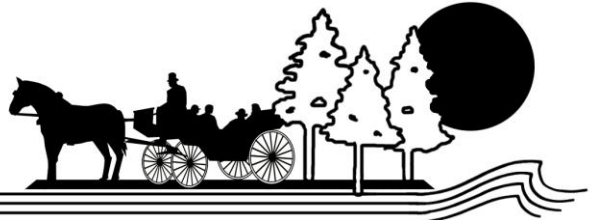


Welcome to

Nosoca Pines Ranch



We are glad that you have chosen Nosoca Pines Ranch. This facility is owned and operated by the Seventh-day Adventist Church and is a retreat center nestled along the shore of beautiful Lake Wateree in Liberty Hill, South Carolina. It is here for the purpose of providing a Christian atmosphere in which people of all ages, races, and Christian denominations can enjoy recreation, fun and fellowship. The management and staff of Nosoca Pines Ranch are dedicated to providing quality service and a place where you can escape the rigors of everyday life and enjoy the beautiful things God has created for us.

Enclosed is our camp policies that we trust will be helpful in planning for your stay here. **Carefully read over this information as some guidelines have been revised or changed. As a group leader, you are responsible for assuring that your group abides by these policies.** It is our goal to keep everyone safe as well as to have a fun, relaxed and enjoyable time.

We look forward to having your group here and will be happy to assist you in any way possible. May God bless you as you plan for your special event.

Your Friend,

Rick Faber Camp Manager / Summer Camp Director



Rental Group General Policies

We ask that the following policies and regulations be shared with your group so that all guests can experience safety first. It is our prayer that you and your group will enjoy this wonderful place and see the beauty of God's creation here at Nosoca.

General Guidelines

1. Groups using cabins must furnish their own bedding and towels unless prior arrangements have been made for linen rental. Linens are provided for the Hotel Lodges, The Cottage, and Directors Apartment.
2. All meeting and housing facilities are to be left clean. All trash should be put in trash containers on front porch at the end of your visit. Any extra decorations done by group such as confetti, hay, flower pedals, ect. must be cleaned up by the group or an extra fee will be applied for the extra deep cleaning done by Nosoca staff.
3. Each group is responsible to see that wildlife, vegetation, equipment, and buildings are protected from damage by members of their group. Absolutely no trees, vegetation, dead wood or the like are to be cut or removed.
4. Personal sports equipment should be stored and handled safely for everyone's protection.
5. Nosoca Pines Ranch is owned and operated by the Seventh-day Adventist Church. If you group is scheduled to use the camp over the weekend, we ask that your guest be aware of the following policy: from sundown on Friday until sundown on Saturday, we observe the Sabbath Day as stated in the fourth commandment. During this time, groups that are on the property are encouraged to have worship services. Food service is provided for groups. Activities such as hiking, canoeing, pontoon boat ride, horse carriage rides, horse drawn wagon rides and a variety of other things that are conducive to a worship atmosphere is available. Recreational activities such as volleyball, basketball, horseback riding, ski boats and swimming are not available during Sabbath hours. If you have any further questions about other activities during the Sabbath hours, please contact us.
6. **No** alcoholic beverages, narcotics, fireworks or weapons of any kind including but not limited to knives, guns, or personal bows and arrows are permitted on camp property.
7. Nosoca Pines Ranch is a smoke free environment.

8. Insurance: All groups must be covered by accident insurance.
9. To be courteous to others using Nosoca Pines Ranch as well as our neighbors, we ask that quiet time be observed after 11:00 PM.
10. Use of Nosoca Pines Ranch facilities and all activities are at your own risk.
11. Pets are NOT allowed. Any pets brought to camp will pay a fine of up to \$100.00. If the pet is brought into your housing, then an additional fine of up to \$200.00 will be charged for special cleaning and spraying of the building. You will also be responsible to pay for any additional fees for damages caused by your pet.
12. If guest leave things behind and wish to have them returned to them, it is most efficient to contact the main office. They can make arrangements to have it sent back at their expense. After 30 days the camp reserves the right to take any left and unclaimed lost and found items to the local charity.
13. Check In & Check Out: Group leaders are to check in with the Manager on Duty upon arrival to go over the weekend program and any last minute needs ect. We ask that you e-mail or fax back the Billing Check- Out Form the next day for billing process to begin.

