions about dining procedures or food service should be directed to the dining room host/hostess.

D. Ice Machine

The Center's ice machine is located outside our guest laundry (#6 on map). Ice is available to our guests from 7 a.m. to 9:30 p.m.



VIII. Buildings and Grounds

Geneva Point Center Buildings and Grounds staff retains complete responsibility for the maintenance and repair of all the facilities on the site. Groups needing tools or materials

for any purpose should make their requests through the Geneva Point office. Maintenance or repair needs should be reported to the Geneva Point office.

A. Caring for the Property

1. Water Conservation

Water conservation has become a crucial issue in the Lakes Region of New Hampshire. Geneva Point asks that group leaders make their conferences aware of the need to conserve water as well as other natural resources.

2. Property Damage

Contracting groups are responsible for damage to Geneva Point Center property, equipment, and facilities (beyond normal wear and tear). A breakage charge will be assessed to cover repair or replacement. However, if upon entering a building there is a damage or disrepair, please report this to the Geneva Point office so that its repair by Geneva Point staff may be arranged. Your cooperation is requested to help avoid unnecessary costs.

3. Graffiti

Geneva Point has embarked on a campaign to remove graffiti from its buildings. New graffiti will not be tolerated. A charge will be made for the removal of any new graffiti based on the area to be cleaned. The minimum charge is \$25.00.

4. Departure Clean-Up

To ensure the beauty of Geneva Point, it is expected that, prior to departure, each group will conduct a general clean up of those buildings and areas used by the group. For example, picking up litter is helpful, as is tidying up meeting spaces. This effort assists the Center staff's preparation for the next group and identifies areas in need of repair or replacement. Guidelines and expectations for use of the housing will be posted near the entrance to each guest accommodation. Groups are expected to vacate their rooms by 10:00 a.m. on departure day. The last meal served before departure will be breakfast unless prior arrangements have been made.

B. Fire Safety & Emergency Procedures

1. Reporting Fires & Emergencies

Report any fire or other emergency to the office or nearest Geneva Point staff person. A siren and/or an air horn will be sounded. Everyone should report to the Green in front of the Chapel and cooperate with Geneva Point staff members responding to the alarm.

All housing accommodations are equipped with smoke and/or heat detectors; in case of fire, an alarm will sound. Occupants are requested to shut, but not lock, their doors; leave the building by the nearest exit; and report the fire to the nearest Geneva Point staff person.

If emergencies occur when the office is not open, contact Center staff via the emergency telephones at the following locations:

Office Porch
Tan House (next to office)
White House (adjacent to volleyball court)

Gibbes House
Meeting House Lower Level

2. Campfires

Persons wishing to have an outdoor fire anywhere on the grounds are required to obtain permission in advance through the Geneva Point office. No outdoor fires are to be kindled without permission of the Geneva Point office staff that must report all planned fires to local fire wardens.

Supplies of firewood are maintained at the Council Ring, Inn Lobby, Lake View Lodge Common Room, and the Barn. Firewood is also available for use on the grounds, free of charge in small quantities, from the woodshed located beside the guest accommodations building. Small kindling wood should be gathered by the group from “dead and down” trees and branches.

Groups desiring greater quantities of firewood may make arrangements with the office for the purchase of firewood through local suppliers. This request should be included in the group’s Planning Chart submitted three weeks prior to the start of the event.

3. Fire Safety

Due to the many wood frame buildings and wooded areas, caution should be exercised when using electrical equipment, building wood fires, or smoking.

SMOKING IS NOT PERMITTED IN ANY OF THE BUILDINGS OR ON THE BUILDING PORCHES, DECKS, ETC., not only for fire protection reasons, but also because many find residual smoke offensive. ***Smoking is only allowed in designated outdoor areas.***

CANDLES and INCENSE may be used only during worship services and with the Center’s permission.

FIREARMS and AMMUNITION are NOT PERMITTED on the grounds.

For your safety and in accordance with New Hampshire State Law, FIREWORKS, including firecrackers and all explosives are PROHIBITED at Geneva Point Center.

4. Other Safety Concerns

Any use or handling of gasoline, flammable liquids, poisonous substances, or power and hand tools must be cleared with the Executive Director. Staff and guests are forbidden to transport anyone in vehicles not designed for passengers.

