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Jo-Ota Methodist Association User Handbook

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Welcome to Camp Jo-Ota

Thank you for choosing Camp Jo-Ota for your retreat! Located near Clarence, MO, and only 45 miles to historic boyhood home of Mark Twain on the Mississippi River is a 100-bed facility available to offer Christian hospitality for a variety of events, such as Confirmation retreats, church leadership retreats, youth retreats, adult retreats, family reunions, etc. Camp Jo-Ota is equipped for groups of all sizes and ages. In addition to great meals and lodging, our site offers recreational opportunities and areas for worship, meditation, and meetings. We look forward to serving your group.

Our Mission, Vision, and Values

It is our mission to offer a Christ-centered community that invites all persons into an ongoing relationship with Jesus Christ, one another, and the entire world.

Our vision is to offer premier camping and retreat ministries at quality settings with qualified staff making camping and retreats an effective tool of the church to make disciples.

We value providing a safe environment of Christian love in which to experience God's presence; developing an appreciation of God's creation, promoting stewardship of human, environmental, and financial resources; lifting up God's call to discipleship; and equipping our campers with the faith and skill needed for re-entry and living in the world outside the camping environment.

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Lodging & Facilities

Camp Jo-Ota consists of approximately 160 acres of land with four cabins, a 160-capacity dining hall, large multi-purpose building, 1200 sq. ft. Sanctuary, camp store, 3 1/2 -acre lake w/fishing dock, low-element challenge course, sand volleyball court, basketball court, soccer field, softball field, pool, pioneer camping area, and several walking/hiking trails. Feel free to use all recreational areas keeping in mind that Camp Jo-Ota is a multi-use site. Please coordinate your schedule with other groups, through the site office, as to not interrupt the camping experience of others. We ask that all areas/facilities used be done so in a safe and courteous manner and that all equipment and trash are put in its proper place at the end of each activity.

Dining Hall



Our 7000-sq. ft. dining hall is equipped to serve hearty and nutritious meals for up to 160 people. For more information on our food service, please see the “Food Service” section of this handbook on page 8. This facility has a large conference room, two large meeting rooms downstairs, camp store, conference style meeting area in the dining area, and a large fire place to warm up to with a cup of coffee and enjoy fellowship.

Lakeside Cabin

Lakeside Cabin is located right beside our beautiful 3 ½ acre lake with a great view right out the window. It is a 34-bed cabin; it has eight bunk beds on each side with a front bedroom off of the commons room that has one bunk bed. It has showers and restrooms on both bays. It is furnished with a small kitchenette with stove, refrigerator, microwave, coffee pot and toaster. It has a fireplace in the commons room that can be used as a meeting space. Lakeside is equipped with heating and air conditioning in the cabin.

Oak Valley Cabin



Oak Valley is a 32-bed cabin with eight bunk beds on each side including a front living area and fully equipped kitchenette in the front of the cabin. Bathrooms and showers are located on both sides. The fully equipped kitchenette includes a stove, refrigerator, microwave, coffee pot, and toaster. The large meeting room includes a fireplace. Oak Valley is located by the ball field as you come in to the camp. Oak Valley is a heated and air conditioned cabin.

Deer Trail Cabin



Deer Trail is located next to Oak Valley. It is a 22-bed cabin with 10 on both sides and a bunk bed in the center room between the two bays. It has bathrooms and showers on both sides. Deer Trail is a heated and air conditioned cabin.

Riggs Cabin

Riggs is a 16-bed cabin with eight beds on both sides. It has bathrooms and showers on both sides. It is a heated and air conditioned cabin.

RV Sites

We have 6 RV Sites available with 30/50-amp service, water, and a dump station. 3 of these sites will accommodate a 40-ft. motor home.



Camp Store

The camp store is located in the Dining Hall as you enter on the right where you may purchase site t-shirts, sweatshirts, and other Camp Jo-Ota items.

