



Pine Eden is set apart to provide facilities for Christ-centered retreats and events held to nurture and promote spiritual growth

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Pine Eden Policies and Procedures

Brief History of Pine Eden

In response to the perceived need and usefulness of a retreat property where seekers and disciples of Jesus Christ might gather for instruction, fellowship, worship, reflection, rest, and recreation, Pine Eden was begun in 2000 by a group of organizers from the Chattahoochee Valley area, in and around Columbus, Georgia. Many of the group had themselves attended weekend retreats on the "Walk to Emmaus" program sponsored by the United Methodist Church and were desirous of seeing a retreat facility constructed in central Georgia for Emmaus and similar ministry opportunities. Prayer and focused efforts over a period of time lead to the donation of land and funds needed for construction of Pine Eden, just east of Hamilton, Harris County, Georgia. The groundbreaking took place in August 2001.

Pine Eden is situated on roughly 17 acres of pine and hardwood timberland. The property has been developed to provide an aesthetically beautiful and tranquil setting for short-term Christian retreats. Facilities exist to house 120 people. Meeting space, dining hall, chapel, conference facility, and a planned open sided pavilion allow for gatherings in a variety of settings.

Purpose of Pine Eden and Who May Use It

Pine Eden is a retreat property, providing accommodation, dining, worship, and teaching space in a natural setting. Its purpose is to be a place where individuals, in Christian group gatherings, are allowed and encouraged to grow in their understanding of biblical truth and love for Jesus Christ.

Pine Eden is not open to groups whose primary purpose is other than the teaching of Christ's truth and the making of Christ's disciples.

While Pine Eden is to be widely ecumenical to denominations and parachurch proponents of the Christian church, it shall require that groups seeking use of the property embrace the generally held beliefs of historical, biblical, evangelical Christianity. To this end, Pine Eden reserves the right to deny use of the property to groups which are not specifically Christian in their mission, which are at odds with sound biblical doctrine, which do not agree to abide by the terms and conditions of property usage, or which, in the boards' sole discretion, do not serve the intended use of the property.

In event of questions concerning a particular group's usage of the property, a 3 member panel appointed by the board of Pine Eden shall consider the applicant and render an acceptance or rejection of the group's request. Any group desiring use of the property, upon request from the panel, shall be prepared to provide information or answer appropriate questions concerning the group's history, beliefs, purposes, and activities.

The board of Pine Eden do, and users of Pine Eden shall, generally hold to the following tenets of Christian faith and doctrine: Trinitarian Godhead, divinity of Christ, fallen state of man, Christ the sacrifice for sin, Christ the only way to salvation, individual faith needful to salvation, call of every disciple of Christ to serve Him in this world, scripture the Word of God for belief, faith, and practice, heaven a promise of God to those who know Him through faith in Christ.

Reserving Pine Eden

Any group desiring to reserve and use Pine Eden (on a daily basis) can do so by contacting the office, wither by telephone or internet, and obtaining a registration form. Dates for use of the property may be conditionally reserved over the telephone or internet until a registration form is received and reviewed for

final approval and reservation. The Pine Eden office shall respond as promptly as possible with written confirmation.

Groups desiring to use the property understand that, if their group does not fill the camp to capacity, other groups might use the property during the same day(s) and time(s).

Retreat fees are as follow

Overnight Retreat

Per Person \$22.00 daily Per Person *135 Capacity

Meals

Breakfast \$5 Lunch \$5 Dinner\$6.50

Day Rentals (if not staying overnight)

Full \$200 daily
Dining Hall \$125 daily
Study Center \$100 daily
Chapel \$100 daily
Pavilion \$60 daily

At such time as any group applies for and receives a reservation to use Pine Eden, it shall, within 10 days of reserving Pine Eden, pay a 50% deposit of lodging fees. In the event that the group books and cancels, notice should be given to Pine Eden immediately. The deposit shall not be refundable unless cancellation is made in writing and received by the Pine Eden office at least 45 days prior to the first day reserved.

Groups canceling in less than 45 days can expect to forfeit deposits.