C. Automobiles, Parking, Speed Limit

For safety's sake, the maximum speed on Geneva Point Center roads is five (5) miles per hour. Pedestrians have the right of way at all times. Temporary parking for loading or unloading passengers and baggage is permissible on the open roads of the Center. Group leaders; please instruct your conferees to move their cars to the parking lot behind the Administration Building once they have unloaded their luggage. For those persons housed in Lake View Lodge, Lake View Cabins, and Gibbes House, one car per unit may be parked there.

D. Off-Limit Areas

Group participants must refrain from entering Geneva Point staff buildings; buildings used by other groups on site, Camp Robindel, and Garnet Point properties.



IX. Living Accommodations

A. Lodging

The choice of accommodations rests in part with the contracting group; however, Geneva Point Center management reserves the right to adjust housing selections so that the greatest number of persons may be served. It is essential for both parties that attendance figures submitted with housing assignments and contracts are as accurate as possible.

In the Appendix, *Housing Descriptions* describes the features of each housing unit.

1. Linens & Furnishings

Geneva Point bedding, linen, blankets, pillows and other furnishings should not be removed from the buildings. ***If chairs are moved out of doors, they should be returned to their proper location after use.***

2. Lodging Supplies/Maintenance Problems

Maintenance and housekeeping problems should be reported to the Geneva Point office staff who will then contact the Buildings and Grounds staff to make the necessary repairs.

3. Tent & Trailer Area

Located behind the Barn, this area with ten sites available, is limited to four persons per site, has few hookups, and is available only on the condition that meals are taken in the dining room with the conference in attendance. A central bath and shower house serves this area and adjacent housing.

4. Laundromat

Washers and dryers are located in building #6 on the map, between the ice cream shop and the Inn. Laundry supplies may be purchased at the Center store and also at the office.

5. Lost & Found

Reports of lost articles should be made to the Geneva Point office staff; all found articles should be brought up to the office (see #1 on the site map) where a staff member will tag them. In the case of articles left at the Center, the office can be reached by phone at 603-253-4366. After 10 days, Geneva Point management will donate any unclaimed articles to charity.

6. Things to Bring

Geneva Point recommends that guests bring the following items to help make their stay more comfortable:

- *Clothing for warm, cool, or rainy weather. (Nights can be cool, even in warm weather)
- *Extra blanket for cool evenings and use at beach
- *Beach towels & sunscreen
- *Mosquito repellent
- *Flashlight
- *Water bottle
- *Stroller and/or playpen for infants, small children
- *Books, games, crayons, & paper for toddlers
- *Money for the camp stores: Winni Scoops and Crossroads Gift Shop

X. Meeting Spaces & Audio-Visual Equipment

Geneva Point Center is equipped with various meeting spaces that can accommodate groups of all sizes and interests. Meeting spaces are determined with the Registrar in advance and should be listed on the planning chart in Column 6. A Meeting Room Set-up form for each meeting space (indoor or outdoor) should be completed and returned with the planning chart at least 3 weeks prior to your group's arrival.

A. Meeting Facilities

There are a number of meeting areas for group use. When more than one group is in residence, space use will be coordinated based on the needs of each group. It is recommended that group leaders request meeting space as soon as their program needs are identified. The cooperation of group leaders is essential and much appreciated in scheduling facilities.

Meeting Space	Seating Capacity
Meeting House	
Main Meeting Room	up to 350
Main Floor Classroom (Room 3)	up to 30
Screened Porch	up to 50
Upper Room	up to 40
Lower Level (can be divided into rooms 4, 5, & 6) large room	up to 30 each room or one
Inn – 1 st floor classroom	up to 20
Inn Lobby w/wood stove	up to 45
The Chapel – 2 downstairs rooms	
Meditation Room carpeted w/heat	up to 10
Class Room	up to 15
Assembly Room & Balcony combined	up to 250
The Barn w/fireplace	up to 200
Pine Haven carpeted w/heat	up to 30
Siftar Cottage	up to 20
Shaw Cottage	
Greene Room w/fireplace	up to 20
Roxmont Room w/fireplace	up to 15
Lake View Lodge Common Room w/fireplace & heat	up to 40
Emily V. Gibbes House	
Scandia Room w/heat	up to 50
Meeting Room w/heat	up to 30
Council Ring, outdoors w/fire pit	up to 150
Outdoor Chapel without roof	up to 150
Program Lodge #1 w/fireplace (Geneva Woods)	

#2 (Geneva Woods)
#3 w/fireplace (Geneva Woods)

1. Outdoors Stage

Located on a hillside overlooking the ball field, groups can use this stage for outdoor concerts, talent shows, and more. A sound system can be provided; electricity and lighting are also available.

