



## **Luther Village Seasonal Site Process 2016**

1. Beginning in December, Luther Village will start accepting applications for seasonal sites. The deadline for applications is Tuesday, January 19, 2016.
2. On the day following the due date for seasonal site applications, a computer program will be used to randomly assign an order to all of the applicants. We will refer to the top 19 applicants (14 in the main lower campground and 3 in the upper campground, 2 in the ball field) as the "successful" applicants, and the remaining applicants as "stand-by" applicants. The interim director together with at least one board member will facilitate the process. The "successful" applicants will, in order, be assigned a site based on their ranking and availability of the requested site. Should a successful candidate withdraw for any reason, the top stand-by applicant will be next in line for the available site.
3. The interim director will then inform each successful applicant of their site for the upcoming season.
4. If there are sites remaining, the equal number of applicants from the standby list, in order, will be assigned a site based on their ranking and availability of site.
5. At the close of the process all seasonal sites will be allocated and the Standby list informed that they will only be contacted if someone withdraws at a later time. Those applicants on the standby list can then choose to remain on the standby list or be removed.



## Frequently Asked Questions LV 2016

**How do I apply for a seasonal campsite?** Obtain a seasonal camping information and application package. Read the entire package from beginning to end. Complete the Application and Seasonal Agreement as well as the Site Holder Agreement and submit it with the non-refundable and non-transferable deposit payment by the deadline date in the package.

**Do I have to attend a site selection draw?** No, all information required is on the application form including your site preferences.

**What if I am unsuccessful at a draw?** If you are unsuccessful, you must choose one of the following two options: the "Standby List" or "Withdraw".

**Standby List** (for sites that become available) If you were unsuccessful at the advance computerized draw process because the campground was oversubscribed, you will automatically be placed on the Standby List for that campground in your draw order. People on this list will be contacted on a priority basis if any campsites become available later in the season. Applicants on the Standby List will be issued a full refund following the draws. There is no obligation to accept sites that may become available.

**Withdraw** If you are unsuccessful at a draw, you may simply withdraw. If you withdraw, your deposit will not be refunded

**Can I submit multiple applications?** Only one application per family shall be permitted. For the purpose of application, the term - "family" is generally defined as parent(s) and their children under the age of 18 years. Remember a non-refundable deposit is required with each application.

**What about Winter Storage, can I continue to store my camping equipment on the site I occupied during the season?** Luther Village will continue to offer winter storage on site but cannot guarantee that at the close of your site seasonal term that winter storage will be in the site where your camping equipment is currently located.

**If I have to change sites each year will Luther Village relocate my camping equipment?** Relocating camping equipment within or off site is the sole responsibility of the seasonal applicant. LV will endeavour to provide a list of current service providers but will not engage in moving camping equipment.

**What if I have a deck or solid plumbing on site, will Luther Village relocate these additions?** Relocating accessors or addition within or off site is the sole responsibility of the seasonal applicant. LV will endeavour to provide a list of current service providers but will not engage in moving camping equipment. Luther Village encourages applications to not construct decks or other fixtures allowed within the Seasonal Site Policy that are not moveable prior to the deadline for fall check-out or winter storage check-out.

# **LUTHER VILLAGE ACCOMODATIONS AND PARTICIPANT POLICY AND EXPECTATIONS**

Please ensure ALL family members and guests are aware of this agreement and connected policies. It is YOUR responsibility as a seasonal site holder to ensure all guests to your site abide by them.

## **OUR MISSION**

Under God's grace, Luther Village exists to provide Christian programs in a harmonious outdoor setting to give all individuals the opportunity for growth and renewal of mind, body and soul.

## **AGREEMENT**

By renting Luther Village accommodations or by participating in Luther Village programs or activities you agree to the following:

- ✓ Abide by the Luther Village Code of Conduct
- ✓ Abide by the Luther Village Policy on Harassment
- ✓ Quiet hours are 11 PM - 7 AM Sunday to Thursday and 12 AM - 8 AM. Friday and Saturday. No excessive noise at any time. If a response to request to quiet down is not adhered to, site holders and/or their guests may be asked to leave.
- ✓ Alcohol may be consumed in a camper's campsite or cabin. Alcoholic beverages are not permitted in other areas, including the campfire and beach. Ontario's legal drinking age is 19.
- ✓ Any illicit drugs or hallucinating producing stimulants or misuse of prescription drugs of any kind will have a zero tolerance policy. Guests will be asked to leave immediately. Host will be required to vacate campsite within 24 hours.
- ✓ Pets must be on a leash/tether at all times. It is the responsibility of the owner to clean up after the pet and to ensure that the pet does not disturb others. Pets are NOT allowed on the beach.
- ✓ Fires are permitted in designated areas only, including your own contained fire pit. That is, your own personal "temporary fire pit" cannot be constructed in the campground out of rock or otherwise. Do not dump burned wood/ash in the bush.

