

W.W. Mann Retreat and Conference

2171 Prather Road Statesboro, Georgia

Michael Sparks, Director

Duane Davis, Maintenance Supervisor

Phone (912)842-2460

Cell (912)531-2946

Email - bradwellalum69@yahoo.com

Website - www.orbalife.org

Dear _____ ,

Thank you for your request to use the facilities of the W.W. Mann Retreat and Conference Center (the Retreat Center) on/from _____ until _____.

Enclosed is a Reservation Request form and a copy of the Policies and Regulations of the Retreat Center. Please, carefully read these policies and regulations, which are developed by the Retreat Center Advisory Committee and approved by the Executive Council of the Ogeechee River Baptist Association to ensure the proper use and operation of the Retreat Center. EVERYONE using the Retreat Center must abide by these policies. Please let me remind you that failure to abide by these policies could result in your group's right to use the Retreat Center and requiring your group to leave.

As a group leader, it is your responsibility to see that your group is properly supervised, and the Retreat Center property is not damaged or misused by your group. Please inspect, with the Retreat Director, the buildings and facilities before your departure to ensure that everything is returned to good condition.

The W.W. Mann Center is dedicated to the Glory of GOD for the building of Christian character. We sincerely pray that this shall be the experience of each member of your group.

Please let us know if there is anything we can do to help your group while they are on the grounds of the W.W. Mann Center.

All rentals require a \$75.00 NON-REFUNDABLE deposit before your reservation can be put on the Calendar.

Yours in Christ,

Michael Alan Sparks, Director

Information Sheet

Phone: 912-531-2946 or 912-842-2460

1. All unpaid fees **must** be paid upon arriving at the Mann Center.
2. The buildings will be open and ready for use. See item #3 with regards to items to be done before departing.
3. Prior to departing the Mann Center, the following items **must** be attended to:
 - a. Floors in all buildings must be **swept** and **mopped**. If not a \$75.000 per hour cleaning fee will be assessed. Not sweeping and mopping is not an option. You cannot choose to not sweep/mop and just pay the \$75.00.
 - b. All trash must be removed from the buildings and placed in the dumpster on the hill across from the Chapel where the aviation towers are located.
 - c. The director must be contacted to inspect the facilities used.
 - d. Any property damage must be reported to the Director.
4. The following are **PROHIBITED** at all times on the grounds of the Mann Center:
 - a. **PETS!!!!!!!!!!** Licensed/permitted service animals are permitted.
 - b. **SMOKING** in any building. All cigarette butts must be placed in the ash cans located on the property.
 - c. **ALCOHOLIC BEVERAGES** of any kind.
 - d. **FIREARMS**, unless property of law enforcement officials who are licensed to carry a weapon.
 - e. **FIREWORKS** of any kind.
5. Ice is available in the bath house behind the Miller Building.
6. Grills are available on a first come first served basis when completing reservation contracts. Please do not wait until arriving at the Mann Center to request a grill because availability is limited.
7. In case of an emergency, contact the Director.
8. If the grounds are used, please pick up all trash before leaving. Please return all athletic equipment to the storage bin by the basketball courts.
9. Guests must provide their own linens, towels, bath cloths, paper products, trash can liners, etc.
10. Inflatables (bouncy houses, etc.) are allowed but there is a designated area for them. Please check with the Director before putting up any inflatables, so he can show you where the designated area is. A \$25.00 fee will be charged.
11. **If you request to come the day before your event to decorate, set up, bring food, etc. to the building you have reserved, there will be a \$25.00 an hour fee assessed for occupying the building prior to your event.**
12. Fishing is allowed if you are here with a group. No public fishing is allowed. All fishing is catch and release!!

W. W. MANN RETREAT CENTER USER FEES AND ARRIVAL/DEPARTURE TIMES
(A \$75.00 NON-REFUNDABLE DEPOSIT IS REQUIRED FOR ALL BUILDING/FACILITIES RENTALS!!)

NOTE - Rental fees for cabins are based on a 24-hour period. All other rental fees are based on a one-day basis. Check in/check out times are flexible and need to be communicated with the Director when completing the Reservation Request form. Fee payment may be made by **cash, check, or money order**.

NOTE - **NO** TABLES OR CHAIRS ARE TO BE REMOVED FROM ANY BUILDING FOR ANY REASON!

A. **Marianne Bowen Dining Room** (8 - 6 ft. tables, 1 - 8 ft. table and 60 chairs)

1. Seating for approximately 56
2. Rental cost - **\$200.00** per day (non-associational members) ... (associational members - \$175.00 per day)

B. **Sarah Miller Cafetorium**

1. Seating for approximately 130
2. Rental cost - **\$225.00** per day (non-associational members) ... (associational members - \$200.00 per day)

C. **Overnight Cottages with Kitchens (Jesse Morris, W.M.U., and Brotherhood Cottages)** (4 tables and 24 chairs each)

1. Sleeps 26 on bunk beds - 12 in each sleeping area. One bunk bed set located in lobby area. Sleeping areas separated by kitchen.
2. Rental cost - **\$325.00** per day (non-associational members) ... (associational members - \$250.00 per day).

