

Pecometh Guest Group Policies

Safe Sanctuary Policy

Pecometh Camp & Retreat Ministries is committed to providing a safe and secure environment for all children, youth and adults who visit our facilities and participate in our programs. The policy reflects our effort to ensure this place of safety so that all people can have the opportunity to have God-inspired life-changing experiences here at Pecometh. Every group that places children/youth under age 18 in the care of persons other than their own parents or guardians is required to sign and comply with our Safe Sanctuary Policy.

Proof of Insurance

It is our expectation that all groups coming to Pecometh carry their own liability insurance. We require that groups provide a copy of their *Certificate of Insurance* with Pecometh listed as *additional insured*. This is a generally accepted standard business practice and is usually very easy to obtain.

Deposit Policy

A deposit of 50% of the total estimated charges is due 30 days from the date the reservation is made. Deposits are non-refundable in case of cancellation unless at least six months notice is given. No-shows are liable for the full cost of the facility for the dates reserved, and will be billed accordingly.

Payment Policy

Full payment for your reservation is *due at Check In* for your event. One week prior to your scheduled arrival, Pecometh will provide you with an agreed upon "balance due upon Check In". If your actual numbers vary greatly from this amount, we will work with you to make adjustments as needed.

Proof of Nonprofit Status

Pecometh Camp & Retreat Ministries is a nonprofit agency that seeks to provide a place for fellowship and ministry to religious, educational and other nonprofit groups. As such, we now require that each Guest Group provide us with a copy of their IRS determination letter that proves your nonprofit status. Groups that are affiliated with The United Methodist Church are exempt from this request because Pecometh has a blanket determination for the denomination on file. Pecometh will keep this on file for subsequent reservations.

Emergency Contact Information

For emergency purposes, the group leader must provide a list of participants who are planning to be present on the property at Pecometh with the group. The leader must also provide name of an emergency contact person, and phone number for each participant. This information is kept on file in the Administration office in case of an emergency.

Group Schedule

We require that you send a copy of your schedule to Pecometh at least one week prior to your scheduled event. This allows us to better prepare facilities and programs and is an excellent opportunity for the program planner to work through the details of your event with some time to execute any necessary changes.



We thank you for your cooperation with these policies.
Please contact us with any questions.