

# Lutheran Outdoor Ministries Indiana-Kentucky

Website: [www.lomik.org](http://www.lomik.org) Email: [info@lomik.org](mailto:info@lomik.org)



## Application for Use of Lutherwald

Lutherwald is a multi-use facility, therefore retreat facilities are rented out separately and other groups may be present at the Lutherwald site using other floors, buildings and program areas.

### Contact

Deposit Paid \_\_\_\_\_ Date \_\_\_\_ (office use)

Name of Group \_\_\_\_\_

On-site Coordinator Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signature \_\_\_\_\_ Your Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Home phone \_\_\_\_\_ Cell phone ( \_\_\_\_\_ )

E-mail Address \_\_\_\_\_

Program Planned \_\_\_\_\_

Dates: From \_\_\_\_\_, time \_\_\_\_\_ to \_\_\_\_\_, time \_\_\_\_\_  
M/DD/YY ETA M/DD/YY ETD

Group Total (Adults \_\_\_\_ Youth \_\_\_\_ Children \_\_\_\_)

Congregation (if applicable) \_\_\_\_\_

Our group has insurance coverage:  Yes  No

### Lodging

Check which accommodations you desire to reserve

\_\_\_\_\_ Kempski Retreat Center (number of rooms/floor(s) requested)

\_\_\_\_\_ Linen service  
(pillow with case, sheets, blanket, towels, washcloth and soap)

\_\_\_\_\_ Cabins (Not available June-August)

\_\_\_\_\_ Tent/RV sites (limited sites)

### Meeting & Meal Arrangements

Hanes Lodge Kitchen Usage (to prepare your own meals and snacks)

Meal Service (call 260.562.2102 with exact count 2 weeks prior to event)

Breakfast Day(s)/Time \_\_\_\_\_

Brunch Day(s)/Time \_\_\_\_\_

Lunch Day(s)/Time \_\_\_\_\_

Supper Day(s)/Time \_\_\_\_\_

Snack Day(s)/Time \_\_\_\_\_

Coffee/Tea Day(s)/Time \_\_\_\_\_

One Day Meeting:  Hanes Lodge  Kempski Retreat Center

Group picnic/hiking/fishing  Waterfront usage (May-Sep)

A confirmed meal count no less than 2 (two) weeks in advance to Lutherwald Property Manager. The minimum food service charge will be based on that count. The minimum charge for any one meal is \$100.00.

## REGISTRATION PROCEDURES

1. A confirmed reservation will require a minimum deposit of \$100 returned to Lutherwald (2065 W. State Rd. 120, Howe IN 46746). Note: Minimum fee for Kempiski Retreat Center--\$300 per night per floor or group.
2. Cancellation with less than 6 (six) weeks notice will result in forfeiture of \$100 deposit. Cancellation notice should be emailed to info@lomik and a call placed to the Property Manager (260) 562-2102.
3. Requests for food service should be made at time of reservation with
4. Your deposit will be credited to the total amount due for the event unless there are damage charges. If there has been damage, your deposit will be held to cover the repair cost with any additional expense billed to your group. Any credit will be refunded. Deposits may be rolled over.
5. The balance due on any event is payable to the Resident Manager BEFORE YOU LEAVE CAMP. FEES ARE SUBJECT TO CHANGE.

## AGREEMENT

1. WE AGREE to have an **On-Site Coordinator** who is responsible for group behavior and will provide overall leadership--:  
1) one adult leader (21 years or older) for each six (6) boys or girls in attendance AND HAVE A MINIMUM OF 2 MALE ADULTS/2 FEMALE ADULTS SLEEPING IN EACH CABIN of boys/girls; 2) an adult certified in First Aid/CPR to be on duty for emergency care; 3) a certified lifeguard to manage your group's pool and waterfront activities; and 4) first aid supplies and emergency transportation to medical care facility, if needed.
2. Check in with Property Manager and received orientation to site and camp rules.
3. Be responsible for the behavior of our group, discreet use of alcohol permitted in the building for those of legal age, no smoking inside the buildings or on the beach, and not bringing on site anything that could be construed as a weapon. Pets are NOT permitted in any buildings or on the beach.
4. Any group using camp watercraft, personal watercraft or wishing to swim must review safety rules. \*Proper adult supervision is required at all times. Each group will assume responsibility for the ow members during waterfront times as the camp cannot provide any lifeguard personnel. No lake swimming after dark.  
\*LOMIK recommends that "proper adult supervision" be a certified lifeguard with current certification from a nationally recognized training provider (e.g. American red Cross, YMCA) who also holds certification in First Aid (with training on blood-borne pathogens) and age-appropriate PR (with training in use of AED and breathing devices). **If in the opinion of camp management, there is insufficient or inadequate adult supervision, the group's privilege of using the waterfront may be suspended immediately.**
5. Have following information on each group member: name, address, phone number, emergency contact names and phone numbers, listing of any known allergies or health conditions or restrictions, insurance information, and (for minors) signed permission to seek emergency medical treatment. Provide a written report of any incidents, injuries or accidents that occur during our stay.
6. Report any property damage to the Property Manager immediately. Check out with Property Manger prior to departure and leave camp in good condition, pay balance at checkout unless prior arrangements made to be invoiced by bookkeeper.

Signature \_\_\_\_\_ Your Printed Name \_\_\_\_\_

Name of Group \_\_\_\_\_