



Santa Claus

CAMP & CONFERENCE CENTER

FAITH • FELLOWSHIP • FUN



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Santa Claus Camp & Conference Center Policies For Campground

Policies For Reserving Facilities

To make a request for the use of the facilities, write, phone or e-mail, or schedule an appointment with the Site Manager:

Brian Woolems
16670 N 625 E
Santa Claus, IN. 47579
812-937-2103 Email: sccamp@psci.net

The Site Manager will be glad to assist you with the general information about the campground facilities.

Scheduling will be made on a first come basis. Once you have rented the facility, you have the right of first refusal in rescheduling for next year if an application is received along with the appropriate deposit within 30 days after the current rental ends.

Heated facilities are available year round. Tent and RV sites are available from May 1st through October 1st. The swimming pool is open Memorial Day weekend through Labor Day weekend.

The Historic Santa Claus Campground Corporation Board, through its Site Manager, reserves the right to refuse any group or person to use or be on the Santa Claus Campground property.

The cemetery north of the campground belongs to Santa Claus United Methodist Church. Parking there must be approved by the Santa Claus UMC.

Financial Policies

1. A 20% deposit is required with the customer's application when received by the Site Manager. A deposit for reservations will be accepted up to 1 year in advance to reserve the dates requested. Deposit guarantees the date, not the fees. If the reservation is cancelled six months prior to the scheduled date, the deposit is refunded. If the reservation is cancelled within six months of the reserved date, the deposit is forfeited.
2. Customer must provide a certificate of liability insurance with the deposit unless other arrangements are made.
3. Children five years of age and younger will not be charged for lodging.
4. Volunteer work camps MUST be arranged through the Site Manager. Depending upon the arrangements, a fee may be required.

Arrival & Departure Procedures

1. Check-in time and check-out time will be determined at the time of renting the facility.
2. Upon arrival, the camp leader/director will have a walk-through inspection with the site manager. The camp leader/director is responsible for documenting any damages, uncleanliness or complaints and bring them to the attention of the site manager so that both can sign the document.
3. At the close of the camp, the camp leader/director will have another walk-through inspection with the site manager. Additional cleaning and damages will be discussed during the closing walk-through. Any damages will be billed to the customer within two weeks of using the facility. Any additional charges will be added to the customer's final bill. The customer will receive the final bill within two weeks of using the facility.

Cleaning Policies

1. Everyone is expected to leave the facility as clean as when you arrived.

2. All items and provided tools should be returned to their original place. Dorms should be swept daily. All trash cans in the dorm, kitchen, and conference room should be emptied daily. Historic Santa Claus Campground will supply the trash bags. Trash dumpsters are located behind the kitchen. Keeping the facility clean is the customer's responsibility.
3. The site manager will fill paper towel, toilet paper, and soap dispensers. The site manager will show the camp director/leader the supply room and how to open dispensers in case of emergency.
4. All groups are responsible to breakdown and recycle material (cardboard, plastic, tin cans, aluminum cans) in recycle bins. Recycle bins are located on the porch outside the west kitchen door.

Damage Policies

1. All Customers are liable for damages caused to the facilities and properties of the Historic Santa Claus Campground during your stay.
2. Damages, along with the remainder of the fee for use of the facility and additional cleaning fees will be billed within two weeks of the using the facility. Any part of a day used by a camp will be billed as "one day."
3. Below are examples of damages that will be billed to the Customer:
 - a. Any window screens removed or damaged will result in a \$30.00 per screen fee.
 - b. Any ceiling tiles removed or damaged will result in a \$20.00 fee per tile.
 - c. Any mattresses moved, removed or damaged will result in a \$150.00 fee per mattress.

