



Retreat and Conference Services

MISSION

Clearwater Forest is a ministry of Christ called to provide faith building Christian programming, nurture an active Christian community, and be a faithful steward of God's creation. At Clearwater Forest we aim to change lives in God's woods and waters.

Available Services

The services listed below are available year-round. Retreat and conference services are available, subject to the programming needs of Clearwater Forest.

- Daily or Overnight Usage/Lodging: Leaning Tree Lodge, Eagle Lodge, Carriage House, Summer Cabins (May-September), Woodchuck, Hermitage and Campgrounds (Loon Point and Grouse Circle). Information about accommodations is available on the website (www.clearwaterforest.org).
- Food Service
- Seasonal activities (Swimming, Boating, High/Low Ropes Courses)

Rate Information

A current schedule of rates for retreat and conference services is available through the Clearwater Forest office (218-678-2325).

Rates are established to offer affordable prices to users, recover a reasonable amount of the cost of maintaining and operating the facilities and services, and support good stewardship of the natural environment of Clearwater Forest. Rates may be revised at any time. Groups with reservations will receive 60 days notice of any changes in rates. For unusually large and/or complicated events, Clearwater Forest reserves the right to negotiate more appropriate pricing.

Reservations

Reservations can only be made one year or less before the requested date. Reservations will be accepted and confirmed upon receipt of a signed contract and the appropriate deposit. No reservation is confirmed without both a completed contract and deposit. Until a reservation is confirmed for the use of facilities, those dates are considered "open" to other groups. Clearwater Forest is not responsible for protecting dates and/or facilities without completed reservations made by the user. Clearwater Forest does not keep perpetual reservations for any groups for specific annual events.

Cancellation Policy

Groups that cancel their event more than 90 days prior to the event will receive a 50% refund of their deposit. Groups that cancel their event 90 days or less prior to the event will forfeit their entire deposit. An event which cannot be held due to weather or other disaster may be rescheduled within the next 12 months from the original date with the deposit applied to the new booking.

What to Bring for Overnight Visits

Clearwater Forest provides linens, pillows, blankets and towels for all lodges except the summer cabins. Items you may want to bring include:

- Personal items
- Bug spray
- Beach towels
- Flashlight
- Boots for snow, rain and mud

WIFI and Internet

We are pleased to provide limited WIFI connection to guests. No password is required.

Arrival and Host Greeting

Most groups arrive after office hours, so you do not need to “check-in.” A Clearwater Forest representative or host will visit with your group in person shortly after you arrive. The host will check to see if there are any questions and will be available throughout the event, either onsite or on-call with a cell phone number provided to the group leader. A part of your orientation includes information about other groups using Clearwater Forest at the same time you are. Please contact the Clearwater Forest host to report suspected intruders that do not seem to be with other registered groups.

Group Orientation

Group leaders are expected to orient their own groups to all of the information in the welcome notebook and the emergency information documents. A Clearwater staff member can be available to assist in the group orientation if requested.

Responsibility for Supervision and Behavior

Group leaders are generally responsible for the conduct of their group members. Parents are responsible for the behavior and supervision of their own children. Clearwater Forest does not provide direct supervision for children in retreat service user groups. Clearwater Forest staff will report inappropriate activities to the group leader.

Supervision and Ratios for Youth Groups

Groups are expected to maintain a ratio that follows American Camping Association guidelines (shown below). Groups are advised strongly to provide training to their staff members to minimize the potential for any situations where a staff member may be one-on-one with a minor while out of sight of others. Clearwater recommends appropriate screenings or background checks for all adults that will be responsible for or have access to campers/minors.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6–8 years	1	6	8
9–14 years	1	8	10
15-18 years	1	10	12

Pets

- During registration guests must include information about any pet that will be accompanying them/their group to Clearwater Forest.
- Guests staying in the campgrounds, Woodchuck, or the Carriage House are permitted to bring pets.
- Pets are not permitted in any building except Woodchuck and Carriage House. If pets are discovered in any other building, a \$500 fee will be charged to sanitize the building.
- Any pet coming to Clearwater Forest must have proof of up-to-date shots.
- If an animal has been criminally charged (biting) and is registered as a dangerous animal, they are not allowed on site.
- Pets must be on leashes at all times and under direct supervision of the guest (i.e., they cannot be left alone).
- Dogs that bark excessively and are not able to be quieted will be required to leave Clearwater Forest along with their owners.
- Owners must clean up after their own animals or a \$100 fine will be charged.
- Pets are not allowed in the beach/swim area.
- We do have a service animal policy -- please request policy if needed.

