

Butman Methodist Camp and Retreat Center Overnight Accommodations

Irvine Lodge

Irvine lodge has 24 guest rooms, each room sleeps up to six. Rooms 1-6 and 20-24 have 4 single lower beds plus 2 upper bunks each (11 rooms with 66 beds). Rooms 7-19 have a Queen bed and 2 lower single twin beds with 3 upper bunks each (13 rooms with 78 beds). Rooms 9, 10, 11, 15, 16 & 17 are handicap accessible and have handrails in commode areas, room 10 and 17 also have handrails in the showers. All rooms have a private bath, individual heat/air and carpeting. Walkways are covered. Total capacity: 144.

Hillside Lodge

There are 11 guest rooms, each sleeping six (3 bunks), with private baths, central heat/air and carpeting.

Total capacity: 66.

West Cabins (1, 2, 4, 5, 6 & 7)

Cabins 1, 2, 4, 5, 6, and 7 have two rooms each, and sleep six (3 bunks) in each room, with private baths for each room and central heat/air. Total capacity: 72 (12 beds in each cabin).

West Cabins (3A & 3B)

Cabin 3 has two large rooms (3A & 3B) with separate entrances and will sleep 12 in each room. Cabin 3A & 3B have central heat/air, 6 bunks (12 beds) and large bathrooms for each room. Total capacity: 24.

South Cottages

Doss, Cooper & Scott Cottages

Doss, Cooper, and Scott cottages sleep eight in 4 bunk beds in a single large room. Each cottage is carpeted and has two baths and central heat/air. Total capacity of these South Cottages : 24 beds.

Webb Cottage

Webb cottage has two rooms and two baths. Total capacity: 4 beds (2 bunks) a queen bed with a twin loft and a twin bunk. The living area has a desk, table and kitchenette with coffee maker, sink, refrigerator and microwave. Webb cottage has carpeting, central heat/air and is designed with extra space for Camp Directors and leadership staff.

Chapels, Conference Rooms and Meeting Areas

Shep Chapel

This historic chapel is located north of the Hillside Lodge and will seat 300 people. Shep Chapel has a piano, central heat/air and handicap accessible rest rooms. It also has a sound system, overhead projector, ceiling mount for video projector, electric projection screen and a short stage for drums.

Scott Chapel

Scott chapel is located just east of Irvine Lodge and will seat 150. It has a piano, central heat/air, carpeting, handicap accessible restrooms, sound system, overhead projector, electric projection screen and video projector with PC hookups, with DVD and VCR player.

Irvine Lodge: Mabee Conference Room

Located in Irvine Lodge, with seating for 250, the meeting center has handicapped accessible restrooms, ceramic tile floor, central heat/air, ice machine, round and rectangular tables and includes a piano, overhead projector and screen, TV with DVD and VCR player, and sound system.

Irvine Lodge: Knowles Meeting Room

Located in Irvine Lodge, with room for 40 in seats, this room has central heat/air and works well as a craft room or headquarters for your camp. It has a coffee maker, microwave, sink and a refrigerator.

Moore Conference Room

Located next to our Dining Hall, and connected by covered walkway, this room will seat 200 and has ceramic tile floor, central heat/air, round and rectangular tables, a piano, overhead projector with screen, TV with DVD and VCR player, and sound system. It has an entry foyer, handicapped accessible rest rooms, snack room with a coffee maker, sink, microwave, refrigerator and small ice machine.

Hillside Lodge Meeting Room

The lodge meeting room, on the north end of Hillside lodge, will seat 75, has a piano, overhead projector w/ screen, and TV with DVD and VCR player. The meeting room has a kitchen area with coffee maker, microwave, sink, refrigerator and a small ice machine.

Central Meeting Room

This room is adjacent to the Dining Hall and has seating and tables for 40 and has a piano, overhead projector w/ screen and TV with DVD and VCR player. It has central heat/air with carpeting, coffee maker, sink and a refrigerator.