## Luther Village's Code of Conduct

To ensure a healthy environment at Luther Village, and within its programs, the Luther Village Board of Trustees has put in place the following code of conduct.

While on Luther Village Camp owned or operated property, out trips or field trips the participant or group agrees to refrain from the following:

- Violating the Luther Village Policy on Harassment and Bullying
- Thwarting, or attempting to thwart, the rules, policies, processes or practices put in place by the Luther Village Board of Trustees or Executive Director
- Consumption or possession of alcoholic beverages outside of private accommodations
- Consumption or possession of illegal drugs or stimulants
- Use of inappropriate language or gestures
- Smoking in any buildings or on the grounds other than in the designated smoking areas
- Reading, viewing, or possessing pornographic material
- Littering, destruction of wildlife and/or nature, or hunting
- Manipulating any application process or forms to increase chances of a successful booking
- Working with other applicants in a process to decrease the chances of a fair and open opportunity for all applicants and participants.
- Engaging in any behavior contrary to the Criminal Code of Canada

Participating in any one or more of the above listed points will render the individual, renter, and/or group in breach of Luther Village Code of Conduct. Consequences and actions due to a breach of the Code of Conduct will be at the discretion of Luther Village staff and/or Luther Village Board of Trustees and will be based on the degree of undue hardship the breach has or may cause Luther Village.

Actions may include, but not be limited to, an individual and/or group being asked to leave the grounds and pay for all damages related to their actions and be required to fulfill all financial obligations even if their stay is cut short due to a breach of our Code of Conduct.

## **Luther Village Policy on Harassment and Bullying**

No Harassment or Bullying at Luther Village.

At Luther Village, we are committed to providing an environment in which every participant is respected and entitled to receive fair and equitable treatment. The Luther Village Board of Trustees recognizes the right of all participants in its programs and facilities to participate in a safe, caring, and respectful environment. A safe, caring and respectful environment is free of behaviours including, but not necessarily limited to:

- violence;
- harassment;
- bullying;
- vandalism;
- unethical behaviours that undermine trust relationships;
- behaviours that contravene the Human Rights Code;
- behaviours considered inappropriate.

### **Unacceptable or inappropriate behaviour includes:**

- unwelcome comment or jokes;
- cursing, taunts, name calling;
- refusing to work or talk with persons
- making insulting gestures
- verbal or written abuse or threats
- insulting comments, jokes or gestures
- personal ridicule and gossip
- refusing to cooperate with others
- persistent & excessive criticism
- verbal abuse, interrupting
- deliberately excluding or isolating people
- withholding information
- acting to deliberately inconvenience specific individuals
- shouting at people, emotional tirades, temper tantrums
- constant criticism, demeaning or harassing
- condescending attitude
- spreading rumors and gossiping

## **FREEDOM FROM BULLYING**

Luther Village believes the best fellowship, worship, learning and behaving takes place in a safe, caring, and respectful environment. Luther Village supports healthy personal and social development for all. For the purpose of this policy, bullying can be defined as repeated and targeted harassment and/or attacks on others inflicted by individuals or groups. It can include:

- physical violence and attacks;
- verbal taunts, threats and intimidation;
- sexual harassment;
- extortion or stealing of money and possessions;
- exclusion from the peer group;
- racially or ethnically based verbal abuse;
- electronic or cyber bullying which includes the sending or posting of harmful email or threatening text, images, or messages using e-mail, digital cameras, digital phone cameras, websites, chat rooms, instant messaging, cell phones and other personal communication devices.

Bullies and bullying behaviour directed towards participants or staff will be taken seriously. The role of the bystander(s) who passively support(s) or actively encourage(s) the misconduct of others will be also addressed.

