

Twin Peaks Bible Camp Policies & Procedures For Rental Groups and Retreats

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Services and Fee Schedule

- **Services:**
Twin Peaks Bible Camp operates all year round, and hosts programs for all ages. We host Summer Camps, Winter Camps, Adult & Family Retreats and many Rental Groups.
- **Fee Schedule:**
 - Twin Peaks Bible Camp charges a fee for all retreats.
 - Rental Groups are charged per person in most cases.
 - The Camp Store will be open at some point for retreats and rental groups.

Twin Peaks Bible Camp is a drug, alcohol, tobacco free facility

The use of drugs, alcohol, and tobacco (including vaping) is prohibited on camp property. If a participant possess any of these substances legally, They must leave them at home or locked in their personal vehicle and not use them on camp premises.

Pets MUST be left at Home

I understand that because of state and county regulations, I need to leave my pets at home when dropping off, picking up, visiting, or attending Twin Peaks Bible Camp for any reason.

Refund Policy

We understand that plans change, so Twin Peaks Bible Camp offers a refund policy for cancellations made up to two weeks before the camp/retreat date. The refund will include store money deposited into the family account and the camp/retreat fee minus a \$50 administration fee.

Activities Offered

- **Archery**
 - The designated archery supervisor shall be properly trained and must adhere to USA Archery Standards. Additional staff members not certified to run the activity may be provided to help assist with crowd control and supervision.
 - Archery equipment must only be used at the designated archery range and must be maintained in a safe condition. Equipment must be kept locked in the archery shed when not in use.
 - All archers must use the same firing line. Arrows must be issued only at the firing line.
 - Arrows are to be notched to bow strings only after shooters are on the firing line and after the signal to shoot has been given.
 - All participants must stay behind the firing line until the signal to retrieve arrows is given. All arrows are to be retrieved at the same time.
 - Participants should know and obey all range commands.
 - Participants must be considerate, practice good sportsmanship, and use common sense.
 - Archers must keep their arrows in their quivers until instructed to shoot.
 - Archers must keep their arrows pointed down or toward the target downrange.
 - If an archer drops an arrow, they must leave it on the ground until instructed to get it.
 - Participants and observers must always walk at the archery range.
 - Archers must be absolutely sure that the path to the target and beyond is clear prior to firing.
 - When pulling arrows out of a target, participants should stand to one side and ensure that no one is directly behind them.

- Archers may only release the bow string at full draw when there is an arrow on the string. “Dry firing” may cause damage to the bow and is dangerous.
- Participants must secure all loose clothing, remove bracelets, necklaces, etc. and tie hair back.
- Participants must always treat supervisors and fellow archers with respect.
- Talking must be kept to a minimum while archers are on the line.
- Participants should treat property and equipment with respect. Responsible party will be charged for any damages beyond normal wear and tear.

• **Axe Throwing**

- Axe Throwing Range should only be facilitated by staff members trained to do so. Additional staff members not certified to run the activity may be provided to help assist with crowd control and supervision.
- Each thrower has the responsibility for the proper care and safe use of their axes, and for knowing and following the rules established by Twin Peaks Bible Camp.
- A thrower shall not knowingly use unsafe equipment.
- If a thrower is unsure of the safety of their equipment, they shall request the assistance of a facilitator in inspecting the equipment.
- A thrower must wear close toed shoes.
- The facilitator will call the throwers to the line.
- All throwers on the line must throw from approximately the same distance determined by staff member.
- The facilitator must look to see that all is clear downrange and must also look to see that nobody is directly behind the throwers, in the path of the swing, or in the arc traversed by the swing.
- The facilitator must call out “range clear” or the equivalent, and wait momentarily for any responses.
- If all is clear, then the order “throw when ready” or the equivalent will be given.
- Participants may not throw axes that have not been inspected
- Axes should not be thrown underhand.
- Any axe that strikes or is struck by another axe should be inspected by the Instructor after each round of throwing.
- Participants should not stand or walk behind throwers on the line.
- Just before each throw, participants must look behind to ensure that it is clear.
- Throwers may not swing axes aimlessly or in a careless manner. Throwers should always be aware of what may be in the path of his/her axe when it is swung.
- Participants are advised to be aware of sharp points and edges of axes.
- Participants should stay alert. Axes can and will bounce back from the target if miss-thrown.
- When finished, the throwers are to put down any axe in hand, step back from the line and wait until the order to retrieve is given.
- When all throwers are finished, the facilitator must call “axes down” or the equivalent and wait for compliance.
- When all axes are down, then the facilitator must give the command, “retrieve axes” or the equivalent.
- When retrieving the axes, participants will walk to targets and carefully retrieve axes. If pulling an axe away from target, participant will grasp handle firmly and pull backwards away from their body and ensure no one is behind them. Participants should retrieve higher axes first, working from top targets to bottom targets.
- If an axe thrown falls beyond the far boundary, the facilitator is to be notified and further instruction will be given. Participants will not climb over the fence without permission.
- New throwers must wait for permission from the facilitator before filling in on the line.
- After retrieving axes, participants who just finished throwing can safely hand their axes to the next thrower(s) in line.

• **Mountain Mud Slide**

- The designated supervisor shall be properly trained. Additional staff members not certified to run the activity may be provided to help assist with crowd control and supervision.
- Water must be running while the slide is in operation.
- Participants should enter slide one at a time.
- Participants must wait for the attendant to tell them when it is okay to go.
- The slide must be clear before another participant is allowed to go.
- Participants must slide feet first in a sitting position or lay flat on their back, staying feet first for the entire ride.
- No catching participants at the end of the slide. Attendants may help participants out of the splash area at the bottom of the slide.
- No one is permitted along the sides of the slide while in operation.

