



GLEN LAKE CAMP
& retreat center

P.O. Box 928, Glen Rose, TX 76043
254-897-2247 254-897-2423 fax
www.glenlake.org

Group Leader Information

General Policies & Information

- = The organization sponsoring the group agrees to supply a copy of the contract and the Group Leader Information to the responsible leader who actually attends with the group. This must be done in advance so the group leader will be aware of what has been agreed to, and is aware of his/her responsibility to lead the group in fulfilling these commitments.
- = The group assumes responsibility for and must supervise all persons that are, for any reason, on the site in connection with the group's program or use of the facility.
- = In order to provide adequate supervision and safety, youth and children's groups will provide responsible adult leadership (over 18) using the following ratios: 1:8 for ages 9-18; 1:6 for ages 6-8, and 1:5 for ages 4-5. If the group contains both male and female participants, both male and female leadership is to be provided. For the protection of all participants (both youth and children), two adults must be present in the sleeping quarters.
- = Glen Lake reserves the right to book other groups simultaneously if the facility capacity allows.
- = Glen Lake has a limited supply of audio/visual equipment, which can be reserved upon request. This is on a first come, first serve basis and only if prior arrangements are made.
- = A copier is available in the administration building for small quantities of copies – under 150. Services will be added to the final bill – ask for current price when inquiring.
- = Glen Lake provides designated areas for campfires. Please check with Glen Lake staff to insure that conditions are favorable.
- = Glen Lake offers snack trays and drink service for an additional fee. Please contact the Director of Guest Services for further information.
- = Glen Lake store (souvenirs, snacks, jewelry, etc.) is open on Saturdays from 12:30-1:30pm and by appointment.

Check-In and Check-Out

- = Facilities will be available at 4pm, unless otherwise contracted. A Glen Lake staff person will be on duty in the Administration Building to meet with the group leader when they arrive. If you are going to be significantly later than the contracted time of arrival – please call as a courtesy to our staff.
- = The Group Leader needs to check in at the Administration Building upon arrival. At this time a final count will be needed. Key cards and lanyards will be issued for the group to the leader. They serve as the lodging keys as well as the meal ticket. Any lost/broken keys or lanyards will be charged to your group.
- = Please give each participant a copy of the map/directions provided in the packet.
- = On the day of your departure, please arrange a time with the Glen Lake staff to go over your invoice, make payment, and re-book. Usually a time between 9 and 11am will work best. One payment for the entire group is required (no individual checks).

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Dining Hall Procedures

- = Meal tickets (key cards) are required in order to be served.
- = Meals are served at the following times – please arrange your schedule accordingly.

Breakfast	7:45-8:15am
Lunch	12 – 12:30pm
Dinner	5 – 5:30pm
- = Takeouts are not available.
- = No credit is given for missed meals.
- = Unused meal tickets (key cards) must be returned before the first meal contracted.
- = Dining Hall is open at 6:30am and closes after the dinner meal.
- = Ice is available upon request. Ice chests are sometimes available.

Meeting Areas

- = GLC staff is happy to do initial setup. Any additional room changes will need to be arranged prior to your event through our Director of Guest Services.
- = Meeting buildings are left unlocked unless otherwise arranged.
- = Environmentally, we would appreciate knowing when we can shut down buildings when they are no longer in use. We will turn them on in the morning for you if you can provide us with a schedule.
- = Overflowing trashcans can be dumped in the big barrels outside each building. If those are full, please notify the office.
- = For hanging paper or decorations; please use materials provided. The use of scotch tape or masking tape is ok in most cases. No push pins or duct tape on the walls.
- = Sitting on tables can easily bend the legs. Charges will be assessed for damage.

Recreation Facilities

- = Please be mindful that the groups on site share all recreation facilities and equipment.
- = The Miller Activity Center (MAC) is open Saturday 9am-5pm and at other times be request. Canoes are locked until scheduled use. Do to lifeguard scheduling, Splash & Crash Waterpark is only available if arranged prior to your arrival.
- = For access to the river and hike to the cross on the hill, inquire with GLC staff on the status and directions. To prevent serious injury, shoes must be worn in the river. Old tennis shoes are the best – so put them on your participant checklist.
- = With children and youth, all areas of recreation – MAC, lakefront, river/hike – must be supervised by adults (over 18) at all times.

Miscellaneous

- = While you are a guest at Glen Lake, our weekend staff will be on-call at all times. There is a house phone on the porch of the Administration Building – just dial “0”. From the small group lodges, you can dial “0” from the phones in those buildings.
- = Pay phones are available on the porch of the Administration Building.
- = Be aware that not all cell phone services work here at Glen Lake.
- = The contact number while you are here is our business number. (254) 897-2247. Our staff will take messages and deliver them immediately, if an emergency OR at the next meal, if not. We have a limited number of phone lines for us to conduct our business, so please limit the use of these lines. After 5pm, since we do not have a switchboard for transferring calls, only emergency messages will be taken.