Dining Hall (East, Central & West Dining Rooms)

Guests are served cafeteria style and are seated at round tables that accommodate up to 8 campers. This area has central heat/air and can be divided into three areas for group privacy. A PA system serves the dining rooms and can be used for group announcements.

Campfire Rings

A fire ring surrounded by log seating for 100 is located near Shep Chapel. A second fire ring is located in the Meadow west of the cabins. Fires are permissible during periods of low fire hazard and with permission of the Executive Director.

Prayer Shelters

Seven prayer shelters are located in various spots around the retreat site. These can be used for a shady spot or for small group gatherings.

Picnic Tables

Several picnic tables are scattered throughout the grounds of the campsite for small groups, or gathering places for your picnic.

Food Service

Dining Hall

Guests are served cafeteria style and are seated at round tables. Tables seat up to 8 people. The area has central heat and air conditioning and can be divided into three separate areas for group privacy. A PA system serves the entire area and can be used for group announcements. Meals are served cafeteria style. Menus are geared toward the age level of the group. Specific requests and special dietary requirements need to be coordinated at least two weeks before the scheduled event. Summer camps should empty their trays, clean around and under the tables, and wipe off the tables before leaving the dining hall. Camp leaders are responsible for seeing that the cleanup is done in a satisfactory manner.

Program Possibilities

Wyatt Recreation Center

Our newest addition is “The Rock” Climbing Wall with four courses and 30 feet high to test your mettle. There is an additional charge to use “The Rock” Climbing Wall and it requires Butman staff supervision. The Recreation Center also has a covered area with several picnic tables, soda and bottled water machines and our Camp Store. Inside it has two full size basketball and/or volleyball courts and a separate room with table tennis tables. Fourteen roll-up doors keep the wind out or provide plenty of ventilation on warm days.

Swimming

The swimming pool is 40' x 80' with a diving board open at the times agreed on in advance. Swimmers must shower in the bathhouse prior to entering the pool. Lifeguards have full authority over campers, counselors and adults at the pool. There must be one helper at poolside for each ten swimmers. Camp directors are responsible for assignment of helpers to the pool. The pool will not be opened until sufficient lifeguards and helpers are present! Pool is open only during summer months.

Wilderness Challenge Course

Our course includes 11 low elements, 8 intermediate and 10 high elements. Butman staff supervision is required to use the ropes course. No open-toed shoes are allowed and there is an additional charge to use the ropes course. Ropes course use must be coordinated well in advance.

Other Recreation Areas

Butman Battle Balloons, a safe way to have a water balloon battle of epic proportions!

Slip'n'slide is available to groups during the summer months!

Sand volleyball court east of Wyatt Recreation Center

Two horseshoe & two washer-toss pits

Softball field at retreat site entrance

Activities field south of Irvine Lodge

Campfire Ring

A fire ring surrounded by log seating for 100 is located near to Shep Chapel. Fires are permissible during periods of low fire hazard and low winds with the permission of the manager on duty.

Prayer Shelters

Seven prayer shelters are scattered around the camp and can be used for small group gatherings or prayer time.

Picnic Tables

Picnic tables are scattered throughout the grounds of the campsite and are available for group use.

Hiking Trails

The retreat site contains 400 acres of wooded and hilly terrain. Hikers should go in groups with proper supervision. *Do not venture out alone.* Wear proper clothing and footwear. During summer months, a canteen and sturdy shoes are recommended. The Brandenburg Nature Trail is located just south of the Recreation Center and is challenging enough to offer opportunities for all ages.

Camp Store

The camp store stocks T-shirts, personal items, soft drinks, popcorn, slush drinks, chips and candy. Usually, the hours of operation will coincide with the hours of the swimming pool.

