



Dear Guest Group,

Greetings from Big Sky Bible Camp!

Thank you for your interest in Big Sky Bible Camp as a location for your retreat/conference. God has blessed us with a beautiful location and wonderful facilities and we desire them to be an instrument for God's glory with every group utilizing them. Following this letter is our rental policy which covers a majority of questions that groups have. However, there are always questions/issues which cannot be covered, so feel free to contact us if you have questions which this packet does not answer.

This packet includes several forms which are outlined below along with the timeline which they are to be returned to Big Sky. We thank you for your help in returning the forms promptly so we may stay organized!

- 1) **Rental Agreement Form** – This is to be filled out as soon as the retreat details are known. It is ok if the information (such as # of guests) is an estimate. For groups choosing to have Big Sky provide meals, this must be returned at least two months prior to the retreat date.
- 2) **Rental Policy and Standards** – This is for your information and is a guide to the policy and conduct you agree to upon signing the rental agreement form. This does not need to be returned.
- 3) **Facility Guide and Equipment/Facility Request Form** – This is simply a guide to our facilities and what equipment is available to guest groups. This form must be returned a week prior to your retreat to give us adequate time to prepare for your specific needs (such as buildings you plan to use, etc.)
- 4) **Rental Follow-up Report** – This form is to be filled out immediately following the retreat and records the exact number of participants included in the retreat. This will also serve as the bill and must be returned within one week following the conclusion of your retreat.

We hope that your retreat at Big Sky is a success and we will do anything within our power to assist you. Please continue to inform us if there is anything we can improve regarding our facilities, contracts, etc. Your input is important to us!

Blessings,
Jamy Landis
Director
P. 406.837.4864
E. jamy@bigskybiblecamp.org
W. www.bigskybiblecamp.org

Rental Agreement Form

Group Info:

Name of Group _____
Address _____ City _____
State _____ ZIP _____
Telephone (_____) _____ - _____

Group Dates:

Starting Date and Time _____
Closing Date and Time _____
Attendance Expected _____
Age range of group _____

Contact Person

Contact Person _____
Contact Address (if different from above) _____
Contact City _____ State _____ ZIP _____
Telephone (_____) _____ - _____
Contact Email _____
Contact Arrival Date and Time _____

The leaders, counselors, speakers, etc. of the above group are in agreement with Big Sky's purpose and standards. The leader will be familiar with the Big Sky Bible Camp Rental Policy before arrival and communicate necessary information to retreat participants.

Big Sky Bible Camp and B.C.M. International (owner of Big Sky) are released from any and all liability for any injury or personal damage which may be sustained by any member of the group renting the camp. I have read and will comply with the procedures in the rental policy.

I understand that Big Sky Bible Camp only carries secondary insurance for guests and that I will take primary responsibility for any charges that occur in the event that the guest should need any medical attention at any clinic, facility or hospital.

Printed Name of Group Representative

Signed Name of Group Representative

Date

Deposit Enclosed (\$150)

Big Sky Bible Camp's Rental Policy

The purpose of Big Sky Bible Camp is to bring people of all ages to know the Lord Jesus Christ as Savior and Lord of their lives, and to further lead them in steps of Christian growth.

We are eager to make camp facilities available to those groups in agreement with this purpose. In order to maintain a faithful testimony and care for what God has given us, the following rental policy is to be followed.

Terms

1) Big Sky Bible Camp provides the following for each guest group:

- Grounds and Buildings
- Limited Recreation Equipment
- Toilet Paper and Paper Towels
- Paper Napkins, Kitchen Facilities for cooking (For groups cooking themselves)
- Whatever equipment is requested on the equipment request form

Renting Group supplies the following:

- Program and Leadership
- Speaker and Counselors (If applicable)
- Bedding (bedding is provided for Crater Cottage and Salmon Forks only)
- Insurance Coverage (required for all guest groups - Big Sky must have a copy of proof of insurance two weeks before retreat)

2) Reserving the camp facility for your group is done by returning your completed Rental Agreement form along with a \$150 deposit.

3) Payment is to be made at the time of your departure or within one week of the end date of your retreat. At that time, the Rental Follow up form should be submitted.

4) At least one week prior to your retreat, please submit the following:

- Expected Attendance of Retreat (A more exact # than the Rental Agreement Form)
- Retreat Schedule
- Equipment/Facility Request Form
- Arrival time (if different than marked Rental Agreement Form)

5) Rates and Packages are as follows

Please call for current prices

Planning a retreat here at Big Sky Bible Camp? Let Big Sky staff do the cooking for you. We have a certified food service manager along with many cooks who have years of experience cooking for small and large groups. Planning a retreat and purchasing food is a stressful experience! When Big Sky prepares meals, we deal with the stress and allow you to invest more time and energy into the retreat. You pick the meal times and our cooks will have the food hot and ready for your group to come and enjoy while fellowshiping around the table. We desire to offer the highest quality food at the lowest possible cost. Because of the high cost of ordering and cooking food, guests must pay for at least 20 people when Big Sky is providing meals.