It should be noted that the maximum capacities assume a theater style set up. In addition to the above locations there are many informal areas the around the grounds for meetings. The Geneva Point program or office staff will arrange areas to be used for programs if these needs are outlined in advance.

B. Audio Visual Equipment

The Center has available upon request: a portable screen, microphones with amplifiers, two digital projectors, an overhead projector, DVD's and VCR's, color televisions (monitor/receiver), stereo tape and CD player, and flip charts. Use of this equipment is free on a first come first served basis. Groups requesting equipment that is not available will be referred to organizations able to rent the equipment. Groups with extensive audiovisual needs are advised to bring their own equipment. Please write in the Additional Notes section of the Meeting Space Set-up Form any special requests for the addition or removal of audiovisual equipment on a particular day or at a particular time. We will do our best to accommodate requests as staffing and equipment allow.

All requests for audiovisual equipment should be checked off on the *Meeting Space Set-up Form* (see Appendix) and attached to the group's planning chart. Planning Charts are due to Geneva Point Center **at least three weeks prior to group's arrival.**

C. Meeting Room Supplies

Our office will supply your group with a packet containing pencils, writing pads, tacks, tape, chalk, markers, etc. We ask that you return your items to our Office before your departure. Please check with the Geneva Point office staff before placing tacks, nails, or tape on walls or doors.

XI. Recreation

Geneva Point Center offers many opportunities to guests for outdoor activity and recreation.



A. Hiking

Six miles of roads and marked trails lead through wooded areas on the site. Geneva Point also offers the Charles C. Kujawa Memorial Nature Trail, a nature walk, along the shoreline of Winnepesaukee, bordered by a variety of native trees, plants, and ferns. Guides to the Kujawa Nature Trail are available in trail boxes at either end of the trail during summer months, as well as in the office.

Suggestions for off-site mountain climbs and nature hikes are available through the Center office.

B. Tennis

Two courts are provided but individuals should bring their own rackets and balls. The courts are clay and MUST be rolled daily. This work is normally done around the breakfast hour. Please cooperate and plan your schedule so that the courts are clear at this time. Courts should not be played on when wet, nor used before 7:00 a.m. because of staff housing nearby.

When there is more than one group in residence, it may be necessary to initiate a reservation sign-up sheet to ensure equal access among groups.

C. Volleyball

A sand volleyball court is available for summer use. A portable volleyball net is also available and can be set up with advance notice. Volleyballs may be borrowed from the equipment closet in the office.

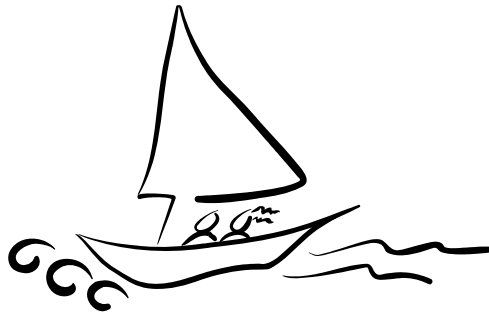
D. Field Sports & Equipment

Recreational equipment for softball, soccer, and other sports are available for guest use. However, as equipment is limited, it is recommended that groups bring their own balls, bats, etc. Some equipment may be signed out at the Geneva Point office. In case of loss or breakage, beyond normal wear and tear, a charge will be assessed to the group.

Both adults and children choosing to bring their bicycle to Geneva Point must wear bicycle helmets at all times while riding a bicycle on Geneva Point property.

Guests not wearing bicycle helmets will be asked to wear one or to refrain from riding a bicycle during their stay.

Skateboarding and Rollerblading ARE STRICTLY PROHIBITED due to rough terrain and pedestrian traffic.



XII. Waterfront

Come swim and boat on Geneva Point's beautiful waterfront overlooking the Ossipee Mountains! The waterfront is one of the most fun, but also one of the most dangerous places on our site. It is for that reason that we insist on adherence to posted rules and directions from lifeguards. Lifeguards are trained in water safety and rescue and they will provide your group with a brief orientation to the beach upon arrival. Lifeguards will supervise swimming and boating areas during daily waterfront hours (9-12 noon and 1-5 pm, weather permitting).