Equipment

Sound Systems - Shep Chapel, Scott Chapel, Irvine Lodge and Moore Conference Room all have systems with three or four microphones and available jacks for additional microphones, tape players and other equipment. TV & DVD/VCR mounted on portable stands are located in Mabee, Moore, Central and the Lodge Meeting Rooms. Each has an external jack for use with sound system. Overhead Projectors and screens are located in the three larger meeting rooms and in Shep Chapel and in Scott Chapel. Scott Chapel has a ceiling mounted video projector with DVD, VCR and computer connections. Choir Risers are available in Shep Chapel.

Butman Methodist Camp & Retreat Center

Policies and Guidelines

MAKE RESERVATIONS WITH THE GUEST SERVICES DIRECTOR OR THE EXECUTIVE DIRECTOR.
ADDRESS: 158 CR 674, MERKEL, TEXAS 79536. TELEPHONE: (325) 846-4212. FAX: (325) 846-3231. E-
MAIL: DEBORAH@BUTMANCAMP.ORG.

The Executive Director will designate the facilities to be used by each group. Requests for use of specific facilities will be given due consideration. The retreat center reserves the right to have more than one group on the retreat site at a time. Exclusive use **must** be negotiated well in advance.

There are 10 spaces for RV's and travel trailers. The RV spaces have water and electrical hook-ups only. No sewer dump is provided. Spaces are reserved through our normal reservation process.

Groups requesting reservations will receive a Retreat Reservation Request. **The retreat reservation is considered confirmed only when Butman Camp has received the signed Retreat Reservation Request and the required deposit (if not already paid).** Your fee will be based on the number of participants in attendance. If your group size falls below the required minimum, you will be charged a below minimum fee as stated on the Retreat Reservation Request.

The determined deposit amount is applied to the total cost of the activity. However, the deposit is forfeited if your group cancels and another group of equal or greater size cannot be scheduled for the reservation dates.

Every group should designate one person as the group Point of Contact. **One week prior to the event, the Point of Contact must report the number expected for each meal, for each night's lodging, for Ropes Course and for Rock Wall participants. Upon arrival at the retreat center, the Point of Contact must report as soon as practical to the Camp Office for lodging and instructions.** The Point of Contact will serve as liaison between the group and Butman Camp Staff, be in charge of and responsible for your group's use of the retreat facilities, check-in for the group and make arrangements for payment at checkout **prior to departure.**

Unless prior arrangements are made, the Point of Contact will make payment to the Manager on duty at the close of the activity. **We accept payment in cash or by one check.** The checkout time is 1:00 p.m. Sunday, unless you make arrangements with Guest Services or the Manager on Duty to checkout at a more convenient time.

Each person participating in Rock Wall and Ropes Course activities will need to sign a Participant Agreement form and Medical Statement. The form includes a release statement that must be completed and signed by a parent or legal guardian.

Prior to arrival, camp and retreat groups following a structured agenda should provide the Camp Staff with a copy of your event schedule.

June through August guests arriving on Friday afternoon may check into their rooms after 5:00 p.m.

Each person will need to furnish their own sleeping bag or linens, blankets, pillows, towels, pool towels and other personal articles. If your group wishes to use our linen service, linen packs are available for a small fee. Prior to departure, have each guest place the dry Butman linens in the pillowcase and place next to the pillow on the mattress. Wet linens should be placed on the towel racks provided.

All groups are asked to clean up their areas and empty trash containers before departure. **Arrange furniture and mattresses as they were upon arrival.** An extra cleaning fee will be made for accommodations left very littered or dirty. The Point of Contact for each group is responsible for inspecting the facilities periodically during the retreat and immediately prior to check out. The Manager on Duty may make inspections of lodging rooms during the stay and prior to the departure of a group.

Report problems with facilities or equipment to a staff member. If after hours, report to the staff person on duty.

Certified first aid personnel are on staff at Butman and are usually available for emergencies. All groups should

designate a qualified person to handle the first aid needs of their group. Each group should provide their own first aid supplies. Limited medical supplies are available at the Camp Office.

Campfires will be permitted in one of the two fire rings when the Manager has given approval in advance. Campfire requests will be denied if Taylor County is under a burn ban or if fire hazards are high due to dry weather and/or during high winds.