Campfires , Fireplaces, and Firewood

Campfires are restricted to the designated fire pits. Guests are welcome to gather firewood that is laying on the ground in the forest, or use wood that is stocked near each fire pit. Fireplaces: Split wood for inside fireplaces is provided in the buildings.

Access to Other Buildings

Most groups come to Clearwater Forest to seek a bit of solitude. Please respect the space of other groups and do not enter any building without permission that is not specifically reserved for use by your group. We also ask that you avoid outdoor activities close to another group's building.

Visitors

Clearwater Forest is private property and all visitors who are not with registered groups must report to the Clearwater Forest host upon arrival. For everyone's safety, you have the right to ask any person what group they are a part of and to report unidentified or suspicious individuals to the host on-call.

Clean-Up

Groups are expected to assist with the clean-up of buildings and other facilities they use for lodging, dining, meetings, or any other purpose. Each building has a specific set of clean-up instructions. Groups leaving the facilities with excessive cleaning or damage will be billed accordingly.

Damage & Maintenance Items

Urgent concerns should be reported immediately to the Clearwater Forest host. Contact numbers are provided in the welcome notebook. Otherwise, please leave a note or report problems to the office.

Vandalism or Careless Damage

Buildings are inspected before and after each event. Groups will be charged for labor and material costs associated with the repair of any new damage found.

Parking

Limited parking is available. See the site map for suggested parking areas.

Prohibitions and Restrictions

The following items are not permitted in any Clearwater Forest retreat and conference facilities, inside or out:

- Hard alcohol or liquor
- Illegal drugs
- Firearms
- Fireworks
- Pets* (*pets are allowed in the campgrounds, but must be leashed and quiet)
- Motorized vehicles of any kind are not permitted on the trails or recreational areas.
- Motorized water crafts may be launched from the public access to Clearwater Lake on County Road 8
- Personal water crafts (such as jet skis) are not permitted.
- Smoking in or around buildings. (Please ask about designated smoking areas, if needed)

The following activities are not permitted anywhere at Clearwater Forest:

- Hunting
- Gathering firewood for use other than at Clearwater Forest
- Unauthorized cutting of trees or brush
- Gathering rocks or other natural objects for use other than at Clearwater Forest
- Harassing wildlife

Evaluation

Your feedback is valuable. All comments are welcomed and useful as we continue to improve our services and facilities. An evaluation form will be provided for your group.

Camp Store

A variety of clothing apparel, blankets and other items are available in the Clearwater Forest store. Contact the office to make arrangements for the store to be open when your group is visiting.

Office Location and Hours

The Clearwater Forest Office is located in Hallett Hall. The standard hours are Monday through Friday, 8:30 am to 4:00 pm. When groups are on-site, a Clearwater Forest staff person is always "on call."

Clearwater Forest Phone Number

Office: 218-678-2325

FOOD SERVICE

Clearwater Forest is proud of its great tasting food. Food service is available September-May. Meals are served in Hallett Hall. Special arrangements may be made for meals to be served at Leaning Tree Lodge or Eagle Lodge. Ordinarily a minimum of 20 people is required.

Communal Dining

Food service is available to all groups, so be prepared to share the Dining Room with other guests. Menus are planned by the Clearwater Forest Food Service Manager. The food service staff is open to your suggestions or special needs related to food services. However, since more than one group may be served at a time, Clearwater Forest will plan the menus. Groups with unique food service needs (for example: special dinners or other receptions) that do not match the standard type of retreat meals can work with the Clearwater Forest staff to plan for such special events and appropriate rates will be set by Clearwater Forest.

Meals are served buffet style. Groups are expected to assist in the setting of tables and clearing of tables for each meal. A few people should arrive at the Dining Hall fifteen minutes prior to each meal and ask the kitchen staff for instructions on setting the tables.

Special Diets

Be sure to contact the office regarding individuals with special diet needs such as vegetarian, diabetic or food allergies.

Standard Meal Times

Unless you make a special request for a different meal time, meals will be served at the standard time listed below. Whenever possible, special requests for different meal times will be honored, but Clearwater Forest reserves the right to maintain the standard schedule when more than one group is being served.

- Breakfast 7:30 am
- Lunch 12:00 pm
- Dinner 5:30 pm
- Sunday Dinner 12:00 noon

Cooking Your Own Meals

Leaning Tree Lodge, Eagle Lodge, and Carriage House are each equipped with kitchen and dining spaces for groups that prefer to do their own cooking. Basic cooking and tableware are provided; dish soap will also be provided. Groups planning to do their own cooking should contact the Clearwater Forest office to review their specific needs and what is available in the building they will use.