Big Sky is pleased to offer 2 different meal plan tiers. It is important to note that whatever tier your group chooses our cooks will serve quality, good tasting food. Below are sample menus for each tier. These samples are not the set menus for your stay; they are just examples of the kind of food we would be cooking for you. We also welcome groups adding extra amenities to either meal plan option. For example if a group desires the less expensive tier but would like a nicer meal for supper or Sunday lunch, we can do that for an additional cost. These menus are for a standard weekend stay that includes meals for Friday supper through Sunday breakfast.

Tier 1

The less expensive tier includes our standard meals we make for summer camp with coffee, tea and hot chocolate available all day.

Breakfast		Pancakes Scrambled Eggs Sausage Links Bananas Oranges Apple Juice	Cinnamon Rolls Scrambled Eggs Bacon Hash browns Cantaloupe Canned Pears Orange Juice
Lunch		Meatball Subs Chips Pasta Salad Veggies and Dip Apple Sauce Cookies	Extra Folgers coffee, tea, hot chocolate, water served all day.
Supper	Taco Bar Rice Refried Beans Tortilla Chips Brownie Sundaes	Chicken Alfredo Noodles Green Beans French Bread Green Salad Peanut Butter Pie	Espresso Bar may be opened at group's request

Tier 2

The more expensive tier includes meals that take more time and money to prepare with nicer options for each meal and special amenities throughout the day.

Breakfast		Scrambled Eggs Sausage Links Sour Cream Coffee Cake Breakfast Potatoes Pineapple Cantaloupe Grapes Yogurt Orange Juice	French Toast w/fruit topping & Whipped Cream Bacon Scrambled Eggs Bananas Oranges Yogurt Apple Juice
Lunch		Pulled Pork Sandwich Coleslaw French Fries Veggies and Dip Apple Slices Mint Brownies	Extra Colter coffee, tea, hot chocolate, water, lemonade served all day. Prepared snack option on Saturday night
Supper	Chicken Stir Fry Rice Egg Rolls Green Salad Apple Crisp and Ice Cream	Roast Beef Garlic Red Mashed Potatoes Corn Sautéed Green Beans w/almonds Salad Bar Turtle Cheesecake	Espresso bar may be opened at group's request.

Meals Provided by Guest group:

2 Night retreat

1 Night retreat

*There is a minimum fee of \$350 per group for an overnight stay

Part Time charges:

Night's Lodging
Meals
Day Use
Chapel Usage (one time, separate from retreat)
Weddings
RV (no hook up)/Tent
RV with electricity & Water

Full Time Christian Worker Free (2 night stay)

Ropes Course Up to 12 people - \$35/hour
 13-24 people - \$60/hour
 25-36 people - \$90/hour
 37 or more - call for pricing

6) Refunds for cancelled retreats are as follows:

More than 3 months notice – Refund of deposit minus \$50 processing fee
Less than 3 month notice – No Refund of deposit

Standards

- 1) Retreat participants are asked to keep the grounds and buildings clean and neat at all times.
- 2) Please honor all signs. Cars may be driven beyond the parking lot for kitchen deliveries only. There are many irrigation lines around camp and we desire to maintain a grassy lawn. If special needs arise, please ask.
- 3) Use of alcohol, tobacco and illegal drugs is prohibited on camp property. Smoking is prohibited everywhere on camp except in personal vehicles. Please be sure cigarette butts are disposed properly and not left on the ground.
- 4) Retreats involving children or teenagers must have at least one counselor for every ten campers and must be housed so that there is at least one counselor in each dorm room.
- 5) Please do not bring pets to camp and do not allow any pets in buildings. The only exception is for those with special needs.
- 6) A public phone is not available on camp property. If necessary, the camp phone may be used, but requires a calling card for long distance calls. Most cell phones have reception on camp property.
- 7) Please report any damage or anything not working properly during the retreat. Each guest group is responsible to pay for any damage caused during their retreat. Big Sky staff will check each facility before the group arrives and note any damages existing before your group comes. Fire extinguishers are to be untouched except in case of emergency. If we find fire extinguishers which have been discharged, there will be a \$100 per extinguisher recharge fee.
- 8) Retreats involving waterfront usage must require one piece swimsuits for all female participants.

Facility Guide

The following guide will help orient the group to our facilities. We request that the contact person visit the camp prior to retreat time or arrive one hour in advance of the group for a tour and on-site briefing of the facility.

Dining Hall – Aeneas Lodge

Aeneas Lodge Dining Hall seats about 100 adults. It is equipped with electric heat and a wood burning fireplace insert. When the insert is used, ceiling fans should be turned on to ensure proper circulation of warm air. Camp staff will recommend a source of heat for the weekend depending on the weather and temperature at that time of year.

The downstairs of Aeneas Lodge offers light indoor recreation (ping pong table, foosball, air hockey) and also has a men's and ladies' rest room. This area may also be used as overflow from the dining hall or as a meeting/conference room. There is also a piano located downstairs for your convenience.