Keep in mind that, even with lifeguards on duty, small children and youth, must still be supervised closely by parents, chaperones, and group leaders. Help lifeguards maintain a fun, safe waterfront by monitoring your swimmers during waterfront time.

See in the Appendix, *Waterfront Safety Policies* for a complete listing of swimming and boating guidelines. It is the group leader's responsibility to ensure all water safety procedures are shared with group participants.

Please indicate requests for swimming and boating times on your planning chart in column 4 under GPC Led. Lifeguards will be scheduled accordingly.

A. Swimming

Guests are encouraged to use the waterfront during scheduled, supervised hours. Those hours are 9-12 noon and 1-5pm daily. Morning swims (no earlier than 7am) and evening swims may be scheduled in advance on the planning chart.

B. Recreational Boating

Canoes, funyaks, and paddleboats are generally available during waterfront hours depending on weather and availability. This watercraft can be used within perimeters of Geneva Point's waterfront, always at the discretion of the lifeguard.

Canoe trips and basic canoe instruction are also available through the Geneva Point waterfront staff (see section *XIII Program Support*). Large and small group canoe trips must be scheduled in advance on your group's planning chart. Canoes are also available for recreational use within shore boundaries during waterfront hours and as staffing and weather permit.

C. Bringing Your Own Watercraft

Guests may bring watercraft (boats, canoes, kayaks, etc.) to Geneva Point. Guests bringing their own watercraft must sign a *Waiver of Responsibility of Vessel* (see Appendix) and receive an orientation from our waterfront staff. **Jet skis and Jet Ski like boats** (no matter the size) are not permitted on Geneva Point property.



XIII. Geneva Point Center's Program Support

As a retreat or conference planner, you have the rewarding, but sometimes challenging task of creating a meaningful schedule of events that meets the goals of your group. On the next several pages are a number of spiritual, recreational, and educational opportunities for your group. All program requests should be listed in column 4 of your planning chart in the GPC Led column. Programs listed in Group Led column indicate that you are not requesting Geneva Point program staff or services.

There is no extra charge for the programs listed below the exception of the Challenge Course. Geneva Point will make every effort to contact you prior to your program if requests cannot be met or if they need modification.

One adult chaperone must accompany every 10 participants under the age of 18 for all of the activities listed below. Thank you.

A. Worship, Study, & Spiritual Growth – Pastors at the Point

Looking for ways to bring your group together in worship? Wondering how to provide opportunities for spiritual growth and support for your group during your stay at Geneva Point? Would you like to learn more about a book in the Bible and how it relates to your everyday life?

Pastors at the Point is a program where current or retired Christian pastors are invited to spend a week at Geneva Point serving groups and staff through ecumenical worship, devotions, Bible study, and pastoral care time, while also taking time for their own personal retreat. Many of these pastors have a history with Geneva Point; some are new to the Center. All pastors participate in an interview process to ensure that mission and goals match.

Your group and individuals in your group are welcome to attend any and all of these worship opportunities during your stay. In order for pastors to best serve *your* group, please schedule a time with the pastor on your planning chart (in column 4, under *GPC Led*). By doing so, pastors are able to prepare services, studies, or activities ahead of time to meet your group's specific goals or needs.

1. Planning Guidelines

Upon request of groups we do offer daily worship services.

2. Sunday Morning

We have a regular series of outdoor morning and twilight services scheduled for our GPC family and friends – ALL are most welcome to join us, please check our schedule.

**Note: If you have a special request for a worship or Bible study topic, or if your group would like to request another service at a different time, please contact Geneva Point Center.*

B. Canoe Trips

Would you like to paddle a canoe through the soothing waters of Winnepesaukee, perhaps catching a glimpse of a loon diving for its next meal? Would you like to journey around the islands, experiencing the beauty of these open waters? Geneva Point lifeguards, trained in canoe instruction, will guide your group in a fun, safe adventure on Winnepesaukee.

1. Planning Guidelines

Please distinguish on your planning chart in column 4 under "GPC Led", whether you are looking for a Canoe Trip or Recreational Boating (see section XII. Waterfront).

