

General site rules and regulations
Maranatha Retreat and Conference Centre, Roodekraans.

On arrival all Camp Leaders are requested to confirm that they have read and understood the Conditions of Reservation, including the indemnity clauses and these General Site rules and regulations, by signing the registration form presented to them.

- **Come prepared:** Bring Towels, soap and toiletries, a torch in the event of a power failure or **load-shedding**, an umbrella for rain, warm clothes in winter and mosquito repellent in summer
- **Switch off** all dining hall, kitchen, chapel, main hall lights - and lock up each venue each evening.
- If applicable, **switch off urns**. You will be liable for the element replacement should it burn out.
- **Alcohol and Smoking: NO ALCOHOL OR WINE IS ALLOWED ON THE PROPERTY**, and we remind you that **SMOKING IS NOT PERMITTED IN PUBLIC PLACES BY LAW**.
- **Use of Prestik, glue, brown packaging tape** or anything that leaves a residue to affix signage or posters to wall or door is **strictly forbidden**. Please affix notices to glass or tile surfaces only. **DO NOT HAMMER NAILS INTO ANYTHING - ANYWHERE**. You will be charged for damages.
- **Check rooms for all your own property** before leaving. Lost property will only be kept on the campsite for one week and there after will be donated to a worthy cause.
- **Please ensure supervision in swimming area**, particularly when children are present. **Keep pool gate closed at all times**.
- All keys must be collected and handed in on departure (lost keys will be charged at R100 per key)
- **If you move** any bedding, furniture or equipment in the rooms for your convenience, **please return it** to the original position.
- **Please use water sparingly**.
- **Major venue changes must be arranged with the camp manager and may be charged for.**
- **DINING HALL FURNITURE IS NOT TO BE MOVED.**
- **PLEASE DO NOT MAKE UP YOUR BED ON THE LAST DAY.**
- **Any damage or losses come out of refundable deposit.**
A braai or fire is only to be made in the designated area – not on the grass.
- We will always ensure that the campsite is clean and tidy upon your arrival. Please try to leave it as you found it. **Avoid littering.**
- **NO NOISE AFTER 22:00 OR BEFORE 06:00.** PLEASE RESPECT THE PEOPLE LIVING ON AND IN CLOSE PROXIMITY TO THE RETREAT CENTRE.
- **Please do not draw graffiti** on anything.
- **All arrivals must be before 20:00, any late arrivals need to be arranged with your camp organiser. Any arrivals before 8am need to make arrangements with their group leader.**
- **Camp organiser/group leaders need to take responsibility for admitting early/ late arrivals.**

Do not leave any valuables, laptops, sound equipment lying around in any unlocked areas.

The retreat centre has been made as secure as possible, but it must remain the responsibility of the camp leader at all times to be in charge of making sure the security gate is always closed after guests leave or enter. This is for the security of the whole centre – including your guests. Please do not leave the security gate standing open at any time. Appoint a gatekeeper to allow your guests in on arrival.

A remote for the security gate will be given to the camp leader on arrival in exchange for a refundable deposit of R200.00. Please hand it back on leaving and receive your R200 back.

The Maranatha Retreat and Conference Centre is one of the Christian Ministries of Women's Department of the Baptist Union and all profits will be used in extending the Kingdom of God. We have endeavoured to make the rooms and flats and all facilities as comfortable as possible for the benefit of our guests. We trust that our guests will take care of the furnishings, fittings and utensils that we have provided.

Thank you,
Baptist Women's Department Retreat Centre Committee.