Group Leader Check-List

Establish a Registration Deadline

- Know that GLC needs your count broken down by gender a week prior to your arrival.
- Know that you have agreed to pay for a minimum amount of participants as specified in your User Agreement.

Develop Your Schedule

- Glen Lake Camp & Retreat Center will need a copy of your roster, schedule and Certificate of Liability for proof of insurance.
- What time will you be arriving and departing?
- Know that a GLC staff person will be awaiting your arrival; so as a courtesy please call if you are going to be late.
- The leader of the group or someone designated needs to be the first here to check-in with the GLC staff person, to get keycards and other pertinent information.
- Give maps with camp phone number to each participant and an explanation that GLC is in the middle of Glen Rose, not in the country. Establish where the participants are supposed to check-in (your lodging or meeting space). There is good signage at the camp to aid in this process.
- Please note the meal serving time below and set your schedule accordingly:
Breakfast: 7:45-8:15am Lunch: 12-12:30pm Dinner: 5-5:30pm
- The Miller Activity Center (gym) is open on Saturday from 9am to 5pm and as requested throughout your stay. **An adult must supervise children and youth at all times.** Only tennis shoes are allowed on the court floor. No food or drinks are allowed past the lobby area. Damage to recreation equipment is monitored and charges will be assessed.
- Canoes will be opened as requested (in season). Children and youth must be supervised. Lifejackets are provided and must be worn at all times.
- The Camp Store (souvenirs and snacks) is open on Saturday from 12:30-1:30pm and other times by appointment.
- Quiet times are from 11pm-7am. This secures "good neighborliness" with the other groups on site, staff who live here and the Glen Rose citizens who live in close proximity.

Packing

- Bedding for a twin bed and pillow
- Towels
- Toiletries
- Shower shoes (optional)
- Comfortable clothing and shoes
- Shoes for walking in the Paluxy River or canoeing (closed-toes is best)
- Meeting materials – pens, paper, flip charts, videos, books, etc. (We have extras if you end up short)

AV Equipment

- Your group has access to our equipment for no charge, you just need to reserve it in advance. Available are: TV/VCR, DVD player, overhead projector, dry erase boards, flip charts w/easel, extension cords. LCD projectors are available to rent for \$50 per day. Damages to equipment will be charged to the group unless otherwise arranged.

We are here to help facilitate a great event for your group. Do not hesitate to call for more information or helpful hints in scheduling that we have seen work well.



GLEN LAKE CAMP
& retreat center

Group Participant Check-List

P.O. Box 928, Glen Rose, TX 76043
254-897-2247 254-897-2423 fax
www.glenlake.org

General Policies & Information

- = Glen Lake is located within Glen Rose, on Hwy 144S – about 1½ a mile north of the city square. Your group leader should be able to supply you with a map.
- = The phone number is (254) 897-2247. After 5pm, we do not have a switchboard – so emergency calls only please.
- = Absolutely no alcoholic beverages, illegal substances, drug paraphernalia, fireworks, knives or guns are allowed on the site. Smoking is not allowed in any of the buildings.
- = No go-carts, bicycles, scooters, skateboards or other recreational vehicles are allowed.
- = Pets are not allowed on the site.
- = Your group leader will have a key card for the participants to use to unlock their lodging and for use as a meal ticket. Please keep it with you at all times and return it to the group leader at the end of your event.
- = Once you have unloaded at your lodging, please park cars and vans in the designated parking lots, so emergency vehicles will have access to all buildings.
- = Please do not move the beds.
- = The bunk beds are not to be disassembled. There are pins that can easily ruin the floor or carpet. A charge will be assessed to the group.
- = Please report any damage or problems to the GLC staff in the office or at meals.
- = Quiet times are from 11pm-7am. This ensures “good neighborliness” with other groups on site, staff who live here and Glen Rose citizens who live in close proximity.

Dining Hall Procedures

- = Meal tickets (key card) are required to be served. Take-outs are not available.
- = Meals are served at the following times:
Breakfast: 7:45-8:15am Lunch: 12-12:30pm Dinner: 5-5:30pm
- = Sit as a group. Please do not move tables.
- = Anything brought to the table, needs to be taken to the dish line when you leave. Unopened condiments can be taken back to the food line. Wiping off the table with the spray bottles and towels (provided at the end of the food line) is much appreciated.

