

CarsonSprings Baptist Conference Center

GENERAL INFORMATION

ADMINISTRATION OFFICE

The conference center administration offices are open Monday through Friday, 8:00 a.m. – 4:30 p.m.

ALCOHOL

Alcoholic beverages are not allowed.

AUDIO VISUALS

A variety of AV equipment is available for meeting use. Reservations should be made in advance on the Conference Center Space Addendum form included with your Reservation Agreement.

Available Equipment: TV/VCR, DVD, Projector (Computer, VCR, and DVD compatible), Over-Head Projector, Projection Screen, Dry Erase/paper pad easel, microphone, wireless microphone, Portable PA System, CD/tape player, electronic keyboard, piano.

Please contact our Assistant Manager for help in selecting which equipment your group will need.

BANQUETS

Banquets, parties, receptions, or other activities may be scheduled by contacting the Bookings & Reservations Department. A special "Banquets Menu" is available for such events, and special requests may be considered. Table decorations are the responsibility of the group. Please note that if candles are used in the centerpieces, they must be pillar candles with a solid, sturdy base. Taper or hand-held candles are not allowed. Also, please note that glitter or confetti, of any kind, is not allowed in the Dining Room. All tables will have tablecloths and place settings. Please request a current banquet menu for prices and types of meals served.

BILLING PROCEDURES

An invoice will be sent the following week to the attention of the group leader detailing all charges. The invoice will include regular charges plus charges for any damages. Payment should be made within thirty (30) days.

BONFIRE

A bonfire is available for \$10.00. Advance notification and reservations are required.

CHECK-IN

Check-In time is 4:00 p.m. When possible, guests may be allowed to register early though rooms may not be ready until after 4:00 p.m.

CHECK-OUT

Check-Out time is 10:00 a.m. However, a late check out time may be arranged.

CONFERENCE MEETING SPACE

Conference Center - All space specifically assigned to your conference may be utilized as desired. If two or more conferences are using the center, appropriate space will be assigned to meet the needs of each conference. Conferences should be limited to the assigned conference space. Lobbies and other public areas are not to be used for meetings or exhibits, unless prior arrangements have been made.

Room Set Ups: Requested room arrangements may be sketched on the Conference Center Space Addendum form. There are three table sizes available for conference center groups: 18" x 72", 30" x 72", and 5' round. Groups meeting in the camp facility will have use of 30" x 72" tables.

Do not use tape, tacks or staples on the walls. Please do not tape items on windows or doors.

Camp Facility - Stokely Chapel has recently undergone an extensive rehabilitation. The entire facility is heated and has air conditioning. The auditorium has seating for 300 with moveable "pew" chairs. The downstairs of the chapel has 10 breakout classrooms as well as one larger meeting room. Due to the renovations and our desire to keep the chapel looking nice, **NO FOOD OR DRINK OF ANY KIND** will be allowed in the auditorium. **NO** arts and crafts may be done in this building. Carson Hall can be used for this type of activity. **NO** confetti or glitter may be used in the chapel. **NO** candles of any type may be used. **NO** items may be taped in any wall. Any damage will be charged to the group. A Day Use Fee of \$150.00 will be charged for groups utilizing this building for a day meeting only.

DAMAGE TO PROPERTY

Tennessee Baptists have a significant investment in the CSBCC property. Any property, including recreation equipment, which is damaged or destroyed through the actions of a guest, shall become the responsibility of that group. Charges for damages will be included in the group billing.

DEPOSITS

All groups are required to make a deposit to CSBCC as outlined in the Reservation Agreement. Please refer to the Reservation Agreement for the details concerning a deposit.

DRESS CODE

CarsonSprings Baptist Conference Center is a Christian retreat center. Guests are expected to dress reflecting a Christian example. Conference leaders are responsible for the dress of the conferees they bring. The manner of dress should be set and communicated prior to leaving home. Immodest shorts, or tops, distasteful monograms, or other extreme dress are not acceptable at any time and will be reported to the conference leaders for correction. More restrictive/comprehensive dress codes may be established by individual programs as desired.

DUPLICATING

Black and white copies are available at a cost of .10¢ each, color copies are 25 cents each. Transparencies can be made at the front desk for .25¢ each.