Campground Regulations

1. Customers using the facilities WILL cooperate at all times with the Site Manager.
2. All posted signs are to be observed and obeyed. Lack of cooperation will be dealt with through the responsible customer or his leader. If the issue is not resolved, the users and/or individuals involved will be asked to leave.
3. Smoking or use of smokeless tobacco is not permitted in any of the buildings.
4. No one is allowed to enter or exit the campground between 11:00 PM and 7:00 AM. A security guard is available upon request during the above state hours at an additional cost to the customer.
5. Stay out of non-reserved areas. Locked doors are to be left locked. A guided tour of the facility can only be given by the Site Manager or a Historic Santa Claus Campground Corporation board member. Everyone using the facility is expected to respect the rights of others.
6. There is to be a ratio of 2 adults (age 19 or older) to 15 youths. The adult must be aware at all times of the whereabouts and activities of the campers. Campers must be in direct view of the adult. This includes sleeping areas.
7. Any overnight function requires a list of campers and leaders, which will be supplied by the camp director.
8. No possession or use of alcohol or any illegal drugs is permitted on the campground.
9. Loud and boisterous conduct will not be permitted.
10. Curfew begins at 11:00 PM. Everyone is to be in their dorm for the night.
11. No activities are allowed between the hours of 11:00 PM and 6:00 AM.
12. No pets are allowed on the campground.
13. No firecrackers, firearms, fireworks, or any other destructive items are permitted on the campground.
14. No customer window air conditioners are allowed on the campground.
15. RVs and campers will park only in assigned areas.
16. Do not move any furniture, beds, or mattresses unless approved by the Site Manager.
17. Do not remodel, change or otherwise alter anything on the Historic Santa Claus Campground.
18. Tacky gum is the only adhesive that can be used for securing signs, etc. to walls or posts. It can be obtained from the Site Manager.
19. Nothing can be hung from the ceilings.
20. Do not flush sanitary napkins or tampons in the toilets. Containers are provided for disposal of these items.

Kitchen Policies

1. If the Customer uses the kitchen they are expected to leave the kitchen as clean as when they arrived.
2. Customers will provide all necessary food, towels, detergents (other than dishwasher supplies) etc. for their camp.

Pool Policies

1. Only clean swim wear is allowed in the pool.
2. Everyone must shower before entering the pool.
3. No metal objects in the pool.
4. The HSCC does not provide a lifeguard; however, a lifeguard may be required.

5. The Life Guard is the only person allowed at the guard station. The Life Guard is allowed to have a plastic bottle of water and cell phone at the life guard station.
6. All posted pool rules are to be obeyed.

Lake Policies

1. No swimming or wading is allowed in the lake.
2. No pontoons, gas-powered or large boats are allowed on the lake. All boats, canoes and floating devices not owned by the Historic Santa Claus Campground Corporation must have the Site Manager's permission before launching in water.
3. Everyone must wear a life jacket when occupying any boat, canoe, or floating device.
4. Everyone is to "catch and release" fish. Only if you have pre-arranged a "catch and keep" program with the Site Manager are you allowed to keep fish.
5. All boats, canoes, paddles, and life jackets are to be returned to their proper place after being used.

Site Manager Notes

1. Fire and Weather drills will be conducted the first day of each camp, retreat and gathering. A random drill may also be performed during the Customer's stay.
2. A random inspection may be conducted at any time. Before the Site Manager enters any sleeping quarters, bathroom, shower room, or cabin, he will notify the Camp director/leader. He/she will make sure those areas are vacated before the Site Manager and Camp Director enter for inspection.
3. Any violation of the Historic Santa Claus Campground policies will be reported to the President of the Historic Santa Claus Campground Corporation and the Camp Director/leader. Any violation will result in appropriate action.
4. If repairs are needed, the area of repair will be closed and surrounded with safety tape and ALL customers are to be kept out of the safety-taped area.
5. If you have any questions or concerns during your stay, please address them with the Site Manager.
6. Each customer will receive an evaluation form with a self-addressed stamped envelope when leaving the campground. There will be a follow-up inquiry if the form is not returned within two weeks of the close of the camp. This is your opportunity to voice any suggestions, concerns, etc. about your stay. Please take this opportunity to help improve the Historic Santa Claus Campground.

Thank you for a safe and productive Santa Claus Campground stay!

Policies For Campground - PDF