Swimming Pool Regulations

Swimming pool is available only with a lifeguard on duty. Therefore, arrangements must be made ahead of time to use the pool. If you wish to provide your own life guards for pool and aquatic activity, please contact us as prior arrangements must be made and the Aquatic Orientation must be enforced by group.

The pool is fenced in and locked when not in use. Pool rules are posted as well as no diving signs clearly marked and the pool depths. A hot tub is also located in the pool area and is locked up unless being used. The shallow area is roped off from the deep water where diving is done. The first aid kit and safety equipment is locked up in the pool office. Only modest one piece swim suits are allowed and no Speed O's for men. Please inform your guest!

The appropriate number of lifeguards must be on duty in various locations for the pool to be open for swimming. There will be a minimum of 1 certified lifeguard on duty at all times with one spotter.

Lifeguard Minimums: Two Guards for 1 to 24 people
Three Guards for 25 to 74 people
Four Guards for 75 to 150 people
Five Guards for 151 to 100 people

Leaders and staff are considered part of the group and subject to the same requirements including that there must be lifeguards on duty in order for them to swim. There is no swimming at the lake.

Watercraft Orientation (CANOES)

When planning on using our watercrafts (canoes), a designated person from your group needs to be orientated to its use and share the following information to anyone using the watercraft. The following Rules are posted at the canoe shed. Be sure your guests using the watercrafts are aware of them.

1. **Sign the *Watercraft In /Out Form*** located at the canoe beach shed.
2. When boarding, keep weight low and step from bank into center of watercraft.
3. Distribute weight as evenly as possible in watercraft.
4. Do NOT attempt to change positions or stand up after leaving shore.
5. When debarking: keep weight low and step from center of watercraft onto bank.
6. If watercraft swamps, move it slowly to the bank so water can be drained.
7. If separated from swamped watercraft, use PFD to swim back to shore. Let your leader know the situation right away.
8. **All minors under 18 must have an adult accompany them.**
9. **Everyone must wear a PFD. (Life jacket)**

Personal Boat Policy

For those who bring and have the privilege of using their own watercraft, the following rules apply:

- Liabilities are between the Boat Owner and the User Group.
- Permission to bring boat must be granted from both User Group Leader AND the Camp Manager.
- Receive orientation to Nosoca's water front facility.
- You will be boating/docking from a different shore line.
- Any mis-use of boat or hindrance to the program will result in lost privilege and is at the discretion of the Group Leader AND Camp Manager.
- Boat Owner is responsible for their own ski equipment, ropes, and life jackets for their participants.
- Must have proof of insurance for liability/personal injury, and a current boat registration.
- Boat Owner is responsible for own gas. You may purchase gas from Nosoca.

Safety Regulations

1. Driving your vehicle:
 - A. Vehicle use is to be limited as much as possible in Camp.
 - B. Only persons with a valid driver's license may drive any motorized vehicle on Camp property.
 - C. Non-passenger vehicles: Individuals are not to ride in back of pickups, on trailers, on hoods or any outside parts of vehicles (including golf carts) not designed for passengers where seats are not attached to the vehicle.
 - D. Speed limits are posted around camp.
 - E. Golf carts can only hold the manufacture designed number of passengers (2 or 4). Passengers are to stay seated at all times when the vehicle is moving.
2. Shoes or sandals should be worn at all times, except at the pool or waterfront.
3. Shirts, pants/shorts, and shoes are required in the cafeteria.
4. Your group staff and campers should make themselves aware of potential natural hazards such as poison ivy, the presence of venomous snakes, and stinging insects.
5. You may be sharing Nosoca Pines Ranch with another group. It is important that respect and courtesy be shown to all with reference to behavior, quiet times, meeting facilities, cafeteria facilities and lodging.
6. All groups are advised to inform their staff of the following procedures in regard to intruders:
 - A. Report any unauthorized individual(s) to any Nosoca Pines Ranch staff.
 - B. The manager on duty will be contacted immediately, and will find the individual(s) in order to establish the nature of their presence in Camp.
 - C. The Manager on duty will incorporate appropriate action.