Tils Lake



Camp Jo-Ota is blessed to have a 31/2-acre lake for the enjoyment of our guests. There are, however, several safety guidelines and policies posted at the lake that must be followed. Groups must provide supervision by a certified lifeguard (must bring certification with them) or Camp Jo-Ota can provide a certified lifeguard for you at \$15.00 per hour, minimum of 2 hours. Fishing is allowed in the lake. Fishing and canoeing supplies are provided in the boathouse near the lake.

Basketball Court

Located next to Vancil Shelter. Basketballs are located in the equipment shed of Vancil Shelter. Lights may be turned on at the light pole by the basketball court for playing after dark (please turn lights off after use).

Sand Volleyball Court



Located next to the outdoor basketball court. Volleyballs are located in the equipment shed of Vancil Shelter. Lights may be turned on at the light pole nearby for playing after dark (please turn lights off after use).

Soccer/Softball Field

Located south of Vancil Shelter. Orange cones and soccer balls are located in the equipment shed of Vancil Shelter. All sports equipment is to be returned to equipment shed and all trash is to be picked up and placed in nearest trash receptacle.



Swimming Pool



Located near the center of the camp. Try our salt water system pool. Groups must provide supervision by a certified lifeguard (must bring certification with them), or Camp Jo-Ota can provide certified lifeguard at \$30.00 for one hour and \$10 for each additional hour. Lights are available for night swimming.

Pioneer Camping Area

A pioneer camping area with small shelter and campfire area for open pit cooking located in the beautiful woods of northeast Missouri.



Mud Pit



Located near the swimming pool. Come have an awesome time. Bring old clothes to wear.

10-Element Challenge Course



The course is available by reservation only through the site office and only under site staff supervision. All ten elements take approximately 2 hours to complete. The fee is \$5.00 per participant.

4 Fire Circles

Camp Jo-Ota has 4 fire circles located at Vesper Point, Living Cross, Shelter in the Woods and Point Lookout.



Facility Policies and Guidelines

The following is a general list of personal items you will need to bring with you...

- Bedding (sleeping bag or twin size sheets/blanket and pillow)
- Toiletries (soap, shampoo, toothpaste, toothbrush, etc.)
- Towel & washcloth
- Light jacket or sweatshirt for cool evenings
- Sturdy shoes for walking

Space at Camp Jo-Ota is limited; therefore, if the projected number of participants in your group changes prior to the event, a change in lodging may be made at the discretion of Camp Jo-Ota site staff, but all efforts will be made to provide your group with the facility you request. Please keep in mind that groups are to make complete use of one lodge before requesting additional lodging.

To help keep the cost of lodging down due to the high cost of repairs, etc., the Jo-Ota Methodist Association have implemented the following policies pertaining to the use of our facilities:

As trash receptacles fill up, please tie a knot to close the opening of the trashcan liner, replace with new can liner (provided) and place trash on porch for site staff to pick up.

Please do not place trash on porch after dark.

For the safety of all guests, running, jumping, horseplay, etc., IS NOT permitted inside buildings.

Food (including candy/gum) and drinks ARE NOT allowed in sleeping areas or carpeted areas of lodges or inside log cabins.

Wet and/or muddy shoes are to be removed before entering lodges and cabins.

Groups will be charged for the cost of repairs due to (but not limited to) marking on walls, ceilings, beds or any other damage to facilities (minimum of \$100.00).

Groups will be charged a minimum of \$50.00 per building if the site is not clean before departure (see Cleanup & Check out Procedure).

Food Service

Camp Jo-Ota is equipped to provide hearty and nutritious meals in our 160-capacity dining hall.

The cost for each meal is as follows and is subject to change without notice:

Breakfast 8:00 - 8:30 am \$12.00/person
Lunch 12:00 - 12:30 pm \$15.00/person
Supper 5:30 - 6:30 pm \$18.00/person

Children under the age of 5 years are free.

Final numbers for each meal are to be given to the site office **NO LATER** than the Monday prior to the retreat.

Every effort will be made to accommodate any special dietary requests that will not increase the cost of the meal. Please inform us of any special needs when advising of final meal count.

Children & youth groups are to have table hops assigned to help clean up after each meal. Hops are to do the following after each meal:

- Wipe off tables
- Pick up trash and/or any dishes left behind by group
- Put chairs on table and sweep

Trash cans are provided for emptying food waste, etc., into. A slop bucket is provided to empty liquids into. Silverware is to be placed in the container located in the return dish window.