Recreation Facilities

- = The Miller Activity Center (gym) is open on Saturday from 9am to 5pm and as requested throughout your stay. An adult must supervise children and youth at all times. Only tennis shoes are allowed on the court floor. No food or drinks are allowed past the lobby area. Damage to recreation equipment is monitored and charges will be assessed.
- = River/Hike: Inquire with GLC staff on the status of the river and/or the hiking trail to the cross on the hill. To prevent serious injury, shoes must be worn in the river. Children and youth must be supervised.
- = Canoes will be opened as requested (in season). Children and youth must be supervised. Lifejackets are provided for all participants and must be worn at all times.
- = Splash & Crash Waterpark: Only available if previously arranged. Lifeguards are scheduled, so please come when arranged. Obey the lifeguards at all times. Swimwear only. Children in diapers must wear watertight diaper guards. Any group causing undue problems and endangering others or the equipment will be asked to leave with no refund available.
- = The Camp Store (souvenirs and snacks) is open on Saturday from 12:30-1:30pm and other times by appointment.

GLEN LAKE CAMP & RETREAT CENTER

POLICIES

Group Leaders: The following information for Glen Lake includes items that you and your group should know in order that confusion and conflict be avoided.

ADDRESS FOR MAIL TO GUESTS: Person's Name/Group Name
Glen Lake Camp & Retreat Center, P.O. Box 928, Glen Rose, TX 76043

TELEPHONE NUMBER: (254)897-2247 **FAX NUMBER:** (254)897-2423
Guest messages will be taken and delivered to them. This number is answered during business hours. Pay phones are located outside the administration building, although several buildings have phones for outgoing calls.

REGISTRATION: Group leaders are expected to arrive with or before their group arrives, and check in at the office. A final count will be needed at this time. This also allows Glen Lake staff the opportunity to double check any special needs in order that your retreat may proceed smoothly. Special arrangements must be made if arriving after 8PM.

ACCOMMODATIONS: Each person (group) will be held responsible for equipment and property in his/her room (lodge) and for the defacing or destruction of any properties of Glen Lake. If damage or misuse occurs, the group responsible will be billed accordingly.

CHAPERONES: Each children's or youth group must be adequately chaperoned (1 to 8 ratio) of the same sex and the persons in charge of each group will be responsible for the conduct of the same.

SPEED LIMIT: The speed limit while on Glen Lake grounds is 15 miles per hour.

QUIET HOURS: Quiet hours are observed from 11pm-7am. Groups are expected to observe the rights of others to peace and quiet during these hours.

PROHIBITED ITEMS: Radios, televisions (other than for groups use), pets, fireworks, firearms and dangerous weapons. Please do not bring hot plates, heaters, and other similar types of equipment.

ALCOHOL AND SMOKING: Use of alcohol is strictly prohibited. Smoking is prohibited inside all buildings, but smoking is not prohibited outside on the grounds.

FIRST AID: First Aid is available from the office for minor illness or injury. More serious illness and injury are referred to the local hospital emergency room. All accidents must be reported to the office as soon as possible.

Driving Directions to Glen Lake Camp & Retreat Center

FROM THE NORTH THROUGH GRANBURY

- From Benbrook take Hwy. 377S to Granbury.
- Continue through Granbury on Hwy. 377S.
- Just after crossing the lake, exit off 377 onto 144S to Glen Rose.
- Follow 144S about 15 miles and turn right on Hwy. 67S.
- Follow approximately 1 mile into Glen Rose.
- Turn left onto Hwy. 144S at Vaughn's Exxon Station.
- Follow 4 blocks. Glen Lake is on the left as you make the curve.

FROM THE EAST THROUGH BURLESON AND/OR CLEBURNE

- Take I35 south to the Hwy. 174 exit for Burleson.
- Follow Hwy 174 through Burleson, Joshua, and to the edge of Cleburne.
- Watch for a Large sign saying "Glen Rose" and turn to the right on Loop 367.
- Continue west on Loop 367 around Cleburne, merging into Hwy. 67 to Glen Rose
- As you come into Glen Rose, you'll see a big Exxon station on your left.
- Keep going up the hill and into Glen Rose.
- Turn left onto Hwy. 144S at Vaughn's Exxon Station.
- Follow 4 blocks. Glen Lake is on the left as you make the curve.

FROM THE WEST ON HIGHWAY 67

- Traveling from the west on Hwy. 67, continue almost all the way through Glen Rose.
- Turn right on Hwy. 144S at Vaughn's Exxon Station.
- Follow 4 blocks. Glen Lake is on the left as you make the curve.

FROM THE SOUTH ON HWY. 144

- Follow 144 N into Glen Rose.
- At the flashing light on the town square, turn right.
- Follow this road (Hwy. 144 N) approximately 1 mile.
- Glen Lake will be on your right.

FROM WACO

- Take Hwy. 6 W to Valley Mills/Clifton.
- In Meridian, you'll curve off to the right at a flashing light. At the courthouse, there is a stop sign.
- Turn left onto Hwy. 144 N and go through Walnut Springs into Glen Rose.
- At the courthouse in Glen Rose, turn right
- Go about half a mile, you'll see Big Rocks Park (on the river) on the right.
- Glen Lake is a little further up on your right.
- If you get to Hwy 67, you've gone too far.