MANIDOKAN CAMP and RETREAT CENTER
1600 Harpers Ferry Rd, Knoxville, MD 21758
301-834-7244, 301-834-8096 (fax) director@manidokan.com, www.manidokan.com

OFFICE of RETREAT AND CAMPING MINISTRIES
P.O. Box 429, Churchton MD 20733
Phone & Fax: 410-867-0991 admin@bwccampsandretreats.com
www.bwccampsandretreats.com

Thank you for inquiring about the Manidokan Camp and Retreat Center. We are confident you will find your time here relaxing and enriching. This packet has been prepared to assist you in planning for your retreat by answering some frequently asked questions. Please read through this information carefully and call the office if you have any questions.

***FACILITIES*:**

Lodges (2 available)	Covenant House	Cabins (4 available)
Capacity: 44 each	Capacity: 20	Capacity: 10 each (40 total)
Min. Occupancy: 20 Full weekend	Min. Occupancy: 12	
Availability: Sept-May	Availability: Sept-May	Availability: Sept-May

Please see the minimum occupancy guidelines when reserving multiple facilities.

Serenity Lodge and Riverview Lodge each offer 8 bedrooms with private bathrooms. Two rooms are wheelchair accessible and sleep 4 people; the remaining 6 bedrooms sleep 6 people each. All beds are twin size bunk beds. Each lodge has a large meeting room and snack area, which includes a refrigerator, sink, and microwave.

Covenant House has 7 bedrooms sleeping 2 people each and 2 bedrooms sleeping 3 people. The rooms are spread across two floors with a meeting room and snack area with refrigerator, sink, and microwave on the first floor. Community bathrooms are on both floors.

Cabins: Newly renovated for 1 large room which sleeps 10 guests. Groups staying in the cabins must use the nearby bathhouse for showers and restrooms. Groups staying in the cabins may use the meeting house (which has a refrigerator, sink, and microwave) for a gathering space.

PLANNING YOUR RETREAT AT MANIDOKAN…

All groups utilizing the site eat together in Friendship Dining Hall at the appointed times. Breakfast is 8:15 a.m., lunch at 12:15 p.m. and dinner at 5:30 p.m. Meals are served family style, and one person from each table will be asked to bring food out from the kitchen and to clear the table after the meal. Our food service staff strives to accommodate special dietary requests, with advanced notification required. *There is no public kitchen available on site.*

Recreational opportunities include hard-surface basketball court, ga-ga ball pit, 9-square, carpet-ball and large fields, views of the Potomac River, and many scenic hiking trails. Maps of the property and trails are available. When hiking please stay on marked trails and let someone know when you leave. We are just a short car or bicycle trip from sites like Harper's Ferry, Maryland Heights, Antietam Battlefield, and Appalachian Trail access points.

Manidokan offers a wide variety of team-building through low and high ropes challenge activities, ranging from our low ropes course to climbing wall, ziplines and a 14-element Aerial Park with a quick jump exit. All activities are described below and require advanced reservations for trained staff availability. This strength of ours can greatly enhance your own retreat goals and program. Reach out to our staff to learn more.

Campfires are allowed only in designated areas. Please notify staff before having a campfire as they are aware of any possible fire bans. Wood is provided, however no flammable liquids may be used to start the fire. A five-gallon container full of water must be present before fire is built (two at Campfire Hill). An adult must attend the fire at all times and children must be supervised. Fires must be totally extinguished before abandoned. Groups will be held responsible for any damages caused by fires and $100 fine will be charged for any fire discovered by staff that is unattended and not properly extinguished.

DEPOSIT STRUCTURE:

3 weeks after reserving: A non-refundable deposit of 20% of your estimated bill is required to secure reservation along with signed contract and Certificate of Insurance. If the reservation date and event date are less than 3 months apart then a 50% deposit will be required.

90 days prior to the event: a secondary deposit of 30% will be due.
If groups book within 90 days of the event we will ask for 50% non-refundable deposit.

BEFORE THE EVENT: Please contact the Manidokan office at 301-834-7244 / program@manidokan.com with any of the following requests or any questions:

At Least 4 weeks prior:
Make decisions about adventure staff-led programming and communicate requests to Manidokan Staff. For all ropes and staff led activities as much advanced notice as possible helps us plan and customize the experience for each group.

2 weeks prior:

- ✓ Any special dietary or food allergy issues
  - Questions? Email food@manidokan.com
- ✓ Accessibility needs
- ✓ Additional meeting space/campfire area requests
- ✓ Equipment needs
  - May include easels, whiteboards, TV/ DVD player/HDMI connection, cellular hotspot for limited Wi-Fi.
  - Don't see what you need listed here? Please ask and we may be able to help!

***7 days prior*:** By close of business at least **7 days** before the retreat, the group leader must provide a **final participant number. The final bill will be based upon the number(s) provided.** After this time subtractions are not possible; additions may be added with site director approval and may incur a 10% surcharge on the additions only**.**

WHAT TO BRING
**** PLEASE SHARE THIS INFORMATION WITH ALL MEMBERS OF YOUR GROUP****
Guests should provide their own twin size bed linen/sleeping bag, pillow and personal care items (towel, wash cloth, soap, shampoo, etc.).