EXHIBITS

Displays are to be confined to areas assigned as conference space. No displays are to be located in passageways where they obstruct free flow of traffic, unless prior arrangements are made.

EMERGENCY NUMBERS

During normal business hours: (423)623-2764 or Toll Free 1-877-704-6336. The Manager's home extension is 1001 (this is to be used **only** in an emergency after regular hours)

FAX

The CSBCC fax number is (423)623-7880. Sending and receiving is available at the Front Desk. Charges are as follows:

Sending:	1 st Page	\$2.00	Receiving:	No Charge
	Additional	\$1.00		

FIRST AID

All groups are required to have a designated First Aid individual. For Summer Camp, the Nurse's Station is available for the week of camp. Groups must provide their own supplies. All guests are automatically covered by accident insurance while on the grounds. In the event a guest needs medical attention, please contact the front desk immediately to complete required paperwork. Arrangements will be made to see a local physician. Carson Springs staff are not allowed to dispense any type of medical aid.

GAMES

A variety of board games are available at the Front Desk and in the Activities Center for use by guests. The following games are available: Checkers, Chinese checkers, Dominoes, UNO, Phase 10, Scrabble, Monopoly, and Sorry! Please see the Front Desk Clerk to check out one of these games.

GATE

The main gate at CarsonSprings is set on an automatic timer to close at 11:00 p.m. each evening. Your group will be supplied with the gate code upon check in. Special arrangements should be made to inform late arrivals of the code. The keypad is located on the left as you drive up to the gate.

GROUP LEADER RESPONSIBILITY

A designated group leader for every group is responsible for the actions and activities of the group. Furthermore, the group leader is expected to be the last one of the group to leave the facility.

GUEST CONDUCT

Guest discipline and conduct is the responsibility of the Conference Leader. The Conference Leader is to provide adequate information of CSBCC curfew, dress, and other regulations. The Conference Leader does not have the authority to waive CSBCC regulations.

HOUSING

CarsonSprings Baptist Conference Center has 36 motel-type rooms with 34 rooms having two double beds and 2 rooms that are handicapped accessible.

The camp facility provides a variety of accommodations.

Lodge	Room Type	# of Rooms	Bed Arrangement	Total Capacity	Bath Arrangement
Ginn	Semi-private	6	1 double/1twin	12/18	Shared with next room
	Private	1	1 twin	1	Private
Maple	Semi-Private	8	1 double/1 twin	8/16/24	Shared with next room
	Private	1	King	2	Private
Dogwood	Bunk	7	2 twin bunks	14/28	Shared with next room
Cedar	Bunk	2	10 bunks per room	40	4 showers/6 stalls/6 sinks
	Semi-Private	1	2 twins	2	Shared with lodge
Hickory	Bunk	6	7 bunks per room	92 (plus 4 singles)	6 showers/6 stalls/6 sinks
Pine	Bunk	6	7 bunks per room	92 (plus 4 singles)	6 showers/6 stalls/6 sinks
Laurel	Bunk	6	7 bunks per room	92 (plus 4 singles)	6 showers/6 stalls/6 sinks
Director's Apt	Private	1	1 double	2	Private

CSBCC reserves the right to assign housing in the camp facility as necessary, and to reserve certain accommodations for adult use only in order to better maintain our facilities. Under no circumstances should a male camper enter or look inside a facility designated as female only accommodations. Likewise, under no circumstances should a female camper enter or look inside a facility designated as male

only accommodations. CSBCC staff will be responsible for the intermittent cleaning of all of the accommodations during your stay and will thoroughly clean each facility between groups. However, we do ask each group to police their lodging area daily. All trash should be picked up and placed in trash receptacles. Groups should leave facilities in the same general condition as when they arrived. Also, furniture should not be moved from the position in which they are found, since any new placement may result in violation of fire codes or damage to the furniture.

HOUSEKEEPING SERVICES

All conference center rooms are furnished with bed and bath linens. Due to limited housekeeping staff, only bath linens will be changed on a daily basis in the conference center. Beds will not be made or changed daily. For guests staying in our semi-private rooms (Ginn and Maple Lodge), bed and bath linens are provided but they are not changed daily. Guests staying in bunk lodges should bring their own bed and bath linens (twin sheets, blanket, or sleeping bag, and towels.)

