



## **KINGSWOOD CAMPSITE**

[www.kingswoodcampsite.org](http://www.kingswoodcampsite.org)  
A not-for-profit Camping & Retreat site of the New York  
Annual Conference of the United Methodist Church

1500 Hathaway Pond Road | Hancock, NY 13783 | 607.637.5401 (after June 20) | [kingswoodcampsite.org](http://kingswoodcampsite.org)

## **Kingswood Farmhouse Retreat Group Responsibilities**

### **Farmhouse Facilities**

The Farmhouse in which you will stay was built in the mid-1850's and has been lovingly restored, yet modernized to improve upon its charm and convenience. Many volunteers dedicate their time and talent caring for this unique site. God has richly blessed us. We hope your time here is joyous and meaningful. The charming and historic farmhouse at Kingswood is available off-season, starting in the fall and running through the spring.

Our Farmhouse can comfortably accommodate 20 guests, dormitory-style, in 4 bedrooms. There are 2 full bathrooms and one half bathroom, a renovated and fully equipped kitchen, an eating area and a social room with a cozy, airtight wood stove. The kitchen has a spacious refrigerator, a 6-burner commercial gas stove and oven, microwave, dishwasher, 2-basin sink, dishes and silverware, plus extensive food prep gear.

Guests bring their own bed linens, pillows, and food. When packing clothing, remember that mountain weather changes rapidly. In fall and spring, daytime high temperatures can range from 60 degrees all the way down to just 10 above. In winter, temperatures often drop below zero, and snow can fall frequently. Make sure that you plan accordingly. Bring hiking boots, cross-country skis, sleds, outdoor sports gear, cameras, and binoculars. Nearby Hancock (7 miles) has grocery stores, shops, restaurants and a bakery.

The barn is not open for use off-season, and the Kingswood Overseer does not have keys.

### **Kingswood Campsite Property**

The Farmhouse is located on the 766-acre property of Kingswood Campsite, a beautiful setting of open fields, woods, stunning views, and rolling hills. The Catskill Mountains surrounding the farmhouse envelop you in the beauty that is uniquely Kingswood. The site has a beaver pond, farmhouse, barn, campsites, dirt roads, forest, and hiking trails. Plan to be outdoors and enjoy the gifts of nature here. Maps of the hiking trails are by the door in the kitchen.

Please don't cut down trees or flowers, rearrange stonewalls, or redecorate the Farmhouse. If you have ideas to improve the facility, please email Cheryl Winship, Director at [cwinship9@gmail.com](mailto:cwinship9@gmail.com).

### **Arrival and Departure**

#### **A. Arrival**

- a. The Kingswood Overseer will have opened the Farmhouse side door, turned on the lights and water, and turned up the heat for you. After unloading, please park off the road, in the parking field opposite the farmhouse. There is truck traffic daily on this road.
- b. Please walk through the house with your group and point out the fire extinguishers and exit routes. See Emergency Plan section.

**B. During Retreat**

- a. Phone and Internet: The farmhouse does not have cell phone reception or Internet connection. There is a landline phone: 607-637-5401. To avoid Kingswood paying long distance call charges, if you need to make long distance calls, please reach your party and ask them to call you back. Thank you.
- b. Heat: The thermostat is in the downstairs bedroom and should be left at 65-70 degrees to heat the house properly. Better yet, use the airtight stove for heat ... it's much nicer. Follow instructions over the wood storage box near the stove. Lots of firewood is next to the side porch of the house in a wood rack.
- c. Garbage: Please sort your trash as indicated in provided containers under the kitchen counters. Note that there are two containers in each drawer; the back ones are for recyclables and deposit cans or bottles.
- d. Water: The water in the farmhouse is from our farmhouse well, which is periodically tested by the State Health Department.

**C. Departure**

- a. Please return all furniture back to where it was when you arrived.
- b. Cleaning:
  - Before you leave please allow about 2 hours to vacuum upstairs and downstairs and to wash the kitchen floor.
  - Wipe down the bathrooms and the kitchen. Wash, dry, and put away all dishes and utensils. Take home any food that you brought. Check the refrigerator.
  - If the Farmhouse is not left clean, a cleaning fee will be charged.
- c. Wood stove: Clean out ashes from the wood stove, put in metal container, carry outside to burn barrel, and dump them. Leave the stove doors closed, and air vents shut tight.
- d. Garbage: Collect all trash from bedrooms, bathroom, and kitchen and deposit it in the provided containers in the kitchen. The Kingswood Overseer will pick it up.
- e. Heat: Please turn the thermostat down to 55 degrees.
- f. Check all rooms for any forgotten personal items. Kingswood is not responsible for items left behind.
- g. Turn out the lights and close the door.

**Health and Safety**

- A. Retreat Groups are responsible for all first aid, emergency care, and emergency transportation.
- B. An AED unit is hanging on the wall by the dining table.
- C. Emergency Care Personnel
  - a. Kingswood recommends that Retreat Groups have group leaders/adults with CPR/AED/First Aid certifications from a nationally recognized provider for the appropriate age groups.
- E. Healthcare Planning
  - a. Retreat Groups are responsible for availability and storage of any first aid supplies, medication, or equipment.
  - b. Retreat groups are responsible for training and informing participants of emergency procedures.

c. The retreat Group Leader is responsible for reporting any emergencies, accidents, or incidents to Cheryl Winship, Director. (See attached form.)