D. **Overnight Cottages without Kitchens (Elmer Cottage, First Baptist-Statesboro Cottage)** (No chairs and no tables)

1. Sleeps 20 on bunk beds in dorm room and 2 in the counselor's room.
2. Rental cost - **\$275.00** per day (non-associational members) ... (associational members - \$200.00 per day)

E. **Ginn Lodge (Rooms 1-8)** **Lodge rooms are currently unavailable due to being occupied.*

1. Rooms 1, 2, 6, and 7 have two twin-sized beds and a common shower and restroom facility. Separate facilities exist for men and women. Room 8 has 1 bunk bed set, 1 futon, and 1 rollaway bed. Room 5 has one full-size bed.
2. Room 3 has 1 queen bed & self-contained bathroom facilities. Room 4 - 2 full-size beds and self-contained bathroom facilities.
3. Guests must provide their own linens, towels, pillows, etc...
4. Rental fees - Rooms 1, 2, 5, 6, and 7 are **\$30.00** per night. Rooms 3 and 4 are **\$35.00** per night. Room 8 is **\$40.00** per night.
Monthly rental \$600.00

F. **Day Chapel**

1. Seating capacity of approximately 90.
2. Rental fee - **\$225.00** per day
3. **ABSOLUTELY NO FOOD OR DRINK** is allowed in the Chapel.

G. **Recreational Vehicle Hookups-** (NO hookups are available at this time due to long term rentals)

1. Hookups include electricity, sewer, and water.
2. Rental fees - **\$20.00** per day (non-associational members) ... (associational members - \$15.00 per day).
Monthly rental \$500.00

H. **Sara Mann Amphitheater**

1. Seats approximately 200.
2. Rental fee - **\$125.00** per day

I. **Primitive Camping**

1. Tent camping or ground camping in designated areas.
2. Cost for camping - **\$7.00** per person per night

J. **Gazebo/Picnic Area** (Not available at this time due to storm damage)

1. Rental fee - **\$75.00** per day

K. **Beach Picnic Area** (The beach cannot be reserved, only the picnic area.)

1. Rental fee - **\$100.00** per day

Wedding Fees:

Chapel - \$500.00 Sarah Miller Cafetorium - \$300.00 Marianne Bowen Building - \$200.00

POLICIES OF THE W. W. MANN RETREAT CENTER

ANYONE NOT involved in a camp/activity in progress, shall have NO interaction with any minors of that activity!

I. PURPOSE:

1. The Retreat Center shall be used for the **GLORY OF GOD!!!**
2. The Retreat Center program and recreation shall be directed toward building **CHRISTIAN CHARACTER!!!**
3. The Retreat Center endeavors shall be planned to help individuals find and rightly respond to **GOD'S** will for their lives.

II. GENERAL REGULATIONS:

1. **Christian Atmosphere** - The users of the Retreat Center are asked to do everything reasonable to make this a **CHRISTIAN retreat center**. The goal is for it to be different from the secular camp. We want it to be a place where **CHRISTIANITY** is seen at its best.
2. **Conduct** - The conduct of those using the Center shall be of the highest **CHRISTIAN** character. Users of the Center shall be asked to refrain from all profanity and off-color jokes, and from smoking in the buildings. **NO ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS** allowed on the premises. Anyone using these substances on the Mann Center property will be asked to leave immediately and will also forfeit their opportunity to use the Mann Center in the future.
3. **Attire** - We ask that all users of the Center dress discreetly and in a responsible manner. Appropriate clothes shall be worn for recreation and worship periods. This applies to everyone using the Center.
4. **Personal Items** - Each person shall be responsible for their own bed linens, pillows, blankets, towels, soap, and personal items. You are responsible for all paper products and cleaning supplies.

