



CRYSTAL
conference
center

Crystal Conference Center

2365 South Shore E., Frankfort, MI 49635

Office: 231-882-6069

UCCR Reservations: 800.678.5102

YOUR PROGRAM PARTNER

The principal role of UCCR is to provide nurturing places for groups to meet, discover, learn, and be renewed. To each we add the joy of good food, serenity, comfort, hospitality, and service that best fit the program needs of those we host. Here are some explanations and advice on what to expect during your visit.

UCCR PROVIDES...

- Delicious home-cooked meals or a well-equipped kitchen to do your own cooking.
- Orientation to site safety and emergency procedures.
- Comfortable lodging.
- Recreation: summer swimming, volleyball, basketball, tennis, horseshoes, tetherball, disk golf, climbing wall & low ropes course (by reservation)

Emergency and guest phone numbers:

CAMP OFFICE 231-352-9311

- Fire Drills are required for all groups staying 72 hours or more.

YOU BRING...

- Sleeping bag, pillow, towels, Soap, flashlight, insect repellent and personal gear. (Missions House has bed/towel linens)

PLEASE HELP...

- Clean tables at mealtimes.
- Observe "quiet time" between 10PM and 8AM.
- Clean up your camp area daily.
- Clean cabins, lodges, and common areas before camp departure. Leave camp the way you found it.

MEAL SERVICE

- Two weeks before your arrival we will need to know your menu choices.
- A sample menu with a variety of choices is enclosed. If we don't hear from you regarding menu choices, we will create a great menu for you.
- At the beginning of your stay with us you will be charged for the number of meals that you tell us to cook. Numbers can then be adjusted.
- Coffee and tea are available to adults at each meal.
- An additional charge will apply for requested beverage service between meals.
- Refrigerators are available at Missions House, Cedar Lodge, Oaks Lodge
- **If you have other needs, please let us know. We are happy to accommodate you!**

MEDICAL SUPERVISION

- We do not provide medical supervision. You will need to have a qualified adult who is at least 21 years of age and is certified in first aid and CPR.
- Youth groups must bring medical authorization and medical history forms for each participant.
- Groups staying 72 hours or more will need additional medical supervision information. A medical packet will be provided to such groups.

SWIMMING

The waterfront/beach at Crystal Conference Center is generally available from Memorial Day weekend through Labor Day weekend, weather permitting. Availability at other times is at the discretion of the Site Director and is subject to change. If your group would like to use the beach for swimming, please contact the Site Director in advance. The following guidelines will apply:

1. Lifeguard

We will provide a lifeguard for your swimmers. You may provide your own lifeguard if original, current certification is made available.

2. Capacity

There may be restrictions on the number of swimmers in the lake at one time. Please discuss this with the Site Director.

3. Spotters

To ensure safety and stay within organized camping standards at our swimming facilities, all groups using the lake for swimming are required to provide "spotters". The spotters will assist the lifeguard in providing a safe swimming experience for the campers. Upon arrival at CCC, the spotters will be trained by the UCCR Site Director or lifeguard to their duties. The training takes approximately 10 minutes. The duties of the spotter include:

- ✓ There will be one spotter for every ten persons in the water.
- ✓ Spotters will be trained on how to alert the lifeguard in case of emergency.
- ✓ Spotters will only be trained to perform an elementary form of non-swimming rescue.
- ✓ Spotters will be positioned at the pool so they can observe the swimming area and quickly assist swimmers.
- ✓ The spotter's training will be documented.

Thank you for your help. Our goal is to provide a safe and enjoyable experience for all campers at CCC. Please contact the UCCR Site Director with any questions.

4. Boating Information

Crystal does not provide boating. If you are interested in waterfront boating activities, please contact Crystal Lake Adventure Sports: <http://crystallakeadventuresports.com/>, (231) 882-2527

PAYMENT

Payment is expected prior to your stay. If you do not intend to pay at the end of your stay, arrangements must be made with our reservations office prior to the day your group arrives at the camp. Reservations may be reached at 800-678-5102.

FOR SAFETY AND COMFORT

- Please leave pets at home. Service dogs are welcome.
- No illegal drugs or irresponsible use of alcohol.
- No firearms, ammunition, flammable materials, or fireworks.
- Smoking is confined to designated outdoor areas.
- Personal property is brought to the site at your own risk. UCCR will not be responsible for loss or damage to personal property.
- For the safety of all it is recommended that campers never be left unsupervised or in the company of less than two adults at any time. You must provide training for all staff regarding not being one-on-one with campers.
- UCCR recommends the need for appropriate screening policies of program staff with responsibility for or access to campers.
- UCCR recommends the need for all adult program leaders and staff to be trained in appropriate touch & healthy boundaries with campers.

Commercial Buses

- Please provide Proof of Insurance from Commercial Bus Services to UCCR Reservations office. Reservations@uccr.org 10 days prior to your event