

# Visitor Policy

Silver Birch Ranch (SBR) welcomes old friends, former staff, past alumni, and new friends to visit with the understanding that SBR's goal is to introducing Christ to our campers and retreaters. In an effort to provide the best camp experience, in the safest environment possible, while still achieving our camping goals, SBR has implemented this **Visitor Guide** to insure a pleasurable experience for our guests.

When large numbers of visitors are present during camping sessions, their presence not only changes the camp "feel," but also represents a very real security challenge for the safety of the campers, retreaters, leaders, and staff. It is essential that you read, understand and comply with this guide before your visit can be approved.

## GENERAL POLICY

- **ATTENDANCE.** SBR, in general, discourages visitors during camp / retreat sessions for several reasons. More people on camp property mean more potential risk to our campers. The camp schedule is full and the staff is busy, so visitors are often a distraction from our primary focus – the campers. Meals, activities, seating, transportation, etc. are planned around the expected number of campers, staff, and volunteers, and visitors usually exceed our preparedness in one or more of these areas.
- **BACKGROUND CHECK.** SBR may require, at its discretion, a background check for any overnight visitor, at the visitor's expense.
- **VISITING HOURS.** To maintain order and supervise visitors, visiting hours are from **9:00 AM to 8:00 PM**. If special circumstances necessitate a stay to continue after Visiting Hours, prior permission must be obtained from a Camp Director.
- **MEDICAL AND FIRST AID.** In the event of emergency, contact a staff member for help. We have EMTs on staff, and many staff trained in First Aid and CPR.
- **CONDUCT.** Generally speaking, we expect each person to act in a mature Christian and responsible way at all times. It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples (although not all inclusive) of infractions of conduct that may result in dismissal from camp property:
  - Any person or action that endangers the life or safety of another person
  - Violation of any ministry rule
  - Violation of any policies or rule
  - Engaging in criminal conduct, acts or threats of violence toward anyone, fighting or provoking a fight
  - Negligent destruction or damage of SBR property, or the property of others in any manner (including pranks)
  - Immoral conduct or indecency
  - Obscene or abusive language; racial or ethnic slurs or jokes
  - Creating or contributing to unsanitary conditions
- **NO ENTRY.** Visitors may not enter any cabins or SBR housing at any time, except designated housing provided to the visitor during their stay. Visitors may not enter secured (by sign, gate, door, etc.) areas of SBR grounds.
- **SMOKING.** Guests are only permitted to smoke in the visitor parking lot by those 18 years and older.
- **DRUG AND ALCOHOL USE.** To protect the health and safety of the public, SBR maintains an alcohol and drug free environment. Guests will not consume or possess alcoholic beverages on SBR property. The use,

possession, sale, distribution, manufacture, or purchase of substances, including, but are not limited to, non-prescribed drugs, narcotics, marijuana, or other "controlled substances" or "controlled dangerous substances" as defined by federal or state statutes on SBR property is prohibited.

- **WEAPONS.** All weapons, including, but not limited to, firearms, knives, stun devices, air / paintball guns, projectile weapons, and explosives are prohibited at SBR. While Wisconsin permits concealed weapon carry, SBR does not allow CCW on camp grounds. Firearms and other weapons inadvertently brought to camp are to be locked in an individual's vehicle.
- **PETS.** **Pets are not permitted in any camp building for health and safety reasons.** If someone has a pet outside on our grounds, the pet must always remain leashed and controlled.
- **MUSIC AND VIDEO.** All music and videos played in public will be acceptable to all groups and honoring to God (No secular music). Entertainment by means of television is not acceptable.
- **INTERNET ACCESS.** We provide Internet access to visitors on our GUEST network at a fee of \$5 for the duration of your stay. SBR staff and students' networks are for work or school related tasks and are not for visitors' use.
- **VIOLATION OF POLICIES.** SBR reserves the right to make interpretive application of policies. In cases where conduct is determined to violate the policies of SBR, SBR may elect to counsel or dismiss an individual.

## VISIT NOTIFICATION

- All visitors are required to notify the camp of their planned visit, a minimum of 72 hours in advance. This is done via the online form located on our website, [silverbirchranch.org/visitors](http://silverbirchranch.org/visitors). Approval is contingent upon camp receiving the request and forms in a timely manner.
  - Exception-any **NBI tours/school visits** should contact Ethan Keller directly:  
[ethan.keller@nicoletbibleinstitute.org](mailto:ethan.keller@nicoletbibleinstitute.org)
- Visitors will be notified of their approval or denial to visit Silver Birch Ranch. Possible reasons for denial include incomplete registration form, no Director approval, scheduling or capacity limitations, etc.
- Persons who arrive at camp **WITHOUT** prior notification or approval are considered a **DROP-IN**, and are limited to the office building only, unless personally accompanied by a Camp Director (if available), after completing the proper forms.
- If visitors have been invited by SBR staff members, the staff member is responsible for ensuring the proper documentation has been submitted and completed prior to arrival, and the approval has been granted. The staff member is responsible for notifying the kitchen of any meals that their guests will be having.

## CHECK-IN PROCEDURE

- Upon arrival at SBR, visitors should park in the lot by the Lodge.
- Visitors must report to the office and sign-in. If forms have not been completed in advance, a Visitor Registration Form must be completed for each adult, in addition to signing in.
- After completing the sign in process, the visitors will be issued identification which is to be displayed at all times.
- Anyone failing to report to the office upon arrival or seen wandering around camp without proper identification may be asked to leave for the safety of the entire camp community. An unauthorized person could impose danger on our campers and therefore we must treat the situation seriously. A Camp Director should be informed of such unauthorized persons and will determine the appropriate steps of action.
- Frequent Visitors and staff family members to SBR may request, with the approval of a Director, a visitor badge to be kept in their possession and worn whenever they are on the grounds. Completion of the

visitor from is not required, however, sign in at the office is required upon arrival for each visit. Please apply for a Frequent Visitor badge at least 24 hours in advance of your first arrival. If meals are required, the Frequent Visitor must notify the kitchen ([foodservice@silverbirchbranch.org](mailto:foodservice@silverbirchbranch.org)) at least 24 hours in advance of their arrival and pay the meal fee at the Dining Hall before each meal.

## **FEES**

- Fees are payable at check-in.
- Meals are available for \$5 per person, per meal. The kitchen requires 24 hour notice to ensure enough food is prepared for all those attending.
- Housing may be available and provided if requested. The housing fee for each guest is \$10 per night.