

## Lakeview Methodist Conference Center – General Policy

Lakeview Methodist Conference Center is a ministry of the Texas Annual Conference of the United Methodist Church and is committed to its mission.

### Reservations/Events

The use of Lakeview facilities is to be scheduled in advance by reservation only on a first-come, first-served basis. Inquiries regarding dates and facilities are handled by the Lakeview Office and confirmed by the Director of Guest Services. Groups meeting on a recurring basis will have priority for the same or similar dates and facilities when so requested at the end of each year's meeting.

A signed reservation form along with the event deposit (when required) must be filed with the Director of Guest Services in order to confirm the event reservation.

The deposit policy is included on the current Rate Sheet.

The Summary of Our Retreat Form must be filed with Lakeview at least 14 calendar days prior to the group's arrival.

Names, addresses, and room assignments are to be presented upon arrival.

Payment in full is due before a group/individual's event ends.

All common areas (sports facilities, bonfire sites, vesper points, etc.) must be scheduled through the Lakeview Office

### Facilities

Only registered guests may use Lakeview facilities which are scheduled and reserved by them or their group.

There is **NO SMOKING** inside any building. \$100 will be charged for each occurrence of smoking inside a building.

**Pets are not allowed** on campus or in any building, structure, or vehicle. \$100 will be charged for each occurrence of a pet on campus. However, guests in the RV park may have a pet which must be leashed at all times and restricted to the RV park area only.

Guests are responsible for any and all damage to facilities and equipment checked out to and reserved for them.

All furnishings and equipment must remain in their original place in their original building.

Air conditioning and heating controls in the meeting rooms are to be adjusted under guidance of the Lakeview staff.

Lakeview is NOT responsible for personal property of others including items lost, misplaced, destroyed, or stolen.

### Roads/Sidewalks/Parking

**No one is allowed to ride in the back of a pick-up or to hang out of moving vehicles.**

The speed limit on Lakeview roads is 20 mph.

Vehicles are to remain parked except when required for essential use.

Vehicles are to be driven and/or parked ONLY on established roads, driveways, and parking areas.

Off-road vehicles including ATVs and golf carts not provided by Lakeview are prohibited.

Skateboards, roller skates, roller blades, and scooters are prohibited.

Dollies are available upon request for moving equipment from parking areas to buildings.

### Food Services

All food arrangements are made through the Lakeview Office.

Cafeteria serving lines will be closed 30 minutes after the posted beginning time for meals.

Persons entering the cafeteria must be fully dressed including shoes.

No credit is given for missed meals.

Cooking is prohibited in the classrooms, meeting rooms, and lodging facilities (except where kitchen facilities are provided).

Additional cooking equipment is not permitted in any facilities.

Food and/or dishes are not to be taken from the cafeteria.

Catered meals and other snack menu items are available upon request and are limited by availability.

Special dietary needs will be considered according to the Food Service Director when requested in advance.

Outdoor cooking is by approval only after requested in advance and subject to local burning bans.

The Snack Shack can sell snacks, drinks, and other food items when requested in advance and subject to availability.

Snacks, drinks, and other food items may not be sold on campus by guests or other vendors.

### General

All Children and Youth must be supervised at all times by adult leadership

Bonfires/campfires are allowed only in designated areas.

All persons must strictly adhere to the Standards Regarding Disorderly Conduct

All persons must observe the Boating, Swimming, and Fishing Policies and Guidelines

Available insurance coverage is outlined in a separate publication

Registration and Participation in Lakeview's programs are the same for everyone without regard to race, color, age, sex, disability, national origin, or political belief.

Policy exceptions may be considered for approval by the Executive Committee of Lakeview Methodist Conference Center Board of Directors on a case-by-case basis.

*approved 10-23-2015*