While hops are assigned to clean up after each meal, it is every individual's responsibility to return dirty trays, cups, and silverware to the return window and clean up after themselves.

Group leaders are responsible for maintaining proper behavior at all times. As we are a multi-use site, we may be serving meals for more than one group. Please be considerate of others when using the dining hall.

Shirts and shoes must be worn at all times while in the dining hall. Sports equipment, swimming suits, etc., are not allowed inside the dining hall.

Because of the number of cracked/broken glasses that must be thrown away each year, table games that require the slamming of glasses is not permitted.

Rental groups preparing their own meals from the cabin should use only clean and sanitized utensils and equipment during food preparation. Clean and sanitize food contact surfaces

after each use, and minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F. All dishes and food service utensils should be washed by hand using wash water at least 100 degrees and rinse water at least 100 degrees. Approved chemical sanitizer should be used and all dishes and silverware used must be washed thoroughly by hand. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the rinse requirements. Air dry all items before putting away in cabinets.

General Policies

Conditions and responsibilities of renter-Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping Camp Jo-Ota a well maintained and safe location for future use.

Reservations - Reservations are made through the Camp Jo-Ota office. Only the receipt of a completed reservation form and deposit of \$100.00 confirms a reservation. Deposits from reservations **CANNOT** be rolled over and used for another reservation. Deposits will be used as a credit to the final bill or used to cover costs of repairs or excessive messes left after departure. Reservation forms can be requested by phone or email.

Cancellation/Refund – in order to receive a deposit refund, a written cancellation notice must be sent to the Camp Jo-Ota office and/or a phone call made to the camp office.

Reservations cancelled 61 days prior to event.....	Full Refund
Reservations cancelled 31-60 days prior to event.....	Half Refund
Reservations cancelled 30 days prior to event.....	No Refund

Guest Count - Final guest count changes **MUST** be submitted in writing at least ten (10) days prior to your event and although additions may be made to your guest list up to two (2) days prior to your event, no refunds will be given for reductions to the guest count ten (10) days prior to your event.

Check-In Time - For groups arriving on Friday, check-in time is 12:00 pm or later. Groups arriving on Saturday may arrive on site as their schedule permits. Group leader is to stop at the site office and inform staff of arrival.

Check-out Time – Groups may check-out at anytime before 4:00 P.M. but must inform site staff of their departure time. Grounds will be cleared by site staff before departure.

Control of Vehicular Traffic - Upon arriving on site, all vehicles must observe the 10mph speed limit, stop at all intersections, and stop for all campers. Because we are a multi-use site, guests are not permitted to drive vehicles through camp unless prior authorization has been given by site staff. Cars must be parked at cabin for the duration of the stay. Group leaders must contact site staff for the transport of equipment, supplies, or disabled campers. Trailers or other towed vehicles are not to be used to transport passengers. Under no circumstances are campers to ride in the back of pick-up trucks. Camp Jo-Ota's vehicles are for site staff only.

Quiet Time - All groups must end outdoor activities/games by 10:00 pm.

Pets - For the safety and health of everyone, guests are **NOT** permitted to bring pets to the site.

Tobacco & Alcohol - All areas of the site are tobacco and alcohol free.

Weapons & Fireworks - Weapons of any type and fireworks are not permitted on site.

Site Decoration - JMA wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that permission be granted by the JMA staff to rearrange and move any furnishings. No nails, screws, staples or penetrating items are to be used on our walls or floors. NO glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damage will be charged after your event.

Clean Up, Trash, & Check-Out Procedure - All facilities have been cleaned before your arrival. Please help us keep the cost of camping down by leaving the site as clean as when you arrived. Groups are required to do the following before departure:

- Gather all trash and replace trashcan liners
- Wash and replace anything used from kitchen
- Pick up trash from sleeping areas (including under beds) and other areas of the cabin(s)
- Sweep and vacuum (including under beds and other furniture) - brooms and/or vacuums are located in each facility
- Clean any spills on floor
- Report any damage or problems to site staff
- Inform site staff of departure and give final count for billing purposes

Kitchen Policy—The Camp Jo-Ota kitchen is for the use of the JMA staff only. In the event guest need to enter and/or use the kitchen, permission should be sought by the Head Cook or Site Director. The kitchen may be rented at additional cost to the renter. The kitchen is production space and is to be used for final food presentation only. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following the use by a guest. Failure to remove or clean will result in additional fees to the guest and will be charged to the group.