Kitchen – Aeneas Lodge

If your group is new to camp, please make sure you receive orientation on the following:

- Refrigerator and Freezer Locations
- Operation of Kitchen Range
- Exhaust Fan operation
- Garbage procedures
- Location of electrical breaker box
- Light switch for outside flood lights
- Dishwasher orientation

Groups choosing to do their own cooking will also be responsible for kitchen and dining hall clean up as well as dishwashing. For groups having Big Sky prepare meals, these services are included in the price. If a group cooks themselves, but desires Big Sky to clean up and wash dishes, there will be an extra fee.

Dorms

Big Sky Bible Camp has two main dorms. Each dorm has 4 separate rooms and each room sleeps 10-12 people (for a total of ~46-48 per dorm). Each dorm is also equipped with its own restroom and shower. Please do not move beds around in the room or from room to room. Do your best to minimize heat loss due to open doors and windows. Open doors also invite critters from the woods to visit buildings.

Groups will heat with wood or electricity depending upon Big Sky's recommendation. If wood heat is recommended, your designated woodstove operator must go through a briefing on the operation of the wood stoves. Only the designated operator is to run the stoves. This is for safety purposes as well as the most efficient operation of the stoves. Please never allow children to touch or put wood in the stove.

Chapel

The chapel provides a more formal meeting place for groups. It seats about 125 and has a portable sound system, piano, available projector and large projection screen. During winter, smaller groups (40 or less) should plan to use the dining hall for both meals and meetings if

possible. The Chapel is equipped with wood heat. See heating with wood under Dorms for rules regarding wood heat.

Crater Cottage

Crater Cottage provides two floors, each consisting of a living room, two bedrooms and a full bath. Each bedroom is equipped with a full or queen sized bed.

This building is heated with electric heat and we ask that groups use that heat conservatively. An extra fee may be added to the retreat cost of groups are found using heat excessively or wastefully.

The Outback

The Outback is our seasonal facility (April-October) with a bathhouse which can comfortably accommodate 30-40, three cabins which each sleep 8 individuals and one cabin which has two rooms with a queen bed in each room. The Outback is also a great place for those wishing to tent.

Waterfront

- 1) Canoes are available for guest group use. Remember that Montana law requires a life jacket for each boat occupant.
- 2) Please carry (do not drag) boats and canoes to the water.
- 3) Please make sure to put all life jackets, paddles, oars and other equipment back on the racks after each usage.
- 4) A registered lifeguard (American Red Cross or other certifying body approved by Big Sky staff) must be on duty for all swimming activities. Depending on availability, Big Sky may provide a lifeguard for groups for an extra charge.
- 5) The speed boat is also available seasonally. This must be operated by Big Sky staff only. An extra charge of will be applied for speed boat usage.

Ropes Course

Big Sky Bible Camp has a ropes/challenge course on the property. If your group is interested in utilizing this as a group activity, please see above for rates and contact the director in advance for times available. Otherwise, this area is off limits to guest groups.

Camp Store

Big Sky operates a camp store which carries a wide variety of candy, slushies, popcorn, soda, ice cream bars, etc. as well as stuffed animals, Big Sky sweatshirts and t-shirts and more. Just mention that you would like to have the camp store opened and give us the times that you would like it opened (usually just an hour or two).

Espresso Stand

New to Big Sky is our Espresso stand located in the dining hall. Big Sky staff would love to serve your group by making lattes, mochas, and other specialty drinks. We will open the stand for no extra cost but guests will be charged for their drinks. Just tell us when you would like the stand open!

Facility Request Form

Please check buildings needed and any equipment needed.

Aeneas Lodge

Kitchen & Dining Hall

Downstairs Meeting Room

Dorms

Boy's dorm (# of rooms: 1 2 3 4)

Girl's dorm (# of rooms: 1 2 3 4)

Crater Cottage

Upstairs

Downstairs

Traber Chapel

of RV's/Tents

Other Equipment Needed:

LCD Projector

Projector Screen

Sound System

TV/DVD Player

Waterfront

Big Sky Bible Camp Lifeguard (Extra charge)

Speed Boat (Extra Charge)

Ropes Course

of individuals in the group (Extra Charge)

Camp Store

What hours would you like the camp store open?

Espresso Stand

What hours would you like the espresso stand open?



Rental Follow Up Form

Name of Group _____

Dates at Camp _____

<i>Camper Category</i>	<i>Head Count</i>	<i>x Fee</i>	<i>Total</i>
Adults			
Children Under 2			
Children ages 2-8			
R.V.'s			
Tents			
Part Time Charges			
Other Charges			
Total			

Grand Total _____

Please complete this report and return it with payment at the end of your retreat or within one week.
 Please make checks payable to Big Sky Bible Camp * 501 McCaffery Rd * Bigfork * MT * 59911
 P. 406.837.4864 * www.bigskybiblecamp.org * E. ryan@bigskybiblecamp.org