Luther Village shall ensure that a full and complete investigation of all complaints occur, and if necessary, take appropriate corrective action in all cases where complaints are substantiated upon investigation. Luther Village shall ensure, so far as is reasonably practicable, that no participant is subjected to disrespectful behaviour, harassment or bullying. All participants have an obligation to intervene in situations where disrespectful behaviour is directly observed or overheard and are encouraged to report incidents.

# LUTHER VILLAGE 2016 SEASONAL SITE APPLICATION

## APPLICANT'S INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROV \_\_\_\_\_ POSTAL \_\_\_\_\_

PHONE (h) \_\_\_\_\_ (c) \_\_\_\_\_

EMAIL \_\_\_\_\_

### SITE OCCUPANTS:

Name all direct family members that will occupy the site during the season:

\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT INFORMATION

**DEPOSIT: \$100.00 Due January 19 with application.**

Credit Card: VISA MC # \_\_\_/\_\_\_/\_\_\_/\_\_\_ expiry date: \_\_\_/\_\_\_

- **2<sup>nd</sup> deposit of \$400.00 required January 31, 2016.**  
Please charge this to my credit card: YES  NO
- **BALANCE TO BE PAID IN FULL BY MAY 1, 2016, or \$75/month late fee will be added.**  
Please charge this to my credit card: YES  NO

Send credit card number with expiration date, cheque or money order with first deposit of \$100.00 to:

Luther Village, 560 Arlington St. Winnipeg, MB R3G 1Z5 or email: [melinda@luthervillage.ca](mailto:melinda@luthervillage.ca);

Ph # 204.783.3337; Fax # 204.774.4420

OFFICE USE:

DEPOSIT # 1, \$100:	DEPOSIT # 2, \$400:	FINAL PAYMENT:
Date Received:	Date Received	Due May 1

Amount:

Amount:

Amount:

**SITE SELECTION**

Please rank each site in order of preference, beginning with 1 (most desired) and ending with 19 (least desired). Continue ranking only those sites that you are interested in.

<b>Site</b>	<b>Rank</b>	<b>Site</b>	
<b>A</b>		<b>R</b>	
<b>D</b>		<b>S</b>	
<b>E</b>		<b>T</b>	
<b>F</b>		<b>U</b>	
<b>G</b>		<b>V</b>	
<b>H</b>		<b>1</b>	
<b>I</b>		<b>5</b>	
<b>L</b>		<b>7</b>	
<b>Ballfield East</b>		<b>Ballfield West</b>	
<b>Q</b>			

**AGREEMENT**

When you have the privilege of obtaining a Seasonal Site at Luther Village the expectation is that you will involve yourself in the mission of the camp.

Application is considered completed when attached to a signed and dated Luther Village Seasonal Site Holder Agreement.

All information on application is accurate and, if credit card provided, my authorization given to charge:

Date:

Signature:



Name:

## **LUTHER VILLAGE 2016 SEASONAL SITE HOLDER AGREEMENT**

May 7 – October 8, 2016 \*weather dependant

Please ensure ALL family members and guests are aware of this agreement and connected policies. It is YOUR responsibility as a seasonal site holder to ensure all guests to your site abide by them.

### **OUR MISSION**

Under God's grace, Luther Village exists to provide Christian programs in a harmonious outdoor setting to give all individuals the opportunity for growth and renewal of mind, body and soul.



When you have the privilege of obtaining a Seasonal Site at Luther Village, the expectation is that you will involve yourself in the mission of the camp.

### **AGREEMENT**

As a seasonal site holder we agree to the following:

Abide by the Luther Village Code of Conduct

Abide by the Luther Village Policy on Harassment

Abide by the Luther Village Accommodations and Participant Policy and Expectations

Maximum 3 units per site of which two must be tents.

No boats or boat trailers to be parked in the campground. (If late night arrival, it must be removed by noon the next day.)

If using trailer/tent/site with another family, it would be appreciated if guests made a donation for use of electricity, programs, snack, etc. This is the responsibility of the Seasonal Site holder to request of them.

No additional charge will be applied for guests staying in a seasonal trailer if the site holder(s) is in attendance at the camp. It would be appreciated if guests made a donation to Luther Village for use of electricity, programs, snack, etc. This is the responsibility of the Seasonal Site holder to request of them.

Subleasing or renting is not allowed.

Seasonal site is NON-TRANSFERABLE and NON REFUNDABLE.

