

Dear friends,

We are sincerely grateful you chose to use the facilities on The Hill at B.A.S.I.C. Training for your retreat/camp. We believe we are here to bring glory and honor to God through proper stewardship of the facilities with which He has entrusted us; including the cleanliness of the buildings, care of the grounds, and services we provide during your time here.

We hope you enjoy your stay and know we make every effort for your group to have a safe and positive experience during your times spent on The Hill. Someone will be available by phone throughout your stay should you have a need or question. Please do not hesitate to call one of the numbers below if we can help in any way.

It is the responsibility of group leaders to communicate the following information to attendees as well as those in charge of setting up, decorating, and disassembly.

As a general rule, if you wouldn't do it at home, you probably shouldn't do it here either.

Upon arriving we ask that you park your vehicles in the grassy area on either side of the road at the top of the hill. See the map for clarification. The gravel driveway behind the Manna House is a fire lane and must remain open. Parking in this area should be temporary (only for loading/unloading) and handicap access. Vehicles, other than those for the handicapped, should be promptly moved to maintain access in case of fire.

We also appreciate you parking so that access for the residents living at the cabin is not blocked.

We try to set thermostats to a comfortable temperature for most visitors. However, if adjustments are necessary we prefer that you seek assistance from our staff at one of the numbers below.

Trashcans are provided throughout our facilities for your convenience. If they become full during your stay, please deposit bags of trash in the dumpster behind the Manna House. Just before you depart from The Hill, remove the trash from all of the large trashcans, especially those that may contain food.

We generally arrange for trash pickup according to the needs of each group. Marshall County Sanitation must have access to the dumpster on pickup days. Please make sure that handicap vehicle owners have pulled forward enough to allow for trash pickup.

Smoking is not permitted in any building at The Hill. Groups that allow smoking outdoors during their event must provide adequate containers for cigarette disposal. Cigarettes must not be thrown on the ground or in unapproved containers.

Alcohol use is prohibited at The Hill.

We ask that your kitchen staff not dispose of any food or cooking byproducts in the woods or on the ground outside. Grease should not be poured down the drains. If you need assistance in how to handle a particular item, please call.

If your group intends to use a BBQ grill to cook food, please make sure that all grease and other grilling byproducts are captured and disposed of properly. Any grease, ash or other cooking wastes must be cleaned up before departure.

No candles or open flames are allowed inside any building, with exception of the kitchen or in warmers by catering staff (i.e. Sterno).

No tape or push pins should be used on painted walls. Anything applied to the windows to block or enhance light should be removed and any residue thoroughly cleaned.

Decorations, signage, or enhancements are permitted unless damage to the facility could result. Driving nails or screws into the wood siding or trim constitutes damage since a permanent hole results. Permanent alterations are not permitted without prior approval. Damage to any facility or equipment due to abuse is the financial responsibility of the renter and must be reported immediately to one of the individuals below.

Retreat/camp leaders are responsible for the safety of their group. Please familiarize retreat/camp participants with the location of fire exits/escapes and an evacuation plan in case of fire.

If children are present for your retreat or camp, leaders must make sure supervision is provided during any activity or time they are around the lake or Wades Creek. Swimming is prohibited.

Any accident that occurs on the grounds or in a facility owned by The Hill must be reported to one of the individuals below if it results in medical treatment or damage to personal property or facilities.

Because it is our greatest desire to protect the integrity of the ministry and all those who serve or visit, we ask that only female counselors enter the areas where the girls/ladies are lodging and male counselors where the boys/men are

lodging. The only exception should be in the case of medical or life threatening emergencies (i.e. fire). Group leaders should always be in a visible area when counseling or talking with students. If there is a private matter that must be addressed, two leaders should always be present.

Before leaving The Hill make sure:

- Trashcans have been emptied and trash placed in the dumpster
- All trash is picked up from the grounds
- To check for left items (in bathrooms, under beds, etc.)
- Turn out all lights, including porch lights
- No food is left behind unless approved by The Hill staff
- All dishes have been washed and counters wiped down
- All unnecessary appliances are turned off, including coffee makers
- All exterior doors are closed

For questions concerning this information or to report any issues, call:

Kim Warren, 270-832-2640 or  
Brent Armstrong, 270-293-1223

Thank you for helping us maintain the integrity of the ministry, helping to keep our costs down and the facilities maintained.

Your Friends at The Hill