Minimum Charges for Lodging and Food Service

Minimum charge amounts are included on the Rate Schedule. These amounts represent the least you will be charged for each service. If your total charge for services, calculated on a per person basis, is less than the minimum charge, then the minimum charge amount is applied.

The numbers of people actually expected to be lodged each night and eat each meal must be confirmed with the Clearwater Forest office no less than four days prior to your arrival. Typically, we will contact you the Tuesday before you arrive. The numbers you confirm become the minimum for which you will be charged. If your numbers rise after confirming them, you should contact the office and indicate the change.

MEDICAL CARE

Emergency Care

Clearwater Forest does not provide emergency medical personnel for rental or user groups. Emergency numbers are posted in each building and in the welcome notebook.

Clearwater Forest:

- Strongly encourages all groups to provide their own “on duty” individuals who are certified in First Aid and CPR, including use of an automated external defibrillator (AED).
- Does not provide emergency transportation. User groups are responsible for their own transportation.

First Aid Supplies

- First Aid supplies located in the kitchen of each residential lodge and at the office. Groups are again strongly encouraged to bring their own first aid supplies.
- An AED is located in the dining hall by AED sign.

Medications

Please note: Clearwater Forest strongly suggests that all medications (both prescription and over the counter) be safely secured by the person responsible for administering them. The exception to this policy is that limited amounts of life-saving medication may be carried by a person such as bee sting medication or inhaler.

Medical Information and Authorization

All user groups are encouraged to collect and maintain the following information about each of their members, especially minors traveling without their own parents, so they can respond quickly to any emergencies that arise:

- Name
- Address
- Home and work phone numbers
- Email address
- Emergency contact names and numbers
- Information regarding allergies, diet concerns, health conditions requiring treatment and physical limitations.
- Health Insurance, including
 - Name of insured
 - Name of carrier
 - Insurance number and/or group number

For groups with minors traveling without their own parents, a signed medical authorization is strongly encouraged.

Expected reporting

Clearwater Forest expects to receive from host and/or user groups reports about any accidents, incidents, injuries, and illnesses experienced by their group (includes reporting any cases of COVID-19 that break out within two weeks of being at Clearwater Forest).

Deer Ticks

Deer ticks are present at Clearwater Forest. We strongly urge frequent tick checks and that parents assist their children with tick checks. Additional information about deer ticks and Lyme Disease may be found posted in Hallett Hall and the Health Center.

ACTIVITIES

Swimming

Swimming and all other aquatic activities are permitted but only “at your own risk.” User groups must assume all responsibility for the water safety of their members. **LIFEGUARDS ARE NOT PROVIDED**, therefore we strongly encourage groups to follow our safety guidelines listed below:

- ***Have your own Red Cross certified lifeguard(s) on duty whenever swimming or boating are occurring.***
- Swimming is permitted only in the area designated for your group.
- Swimming and/or boating may occur only during daylight hours.
- No diving.
- No more than five persons at a time on any raft.
- No rough play on docks or rafts.
- No swimming under rafts or docks.
- Children must be accompanied by their own parent or another adult designated by their parent.
- Clearwater Forest may close the waterfront to all or some aquatic activity.
- During the operation of summer camps or other Clearwater Forest program events, some waterfront resources may not be available to rental user groups. Arrangements must be made with the Director of Operations and Guest Relations.

Boating

Aquatic activities are permitted, but only “at your own risk.” User groups must assume all responsibility for the water safety of their members. Retreat groups may use watercraft designated or requested for your group.

Boaters MUST:

- Sign out and sign back in after each use.
- Properly wear personal floatation devices (PFDs) at all times on the water.
- Comply with any other specific instructions given by Clearwater Forest staff, such as precautions related to weather conditions.
- Stay low in the boat.
- Stay clear of swimmers, fishing boats and sailboats.
- Return and clean all equipment to the proper storage locations or as instructed by Clearwater Forest staff.
- Boating capacity is limited to the number of seats on the watercraft.

Boaters MUST NOT:

- Use tips of paddles for pushing off.
- Stand, lean or sit on boats that are still on land.
- Bump boats with each other.
- Crash into rocks, docks or other objects.

High Ropes Course

Our High Ropes Course is open to any group that would like to experience it; however, there is an additional fee associated with its use and registrations must be made at least 30 days in advance to ensure appropriate staffing. The course is strictly off limits without a reservation and a trained staff person present. For more information please contact the Clearwater Forest office.