INFORMATION

The Front Desk, located in the lobby of the conference center, can provide guests with campus, conference, travel, and tourist information. We suggest that as much written information as possible, concerning your conference be delivered to this desk. Provide all program changes that affect conference locations or time schedules to this desk.

INTERNET ACCESS

Wireless internet access is available in the lobby and meeting rooms of the conference center. The pass code will be issued upon check-in.

INSURANCE

All guests are automatically covered by accident insurance while on the grounds. In the event a guest needs medical attention, please contact the front desk immediately. Arrangements will be made to see a local physician.

KITCHEN ACCESS

Health department regulations require that only those individuals vital to the preparation of food be allowed in the kitchen at any time. Therefore, only CSBCC Food Service employees are allowed in the kitchen area. No food items brought in may be stored in any cooler/freezer at CarsonSprings. No medication (i.e., insulin) may be stored in any cooler at CSBCC. This is in compliance with health department regulations.

LOST AND FOUND

Please turn all found items into the Front Desk.

MAIL SERVICES

All outgoing mail should be turned in to the Front Desk before 10:00 a.m. each day. This will ensure the items will be mailed that day. Postage is available at the Front Desk during regular business hours.

MAINTENANCE

Ongoing maintenance of the conference center and other buildings is the responsibility of the CSBCC and no charge is made to the program for normal repairs or maintenance services. Please report maintenance problems to the Front Desk Clerk.

MEALS

All meals at CSBCC are served buffet style, unless prior arrangements are made with the Food Services manager at least two (2) weeks prior to arrival. Our buffet lines consist of a hot bar, salad/cold bar, bread and dessert bar, and two beverage stations. A variety of hot and cold items are served with each meal. If your group would prefer the privacy of your meeting room during meal time(s), our "Special Dining Menu" is available upon request (two-week notice required).

- ◆ Dining Room Hours at CarsonSprings are as follows:
 - ◆ Breakfast 7:45 a.m. - 9:15 a.m. (Early morning coffee 7:00 a.m.)
 - ◆ Lunch 11:45 a.m. - 1:15 p.m.
 - ◆ Dinner 5:45 p.m. - 7:15 p.m.

Guests may eat at any time during the hours listed above. If a group requires a change in meal times due to a scheduling conflict, please contact the Food Services Manager **at least two (2) weeks prior** to your arrival. **SPECIAL NOTE:** Please be aware the first meal will be charged according to the numbers submitted. Changes in numbers can be made after the first meal at the group leaders request.

- ◆ **Summer Camp** Standard Meal Times are:
 - ◆ Breakfast 8:00 a.m.
 - ◆ Lunch 12:00 noon
 - ◆ Dinner – 6:00 p.m.
- ◆ **Special Dietary Needs:** Special diets are always considered at CarsonSprings. If someone in the group requires a special diet, please let us know as soon as possible and we will make every effort to accommodate their special needs. However, if you should forget - there is always a variety of healthy choices on the buffet.
- ◆ **Please note: The Dining Room cannot be used as a meeting or break out room. We are sorry for the inconvenience. Our Food Service department needs time to prepare the dining room for the next meal.**

OFF LIMIT AREAS

Certain clearly marked areas, although on CSBCC grounds, are off-limits. Special permission is required from the CSBCC Manager to access these areas. All persons must stay on clearly marked trails or walking areas.

OUTDOOR SERVICES

Outdoor services may be scheduled if requested space is available.

OWNERSHIP AND RESPONSIBILITY

CSBCC, including the camp facility, is owned and operated by the Executive Board of the Tennessee Baptist Convention. Administratively, CSBCC is assigned to the Administrative Services Group and therefore, under the authority of the Central Administrative Committee. Through the Administrative Director and the Central Administrative Committee, the Executive Board has employed a facility Manager. The manager is charged with the responsibility of maintaining the facility and hosting all groups who utilize the facilities. Additionally, the Manager is responsible for protecting both the property of the Executive Board and the groups that are guests. Therefore, the Manager has the responsibility and the authority to interpret the policies and procedures of these guidelines on a daily basis. Groups utilizing the facility shall agree to abide by the Manager's decision. Any guest is welcome to appeal a Manager's decision after the fact to the Administrative Director.

PETS

Pets are not permitted in any conference center or camp facility.