Supervision

All groups with children under 18 who are unaccompanied by a parent or guardian are advised to meet the following minimums for staff-to-camper ratios:

Camper Age	Number of Staff	to	Number of Children
4-5 years	1		5
6-8 years	1		6
9-14 years	1		8
15-18 years	1		10

The staff used to meet the above staff-to-child ratios, should meet the following requirements:

- A. At least 80% of the staff are 18 years of age or older.
- B. All staff is at least 16 years of age and at least two years older than the minors with whom they are working.

Healthcare

Nosoca Pines Ranch does not provide healthcare for groups. It is recommended that each group have their own healthcare specialist such as a doctor or nurse. If that is not possible, groups are advised to at least meet the following minimums:

- A. Groups with families are advised to have at least an adult on duty that has a CPR certification from a nationally recognized provider. Groups with children under the age of 18 who are unaccompanied by a parent or guardian are advised to have at least on adult on duty who has both CPR certification and first aid certification from a nationally recognized provider.

All groups are advised to provide their own first aid supplies.

Health Information

Group leaders are advised to gather the following information for their records:

1. Names and addresses of all participants.
2. Emergency contact names and numbers.
3. A listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodation while on site.
4. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver

Emergency Transportation

EMS services are available to Camp 24 hours a day, 7 days a week, year round provided by Kershaw County Fire & Rescue. Response time averages about 20-60 minutes to the Camp. They can be reached by simply dialing 911. The Manager on Duty will call if needed or the group leader. There are two pay phones available on Camp –

Main Office Pay Phone (803-273-2105).
Cafeteria (803-273-7222).

**If someone from your group makes a call to EMS,
please advise the manager on duty as soon as possible.**

Emergency Procedures

The following emergency procedures have been established at Nosoca Pines Ranch:

Emergency Coordinator- The Emergency Coordinator is the only person authorized to activate and manage an emergency procedure. Depending on the situation this person may be the Camp Manager or Ranger on duty.

The signal for an emergency is the main camp bell:

1. Continuous Bell – Meet at the flag pole for line call.
(Missing camper, fire, evacuation)
2. Intermittent Bell – Get into and stay in the closest building.
(Strong weather, wild animal)

Animal Emergencies – In the event a dangerous animal is spotted, intermittent bell will sound. All campers and staff should get into the nearest building and wait until the “All Clear” signal is given.

Thunderstorms – Take cover indoors as soon as possible and remain under cover until the storm is over or instruction is given. If indoor cover is not available, seek the cover of a grove of trees, staying away from the taller ones. If that is unavailable, seek as low ground as possible. Avoid tall trees and higher ground. If you are on the lake, go to shore as fast as possible and seek available cover.

Wind – Severe wind gusts often accompany thunderstorms. There should be constant vigilance against this possibility by making sure that lightweight items are not left out. If they cannot be put away, make sure they are fastened in place. Objects blowing about can cause damage and injuries.

Hurricanes – Warning of approaching hurricanes is usually given much farther in advance than for tornadoes and thunderstorms. Furthermore, the path of a hurricane is more easily followed, thus making the point of landfall a more readily forecast. Hurricane warnings need to be heeded. Steps for shutting down and securing the facility need to be started long before the hurricane strikes. Secure loose items, both inside and out, to avoid their being blown about. Prepare for possible flooding. Local governmental authorities will determine if evacuation is necessary.

Tornadoes – Of all storms, tornadoes produce the strongest winds and are probably the most likely to cause severe injury or death. The National Weather Services advises that tornadoes have touched down in every state in the lower forty-eight. With the approach of a tornado, cover should be taken in a building. It use to advised to open windows to let the pressure out, it has now been determined this has no value. Therefore, keep the windows closed and stay away from them.

Extreme Heat – Exceptionally hot weather may prevail in South Carolina. Drink plenty of fluids and restrict exercise during the heat of the day. Be alert to signs of heat exhaustion, (usually associated with higher humidity) and heat stroke (usually associated with low humidity). Wear loose-fitting, light clothing and keep out of the sun as much as possible.

Flood – Camp Management will monitor flood conditions and decide if an evacuation is needed.

Power Outage – Short term power outages often accompany thunderstorms. Sometimes the outage is more than short term. In darkness do not use candles or other open flame devices, you should use flashlights.

Wild Fire – Wild fires are forest or grass and brush fires, ect. In addition to a regular fire protection plan, any evacuation procedures will be determined by Camp management.

