



# FORT CASWELL

## COASTAL RETREAT & CONFERENCE CENTER

### Fort Caswell Guest

In response to the Governor's order that was announced on June 24, 2020 related to COVID-19 and the requirement of wearing cloth face coverings, we have laid out the guidelines below that we will be following beginning Friday, June 26 at 5 pm.

What does this mean for you as our Guest?

- Face Coverings/Masks will need to be worn by all adults and children eleven years or older on site when they are or may be within six feet of another person.
- This means face coverings will be required in the cafeteria until you are seated at your table.
- This means face coverings will be required in all common areas; PX, Drift-Inn, office, lobby and hallways.

You **will not** have to wear face coverings:

- Outside while exercising/walking and able to maintain social distancing.
- Enjoying the pool and beach and able to maintain social distancing
- Utilizing the pier and/or marina and able to maintain social distancing
- Inside your group accommodations, including classroom/meeting space (social distancing is recommended)

We understand this is new and some may not be comfortable with face coverings, however this is a requirement based on the Governor's Order No 147 until July 17. Wearing a face covering is a small offering, if it may help someone else that is vulnerable. Please help us by being a positive role model for others.



# FORT CASWELL

COASTAL RETREAT & CONFERENCE CENTER

**Dear Group Leader:**

**Thank you for your interest in attending a retreat at Fort Caswell. Enclosed you will find your confirmation sheet, floor plans and a guest registration form. The guest registration form should be completed and returned before or on arrival. A signature is needed for each adult attending and a parent's signature is required for each youth under the age of 17.**

**Please note that if your accommodation is a cottage that the Assembly provides basic cooking utensils. Guest must provide all plates, cups, eating utensils, sharp knives, paper products, large trash bags and linens. If your accommodation is a residence or barracks, guest must provide all linens and pillows. If your accommodation is a hotel, all linens and pillows are included. Please note that linens are included in Lantana Lodge.**

**To hold space, a non-refundable confirmation fee is required by the date on your confirmation form. Sixty days prior to the retreat a 50% deposit of meals and lodging is due. All deposits must be mailed to the reservation office by the specified date on the confirmation form to avoid the loss of space. Please call the reservation office (910-278-9501) 60 days in advance with any changes to your reservation.**

**Deposits, excluding the non-refundable confirmation fee, are refundable provided written confirmation notice is received 60 days prior to the expected arrival date. Groups requesting reservations less than 60 days before the expected retreat must pay their deposit in full upon receipt of the confirmation sheet.**

**Health regulations prohibits pets in any of our accommodations. Please help us to abide by this rule. We look forward to seeing you. If we can be of any further assistance to you, please contact us.**

**Sincerely,  
Jessica & Kristie  
Reservations**



# FORT CASWELL

COSTAL RETREAT & CONFERENCE CENTER

100 Caswell Beach Road • Oak Island, NC 28465 • (910 278-9501

## Guest/Counselor Registration Form Please Sign and Return on Arrival

*The North Carolina Baptist Assembly holds group leaders responsible for the activity and conduct of individuals in their groups. This includes ensuring specified chaperone/youth ratios are met and all policies and rules are followed. Fort Caswell also holds the leadership and organization renting space for any events responsible for the physical and moral conduct of this group, ensuring that chaperones and leaders of children and youth are properly screened to protect them from acts of abuse. This screening by the renting party might include, but is not limited to, background checks, criminal record checks, interviews, references, etc.*

**Church:** \_\_\_\_\_ **Conference Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

A parent's signature must appear on this form for each child 17 years of age or younger before First Aid can be administered, or a doctor's assistance procured, or before insurance coverage becomes effective. A parent's signature authorizes the group's counselors to act on behalf of the parents in the event of an accident or illness while their child is participating in programs at Fort Caswell. The group counselor will notify parents immediately of any major accident or illness before making any decisions relative to treatment.

	Name of Counselor	Age	Sex	Signature of Pastor/Teacher
1				
2				
3				
4				
5				

	Name of Camper/Guest	Age	Sex	Parent's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

# Group Leader Acknowledgement Form

Welcome to Fort Caswell. We look forward to your stay with us. So that everyone visiting Fort Caswell may be assured of receiving important information, we require that the group leader agree to disseminate all safety information to his/her group members. The items listed below, as well as all other pertinent information from Fort Caswell should be shared with your group prior to, or immediately upon, their arrival on campus. Thank you for your assistance.

Responsibilities \_\_\_\_\_ Program (when applicable) - Convention Program Staff  
Facility - Caswell Staff  
Discipline and Safety - Group chaperones/leaders

Parking \_\_\_\_\_ All vehicles must be parked in such a way as to not obstruct the view of the roadway.

Speed Limits \_\_\_\_\_ On campus - 20 mph

Guest Assistance \_\_\_\_\_ Reception Center, Office, or Gate Guard. Check with the Guard at the gate if staff is temporarily out of the Reception Center or after office hours (8:00-5:00) and weekends.

Accidents \_\_\_\_\_ Contact Caswell staff at the reception center or office in case of any accident. Guest insurance pays up to \$2,500 for medical treatment of injury due to an accident, off-campus trips excluded. Accident report and insurance forms are essential. Gate security staff may also be of assistance in contacting Caswell staff to assist you.

Medical Emergency \_\_\_\_\_ Please make Caswell/Gate Security staff aware of any emergency or need for 911 service.

Prohibitions \_\_\_\_\_ Water balloons, shaving cream fights, water guns, skateboards, firearms, fireworks, alcoholic beverages, illegal drugs, or ATV's.

Swimming \_\_\_\_\_ Only at the pool and designated beach swimming area at designated times. Lifeguards provided at the beach only during summer camp weeks. All other times swimming at the beach is at your own risk. Adult supervision of swimmers from your group is required whenever a lifeguard is not present. Bathing suit cover-ups must be worn everywhere on campus except the beach or pool. All swimmers must obey instructions of the lifeguards and observe pool or beach rules.

Forts and Batteries \_\_\_\_\_ Visit during daylight hours only and exercise caution. Adult supervision from the group is required for minors at all times while on or in the forts or batteries.

An Urgent Request \_\_\_\_\_ Please encourage your group to take care of their building. Damage charges will be billed to the group leader or church. Extreme cases will result in the suspension of privileges.

I have read and understand the above rules of conduct for guests at Fort Caswell. I accept the responsibility to inform my group members concerning these requirements.

Name of Group Leader (please print) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Group Leader Signature \_\_\_\_\_

Group Name (please print) \_\_\_\_\_

Group Leader Cell (please print) \_\_\_\_\_