PROHIBITED ITEMS

The following items are not permitted on the CSBCC grounds: fire works, weapons, illegal drugs, smokeless tobacco, alcohol, or smoke-making machines. **Smoking is not permitted in any building.** No candles or incense are allowed to be burned in any guest room. If candles are used in any meeting room as part of a worship service, they must be pillar candles with a solid, sturdy base. Hand-held or taper candles are **not** to be used. If candles are used and wax is dripped on the floor, carpet, or tables, a cleaning fee will be assessed to the group.

QUIET HOURS

CarsonSprings Baptist Conference Center quiet hours are 11:00 p.m. - 6:30 a.m. Camp facility quiet hours can be arranged with the Manager.

RECREATIONAL EQUIPMENT/ACTIVITIES

For groups being housed in the camp facilities, there is a variety of sports equipment available including, basketball, volleyball, ping-pong, foosball, and air hockey. This equipment may be checked out to the group leader at the front desk.

A Wii Room is available in the Activities Center. The use of the room must be scheduled in advance and a member of the Carson Springs staff must be on duty. The room is not to be opened when a group has a scheduled activity other than free time.

ROPES COURSE (Three Strands Ministry)*

The Carolina Climbing Wall, featured here at CarsonSprings, is designed for participants of all levels of climbing experience. This fifty foot tall wall is a unique, versatile, and easily managed wall design. While the course is very much recreational and entertaining, it also provides a unique learning experience for participants. Professional, trained facilitators lead participants through the course to teach lessons on teamwork, trust, leadership, respect, communication, and problem solving. Ultimately, the course will provide an experience that points participants to the Heavenly Father.

*Important Facts about the Ropes Course:

- Groups must register in advance to use this course.
- There is an additional charge for this experience.
- All participants, 18 and older, must submit a signed release form.
- All participants under 18 must have a release form signed by a parent or guardian.
- Forms must be turned into CarsonSprings prior to participating in the experience.

Parking is limited at the ropes course. No vehicles larger than a 15 passenger van is allowed.

This activity must be scheduled in advance.

**Current Prices: \$15 for either low or high elements.
 \$25 for both low and high elements.**

PAINT BALL COMING SOON!

SALES TAX EXEMPTION

Consistent with the purpose of these facilities, the use of the camp and/or conference center is limited to organizations that are tax-exempt and have a valid Tennessee Sales Tax Exemption certificate. Groups from outside of the state are limited to those tax-exempt organizations that would qualify for a state sales tax exemption if they were located in the state. A tax-exempt certificate is due prior to or upon check-in.

SMOKING

Smoking is **NOT** permitted in any building on our campus.

SNACK BAR (Lumberjack Outpost)

The Lumberjack Outpost, (located in the camp area), can be open for groups during scheduled times. Please indicate times needed on your schedule. Please be aware that the Outpost should not be requested later than 10:00 p.m.

SNACKS

Our Food Service Department can prepare variety of snacks for your group. The price of this service is subject to your requests. Please complete the Break Request Form in your Reservation Agreement packet and return as indicated. A clean-up fee will be assessed in cases of extreme trash or residue.

SWIMMING POOL – A new pool is currently under construction and is expected to be completed by January 2009.

The pool is open during the summer only. No one may enter the pool area with out the CSBCC employed lifeguard on duty. The decision of the lifeguard on duty in regard to all activities, disputes, questions, or issues is final. This includes the right to revoke swimming privileges from any guest.

Pool Fee \$25/hour (price is subject to change). Pool use must be scheduled in advance.

TABLES

Tables can be supplied as requested or needed. Please request number of tables needed for your group on the Space Addendum form.

TELEPHONES

All conference center rooms and some camp lodges (Ginn Maple, Dogwood, & Cedar) are equipped with telephones. House phones are located on the first floor in the elevator lobby area of the conference center. There are no pay phones in the camp facility. Dial 8 to obtain an outside line. All long-distance calls must be placed using a calling card or by calling collect.

VEHICLES ON GROUNDS

To insure the safety of all groups, all automobiles should be parked for the duration of the group's stay (especially in the camp area). Vehicles should be parked in designated areas only. All roadways must be kept clear.

VENDING

Vending machines are located on the first and third floor of the conference center and the Lumberjack Outpost area of the camp facility. Drink machines are also located in the Activities Building, and Carson Hall.