

GROUP LEADER MANUAL

2023-2024 POLICIES AND GUIDELINES

LINDEN VALLEY BAPTIST CONFERENCE CENTER
1225 BAPTIST CAMP ROAD, LINDEN, TN 37096 | 931.589.2622



Ownership and Responsibility

Linden Valley Baptist Conference Center (Linden Valley) is owned and operated by Tennessee Baptist Mission Board (TBMB). Administratively, Linden Valley is assigned to the Mission Support Group under the leadership of the TBMB Conference Centers Committee. TBMB, through the Administrative Director, the Associate Administrator, and the Conference Centers Committee, employs a facility manager. The manager is charged with the responsibility of maintaining the facility and serving as host to all groups that utilize the Linden Valley facilities. This includes the responsibility for providing for the well-being and safety of each guest. Therefore, the manager has been given the responsibility and the authority to interpret and execute the policies and procedures of these guidelines during day-to-day operations. By contracting for use of the facility, groups are agreeing to abide by the manager's decisions. Any guest may appeal a manager's decision to the Administrative Director or to the Associate Administrator.

Mission and Vision

Linden Valley exists as a place dedicated to transformation and the renewing of the mind (Rom. 12:2). Away from the noisy world, out of earshot of the culture that might inform otherwise, Linden Valley, located on the scenic Buffalo River, provides the perfect respite to strengthen the individual guests' walk with the Lord (discipleship), to introduce others to the saving grace of Jesus Christ (evangelism), to worship the Lord our God with whole hearts and minds (worship), and to fellowship with and minister to others (fellowship). In accomplishing this mission, Linden Valley will be a place of premier Christian service to guests, illustrating the priority of the principle Jesus demonstrated by saying, "...even as the Son of Man came not to be served but to serve..." (Matt. 20:28).

Awareness and Prevention

TBMB and Linden Valley require all employees to complete formal training on Sexual Abuse Awareness and Prevention. TBMB believes this training to be beneficial and crucial to the safety of Linden Valley guests, TBMB also encourages every visiting group sponsor, leader, volunteer, and counselor to undergo similar training prior to arrival at Linden Valley. TBMB will be glad to share information on how to secure this online training. For the protection of minors attending an event at Linden Valley, all program personnel, volunteers, and sponsors of TBMB-supervised events must have a current background screening on file prior to serving in any capacity.

Likewise, TBMB expects that Group-supervised events with minors at Linden Valley will also have conducted proper screening, including criminal background checks on adults coming as program personnel, volunteers, and sponsors with minors. Upon request submitted at least three weeks prior to event, TBMB is glad to facilitate this service, for an additional fee per person screened.

Abuse Prevention Guidelines

At Linden Valley, the two-adult rule will be enforced for the protection of children and adults alike. Therefore, at no time should one adult be alone with a child where they are not clearly visible to others. Tennessee law requires *anyone* who knows or has reasonable cause to suspect that a Minor (a person under the age of 18 years old) has been abused sexually or abused in any manner to report such information to the appropriate civil, Law Enforcement Authorities (e.g., Tennessee Department of Children's Services, the judge having juvenile jurisdiction over the Minor, or the Sheriff or chief law enforcement official where the Minor resides).

Administrative Office

Linden Valley's administrative offices are in the Janet Bearden Welcome Center. Hours of operation: Monday through Friday 8:00 A.M. - 4:30 P.M.

Alcohol

Alcoholic beverages of any kind are strictly prohibited at Linden Valley, or any property owned or operated by Tennessee Baptist Mission Board.

Audio-Visual Equipment

Linden Valley maintains a wide variety of audio-visual equipment and supplies to facilitate your event. Contact the administrative office in advance for help in determining availability and selection of hardware, software, and meeting supplies.

Banquets and Special Events

Banquets and Special Events can be accommodated at Linden Valley. We can provide tables, chairs, tablecloths (limited colors), food and beverage, technical support. All decorations, including table decorations, are the responsibility of the guest. If candles are used, they must be flameless, or battery operated. If your banquet is held in the dining hall, glitter or confetti of any kind are not allowed.

Billing Procedures

Linden Valley will send a detailed invoice itemizing charges to the group leader the week following your event. Any charges for damages will be included on the invoice. Please make payment arrangements within fifteen (15) days of receipt of invoice.

Breaks/Snacks

Linden Valley Food Service Staff is happy to prepare a variety of snacks for your group. Prices vary depending on item selections. Please note that clean-up fees may apply in some circumstances.

Campfire

Linden Valley is happy to provide this service—there's nothing like a campfire at camp—but advance notice is needed so proper preparations can be made. Please refer to price list for campfire charges.