Maximum Group Size: 20 (if two people per canoe)

30 (if three people per canoe)

Minimum Age: 12 (children under 12 must be accompanied by an adult)

Program Length: 1-2 hours (preferably between 9-12 noon)

Note: Canoe trips are not permitted outside the boundaries of the recreational canoeing area without a Geneva Point certified lifeguard. Canoes are generally available for recreational canoeing when lifeguards are on duty and as weather and safety permits.

C. Water Carnivals

Come have an hour of hilarious fun at the beach. Our staff will lead your group through a number of crazy games that take place in the shallow water area. After a great time with the games, enjoy a short free swim before going back to camp. Events are for both swimmers and non-swimmers.

Planning Guidelines:

Maximum Group Size: 30 participants

Minimum Age: 5

Program Length: 1/2 - 3/4 Hour (preferably between 9-12 noon)

D. Campfires

Need a little ambiance for your evening activities? Geneva Point staff can prepare a campfire for your group so that all you need to do is light the match when your group arrives.

Please make requests for campfires on your planning chart before your group arrives. Write "campfire" in column 4 under "GPC Led" and we will have the fire prepared for the time and location indicated. No campfires are permitted without advance notice on your group's planning chart or by checking in at the office. This is a local fire regulation.

NOTE: Campfires may be prohibited in dry season

E. Nature Hikes

Looking to explore the woods of New Hampshire and learn about the sights and sounds of this naturally rich area? Geneva Point's on-site naturalist (mid-May through mid-October) can take your group on a day hike or a night hike through the trails of Geneva Point Center. Hikes can be geared to all ages.

Planning Guidelines

Maximum group size: 15–20 people

Minimum age: 5

Please select from the following program times:

Day Hikes: 11–12 noon

4–5 pm

Night Hikes: 8–9 pm

**The format of the hike may be modified to accommodate variations in age and size of group.*

F. Learning about Loons

Learn about this mysterious, threatened bird that serenades us with its unique calls, as it resides here on Lake Winnepesaukee during the summer months. How many chicks do loons have? How do they protect their young? Why are loons threatened and what are places like the Loon Center, located right here in Moultonboro, doing to protect this beautiful, unique bird? Find out in this exciting presentation, including an award-winning video about loons!

Planning Guidelines:

Maximum Group Size: 30-40

Minimum age: 5

G. Ice Breakers

Want to get your group warmed up before the start of your event? Let Geneva Point staff help your group “break the ice” with icebreakers, get-to-know games, and just plain fun!

Planning Guideline:

Maximum Group Size: 25-30

Minimum Age: 5

Program Length: 1/2 -1 hour

**Note: Larger groups may be accommodated with activities modified to ages and size of group.*

H. Karaoke

Become GPC Idol, with our karaoke machine. This can be set up anywhere with electrical outlets, the song choice varies from Pop, Rock, Country, and Christian. The karaoke machine can be set up using the 12-inch TV screen or hooked up to a large screen with an LCD projector and high quality sound system.

XIV. Medical and Health Services

Health and safety for guests, participants, and staff is a primary concern of Geneva Point Center. For this reason during the summer months the Center maintains the health services, facilities, and policies outlined below:

A. Emergency Procedures

In a life or death situation always dial 911, then dial our “on call” person and leave your message. If you have a non-life threatening situation dial our “on call” person.

B. Health Center

Located in Malden Cottage (#15 on site map), the Health Center is staffed during the summer months by trained medical personnel. They may be reached in case of emergency through either the Health Center or through the Geneva Point office. Geneva Point arranges for necessary services from licensed physicians and clinics located in nearby communities and/or from the Lakes Region General Hospital in Laconia. However, the group is responsible for arranging for emergency transportation for medical treatment.

1. Health Center Hours

Routine hours for non-emergencies are one half-hour following each meal.

2. When the Health Center Is Not Available

Geneva Point will provide 24-hour nurse coverage during the main part of the summer. This coverage is definitely provided when children are on site without parents. Please understand that we will do all we can to help your group in health and safety issues. When a nurse is not on duty, the group is responsible for proper health coverage, including having a member of your group who is certified in basic First Aid and CPR. Please contact Geneva Point if you have any questions in this area.

C. Health and Safety Standards

Geneva Point Center is an American Camp Association (ACA) Accredited Camp. Accreditation requires the Center to adhere to numerous standards, many of which are related to health and safety. These standards are continuously being evaluated and improved by the ACA, keeping them current with changing times and conditions. Each year the Center must certify its compliance with all of the mandatory standards. At least every third year, the ACA sends a team to visit the Center to evaluate the level of compliance with all of the standards and make recommendations for improvement. Geneva Point takes this process very seriously and invariably earns high scores each visit.

