



# Policy And Procedures Manual

**MARSHALL BAPTIST RETREAT CENTER**  
**Guntersville, Alabama**

**A Ministry of the**  
**Marshall Baptist Association**

## **MISSION STATEMENT**

**The general mission of the Marshall Baptist Retreat Center, as a ministry of the Marshall Baptist Association, is to provide a Christ-centered retreat and recreation facility that promotes evangelism, spiritual growth, and Christian fellowship. The Retreat Center exists to create an environment to encourage, equip, and engage churches and leaders of the Marshall Baptist Association, as well as other churches, organizations, groups, and individuals who share our Christ-centered vision.**

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NOTE: Throughout this document the following abbreviations will be used:

- 1) MBRC – Marshall Baptist Retreat Center
- 2) MBA – Marshall Baptist Association

## **A. OPERATIONAL GUIDANCE STATEMENT:**

While this Policy and Procedures Manual addresses many issues, it is impossible to address every situation that may arise. Therefore, the Marshall Baptist Retreat Center Director will have the discretion to handle those issues not directly addressed in the manual as he sees fit.

## **B. OPERATIONAL SCHEDULE:**

For the safety of the campers who will be staying at the MBRC, the MBRC is available by reservation for use year-round under the following guidelines and exceptions:

### **Peak Season: May through September (Labor Day)**

- When reserved the main gate will remain closed for the protection of the campers.
- When there are no reservations, the following schedule will be followed:
  - o Sunday: reserved for church picnics by advance reservation only.
  - o Monday, Tuesday, Thursday through Saturday: 8:00 AM – Sunset
  - o Wednesday: 8:00 AM – 4:30 PM

### **Off-Season: September (after Labor Day) through April**

- When reserved the main gate will remain closed for the protection of the campers.
- When there are no reservations, the following schedule will be followed:
  - o Sunday: Closed (except for reserved church picnics).
  - o Monday and Tuesday: Closed
  - o Wednesday: 8:00 am - 4:30 pm
  - o Thursday – Saturday: 8:00 am – Sunset

### **Holiday Schedule**

- Closed Thanksgiving Weekend
- Closed week of Christmas and New Year

### **Sunday Schedule for Worship Services and Picnics**

Churches reserving the campus for a Sunday morning worship service: gate will open at 8:50 am to allow set up for worship service. Everyone must be off campus no later than 1 p.m.

Churches reserving the campus for a Sunday afternoon service/picnic: the gate will open at 2:50 pm and everyone must be off campus by 8:00 pm.

Any church or group utilizing any part of the campus for a worship service is responsible for both the setup and the return of all items to their designated locations after the service.

## C. WHO MAY USE THE MBRC

1. The following groups and individuals may use the MBRC by making a reservation and agreeing with the MBRC Mission Statement:
  - a) MBA Churches and their members.
  - b) Churches, civic groups, and individuals outside the MBA may use the facilities at the discretion of the MBRC Director.
2. The following groups and individuals may not use the MBRC:
  - a) Any church, individual, group, or organization holding a worldview that contradicts Scripture and the stated mission of the MBRC.

## D. MBRC CONDUCT

1. All guests are expected to behave in a manner that aligns with the Christian mission of the MBRC.
2. The speed limit on campus is **10 MPH!**
3. Only Christian music is allowed to be played on the property.
4. The MBRC is an Alcohol/Drug/Tobacco/Vape-Free facility.
5. NO fireworks are allowed on the MBRC property.
6. All persons are expected to dress modestly, including swimwear. No speedos or bikinis allowed. Everyone is expected to wear shirts and/or a cover-up to and from the pool.
7. Due to certain health regulations, the MBRC cannot allow any pets on the property.

## E. RESERVATION POLICIES

1. First-Come, First-Served: All reservations are accepted in the order requests and deposits are received.
2. Shared Campus Use: Multiple groups may be on campus at the same time. When applicable, a schedule will be provided indicating assigned times for facilities, services, and areas for each group.
3. Exclusive Use Option: The entire campus may be reserved when the contemplated use justifies exclusivity. Pricing for exclusive use is determined at the time of request and may vary by time of year, facilities required, and on-campus services needed.
4. Rates: Current standard rates (excluding exclusive use) are published on our website.
5. Deposits and Confirmation: A reservation is not confirmed on the calendar until a 50% deposit is received.
6. Cancellations and Refunds (based on notice before arrival date):
  - Within 90 days: 50% of the deposit will be refunded.
  - Within 60 days: 25% of the deposit will be refunded.
  - Within 30 days: The deposit is fully forfeited.

Notes:

- "Deposit" refers to 50% of the total reservation amount.
- Additional terms (house rules, payment methods, balances due, and any special conditions tied to exclusive use) will be provided at the time of booking and/or posted on our website.
- This policy is governed by the laws of the State of Alabama.