Campfires - Groups are to inform site staff of any campfires scheduled. Reservation should be made requesting which campfire circle will be used. Site staff will inform group leader of the location of fire starter bricks and lighter stick. All fires are to be started by adults. No one is permitted inside of the fire circle after fire has been lit. Horseplay is not permitted around lit fires. Trash is not to be burned in fire. Campfire area is to be cleaned before departure. Never leave food or snack items at campfire area. A water bucket is provided at each fire circle for extinguishing fire before campers leave campfire area.

Conduct - There is absolutely no drug use, alcohol, or smoking of any kind tolerated on premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of JMA staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, NO refund of the event costs shall be made.

Emergencies - Each group is responsible for their own qualified first-aid and emergency transportation. A telephone is located in the dining hall for emergency use **ONLY**. Instructions for telephone use are located near the telephone. If an emergency should occur, the site director must be contacted immediately. Each group should bring copies of health information to include emergency contacts, allergies, health conditions, and permission to seek emergency treatment (for minors), and provide a copy of such to site office. Each cabin is equipped with a limited first-aid kit. Automatic External Defibrillator (AED) is located in the dining hall.

City, County, State, and Federal Laws - Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free, alcohol free, and non-smoking facility at all times, **NO EXCEPTIONS**.

Entry and Exit - Renter agrees that JMA staff may enter and exit premises during the course of the event. A representative of JMA will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathrooms, the overall premises, replenishing hand

towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Lost and Found - JMA takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Supervision of Groups - Children and youth groups must provide adult supervision AT ALL TIMES. We suggest appropriate screening processes for adults working with children.

All accidents or injuries, no matter how small, must be reported to Site Director.

Please contact site staff before or upon departure so that site staff can conduct a walkthrough of facilities. If no damage is found and the site has been left clean, your group will be mailed an invoice with the deposit applied. Groups will be charged a fee of no less than \$100.00 per building for any damages and/or excessive messes left upon departure.

Restricted Areas

As Camp Jo-Ota continues to expand its facilities, areas under construction are off limits at all times unless your group arranges in advance a tour of these areas with the site office.

Additional restricted areas:

- The dining hall kitchen
- Any cabin or facility NOT reserved by your group
- Areas of camp previously scheduled for use by other groups
- The maintenance shop
- Staff residences
- The low elements challenge course (unless scheduled for use with site staff)
- The pool (unless scheduled for use with site staff) and pump house area
- Private property not owned by the Jo-Ota Methodist Association
- Lake/Boat area (unless certified life guard is on duty)
- Shooting range (unless scheduled for use with site staff)
- Barn

While this handbook cannot contain all Jo-Ota Methodist Association and site policies, we have listed the most important policies in this handbook to insure a safe and enjoyable time for all groups. It is the desire of the Jo-Ota Methodist Association and the staff of Camp Jo-

Ota to provide you with enough information for user groups to plan retreats well in advanced. As this handbook is not all-inclusive, there are additional policies posted throughout the site. Please be safe and use common Christian courtesy while on site.

Fee Schedule

(Prices subject to change without notice)

Lodging Rate	Under the age of 5 free Between the age of 5 and 12 \$35 per night Over the age of 12 \$45 per night
Day Use Only Fee	\$7.50 per person for a half day (4hours) \$15.00 per person for a full day
Meals	Breakfast/\$12.00 Lunch/\$15.00 Dinner/\$18.00
Low Elements Challenge Course	\$5.00 per person, minimum of 2 hours
RV Hookup	\$15.00 per day
Building Rates	Dining Hall \$200.00 Kitchen \$100.00 Cleaning Fee \$100.00