- No objects are allowed on the slide.
- No stopping or slowing down on the slide
- No running
- Participants must be considerate and use common sense.
- Participants must secure all loose clothing, remove bracelets, necklaces, etc., and tie their hair back.
- Shoes must be worn at all times.
- Remove glasses and objects from the mouth before entering the slide.
- Participants must always treat supervisors and fellow participants with respect.
- Participants should treat property and equipment with respect. The responsible party will be charged for any damages beyond normal wear and tear.
- Participants should know and obey all Mountain Mud Slide Rules.

Meals, Snacks, Menus, and Dietary Needs

Those planning to attend a retreat or rent Twin Peaks Bible Camp, dietary needs or food allergies can be indicated on the web-based registration. Dietary and allergy information is given to our Kitchen Manager and/or kitchen staff to accommodate for meals and snacks if Twin Peaks Bible Camp is cooking for the retreat or rental group.

Groups and individuals may contact Twin Peaks Bible Camp with questions and to receive a planned menu for the week. Twin Peaks Bible Camp can accommodate most gluten-free and dairy-free needs. In extreme cases where the participant's needs are more than camp is capable of accommodating, that participant may be asked to help supplement camp meals to make sure that they have plenty of safe foods to eat.

If participants do not avail themselves of specially prepared meals the kitchen staff has made, the Kitchen Manager or Director has the discretion to discontinue the accommodation and provide our normal meals to the participant.

Services offered for special needs participants (ADA)

All newer camp buildings that participants use have ADA access and ADA compliant restrooms. Most buildings used for participants are ADA compliant, including restrooms and showers.

Reporting Child Abuse and/or Neglect

If you suspect child abuse or neglect, please call the Colorado Child Abuse and Neglect Hotline at **844-CO-4-KIDS**. This hotline is monitored 24 hours a day, 7 days a week.

OR

If you or someone you know has a concern regarding the safety or protection of a child residing within Mesa County or attending a program in Mesa County, please call the Mesa County Child/Adult hotline at 970-242-1211. The hotline is open 24/7. If it is an emergency outside of these hours please dial 911 or contact your local law enforcement. Law enforcement will in turn contact the after-hours worker. If you are unsure of the issues regarding the child, please give as much information as possible and they will make the decision.

Procedures for Emergencies

Fire Policy

Command Procedure:

- The Camp Director will determine when it is mandatory to evacuate during a Rental Camp or Retreat.
- Families and/or those who rented Twin Peaks Bible Camp may at any point choose to evacuate themselves and/or other families as they believe to be best.

Evacuation Procedure:

- Immediately evacuate all people from the building or buildings where the fire is located. In a case where only a building where participants are housed is affected, the person giving the alert should tell each everyone to immediately evacuate the building with his or her group in an orderly manner. All those evacuating a building during a fire or fire drill should line up by the flag pole for roll call.
- The person sounding the alert should send two messengers at the earliest possible moment -- one to call the Camp Director and the other to notify the Facilities Manager of the location and extent of the fire by using the emergency radio. The Camp Director is notified and if deemed necessary will call 911. The Camp Director can assign others to

this duty so that his complete attention can be given immediately to ensure the safety of the campers and staff in the affected area.

- The Camp Director should see that all participants and staff are gathered in front of the flag pole, or some other area he may designate and hold them until the roll call can be made and it is determined what the next step should be to ensure their safety. He should not sound a general fire alarm (through blowing the siren) unless it is deemed necessary for the safety of the entire camp. The fire alarm is located on in the power house near the bell.
- The Camp Fire Marshall (Facilities Manager or Camp Director) is responsible for assessing the extent of the fire and to command available staff in the most effective method of putting it out. All available staff members are responsible to him. In the event of the arrival of fire department personnel, he should relinquish command to them.
- The Camp Director and the Camp Fire Marshall should make themselves aware of the location of all building exits, fire extinguishers and hoses.

Natural Disaster Policy

- In the event of a forest fire or other natural disaster, all staff are trained that there will be a siren that will sound and all persons are to meet at the flag pole in the center of the camp. Instructions will be then be given as to whether it was merely a drill or procedures to follow.
- In the event of a forest fire: Depending on the direction, speed and proximity of the fire will determine whether or not all persons at camp: shelter in place in the center of the ball field with all available water sources running in that area; shelter in place in either the dining hall or the bathhouse facility in the center of camp; or evacuate all peoples from the camp in all vehicles available with a planned evacuation route to Cedaredge or a route to Collbran.
- In the event of flash flooding we will remain at the Camp as the site is higher ground elevation than the creek in the middle of the property.
- In the event that a predatory wild animal enters Camp, all staff have been trained to give a "Lockdown Bear" call over the walkie-talkies and to get participants into the nearest building structure until the animal leaves or the situation has been dealt with in manor in accordance with the Colorado State Parks and Wildlife regulations and or advice from the local Colorado State Parks and Wildlife Officer in this jurisdiction or Colorado State Patrol. When situation is handled, an "All Clear" call will be given over the walkie-talkies

Security Policy

The following policy has been discussed with Law Enforcement and is constructed under their advisement. In the event of an active shooter on the Camp premises all staff are instructed to RUN, HIDE and FIGHT. The details of this policy may be reviewed upon request.