Geneva Point Center is also licensed by the State of New Hampshire and inspected each year, including periodic water tests of all water supplies, as well as, the waterfront, the Health Center, food service facilities, etc.

D. Communicable Diseases

In order to protect the staff and other participants, the Center requires that all persons confirmed to be suffering from a communicable disease such as measles, chicken pox, etc. leave the grounds. Persons suspected of suffering from a communicable disease will be isolated immediately pending confirmation.

In all situations the Geneva Point medical staff, in consultation with the executive director, will have the final authority to require ill persons to leave the grounds. The Center medical staff will work with the patient and the patient's family to find the required level of care if needed.

E. Geneva Point Center Staff: Safety Qualifications

Some of the Center staff hold valid certification in First Aid and/or CPR. All waterfront personnel have proper certification in Lifeguarding and/or water safety instruction.

F. Hepatitis B

New Hampshire state law requires that all persons coming to camp and born on or after January 1, 1993 must show documentation of at least the initial immunization against hepatitis B.

G. Under-Eighteen Health Records

All persons under the age of 18 (unless accompanied by parent) must provide, on arrival, an emergency medical treatment permission form, signed by their parent or guardian, and a medical history including immunization data.

Group leaders should collect these forms and submit them to the Geneva Point nurse during registration. A sample copy of a form useful for this purpose may be found at the end of this guide in the appendix. Standard forms used by doctors and clinics are also acceptable provided that all the required information is included.

These same persons (under 18 and not accompanied by a parent) shall undergo a health screening by the Center nurse upon arrival. Information derived from this screening will be recorded as part of an individual's health records.

H. Medications

Anyone under 18 should list on their health records all regular medications they are taking at the time of their stay at the center. For the safety of everyone in camp, all medications (with some exceptions to be discussed with the Director or Camp nurse) must be stored in the Health Center for youth and leaders of youth camps. Only medications prescribed by a physician will be administered at camp. If a camper will need to take a medication for which there is no current prescription, your physician should write a prescription or a note to the camp authorizing administration of the medication. Physician's statements authorizing administration of medication must include the name of the medication, the dosage, the time the medication is to be taken, and the length of time the child is to be on the medication. **All medications must be in the original or prescription bottle.** In addition, a "parent release" must be signed by the parent/guardian. A sample form, which includes an area for the physician statement and parent release is included in the appendix. In the event that a child is sent to camp with a medication and does not have the required authorization from a physician and/or parent as outlined above; the camp nurse **MUST** hold the medication until such authorization can be obtained. A limited number of common medications can be provided to campers under the Standing Orders provided for by the camp physician. The Camp nurse can provide information regarding these medications and guidelines for their administration. Parent authorization must be provided on this form in order for these medications to be administered. It is the responsibility of the camper to ensure that he/she gets medication, and the responsibility of the group leader to follow up on the camper to make sure that all medications are taken when needed.

I. Alcohol, Drugs, and Smoking

The use of alcoholic beverages by persons twenty-one (21) years of age and over maybe permitted at Geneva Point Center only in non-public, unorganized situations, as in private or in living units. Contact Geneva Point Center about the requirements for serving alcohol at your event.

Use of drugs, unless prescribed by a physician, is not permitted. Geneva Point guests must abide by New Hampshire state law that does not allow children under 18 years of age to purchase, possess, or use tobacco related products.

XV. Camp Stores

Both Winni Scoops and Crossroads Gift Shop are open to guests from mid-June through early September. Store hours are listed below and are subject to change.

A. Winni Scoops

Located at the east end of Shaw Cottage, this store provides ice cream, snacks, beverages, post cards, T-shirts/sweatshirts, and sundries.

Winni Scoops hours will generally be 1:30-3:30 pm and 7:30-9:30 pm.

A soda/juice machine is available outside the store for most of the season.

B. Crossroads Gift Shop

This shop is situated on the first floor of the Inn. The shop has Church World Service/SERV items, jewelry, stationery, books, towels, maple syrup, and other gifts for sale.

Crossroads Gift Shop hours will generally be 11-12 noon, 1-2 pm, 4-5 pm, and 6-8 pm.