

Yolijwa Policies & Procedures

HEALTH CARE

1. The health care and concerns of retreat group members is the responsibility of the group leader.
2. Yolijwa advises you to:
 - A. Obtain health histories from all participants under the age of eighteen (18).
 - B. Gather Health & Emergency Information forms from all group members. Yolijwa will provide group leader with a form to distribute. It is the group leader's responsibility to keep health information for the duration of the retreat.
3. Transportation of injured or sick retreat group members is the responsibility of the group leader.
 - A. In case of emergency, call 911.
 - B. Directions to medical facilities will be available to retreat groups.

SAFETY & EMERGENCY GUIDELINES

1. Upon arrival at camp, all emergency procedures will be shared with you during a welcome orientation. If you would like a copy before you arrive, please let us know.
2. You may give the camp phone number, 909-797-9183 to all group members. Anyone needing to reach group members at camp may use this phone number. Messages are usually checked daily, but Yolijwa is NOT responsible for communicating messages to the group. Groups should arrange their own method of communication with family and friends.

HOUSEKEEPING

1. Group members will turn off the lights when not in cabins/meeting room areas.
2. There is NO SMOKING inside camp buildings. Smokers may smoke outside and use receptacles placed by the doors to dispose of cigarettes/cigars.
3. If the fireplace is used, group members will extinguish the fire before retiring for the evening.
4. At the end of the retreat, it is the responsibility of the group leader to make sure all windows are closed, lights are turned off, and main doors are closed.
5. Food or beverages may not be stored in the cabins. Food and beverages will be kept in the Yolijwa Lodge.
6. Before leaving, please make sure the following is complete:
 - Make sure the Cabin Cleaning Checklist is completed.
 - All glasses should be returned to the kitchen and all supplies should be returned to where they were found.
 - All furniture should be put back the way it was when you arrived.
 - Before leaving camp, turn off heaters, lights and pick up all trash inside and outside of cabins and meeting rooms.

FOOD SERVICE

1. Meals Times: Breakfast 8:00 a.m.; Lunch 12:00 noon; Dinner 5:30 p.m.;
Continental Breakfast 7:30 a.m. to 8:30 a.m; Brunch 10:30 a.m.
Retreat Groups must make special arrangements to alter meal times at least 30 days in advance.
2. After each meal, group members will place dishes and flatware in the marked dish tubs and place all napkins and leftover food in the garbage container.
3. The recycling container will be used for appropriate materials only.
4. **The kitchen is for Employees Only as stated by the Board of Health.** In order to request the use of kitchen items, group members may contact the Retreat Host or kitchen staff member.

CLEANING/DAMAGE GUIDELINES

1. Upon departure of your group, the Yolijsa staff will do a walk through all of the buildings used to make sure all cleaning procedure have been followed and that there is no damage done to the facility. The group leader may request to do the walk through with a Yolijsa staff member.
2. If something is damaged during the course of your stay, please report it immediately to a staff member.
3. Groups are responsible for completing the cleaning checklist before departure. Failure to do so may result in additional cleaning charges to be taken from the cleaning and damage deposit.
4. Any damage that is determined to be other than normal wear and tear will be deducted from the cleaning/damage deposit. The amount will be based on cost to make the repairs as well as to cover staff time. All charges are subject to the discretion of Yolijsa staff. If the cost of the repair is estimated to be more than the \$200 cleaning/damage deposit than the group will be billed and payment must be received within 10 days.

MISCELLANEOUS

1. All equipment needs must be submitted fourteen (14) days in advance, when final numbers are called in.
2. Groups will respect Yolijsa quiet hours (10:00 p.m. to 7:30 a.m. for outdoor activities). There is to be no amplified sound between those times as well as no yelling and screaming while out of doors.
3. Groups must refrain from going behind the Lodge, meeting in roadways, and on neighbor's property. Guests will also respect the boundaries told to them at the time of their orientation so as to respect other groups that may be onsite at that time.
4. All parking will be in the Hilltop Parking lot. There is to be NO PARKING by the Lodge aside from pickup and drop off for those needing assistance. The Deliveries Only driveway is to be kept clear at all times.