Camp Café

Our newly-renovated Camp Café offers a variety of drinks and snacks. From hand-crafted lattes, ice cream, and frappes, to cokes, chips, and candy...we have something for everyone. Please schedule the café to be a part of your camp or retreat during the booking process. We will be happy to open it early morning for those who need caffeine to get their day going.

Camp Store

Our Camp Store has a variety of Linden Valley and Camp Linden branded gift and souvenir items for purchase, as well as jewelry, fidget toys, stickers, plushies and more. If you would like the Camp Store to be open during your conference or camp, let us know during the booking process and we will work with you to ensure the best time that fits with your schedule.

Check-In

Check-in time is 4:00 P.M. daily. Early check-in can be made available in some circumstances with advance notice.

Check-Out

Check-out time is 10:00 A.M. daily; however, every effort will be made to accommodate later times when possible. Please remember that, unlike a commercial hotel, Linden Valley normally serves large groups making quick turnaround times difficult.

Copying and Printing

Linden Valley staff is happy to assist with your printing and copying needs in the administrative office. Black and white copies are charged to the user's account at 10 cents each and color copies are charged at 25 cents each.

Damage to Property

Tennessee Baptists have a significant investment in Linden Valley so any property, including recreation equipment, which is damaged or destroyed by a guest must become the responsibility of that group. Charges for damages will be included in the final billing. Staff will gladly discuss those charges with you at any time.

Deposits

All reservations must be secured with a deposit as outlined in the Reservation Agreement. Reservations cannot be guaranteed until both the signed agreement and the deposit are received. Please read the Reservation Agreement carefully to understand the limitation on deposit refunds.

Dining Hall

The Dining Hall is reserved specifically for providing meals for our guests. It is not available as a meeting space or informal gathering space. Immediately following each meal, the Dining Hall should be vacated so staff can begin preparations for the next group or meal. Shirts and shoes are always required. Food and beverages are not to be taken from the Dining Hall.

Dress Code

Guests of all ages are expected to dress appropriately. Group leaders are responsible for the attire of the individuals in their group and should communicate these expectations prior to arriving at Linden Valley. Immodest shorts, tops, distasteful or vulgar monograms or logos, or other forms of dress intended to antagonize or incite a response from others are not acceptable at any time. Group leaders may be asked by staff to address instances of inappropriate dress. More comprehensive dress codes may be established by individual programs as desired.

Exhibits

Please confine displays to areas specifically assigned to your group. Do not locate displays in passageways where they obstruct the flow of traffic unless prior arrangements are made.

Emergency Numbers

Please use the telephone numbers listed on the back of this guide during normal business hours. After regular hours, a phone number for the Manager on Duty will be posted at the Front Desk of the Conference Center and the Janet Bearden Welcome Center.

First Aid

Groups must provide their own first aid supplies and first aid coordinator or nurse during their event. If a guest needs medical attention beyond the capabilities of the group's first aid coordinator or nurse, please contact the Manager on Duty in the administrative office at the number shown on the back of this guide. Arrangements will be made to see a local physician. Linden Valley staff cannot dispense medical treatments or medication of any kind.

Games

A variety of board games are available in the Conference Center for use by Linden Valley guests.

Gate

The main gate at Linden Valley closes at 11:00 P.M. each evening. Your group will be supplied with the gate code upon check in. Please supply the code to any late-arriving members of your group. The keypad for code entry is located on the left as you drive up to the gate.

Group Leader Responsibility

The designated Group Leader for every group is responsible for the actions, activities, and discipline of the group and each individual member. The leader will be responsible for communications with the Linden Valley manager as well as for communicating facility guidelines, curfew, dress code, and other regulations to the group members. The leader does not have the authority to waive Linden Valley regulations. All Group Leaders should remain until the last of their group have departed to ensure that all belongings are gathered, and all administrative matters are completed.

Housing

Linden Valley has a variety of housing types on campus. Our Conference Center has 40 hotel-style rooms. Thirty-eight rooms have two queen-sized beds, and two rooms are handicap accessible with one queen-sized bed each. We also have several bunk-style cabins. For cabin capacities and photos, please request a Look Book.

Please keep in mind that the Conference Center may host multiple groups simultaneously each group should be considerate and hospitable to the others.

Linden Valley reserves the right to assign housing as needed and to reserve certain accommodations for adult use only. Under no circumstances should a male camper enter or look inside a facility designated as female-only accommodations. Likewise, under no circumstances should a female camper enter or look inside a facility designated as male-only accommodations. Linden Valley staff will be responsible for the periodic inspection and cleaning of accommodations during your stay and will thoroughly clean each facility between groups. Each group should monitor their lodging areas daily and all trash be placed in receptacles located around the facility. Please leave all areas in the same general condition as they were on arrival. All furniture must remain in its original position unless directed by authorized Linden Valley staff.