As of January 1, 2015, a Seasonal Site holder may not build any new structure on their site with the exception of a step or platform, which will be no more than 8 feet wide/deep and 20 feet long and must be portable or collapsible. Step or deck plans must be approved by the Executive Director prior to the commencement of construction. Any deck or step built must be removed by seasonal site holder upon forfeiting of site.

Repair fees be charged for any ruts, holes or other impacts to the seasonal site resulting from the site holder's occupancy.

No supplemental fridges or freezers – one fridge each only (whether in your trailer or outside if your trailer doesn't have a fridge).

All seasonal site holders and guests must check in upon arrival and overnight guests are required to register in case of emergency, i.e. camp evacuation.

Parking: **ONLY ONE VEHICLE** per site. Other vehicles are to be parked in the main parking lot during youth camps or up the hill in designated place during family camps. DO NOT use a vacant site to park as guests may arrive off the highway.

All property, including RV, trailers and boats are not covered under Luther Village's insurance policy if any damage occurs to them from storms, etc. This is your own responsibility.

Luther Village assumes no liability whatsoever for trailers and their contents, or any other property on a campsite while at Luther Village Campground. The seasonal camping permit holder agrees to indemnify Luther Village, their officers and employees, against claims resulting from loss or damage to property or injury to any person arising out of the use of its facilities.

Luther Village may withdraw a seasonal site holder site access at any time at its sole discretion and is not obligated to refund camping or other fees where the conduct of the permit holder, other persons identified in the agreement, or guests to the campsite is or may be deemed detrimental to the operation of Luther Village

Seasonal site holders shall maintain their campsites in a clean, sanitary and safe condition at all times. The Executive Director or her/his designate may direct that a campsite be restored to a clean, sanitary or safe condition as they deem necessary.

Only equipment designed and intended for the purpose of camping or similar outdoor recreational activity may be placed on a campsite. No person shall place or erect any shed, portable building, fence or similar barrier, or other structure on a campsite. The campsite shall not be landscaped or physically altered in any way.

The Luther Village Community exists to fulfil the mission set out for it. As a seasonal site holder you play an important role in making sure that these requirements and policies are met by everyone in your party. Luther Village exists without security because everyone works to ensure that the rules designed to keep Luther Village a peaceful place are adhered to.

The Luther Village Seasonal Site Policies and Expectations state:

“When you have the privilege of obtaining a Seasonal Site at Luther Village the expectation is that you will involve yourself in the mission of the camp.”

**Please complete below how you plan to be involved in the ministry of Luther Village:**

Please complete the following indicating your acceptance to this agreement:

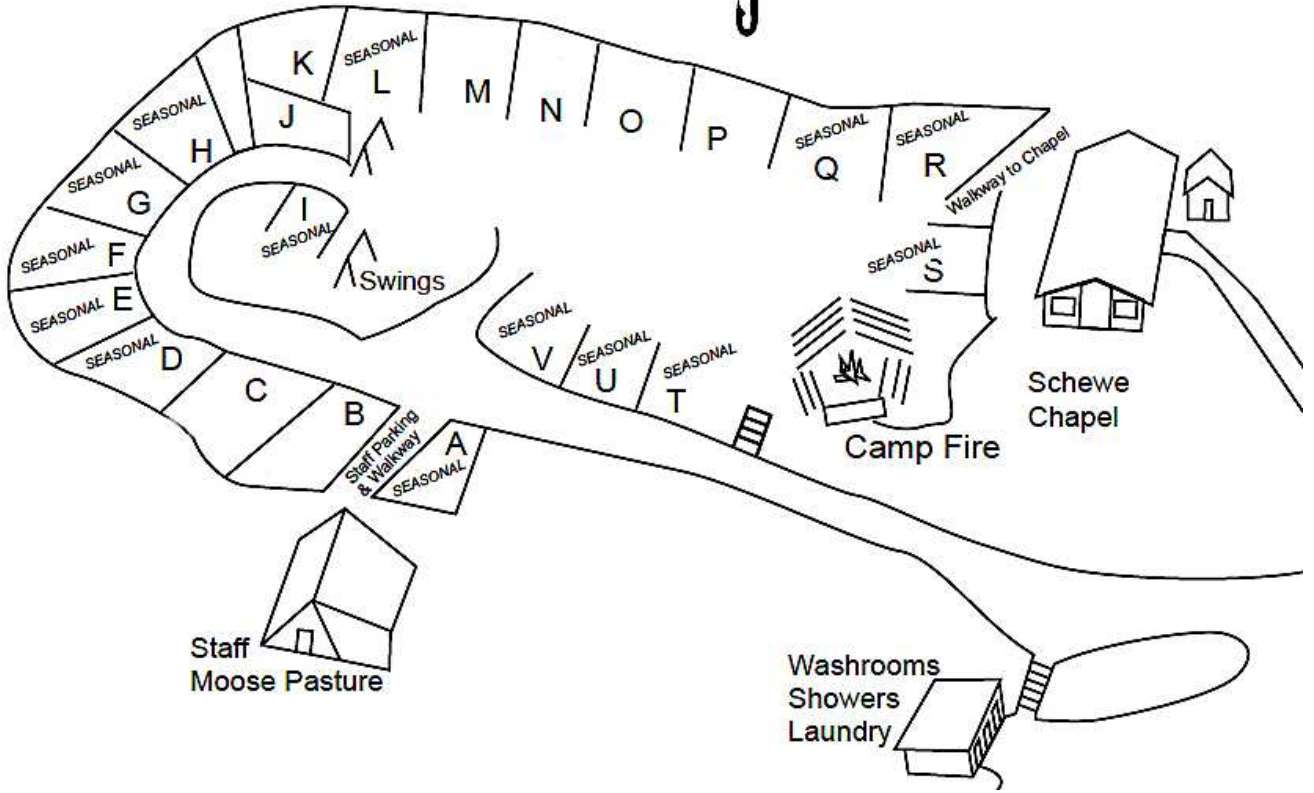
Date:

Signature:

Name:

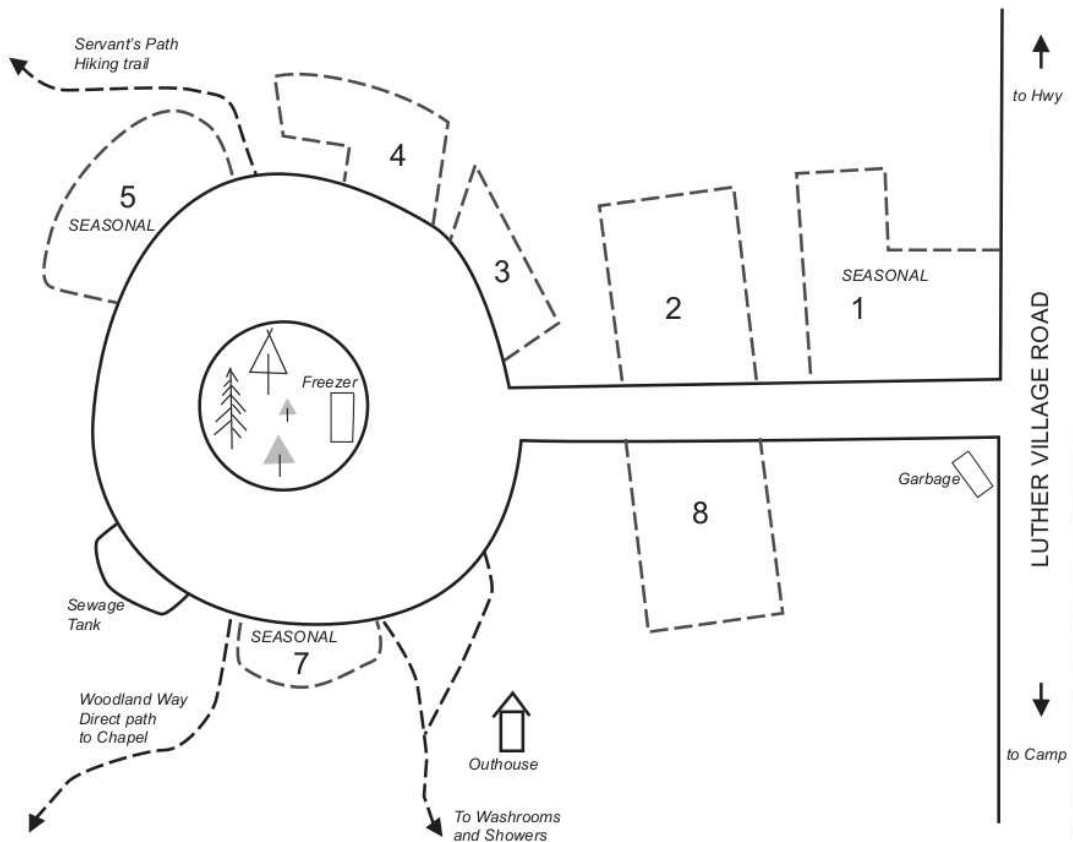
# Lower Campground

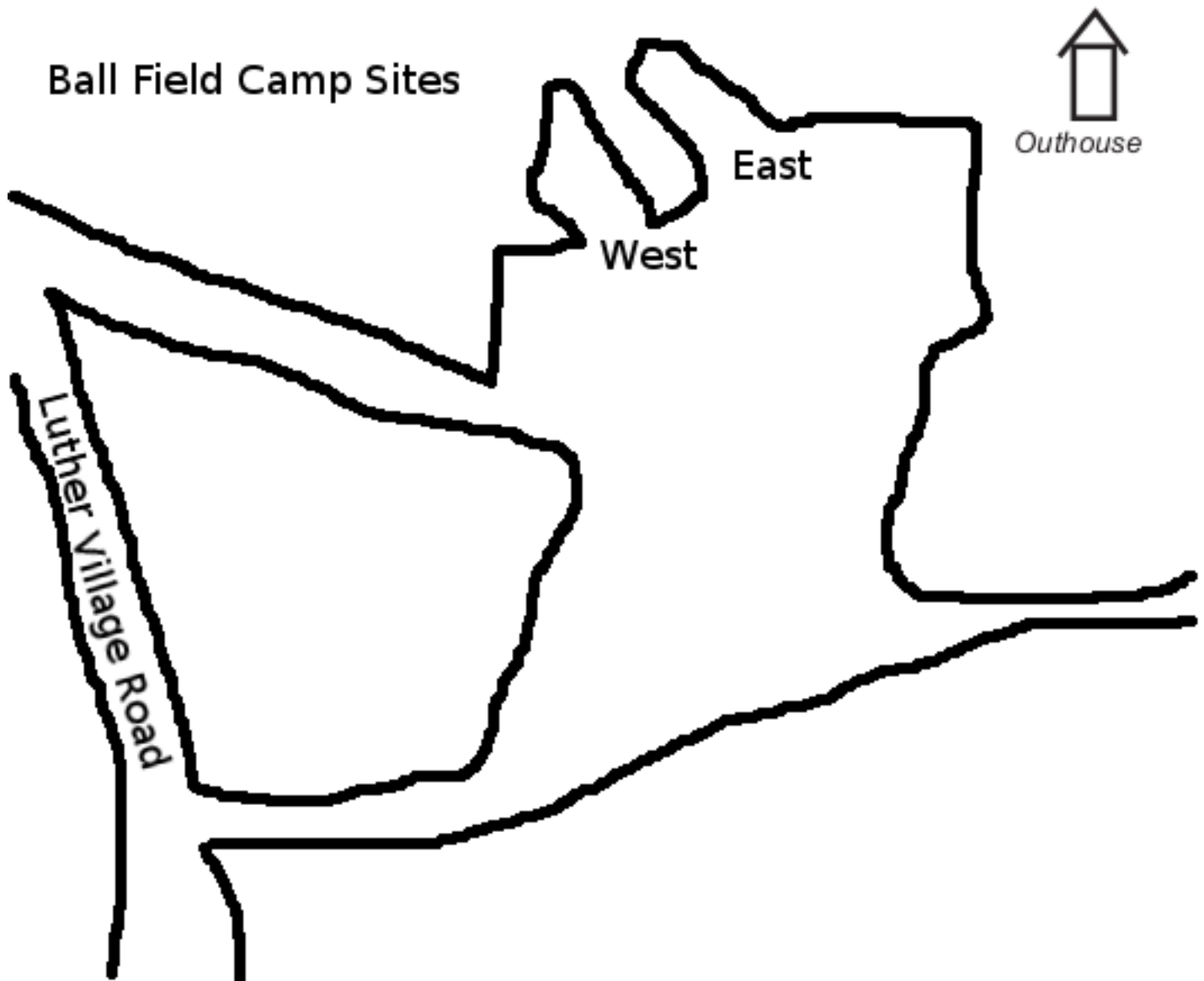
f Luther Village



# Upper Campground

f LUTHER VILLAGE





All maps shown indicate approximate position of sites.

For more detailed information visit this web site for dimensions and photos available:

<http://home.lv.luthervillage.ca/luther-village/seasonal-sites>