

Pocono Mountain Bible Conference **Guest Group Rules and Regulations**

In order to make every guest's stay at PMBC as comfortable and safe as possible, we ask that all guests abide by the following policies and rules:

1. Keep all outside doors and entrances closed. If you open a window, please close it before leaving the room. If you see a door open, please close it.
2. Do not change the dining room thermostats. Please let a staff member know if there is a problem with the heat. You may make adjustments to your own room, however, please turn down the heat upon leaving.
3. If there is a problem of any kind with the facilities, please inform a staff member as soon as possible.
4. Please put all borrowed equipment back in its original place. If anything is lost or damaged, please bring it to the attention of the staff.
5. Turn off lights when you leave any room. Please make sure your meeting room and the dining hall lights are turned out when your group retires for the night.
6. Place all trash in trash cans.
7. DO NOT wander into the woods. For your safety, please stay on the camp's property.
8. ABSOLUTELY NO alcohol, drugs, tobacco, or suggestive or pornographic material of any kind is allowed on the property. Any guest found with any of the above will be asked to leave immediately and will not receive a refund.
9. Rooms designated for females are to be used only by females. Rooms designated for males are to be used only by males. Married couples may share guest rooms. Unmarried couples must stay in separate rooms.
10. The use of candles in meeting rooms or sleeping rooms is prohibited.
11. Please obtain permission before using anything from the kitchen.
12. NO pets are to be brought onto the property.
13. Furniture is NOT to be moved in any rooms.

**Group leaders: Please notify the staff in the event of any emergency. PMBC is serviced by 911 of Lackawanna County, PA.

PMBC Facility Rental Contract

1. The Pocono Mountain Bible Conference, hereafter know as the lessor, agrees to rent the following buildings and equipment:

Woodside	Dining Hall	Recreation Hall
Family Cottages	Pavilion	Sports Shed
Cottages	Tabernacle	Pool
Tyson Building		ALL

2. Accompanying this contract will be a \$250 deposit, which shall be returned in full within 14 days of the close of the retreat, provided no damage is done to the property.

3. The Lessee agrees to pay \$ _____ per adult, \$ _____ per child (6-12).

4. Expected number of guests:

****please note that a minimum of 20 paying guests is required to book a retreat.**

PLEASE CHECK ONE	_____ 20-25	_____ 26-30	_____ 31-35	_____ 36-40
	_____ 41-45	_____ 46-50	_____ 51-55	_____ 56-60
	_____ 61-65	_____ 66-70	_____ 71-75	_____ 76-80

5. Lessor agrees to furnish and keep in effect insurance covering the premises rented and of the persons of the guests but has no obligation to insure the personal property or effects of the guests or employees of other invites of the lessee. Lessee agrees to have in effect at the time of the commencement and throughout the duration of the activity, insurance sufficient to cover the property and effects of those persons whom he invites or allos to attend the activities for which the facilities are rented.

6. Lessee agrees to insure that all facilities rented or otherwise used by the lessee, his employees or guest, be left in a condition which is at least as clean and in good condition as they were when they were found, and further agrees to replace any property broken, stolen, missing, or otherwise damaged during the time he/she is in possession of those areas.

7. Lessee agrees to insure that all rules and regulations of the Pocono Mountain Bible Conference are followed. Copy of said rules and regulations is attached to and hereby made part of this contract. Lessee further agrees to pay as liquidation damage for each violation of said rules and regulations in the sum of \$25 per violation prior to vacating the property.

8. Lessee agrees to provide at least one responsible counselor per room for persons 18 years of age or younger.

9. In the event that either party wishes to terminate this contract, notice must be given in writing 30 days prior to scheduled event. If cancellation is made the week of the retreat, the lessee will be responsible for the full amount due based on the lessor amount of people checked in #4.

10. Alcohol, drug, and tobacco products are not permitted on camp property.

11. Lessee will be permitted to take possession of the premises leased at:

<i>Please fill in</i>	Arrival time: _____ pm	Date: _____
	Departure time: _____ am/pm	Date: _____

12. A deposit of \$250 will be required by the Pocono Mountain Bible Conference by _____ to guarantee reservation.

Please sign and date.

LESSOR: _____ Date: _____
print sign

LESSEE: _____ Date: _____

Retreat Menu

Please make selections and return menu with contract.

Notes: Breakfast meals come with coffee, tea, iced water, milk, and juice.

Cold Cereal is available upon request.

Lunch and Dinner meals and snacks come with coffee, tea, iced water, and iced tea.

Salad is provided at dinner meals.

In order to keep food fresh, all meals will be served for a 30 minute time slot.