III. USE OF FACILITIES:

1. All individuals and groups using the Center's facilities shall observe instructions of the Retreat Center Director as to assignment and use of the facilities.
2. All groups must have a group leader (including adults). For all non-adult groups there must be a minimum of two adult leaders for each group of 20 or less, plus one additional adult leader for each 10 over the first 20.
3. The Retreat Center Director and the leader of each group should inspect the buildings and facilities upon departure of each group to see that everything is left in good condition. If property has been damaged or destroyed, the replacement or repair of the same must be paid for by the group involved. Should any group fail to pay for such damages, additional reservations shall be withheld from that group until all damages are paid.
4. **You must furnish your own supplies** (including dish towels, paper products and cleaning supplies). All buildings shall be cleaned (swept, mopped) before leaving and all trash should be disposed of properly in the dumpster located near the aviation towers located on the right as you leave the Mann Center. This includes outside areas used.
5. **THE RETREAT CENTER ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED BY ANY INDIVIDUAL OR GROUP THAT USES THE RETREAT CENTER. ALL OVERNIGHT GROUPS MUST PROVIDE THE RETREAT CENTER WITH PROOF OF INSURANCE. IN THE EVENT OF AN ACCIDENT CONTACT THE RETREAT DIRECTOR IMMEDIATELY.**

IV. RESERVATIONS:

1. All groups must file reservation requests and a reservation deposit with the Retreat Center Director, 2171 Prather Road, Statesboro, Georgia 30461 for the use of the Retreat Center. **RECEIPT OF RESERVATION FORM AND DEPOSITS OR USER'S FEE WILL CONFIRM RESERVATIONS. REQUEST MUST BE CONFIRMED WITHIN TEN DAYS OF RECEIVING RESERVATION CONTRACT.** All requests are to be approved on the basis of first-come first-served.
2. Reservation deposits are \$75.00 and are not refundable.
3. Remainder of user's fee is due **upon arrival** and should be paid at the Director's House.

***** FAILURE TO FOLLOW ANY OF THESE POLICIES AND REGULATIONS WILL RESULT IN DISMISSAL FROM THE RETREAT CENTER, LOSS OF ALL USERS FEES, AND REFUSAL BY DIRECTOR FOR OTHER BOOKINGS!!!**

ANY BUILDINGS NOT CLEANED PROPERLY(SWEPT/MOPPED) WILL BE ASSESSED A \$75.00 PER HOUR CLEANING FEE!!!

NOTE: RETREAT STAFF HAS THE RIGHT TO CANCEL ANY EVENT AT ANY TIME DUE TO SAFETY CONCERNS. THE W.W. MANN CENTER HAS A HEAT ADVISORY POLICY IN EFFECT AT ALL TIMES. ANY TIME THE HEAT INDEX EXCEEDS 104 DEGREES, ALL OUTSIDE ACTIVITIES REQUIRING EXERTION WILL BE CEASED. THE RETREAT STAFF WILL INFORM GUESTS WHEN THE HEAT INDEX REACHES THE MAXIMUM

W. W. MANN RETREAT CENTER
RESERVATION REQUEST

Name of Group - _____

Date(s) Desired - _____

Group Leader (Contact Person) - _____

Address - _____

Phone Number - _____

Email Address - _____

Type of Activity - _____ Number in Group - _____

Arrival Time - _____ am/pm Departure Time - _____ am/pm

Check building(s) to be requested:

- | | |
|---|--|
| A. _____ Sarah Miller Cafetorium | B. _____ Marianne Bowen Dining Room |
| C. _____ Jessie Morris Cottage | |
| D. _____ Elmer Cabin (no kitchen) | E. _____ First Statesboro (no kitchen) |
| F. _____ W.M.U. Cottage | |
| G. _____ Brotherhood Cottage | |
| H. _____ Chapel | |
| I. _____ Ginn Lodge | |
| a. Rooms: #1 _____ #2 _____ #5 _____ #6 _____ #7 _____ | |
| <i>[These rooms have a common bath. #1,2,6&7 have (2) single beds; #5 has (1) full-size bed.]</i> | |
| b. Rooms: #3 _____ #4 _____ | |
| <i>[These rooms have private baths. #3 has (1) queen bed; #4 has (2) full-size beds.]</i> | |
| c. Room: #8 _____ | |
| <i>[Has (1) bunk bed, (1) futon, and (1) rollaway bed.]</i> | |
| J. _____ R.V. Hookups (Number needed _____) | |
| K. _____ Gazebo/Picnic Area | L. _____ Beach Picnic Area |
| M. _____ Sarah Mann Amphitheater | |

In the event that buildings or facilities used are not left clean and damage free, the Director will assess a cleaning/damage fee equivalent to the rate of \$75.00 per hour. If the retreat center has to clean or repair damage after an event, the party using the facilities will be assessed the fee dependent upon the time required to clean or repair.

MINIMUM DEPOSIT YOU MUST MAIL WITHIN 10 DAYS TO SECURE FACILITY IS \$75.00 PER BUILDING.

I have read the Policies & Regulations of the W.W. Mann Center and agree to abide by them.

_____, Group Leader

Please return the reservation request to:

Mike Sparks, Director - W.W. Mann Center - 2171 Prather Road - Statesboro, Georgia 30461-6933
Make checks or money orders payable to the W.W. Mann Center.