There is no medical staff on duty. Groups should provide their own First Aid kit & transportation to a hospital should the need arise. Staff can assist in recommending locations for medical care.

DO NOT bring pets, alcohol, fireworks, firearms, or illegal substances. Any group found in possession of either alcoholic beverages or drugs while on site may be asked to leave immediately and may be prohibited from making future reservations at a Baltimore-Washington Conference facility.

WHEN YOU ARRIVE . . .
Notify the office upon your arrival so that you can be greeted by the director or host. A time will be set for the director/host to welcome your group and share some basic rules.

DURING YOUR STAY . . .
Please respect groups that may be using other facilities during your stay by limiting noise levels in the evenings and coordinating use of common spaces (campfire hill, fields, game areas, etc.) with Manidokan staff.

Groups should care for the buildings and grounds, using equipment appropriately, and otherwise leaving the facilities in as good or better shape than you found them when you arrived. Please let staff know if anything has broken or is not working properly. Any damages caused by a group could incur additional charges.

If posting items on walls or doors, PLEASE use only command strips or blue painter's tape and remove ALL tape and residue before you leave. Duct tape and regular masking tape damage the finishes on doors and walls. Do not put nails, pushpins, or screws into the walls or furniture.

Smoking is not permitted in any building. For safety and hospitality, staff will assign locations for smoking when needed.

Manidokan recycles! Please make use of the recycling receptacles in each building. No plastic bags, please.

WHEN YOU LEAVE . . .
Check out time is no later than 2 p.m. Prior to your departure, spend a few minutes gathering the trash or recycling generated by your group and place in appropriate receptacle. DO NOT place trash outside except in the dumpster off the main parking lot. Look around and make sure to take home all personal items. Please close all windows and turn off all lights.

2027 Manidokan Camp and Retreat Center Rates

The Manidokan Camp and Retreat Center is located 20 miles west of Frederick, MD; situated along the Potomac River and the C&O Canal. The Center is owned and operated by the Baltimore-Washington Conference of the United Methodist Church. Note: Please check the back of this page for guidelines for the usage of more than one facility!

MINIMUMS: Any group with less than the stated minimum will be charged rates based on minimum occupancy.

WEEKEND DATES (Thurs-Sat)		**MIDWEEK DATES (Sun-Wed)**	
Lodges (full weekend only*)	20 people	Lodges	15 people
Covenant House	12 people	Covenant House	10 people

***Full weekend includes** 2 nights lodging and 5 meals (all three meals on Saturday and breakfast and lunch on Sunday).

FULL WEEKEND RATES (per person)		**United Methodist**	**Other**
	Lodges*	$189.00	$205.00
	Covenant House*	$168.00	$182.00
COST BREAKDOWN (per person)			
Lodging Per Night	Lodges (1st Night)	$60.00	$66.00
	Lodges (Add. Night)	$48.00	$53.00
	Covenant (1st night)	$50.00	$54.00
	Covenant (Add. Night)	$37.00	$42.00
Meals			
	Breakfast	$14.50	$15.50
	Lunch	$16.50	$17.50
	Dinner	$18.50	$19.50
	Sunday Noon Meal	$17.00	$18.00
	Pack Out	$8.00	$8.00
	S'mores Snack	$4.50	$4.50

For family retreats with parents/children (youth groups with parent chaperones do not qualify), the following rates apply:

FAMILY RATES *(FULL WEEKEND ONLY)* **(per person)**		**United Methodist**	**Other**
Lodges	Ages 18 and over	$189.00	$205.00
	13-17	$179.00	$195.00
	4-12	$169.00	$185.00
	3 and under	*Free*	*Free*
Covenant House	Ages 18 and over	$168.00	$182.00
	13-17	$158.00	$172.00
	4-12	$148.00	$162.00
	3 and under	*Free*	*Free*

CABINS: $175 per cabin/per night

Manidokan offers 4 bunk-style cabins available year-round near a common bathhouse and meeting space. Each cabin holds 10 total; 2 twins, 3 bunks in the main room. Cabins, meeting space, and bathhouse are heated. Total capacity for all cabins is 40 (including leaders). Meals may be added.

Chaplain's Cabin: $125/night - This cabin features 1 double size bed, a large table with chairs, a small couch, and a television with a DVD player. Perfect for 1-2 people looking for rest and relaxation or for group leaders or guest speakers with a larger retreat. Please note that this cabin does not have any bathroom facilities and is serviced by the Bath House, which is a short walking distance away. Meals may be added as part of a larger group rental.

DAY MEETING RATES are per day, exclusive use, when available; includes coffee and hot water for tea. Weekend bookings will only be made within 8 weeks of the event. Meeting space is complimentary for overnight groups.