Housekeeping Services

Conference Center guest rooms are furnished with bed and bath linens. Bath linens will be changed daily in the Conference Center. Bed linens will be changed after each guest leaves or upon request. For guests staying in bunk lodging, bed and bath linens are not provided.

Incident Report

Any accident, injury, or altercation, whether threatened, actual, or alleged, or damage to property should be reported immediately to the Manager on Duty who will assist in the completion of a TBMB Incident Report after all affected parties have been removed from harm's way.

Internet Access

Wi-Fi is available throughout the campus. Please select "Linden-Guest", and agree to the terms. There is no password.

Insurance

All guests are provided, without additional charge, a limited medical insurance coverage, which is in effect while on the property and participating in a sponsored event. Accidents are covered up to \$2,500. Expenses beyond this amount are the responsibility of the individual. In the event a guest needs medical attention, please contact the Manager on Duty immediately. Arrangements will be made to see a local physician. The group leader must have a signed release form from the parent or legal guardian of any minor to receive medical attention from local hospitals. Please inform Linden Valley staff if anyone from your group is taken to the hospital for medical attention for any reason.

Kitchen Access

Health Department regulations require that only Linden Valley Food Service employees be allowed in the kitchen area. Food items brought from off-site and medications of any kind are not allowed to be stored in kitchen coolers. There are several guest refrigerators on campus that may be used.

Lost and Found

Lost and found items are kept in the Linden Valley administrative office. Please check with Linden Valley staff periodically for your lost item and please deliver any found items to that location.

Mail Services

Linden Valley staff is happy to assist with outgoing mail. To ensure your item is included in the day's outgoing mail, please deliver it to the administrative office before 9:00 A.M. To receive mail, the mailing address is on the back of this packet. All camper mail received will be delivered to the dining hall at lunch time each day.

Maintenance

Ongoing maintenance throughout the whole property is the responsibility of the Linden Valley staff. No charge is made to groups or programs for normal wear-and-tear or maintenance services. Please report maintenance problems to the administrative office.

Meals

Linden Valley does not allow outside catering for any meals on campus. All meals at Linden Valley are prepared for guests with great care and served buffet-style unless arrangements are made with the staff at least 2 weeks prior to arrival. Buffet lines normally consist of a hot bar, salad/cold bar, and beverage station.

Dining Room Hours at Linden Valley are as follows:

Breakfast: 8:00 A.M.

Lunch: 12:00 P.M.

Dinner: 6:00 P.M.

Mealtime changes may not always be possible if multiple groups are using the facility. If your group requires a change in mealtimes, please contact the administrative office at least two weeks prior to your arrival.

Special Note: Please be aware the first meal of each visit will be charged based upon the number of reservations made, not the number of actual diners. At the group leader's request, changes in the number of diners can usually be accommodated after the first meal.

Special Dietary Needs: Linden Valley understands the need for special diets and will do what can be done to accommodate the needs of your group. If someone in the group requires a special diet, please let Linden Valley know as soon as possible, prior to arrival.

Medical/Physical Condition

Prior to your arrival, please make the Manager on Duty aware of any medical or physical condition which might require special accommodations, such as lodging arrangements, meal preparations, etc. Please also make the manager aware of any condition(s) that arise during your stay such as lice infestation, contagious diseases, etc., so that they may be handled promptly and properly.

Meeting Spaces

Linden Valley offers numerous spaces around the property for smaller groups to meet, many of them allowing flexible configurations. The Manager on Duty will assign meeting space based on the size of the group and group needs. Please note that the Dining Hall is not available as a meeting area.

Conference Center Meeting Spaces - You may arrange and utilize, as you desire, all spaces assigned to your group. All groups must restrict activities to their assigned space(s), understanding that there may be other groups using the Conference Center at the same time. Lobbies and other public areas may not be used for meetings or exhibits unless prior arrangements have been made.

Three table sizes are available for use in Conference Center rooms: 18-inch x 72-inch, 30-inch x 72-inch, and 60-inch (round). Please specify table sizes, quantity needed, and arrangements when your reservation is made. Linden Valley staff will be happy to set up the space as you request.

Please do not use tape, tacks or staples on any walls, windows, or doors without prior approval from the Manager on Duty.

Tabernacle Outdoor Meeting Space - The historic tabernacle is a semi-enclosed meeting space available for both recreational activities and group meetings. Because of its proximity to the Dining Hall, the Conference Center, and the Worship Center, it is a fun place to gather for formal and informal activities and fellowship. The Manager on Duty will be happy to assist you in arranging the space that best suits your needs.

Worship Center Meeting Spaces - The Worship Center can accommodate groups up to 540 at maximum capacity, conditions permitting. The one large space can be sub-divided into two or three spaces.

