

# Savannah Baptist Assembly

930 Honey Ridge Rd. Guyton, GA 31312



Mark 6: 31  
(912) 772-3368

## Welcome from the Savannah Baptist Assembly:

Dear Attending Group Leader,

Thank you for your request to use the facilities of the Savannah Baptist Assembly.

Enclosed you will find a copy of the policies of the Assembly and the necessary forms for securing your reservation. *Please read these policies carefully as some items have changed.*

**As group leader, it is your responsibility to insure that all members of your group are aware of and follow these policies.** Your signature on the reservation form indicates your understanding and acceptance of these policies.

## History and Purpose:

Opened in 1967, the Savannah Baptist Assembly is dedicated to the Glory of God for the purposes of building Christian character and helping individuals find, and rightly respond to, God's will for their lives. We believe that this facility belongs to God and that all events and activities that occur here shall be a testament to bring honor to Him.

## Reservations:

- A. All groups must file a completed reservation form and required deposit with the Assembly office at 930 Honey Ridge Rd., Guyton, GA 31312-4564. No reservation will be confirmed until both the completed reservation and deposit are received in the Assembly office. Deposit should be received within 15 days of verbal request.
- B. All reservations will be held for churches and groups of the Savannah Baptist Association until February 1<sup>st</sup> of each year. At this time available dates will be opened to churches and groups which are not members of the Association. Reservations must be made yearly; no reservation can be made greater than one calendar year in advance.
- C. Reservation Deposits are non-refundable unless:
  - 1) The reservation is canceled 30 days prior to the scheduled date (or by March 31<sup>st</sup> for groups reserving for June-August), or
  - 2) Another group can be scheduled for that date.

**Charges:** Please see reservation form for fees.

**In order to cover operating expenses, all overnight groups must pay for a minimum of 20 people. Special circumstances will be considered on a case by case basis at the discretion of the Assembly Director.**

## Amenities Use:

On occasion, the Assembly may be in use by more than one organization/group at a time. The pool, tennis court, horseshoe pit, volley ball court and recreation fields will need to be shared. Guests should be aware that payment of pool use fee does not guarantee exclusive use of the pool. The Savannah Baptist Association is the owner of the Savannah Baptist Assembly and preference is given to the needs of Savannah Baptist Association member churches. Times of use must be scheduled with the assembly director.

## Policies of the Savannah Baptist Assembly:

### General Regulations:

- Guests of the assembly are expected to exhibit modest dress and genteel behavior at all times.
- Alcoholic beverages, drugs, fireworks, fire arms, four wheelers and pets are not permitted.
- Tobacco products and their use are not permitted.
- Profanity and off-color jokes are not appropriate, nor allowed.
- Camp and event directors must have a Child Protection Document & Federal Background Checks as recommended by the Georgia Baptist Convention on all staff age 18 and older.
  - Group leader's signature on the reservation form certifies that this regulation has been complied with.
- A Certified Lifeguard is required to be on duty for groups to have access to the pool and scheduled swim times. Keys to the pool will only be given to a Lifeguard with a current and valid certificate on file with a group's reservation, (Documentation may be provided upon group's arrival to the Assembly grounds)
- Groups must provide their own accident and liability insurance.
- Observance of assembly grounds Quiet Hours: Quiet Hours for the grounds of the assembly are between the hours of 10:30 PM and 7:00 AM. Ministry activities may continue but need to be respectful toward assembly neighbors by keeping noise levels down and disturbances at a minimum.

### Facilities Use:

- All individuals and groups using the Assembly shall observe instructions of the Assembly Director as to assignment and use of facilities. Overnight guests who wish to use additional buildings (i.e. if you desire to use more space than necessary for the number of people in your party) shall incur the daily use charge for each additional building.
- The group leader must check in with the Assembly Director before allowing the group to unpack clothes and other gear.
- All groups are to meet with the Assembly Director at check in to receive words of welcome and orientation.
- The Assembly Director and the leader of each group shall inspect the buildings and grounds upon arrival and prior to departure to see that everything is received and left in good order. Be sure to allow time for these inspections.
- Beds are arranged for the safety of our guests. **Do Not Move The Beds! & Do Not Add Mattresses to Top Bunks!**
- Buildings and grounds are to be left clean. Please refer to enclosed/attached Checkout Instructions.
- If property has been damaged or destroyed, the replacement and repair of same must be paid for by the group involved. Property damage must be reported to the Director immediately.
- All groups must have a group leader. For all non-adult groups there must be two supervising adults for the first ten guests, plus one supervising adult for each additional seven guests. Children and youth must not be left unsupervised at any time.

### Art and Craft Activities:

If art and craft activities must be done inside a building make sure the floor is covered with a tarp and the tables are covered. Do not use glitter in the buildings or transport glitter into the buildings.

### **Kitchen Use:**

- Groups using the kitchen or dining room facilities must furnish their own supplies, (including plates, napkins, eating utensils, cups, dish towels, detergent, hand soap, etc.) and personnel (dietitians, cooks, dishwashers).
- Deep fat frying or grease frying is prohibited in the Assembly kitchens. This type of frying may be done outside with a propane fryer.
- The kitchen, appliances and the floor, shall be cleaned before leaving.
- The Assembly does not provide food service. However, catering may be arranged for small groups. Contact the Assembly Director for additional information.
- An ice machine is on the premises.

### **Linens & Personal Toiletries & Toilet Tissue:**

- Each guest must provide his/her own bed linens, pillows, blankets, towels, soap, and personal items.
- Each group staying overnight is responsible for supplying their own toilet paper. Be sure to use toilet paper that is formulated for septic systems. The Assembly does not furnish these items.
- Overnight guests should bring a flashlight and bath shoes.
- A washing machine and dryer for guests' use are located at the Big House. Bring your own detergent.

### **Pool Use:**

- The Assembly does not provide a lifeguard. **Each group is required to obtain and provide their own lifeguard(s).**
- Only one group may use the pool at a time. When more than one group is using the facility, pool times must be scheduled with the Assembly Director.
- The pool is open from 10:00 a.m. (2:00 p.m. on Sunday) until 9:30 p.m. daily.
- Food, drinks, gum, candy and "pop ice" are not allowed in the pool or on the concrete apron of the pool area.
- Pool area should be cleaned up at the end of each use.
- Violation of pool rules will result in suspension of pool use privileges and forfeiture of fees.

### **Trash:**

- All trash must be bagged and placed in the dumpster located on the south drive.
- Please break down boxes before putting them in the dumpster.
- Please do your best to keep liquids out of trash bags. (use a liquids bucket which may be obtained from Assembly staff)
- Before departure, each group is responsible for removing all litter and trash from the buildings and grounds. Buildings are to be left clean.

### **Accidents:**

Accidents resulting in injury or property damage should be reported to the Assembly Director as soon as possible after their occurrence. Please provide the Assembly Director with a copy of your accident report.

### **Arrival Times:**

Please notify the Assembly office if your group will arrive more than thirty minutes later than the agreed upon arrival time. The earliest check in time is 9:30 a.m. Monday - Saturday and 2:00 p.m. on Sunday. A 24 hour period constitutes overnight use. Groups that stay past the 24 hour period will incur daily use charges for that period of time that exceeds the overnight stay. Day use groups should depart by 9:00 p.m.