Steps for Registering

1. Call and make reservation
2. Receive Contract and Costs estimates
3. Send in 50% of overnight fees
4. Send in Certificate of Insurance with contract and deposit
5. 45 days from retreat, send in an additional 30% of the overnight fees (resulting in 80% of overnight costs being paid)
6. Week before retreat, call and tell manager the final number of attendees
7. When you arrive at retreat on the selected dates, final payment will be due (remaining overnight costs and food costs)

Pine Eden requires any group renting the retreat to provide proof of insurance. For any group which includes minor children, a parental consent and release, with appropriate insurance information and contact information shall be provided for each minor who is not accompanied by his or her parent(s). The consent and release shall be provided before the minor child is permitted to use the property, unless the minor is accompanied by a parent or guardian.

Prior to use of the property, names and addresses of all individuals in a group shall be provided to Pine Eden for record-keeping purposes.

Use and Enjoyment of the Property by Your Group

As a general principle, it is the hope of Pine Eden that the property shall be used safely, enjoyably, and creatively for the pleasure, refreshment, recreation, and edification of your group. It is our hope that beauty of the surroundings will encourage gratitude to and love for God the Creator and for Jesus Christ, Who Himself found value in retreating to quiet places.

As to proper use of the Pine Eden, it is hoped that any group using the property would be guided by Christ's teaching concerning "doing unto others"(Matthew 7:12), with awareness that other groups will be using the same facilities after their departure.

At such time as a group arrives for use of the property (or sometime prior thereto), the group's contact person shall be given a tour and orientation of the property by the Pine Eden property manager. The group's contact person shall be responsible for passing on appropriate information to other members of the group including relevant guidelines and restrictions concerning use of the property.

The following specific guidelines and restrictions concerning use of the property shall be in effect for all groups unless provision to the contrary are made in writing:

- 1) – fires, including campfires, are only to be burned in designated areas, are to be closely supervised, and can only be burned if an adult is present;
- 2) - campers shall stay on designated camp property (a map shall be provided and boundaries explained; *hunters in area*);
- 3) - no firearms or fireworks are allowed on the camp property;
- 4) - no go carts, four-wheelers, atv's, or the like are allowed on camp property (motorized wheelchairs and like devices are permitted);
- 5) - smoking is allowed in outside designated areas only-***please see the resident manager for areas.***
- 6) – parking is allowed in designated areas only (as indicated on map which shall be provided)
- 7) - no alcoholic drink is allowed on the property except for purposes of Holy Communion;
- 8) – outdoor programs involving sound amplification shall be concluded by 10:00 p.m., and should be done with courtesy to other groups using the property and to neighbors within hearing distance of the property;
- 9) – Pine Eden's property manager shall be allowed to quietly and unobtrusively monitor and drop by any meetings held on property;
- 10) - Groups shall make safe and reasonable use of the property and, in the event that groups include minor children, shall provide supervision adequate to insure that dangerous or risky activities or horseplay do not occur.
- 11) - cabins are gender specific; there is to be no mixing of males and females in the cabins;
- 12) – there shall be no swimming or other activities in the pond. Fishing is allowed from the dock or bank of the pond with a ***catch and release only policy***. Worms and crickets are the live bait allowed..
- 13) – groups are not to bring any pets or animals (dogs, cats, horses, etc.) onto the property;
- 14) – in the event that any member of a group is injured, the injury shall be reported to the property manager;
- 15) – All groups using the property shall be required to have and show proof of liability insurance in the amount of no less than one million dollars. The policy shall cover all activities conducted by the group while at Pine Eden.
- 16) – Groups using Pine Eden shall bring their own food and drinks, as well as their own plates, cups, and eating utensils.. A commercial kitchen is available in the dining hall with cookware and refrigeration suitable for group usage. A dumpster is also on the property for disposal of garbage.
- 17) – At the conclusion of its time at Pine Eden, each group shall be required to clean the premises and return it to the condition in which it was found it at the group's arrival. Each group will be responsible for using the appropriate cleaning supplies which will be in designated areas at Pine Eden. Each group will be given a clean up checklist upon arrival.
- 18) - Prior to leaving the property, the contact person for the group and the Pine Eden property manager shall make an inspection of the property to insure that no damage has occurred during the group's use of the property. In the event of any damage to property, same shall be promptly repaired or replaced by the group. In the event that the group does not make proper repair or replace damaged items, Pine Eden shall have the right to use the group's damage deposit for that purpose. Any unused portion of the damage deposit shall be returned to the group within 10 days after the group's stay.