Do not take furniture and bedding belonging to Butman Camp out of the facilities.

Do not leave burning candles unattended in any rooms, chapels or other facilities.

Please do not hang decorations or items from the ceiling. Do not place nametags, posters, or other materials on walls or doors with duct tape, masking tape, sealing tape, mailing tape, tacks, staples or plastic tack! Do not place any tape on mini-blinds. Use tape that can be easily removed, without leaving residue. We suggest painter's tape. Please remove all tape, streamers and strings at the conclusion of your event.

Turn off all lights when not in use. Keep doors and windows closed to keep in the heat or air conditioning and to keep out field mice, skunks, rattlesnakes or other unwanted visitors. Please, turn down the meeting room heat and turn air conditioning up at night when the facility is not in use. This helps keep our rates as low as possible.

Dining Hall: All guests must wear shoes and shirt in the Dining Hall. Butman hospitality staff serves cafeteria-style meals generally around 8:00-9:00, 12:00-1:00 and 5:00-6:00; however, most meal times are staggered for your group's convenience. Please be on time! After a meal, everyone should place their trays, plates, glasses and silverware in the tray room.

Only Butman Camp Staff is authorized to use the retreat center kitchen and equipment! **Guests or visitors are not authorized to be behind the serving line or in the kitchen area.**

The retreat center telephones and intercom system are for use of Butman Staff only. A public telephone is located in the foyer of the dining hall. If you need assistance please call the camp at 325-846-4212 posted in the window of the Camp Office front door.

Do not park on roads inside Butman Methodist Camp. They should remain clear for emergency and service vehicle use only. Vehicles will be moved as necessary. Parking is permitted only in the designated parking areas: Irvine Lodge, Hillside Lodge, Shep Chapel parking, Cabin parking area, and along the main road between the Office and the Recreation Center. Limited parking is also provided near each cabin and cottage.

The Wilderness Ropes Course and the "The Rock" Climbing Wall are off limits to all persons, except while under supervision of a certified member of the Butman Camp Staff! Arrangements must be made in advance with the Camp Staff, prior to a group's arrival for use of these activities.

The swimming pool will be opened at designated hours during June, July, and August. Butman Staff Lifeguards must be on duty any time the pool is open. Butman Lifeguards have full authority to close the pool during threatening weather and have full authority to remove anyone from the pool area who does not abide by the rules posted in the pool area. Groups must furnish one non-swimming adult helper at the pool for each 10 swimmers.

If there is any damage to facilities or equipment, the person(s) or group will be responsible for paying for the damages. The Executive Director and/or Facilities Manager will determine the cost and bill the group as needed.

Activities such as the misuse of shaving cream, aerosol "string", toilet paper, and cabin raids will not be tolerated.

The Camp Director, Point of Contact, and/or the Manager will discipline offenders with the appropriate disciplinary action depending on the severity of the act. The materials or equipment used for the offense will be confiscated and violators will be charged for any damage incurred. The Executive Director and Facilities Manager will estimate and set the cost of damages.

Excessive noise from radios, tape players, CD players, etc., will **not** be tolerated.

Motorcycles, 3 or 4-wheelers, jeeps, or other recreational vehicles are not allowed on interior roads or trails!

Tricycles, skates, roller blades and skateboards are not allowed due to the dangers to users and to pedestrians.

Pets are not allowed at the retreat center! Report stray animals to a staff member.

Firearms, fireworks, controlled substances, and alcoholic beverages are not permitted at the Retreat Center. Use of Tobacco products in any form is not permitted in any of the retreat center buildings.

Do not trespass on any private property. Do not cross the fence lines.

Butman Methodist Camp and Retreat Center is owned by the Northwest Texas Conference of the United Methodist Church and accepts participants without regard to race, color, national origin, sex, age, disability, religion, or political belief. All groups are served who agree to abide by the retreat center's guidelines and standards of responsible and ethical conduct and whose values are consistent with the overall purpose of the United Methodist Church.

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