**Force Majeure** – The Marshall Baptist Retreat Center (MBRC) shall not be held liable for failure or delay in performance resulting from events beyond its reasonable control, including but not limited to acts of God, fire, flood, natural disasters, war, terrorism, civil unrest, or governmental actions. In such circumstances, MBRC may, at its discretion, reschedule the reservation for a later date or issue a full refund of all monies received from the group.

## **F. GENERAL RULES AND RESPONSIBILITIES**

1. For the safety and security of our guests, it is our policy that everyone entering the property must have a reservation and upon arrival, check-in at the office.
2. Churches or individuals overseeing groups or individual members utilizing the MBRC will be financially liable for any damages to property or equipment exceeding ordinary wear and tear.
3. All group leaders, parents, or guardians are obligated to consistently provide adequate supervision at all times.
4. No fires shall be built except in grills or designated fire pits.
5. Camp quiet time begins at 11:00 p.m.
6. An orientation meeting will be scheduled for all groups.
7. All facilities should be left clean and all trash placed in the dumpster. A cleaning schedule will be given to each group at orientation. A fee will be charged to any group not following cleaning procedures.
8. Chairs, tables, and other equipment are NOT to be removed from any facility or location.

## **G. SPECIFIC RULES AND RESPONSIBILITIES:**

### **1. DORMS**

- a) Once an assignment of sleeping quarters has been made, no male may enter the female sleeping quarters and no female may enter the male sleeping quarters.
- b) It is advised that all food and drinks be limited to the Florida Room only in each dorm due to pest control concerns.
- c) Individuals using the dorms are responsible for their own linens, toiletries, and personal items.
- d) Sunday Check-out time is 9:00 a.m. However, groups can stay until 1:00 p.m. in order to conduct their own worship service provided they have made arrangements with the MBRC Director.

### **2. PAVILIONS**

- a) Unoccupied pavilions (those not reserved) are open for general use. (Groups of ten or more must have a reservation).
- b) The pavilion area should be left clean and litter-free.

### **3. SWIMMING POOL**

- a) The MBRC Pool operates for groups who have reservations for its use. To gain access to the pool for your group, church, or family, every Group Leader/Parent or Guardian must sign a waiver. Pool reservations must be made in advance per the pricing schedule and can only be accessed when certified lifeguards are on duty.
- b) To prevent the possible introduction of algae into the pool, all individuals who have been in the lake must shower before entering the pool.
- c) All persons are expected to wear modest swimwear. No speedos or bikinis allowed. Everyone is expected to wear shirts and/or a cover-up to and from the pool. No cutoff jeans or street clothes allowed in the pool.

#### **4. BOATS**

- a) All MRBC owned boats can be used by reservation only.
- b) The MBRC boat station operates on a “Boat at Your Own Risk” basis. Access to boats for any group, church, or family is permitted only after a waiver has been signed by each Group Leader and, where applicable, each parent or legal guardian. Please be advised that MBRC does not provide lifeguards certified in open-water rescue.
- c) All boaters are required to don an approved life vest and adhere to the guidelines provided during the orientation.

#### **5. GYM**

- a) No kicking balls in the gym.
- b) No roller skating, bike riding, or skateboarding in the gym.
- c) All gym equipment should be returned to its proper place after use.

#### **6. BOAT RAMP**

- a) The boat ramp can be utilized by contacting the MBRC director exclusively.
- b) After launching your boat into the lake, please relocate your vehicle and trailer to the designated area.
- c) The boat ramp and docks are for use at your own risk.

### **H. PROPERTY CARE AND PROTECTION**

- a) No fires shall be built except in grills or designated fire pits.
- b) No bottles, cans, paper, or refuse of any kind shall be thrown in the lake or on the grounds.
- c) Cutting of trees is prohibited.
- d) Ice Cream salt and cooking oil shall be disposed of in designated places.

### **I. MAIN GATE CLOSURES**

The MBRC director and staff will make every effort to follow the Operational Schedule (Section B) printed on page 4. However, we reserve the right to close the camp if and when situations arise that we deem it necessary to do so. We strongly urge anyone who

wants to tour the campus to please make a reservation or call the MBRC office before coming to campus.

**J. LIABILITY STATEMENT**

Neither the Marshall Baptist Association nor the Marshall Baptist Retreat Center make any representation as to the condition of the premises or any facility thereon and all users of the MBRC use the facilities at their own risk. Neither the Marshall Baptist Association nor the Marshall Baptist Retreat Center take responsibility for supervision or chaperoning minors using the Marshall Baptist Retreat Center nor for property brought upon the premises.

The MBRC enforces all laws governing safety equipment and helmet requirements for bike riders and skaters.

**Adopted January 12, 2026, MBA Executive Committee Meeting**