Legacy Hall - Legacy Hall is our newest meeting space, attached to the new Birch Cabins. It can accommodate a maximum of 85 people in chairs. There is a kitchenette in the back of the room with a sink, microwave, full-sized refrigerator, and several cabinets for storage.

Off-Limits Areas

Certain areas on the property are strictly off-limits and every effort is made to mark these clearly. Please ensure that everyone in your group stays on clearly marked trails or walking areas.

Outdoor Services

Outdoor gatherings, programs, and services are welcomed and may be scheduled if the requested area is available.

Pets

Pets are not permitted in any part at Linden Valley. Service animals as defined by applicable law are allowed.

Prohibited Items

Group leaders are responsible to ensure that everyone in their group understands and agrees that the following items are not permitted on Linden Valley property: fireworks, weapons, illegal drugs, tobacco products, alcohol, smoke-making machines, skateboards, or roller blades. Linden Valley staff reserves the right to confiscate these items and to request those found in possession of them to leave the property.

Property Care

Candles, incense, or tobacco products of any kind are not allowed in any guest room on the property. The Manager on Duty may also declare that other items that become a safety hazard, nuisance, distraction, hindrance, or otherwise dangerous, be stored for the duration of your event. This may include personal electronic devices, toys, and recreational equipment. Please check with the Manager on Duty before placing items on the walls in any room.

Quiet Hours

Conference Center quiet hours are 11:00 P.M. - 6:30 A.M. Camp facility quiet hours can be arranged with the Manager on Duty.

Recreational Equipment/Activities

A variety of sports equipment is available for the use of any group. In addition, Linden Valley offers several specialized activities. There is an additional charge for each of the following Activity options:

Kayak River Trips

Two-person sit-on-top kayaks are available for 2-mile and 4-mile river trips led by our recreation staff. Please schedule this activity when making lodging reservations. A Release and Assumption of Risk Agreement must be completed for each participant and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18.

Paintball and Paintball Target Shooting

Linden Valley has a speed paintball course and a paintball target shooting course. Please schedule this activity when making lodging reservations. A Release and Assumption of Risk Agreement must be filled out for each participant and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18. Participants must be at

least 10 years old to participate in the speed paintball course. For paintball target shooting participants must be able to follow basic instructions.

Ropes Course - High and Low

The Odyssey Course featured at Linden Valley, is designed for participants of all levels of experience. The course provides both high-rope and low-rope elements. While the course is recreational and entertaining, it also provides a unique learning experience for participants. Professionally trained facilitators lead participants through the course to teach lessons on teamwork, trust, leadership, respect, communication, and problem solving. A Release and Assumption of Risk Agreement must be filled out for each participant and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18.

Swimming Pool

The pool is open during the summer only. Per-hour charges apply. No one may use the pool or enter the pool area without the Linden Valley-employed lifeguard on duty. The decisions of the lifeguard on duty about all activities, disputes, questions, or issues are final. This includes the right to revoke swimming privileges of any guest. Minors wishing to swim in the deep end of the pool at Linden Valley must complete a swimming test. A Release and Assumption of Risk Agreement must be completed for each pool guest and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18.

Tube River Trip

One-person tubes are available for the 2-mile river trip led by our recreation staff. Please schedule this activity when making lodging reservations. A Release and Assumption of Risk Agreement must be filled out for each participant and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18.

Zip Line

Linden Valley has a 600-foot zip line. Please schedule this activity when making lodging reservations. A Release and Assumption of Risk Agreement must be filled out for each participant and must be signed by the parent or legal guardian of a minor participant. A minor is anyone under age 18.

Sales Tax Exemption

Consistent with the purpose of the property, the use of Linden Valley is limited to organizations that are tax-exempt and have a valid Tennessee Sales Tax Exemption certificate. Groups from outside of the state are limited to those tax-exempt organizations that would qualify for a state sales tax exemption if they were in the state. A tax-exempt certificate must be filed in the administrative office prior to or upon check-in.

Smoking

Smoking of any substance, including vaping of all types, is not permitted anywhere on Linden Valley property.

Phone Service

Limited cell service is available on campus. To send and receive calls and text messages, we suggest you turn on your mobile phone's Wi-Fi calling if you have access to that feature. We have a few landlines throughout campus should you need to make a call. They are located at the front desk of the Conference Center, on the outside wall of the Welcome Center, You do not need to dial 9 before dialing your intended number.

Vehicles on Grounds

To ensure the safety of all groups, Linden Valley is a pedestrian-only campus. Automobiles must be parked for the duration of the group's stay (especially in the open camping area). Vehicles should be parked in designated areas only. No ATVs, golf carts, etc., are allowed for personal use. All roadways must be kept clear.

Thank you for taking the time to read and consider these policies and guidelines.

Your understanding and ownership of these policies will help ensure that the mission and vision of Linden Valley Baptist Conference Center is achieved for every guest.