Building	**Rate**
Lodges	$200.00
Meeting House	$125.00
Covenant House	$100.00
Dining Hall	$280.00

Daily User Fee: $5.00 per person joining your retreat for the day. *Meals are additional.*

WHEN RENTING MORE THAN ONE FACILITY the following minimums apply:

	Minimum	Maximum		Minimum	Maximum
One Lodge	20	44	1 Lodge and Covenant House	32	64
Covenant House	12	20	Two Lodges and Covenant House	64	108
Two Lodges	40	88	Entire Camp	90	148

If more than one facility is used, the group will pay for the minimum number for each facility or the actual number of guests staying there, whichever is higher. If a group books multiple facilities and then cancels 1 facility the portion of the deposit for that facility is forfeit.

During December-January-February we are able to offer more flexibility with required minimums for lodging and meals. Please contact our office to inquire further.

ADVENTURE PROGRAMMING AT MANIDOKAN (Arranged through the Manidokan Office 301-834-7244)

High Aerial Park	$35 per person. Minimum of 10 persons required, maximum of 25 persons per session. Ages 5th grade and older: must be 50lbs to participate and between 50-275lb for the quick jump element. Session Length 2 ½ hours. Manidokan staff led.
Odji Zip Line – 840 ft.	$25 per person/2-rides. Minimum of 10 persons required. Weight range 50-275lbs. Session length 1 ½ to 2 hours. Manidokan staff led.
HCC Zip Line – 300 ft.	$25 per person/ 1 high ropes crossing + 1 zip. Minimum of 10 persons required. Maximum group size 20 per session. Weight range 50-275 lbs. Session length 2- 2 ½ hours. Manidokan staff led.
Climbing Tower / Pamper Pole / Flying Squirrel /Archery Range	$15 per person/per activity. Minimum of 10 persons required. Session length is 2 – 2 ½ hours. Manidokan staff led.
Low Ropes Team Challenge Course	$15 per person. Minimum of 10 persons required. Groups up to 12 people. Ages 4th grade and older. Session length 2 – 2 ½ hours. Manidokan staff led only.
Sawmill Creek Hike	$135 per guide, includes hiking guide, lifeguard for creek swimming, and environmental education session. Group size up to 25 persons per guide. Session length 2 – 2 ½ hours. Manidokan staff led.
Swimming Pool (June – August)	$300 per 2-hour session/per day, $150 per hour any extra hours per day

*** Please note:** Above activities must be scheduled through the Manidokan office (301) 834-7244 **one month prior to the event**. If you call less than one month of your event, we cannot guarantee that staff can be available to lead these activities.

CAMPING/TENTING AT MANIDOKAN

Hammock Pavilion	$10.00 per person /per night, hammock rentals available for $10
Outdoor Day Event ($50.00 minimum)	$7.00 per person, e.g. for pavilion or group campfire
Tent Campers	$150 minimum for up to 20 people/ per night + Port-a-Pots $10.00 per person /per night above 20 people Large groups wanting exclusive use of all tent sites will require a $750 deposit.
Bathhouse Rental	$150 per group that needs access to the bathhouse. Please know multiple groups maybe booked for bathhouse use, site staff will work out a schedule when needed.
Port-a-Pots	$60.00 for first one; $100 each additional; $165 Handicapped (based on current market rental rates and subject to change) *Port-a-potty fees will be the required deposit for tenting groups

PAYMENT POLICIES

- A non-refundable, non-transferrable deposit of 20% of your estimated bill is required within three weeks after the reservation is made to secure reservation. A second deposit of 30% will be due 90 days prior to the event. If the reservation date and event date are less than 3 months apart then a 50% deposit will be required.

- **Cancellation Policy:** We ask for cancellation via email and phone. The deposit is non-refundable and non-transferrable so any funds paid toward your event will be kept if cancellation occurs. Cancellations within 7-days prior to the event will be responsible for the full bill.

- **Downsizing Policy:** For groups with multiple buildings booked that need to drop some buildings from the reservation, group will lose the deposit associated with the cancelled buildings (overnight and meal charges) based on the minimum number required for that building, proportionally with the deposit on file.

- **The final bill will be based on the number reported 7-days prior to the retreat, groups are responsible for the full bill from this point on; after this time subtractions/cancellations are not possible; additions can be added with permission from the site director and may incur a 10% surcharge on the additions only.**

- Final payment is required at time of retreat. Late fees of 5% a month will be charged**.**

- Payments by cash, checks and credit card are acceptable. All credit card charges will have an additional 3% processing fee added. All cards are processed through the Office of Retreat and Camping Ministries.
- Any damages will be billed separately.
- If our site staff deem it necessary to close due to the safety of our guests/property (generally due to severe weather conditions/state recommended health closures), then that decision will be made in a timely manner to give guest groups enough notification; generally, 24-48 hours in advance when we are able. If the site officially closes, then we will work with your group to reschedule the event and move any deposits to the new date. If our site remains open but the group decides to cancel, then you will forfeit any deposit funds and may have additional fees if food has been ordered for the group.

FEES ARE SUBJECT TO CHANGE. Please direct questions about fees and reservations to the Retreat and Camping Ministries Office: 410-867-0991 or 800-922-6795 or admin@bwccampsandretreats.com.