F. Health Information: User groups are instructed to obtain and have immediately available the following information:

- a. Names and addresses of all participants.
- b. Emergency contact names and numbers for all participants, including adults.
- c. A listing of anyone with known allergies or health conditions requiring treatment, restriction, or other accommodation while onsite.
- d. For minors without a parent onsite, signed permission to seek emergency medical treatment or a signed religious waiver.

### **Retreat Group Supervision**

- A. Retreat Groups are responsible for supervising their group and behavior.
- B. Retreat Groups are responsible for supervising all recreational activities.
- C. Retreat Groups are responsible for orienting their group to the camp's safety procedures and regulations in advance.
- D. A valid Certificate of Insurance is required (see Insurance Coverage below).
- E. Retreat Group leaders need to be aware of the need for appropriate screening policies for retreat leaders who have responsibility for or access to campers. At a minimum, it is recommended that groups check the appropriate State Sex Offender Registry and criminal history background check for all adult retreat staff.
- F. Retreat Groups are advised to follow the Rule of 3, which requires that adults are never alone with a child other than family while at Kingswood.
- G. A minimum of two retreat leaders are recommended for activities such as hikes and the playground.

### **Personal Property Policy**

- A. Alcohol and drugs
  - a. The use of alcohol or illegal drugs is not permitted on Kingswood property.
  - b. The Kingswood Farmhouse is a smoke-free facility, including electronic cigarettes.
  - c. Firearms and weapons of any kind are not permitted.
- B. Animals: Only service animals are allowed on the property.

### **Emergency Plan: Fire and Disaster Safety Response**

- A. Fire and Disaster Safety Response
  - a. Soon after your arrival please walk through the house with your group pointing out the fire extinguishers on both floors. Interior doors with automatic closers are for fire safety and need to remain closed. Each bedroom has emergency evacuation instructions. Please review these with your group and then practice an emergency evacuation (excluding exiting the building from the second story windows!). Make sure everyone knows how to get out of the house and where to assemble outside. Exits are marked and lit.
  - b. Emergency phone numbers and fire information are posted on the first floor bulletin board by the farmhouse door.
  - c. Open flames are not permitted in the Farmhouse, including candles.

- d. Campfires are to be made in the designated campfire pit only, and retreat groups are responsible for supervision. Campfires must not be left attended. Bring a water bucket to the fire to completely extinguish the fire before leaving it. Campfires are not permitted during windy or dry conditions. Campfires need close supervision by an experienced adult.
  - e. Keep your group inside during thunderstorms.
  - f. In the event of a power outage, a flashlight is stored by the farmhouse door, and there are two battery-powered lanterns in the closet off the dining area.
- B. Intruders: In the event of an intruder, call 911 immediately and then notify Kingswood staff.

## **Safety Orientation**

- A. Group leaders are responsible for orienting their group to safety hazards and providing appropriate supervision:
- a. Retreat Groups are restricted to the farmhouse. The barn is not open for use and the Kingswood Overseer does not have keys.
  - b. The Waterfront is off limits. No swimming or boating.
  - c. Playground use must be supervised by adults.
  - d. The Farmhouse is surrounded by woods and deer are plentiful. It is recommended that all participants check for ticks daily.

## **Insurance Coverage**

### General Liability

1. All Retreat Groups are required to provide a certificate of insurance naming the “New York Conference of the United Methodist Church (at Kingswood Campsite, 1500 Hathaway Pond Road, Hancock, N.Y. 13783)” as additionally insured in the amount of \$1,000,000 per occurrence.
2. The certificate of insurance is due no later than two weeks prior to the retreat date. Scan and email as an attachment to [kwadministrator@nyac.com](mailto:kwadministrator@nyac.com) or mail hard copy to Lynn Grainger at 9 Woodstock Rd. Millbrook, NY 12545

## **Emergency Contacts**

### 911 Instructions

- a. Confirm you are calling from Kingswood Campsite  
1500 Hathaway Pond Road  
Hancock, NY 13783
- b. Have a leader of your group stand by the driveway of the farmhouse to direct the ambulance to the injured person.
- c. Emergencies must be reported to Cheryl Winship, Director (845-615-1542 or 845-741-9652), including documentation and an incident report that can be found at <http://www.kingswoodcampsite.org/camping/farmhouse/> .

Refer to the next page for local medical and veterinary services.

## Emergency Numbers

Hancock Family Practice 39 E. Main St. Hancock, NY 13783 607-637-5700 open: 8-4:30 M-Fri. closed: Sat. and Sun.	UHS Delaware Valley Hospital 1 Titus Place Walton, NY 13856 607-865-2100	Westbrook Veterinary Clinic 1 Howell St. Walton, NY 13856 (607)-865-8690 open 8:00 - 4:30 M-Fri. 8:00 a.m. - Noon Sat. closed: Sat. and Sun.
Poison Control: 800-222-1222		