THINK SAFETY AT ALL TIMES!

Everyone should make themselves a committee of one to be alert to prevent any unsafe practice by anyone on the camp grounds. If you see a hazard, report it or DO something to make it SAFE!!

Food Service Policy

A minimum of 30 people per meal is required for food service. If less than 30, check for availability. Notify us with your guaranteed meal count no less than five (5) day prior to your arrival date. This is important to ensure our food order for you group and will actually be the minimum number of meals you will be charged.

Nosoca Pines Ranch serves a vegetarian diet. We offer vegan upon request.

The following is the schedule for meal times. Please plan your schedule accordingly. No lunch will be scheduled before 12:30pm! If your group has special needs and these do not meet you schedule, special arrangements **MUST** be made in advance.

Breakfast	8:00 am
Lunch	1:00 pm
Supper	6:00 pm

The following plan is the amount of time it takes to serve the size group. Please **DO NOT** post a closing time in your schedule. We need everyone to arrive on time in order to keep food hot and not waste staff time. This will also allow us to offer seconds without someone missing out on firsts. It is important to be timely!

When your group is a half hour late to meal time, there will be an added charge of \$1.00 per person for that meal. Any special food service needs such as banquets, communion, special menus must be arranged ahead of time.

Up to 100 people - 15 minute serving time

100 to 150 people - 20 minute serving time

150 to 200 people - 30 minute serving time

250 to 350 people – 45 minute serving time

Extra Options and fees available outside of the usual program and meal.

Hay Bales - \$6.00/bale unless it is returned in good condition

Extra cleaning of confetti, hay, flower peddles, balloons etc. - \$30.00/hr.

Communion Service - \$.75 per person (towels, basin, grape juice, bread)

Smores - \$12.00 per 20 people

Popcorn - \$.50 per person

Snow Cones – \$.50 per person

Chips - \$.45 per person

Crescent Rolls with hotdog - \$1.00 per person

Bananas or Apples - \$.25 per person

Root Beer Floats - \$.50 per person

Medical Emergency Information

Springs Memorial Hospital

800 West meeting Street
Lancaster, SC

OR

Kershaw County Medical Center

Haile and Roberts Street
Camden, South Carolina 29074
803.432.4311

Springs Memorial Hospital in Lancaster:

Take Singleton Creek Rd until it dead ends to Hwy 97.

Take 97 North (Left) approximately 9 miles.

Turn right on Green Rd at Cedar Creek Landing – go about 2 miles.

Take Hwy 200 East (right) approximately 7 miles to first light.

Take Hwy 914 West (left) approximately 1 ½ miles. (Memorial Park Rd.)

Take Hwy 9 South (right) about ¾ mile to Springs Memorial Hospital on your left.

803-286-1478

Kershaw County Medical Center in Camden:

Take Singleton Creek Road until it dead ends to Hwy 97.

Take 97 South (Right) and go approximately 17 miles to Camden.

Continue through the stop light another mile or two.

It will veer to the right into Hwy 521 and 601 on Broad Street.

Turn left on DeKalb Street. (fifth light)

Continue just past fourth light – turn left on Robert St.

Hospital is on the left.

803.432-4311

**In case of medical emergencies in which it is
Warranted, please call 911!**

Non-Emergency medical situations:

For non-emergency medical situations, (i.e. minor cuts, scrapes, stings, etc...) we would encourage each group to bring their own first aid kits. We also have a first aid kit in the main office, at the pool, at the barn, and in the cafeteria.



Mission Statement

Nosoca Pines Ranch's primary mission is to serve the constituents of the Carolina Conference of Seventh-day Adventists with a quality and friendly camping/retreat facility, setting an atmosphere which best allows the conference mission statement to be realized. That Mission Statement is as follows:

"To proclaim to all people the everlasting gospel in the context of the Three Angel's Message of Rev. 14:6-12. Leading them to accept Jesus as their personal Savior and to unite with His church and nurturing them in preparation for His soon return. We pursue this mission under the guidance and power of the Holy Spirit utilizing all of our God given talents and resources."

Secondarily, to provide a facility where others who are willing to abide by the policies of the Seventh-day Adventist church and the principles of Christianity can enjoy a variety of activities in a relaxed, country setting.

May all be to the honor and glory of God.