Friday Dinner(if desired)

TIME: _____

Main Entree: (Choose one)

Turkey	Ham	Chicken Cordon Bleu
Ziti (with no potato option)		Penne Alfredo (no potato)
Sweet and Sour Chicken*		Poppyseed Chicken*

*Automatically comes with rice (and no potato option)

Sides: (Choose one from each column)

Mashed Potatoes	Peas
Scalloped Potatoes	Corn
Fried Rice	Green beans
Rice	

Bread: (Choose one)

Dinner Rolls	Biscuits	Garlic Bread
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Desserts: (Choose one)

Pie	Cake	Seasonal dessert
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Friday Snack

TIME: _____

Choose one (two if not having Friday night dinner):

Taco Dip	Soft Pretzels	Pizza
Brownies	Apples & Caramel	Ice Cream Sundaes
Mini Pizzas	Cinnamon Rolls	Spinach Dip
Smores	Popcorn, Chips & Dip	Rice Krispy Treats

Saturday Breakfast

TIME: _____

Main Entree: (choose one)

French Toast
Pancakes
Scrambled Eggs and Hashbrowns
French Toast Bake

Breakfast Meats: (choose one)

Bacon
Sausage
Ham

OR, if you'd like a come-as-you-please breakfast instead, you can have cold cereal, coffee-cakes, and fruit.

Saturday Lunch

TIME: _____

Main Entree: (choose one)

Lunchmeat Sandwiches	Hot Ham and Cheese Sandwiches
BBQ Chicken Sandwiches	Taco Salad
Egg Salad and Tuna Salad Sandwiches	Hamburgers and Cheeseburgers
Chicken Ranch Wraps	

Sides: (choose one from each column)

Soup	Crackers
Macaroni Salad	Chips
Macaroni and Cheese	French Fries

Desserts: (choose one)

Pudding	Jello	Peaches	Applesauce
Fruit Cocktail	Brownies	Cookies	

Saturday Dinner

TIME: _____

Main Entree: (choose one)

Turkey	Ham	Chicken Cordon Bleu
Ziti (with no potato option)	Penne Alfredo (no potato)	Sweet and Sour Chicken*
Poppyseed Chicken*		

*Automatically comes with rice (and no potato option)

Sides: (Choose one from each column)

Mashed Potatoes	Peas
Scalloped Potatoes	Corn
Fried Rice	Green beans
Rice	

Bread: (Choose one)

Dinner Rolls	Biscuits	Garlic Bread
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Desserts: (Choose one)

Pie	Cake	Seasonal dessert
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Saturday Snack

TIME: _____

Choose one:

Taco Dip	Soft Pretzels	Pizza
Brownies	Apples & Caramel	Ice Cream Sundaes
Mini Pizzas	Cinnamon Rolls	Spinach Dip
Smores	Popcorn, Chips & Dip	Rice Krispy Treats

Sunday Breakfast
 TIME: _____

Main Entree: (choose one)

- French Toast
- Pancakes
- Scrambled Eggs and Hashbrowns
- French Toast Bake

Breakfast Meats: (choose one)

- Bacon
- Sausage
- Ham

OR, if you'd like a come-as-you-please breakfast instead, you can have cold cereal, coffee-cakes, and fruit.

****For Sunday's noon meal, you can choose a traditional lunch (left side) OR a heartier lunch (right side).**

Sunday Lunch
 TIME: _____

Main Entree: (choose one)

- Lunchmeat Sandwiches
- Hot Ham and Cheese Sandwiches
- BBQ Chicken Sandwiches
- Taco Salad
- Egg Salad and Tuna Salad Sandwiches
- Hamburgers and Cheeseburgers
- Chicken Ranch Wraps

Sides: (choose one from each column)

- | | |
|---------------------|--------------|
| Soup | Crackers |
| Macaroni Salad | Chips |
| Macaroni and Cheese | French Fries |
- Desserts: (choose one)**
- | | | |
|------------|---------|----------------|
| Pudding | Jello | Fruit Cocktail |
| Applesauce | Peaches | Brownies |
| Cookies | | |

OR

Main Entree: (choose one)

- | | | |
|------------------------------|---------------------------|---------------------|
| Turkey | Ham | Chicken Cordon Bleu |
| Ziti (with no potato option) | Penne Alfredo (no potato) | |
| Sweet and Sour Chicken* | Poppyseed Chicken* | |

*Automatically comes with rice (and no potato option)

Sides: (Choose one from each column)

- | | |
|--------------------|-------------|
| Mashed Potatoes | Peas |
| Scalloped Potatoes | Corn |
| Fried Rice | Green beans |
| Rice | |

Bread: (Choose one)

- | | | |
|--------------|----------|--------------|
| Dinner Rolls | Biscuits | Garlic Bread |
|--------------|----------|--------------|

Desserts: (Choose one)

- | | | |
|-----|------|------------------|
| Pie | Cake | Seasonal dessert |
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