

Hunt Retreat Guidelines and Usage

HFBC Groups and GCT Staff

Eligibility

1. Hunt Retreat is available to all ministry related groups of Houston's First Baptist Church. This includes, but is not limited to LBS departments and classes, Worship groups, Staff groups, Mission Churches, and groups specifically sponsored by and part of First Baptist Academy.
2. Usage is also permitted for members of the GCT staff with limitations as designated below.
3. Outside churches and Non-profit Christian ministries may reserve the retreat with limitations designated below.
4. As usage patterns are established, usage eligibility may be expanded.
5. The ministry or person making the reservation is responsible for ensuring that all policies of Houston's First Baptist Church and Hunt Retreat are followed. They are also the responsible party for all financial matters concerning use of the facility and grounds.

Reservations

1. Reservations are made through the church calendar following the normal process.
 - a. LBS classes, the group will place a reservation through the ministry for the age group.
 - b. Mission Churches, the request will come through the Missions Office with all pertinent information for that group.
 - c. Other ministries will follow a similar process: worship ministry through worship office, etc.
2. MUST include the following on the calendar request*:
 - a. Contact person (leader that will be onsite during event) and that person's best phone number and e-mail.
 - b. HFBC Ministry Account #, credit card #, or check/cash deposit .
 - c. Number of rooms being reserved (9 available, each sleeping 6).

***Request will not proceed without this information!**

3. How far in advance may retreat be booked?
 - a. Weekends – any event that includes check-in time on Friday through Check-in time on Sunday.
 1. HFBC Ministries may make reservations up to twelve (12) months in advance.
 2. GCT staff may make reservations for personal use no more than 6 months in advance.
 3. Outside churches and non-profit Christian ministries may reserve weekends no more than 6 months in advance.
 4. Non-GCT staff and others may make reservations for personal use no more than 3 months in advance.

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- b. Weekdays – any event that begins after check-in time on Sunday through Check-in time on Friday.
 1. Categories 1 and 2 above can reserve weekdays at any time.
 2. Category 3 and 4 above may reserve weekdays up to 12 months in advance.

Exclusive Use/Shared Use

1. To have exclusive use of the facility, all nine (9) bedrooms must be booked.
 - a. If a group chooses not to book all nine (9) rooms, they understand they may be sharing the facility with another group.
 - b. The first group will be notified if another group is requesting the same dates. The first group will be given the option to then book the remaining rooms. If they choose not to, the second group's reservation will be confirmed.
 - c. All 9 rooms must be booked with holiday reservations. (see attached rate sheet)

Overnight Check-in/out

1. Check-in is 4p. Day rates will apply for early check-in. Early check-in may not be available in all situations. Check with the Retreat Director to request early check-in or late check-out.
2. Check-out is 10a except on Sundays when checkout is noon. Day rates will apply for late check-out.
3. Any other arrangements are subject to approval by the Hunt Retreat Director.

Rates

See rate sheet below. Contact the Hunt Retreat Director for details.

Large Group/Events (Day Use only)

1. 350 people max allowed on the property. Check with Retreat Director for exceptions.
2. See rate sheet below for rates.

Payments

1. All payments from HFBC Ministries will be made via fund transfer to Hunt Retreat after the event has occurred.
2. GCT and non-GCT Staff using Hunt Retreat for personal use must make all reservations and payments (cash, check, credit card) through the Hunt Retreat Director.
 - a. Day Use reservations require a non-refundable deposit of \$100 or 50% of anticipated fees, whichever is lower, at the time of reservation.
 - b. Overnight reservations require a \$200 per night, non-refundable deposit at the time of reservation.
 - c. The balance is due immediately following the event.

3. Non-HFBC ministries and Churches

- a. Day Use reservations require a non-refundable deposit of \$100 or 50% of anticipated fees, whichever is lower, at the time of reservation.
- b. Overnight reservations require a \$200 per night deposit at the time of reservation. The first night's deposit is non-refundable
- c. The balance is due immediately following the event.

Cancellations

1. Greater than 60 days out from event:
 - a. An Administrative Fee (\$200) will be charged to the account # given.
2. Less than 61 days out from event:
 - a. 50% of the total estimated charges or \$200 (whichever is greater) will be charged to the account # given.
3. GCT and non-GCT Staff (see Payments 2.a - 2.c above)
4. If Hunt Retreat is able to re-book the dates you are cancelling you will receive a refund minus the Administrative Fee/Deposit. You will be notified by the Hunt Retreat Director should this occur.

Weddings: Weddings at Hunt Retreat shall adhere to the HFBC "Wedding Policy" in all regards.

The HFBC "Wedding Policy" may be found on the houstonfirst.org website.

Hunt Retreat is an alcohol and tobacco free facility.

HUNT RETREAT

Hunt Retreat Usage Guidelines

† **RELAX** - Hunt Retreat is just that, a retreat. This is a place of refuge, where you can get away from the everyday pressures of life.

† **HAVE FUN** - God wants you to enjoy this time.

† **BE INVOLVED** - Enjoy the other members of your group. God has all of you here for a reason

At the conclusion of your time with us, we ask that you would bring all used sheets, pillowcases (**not pillow protectors**), towels, hand towels, wash clothes, and kitchen towels and place them in front of the washing machines in the utility room (double barn door).

Put the white cotton blankets and comforters back on the bed so that the bed looks made.

Remove all food from the refrigerator and wipe down the kitchen counters, sink, and tables.

Place trash in the dumpster located in the parking area at the southeast corner of the parking area next to the big barn.

Remember that there is a \$100 charge if the grill is not cleaned. Cleaning means taking out all of the removable inside pieces as well as the drip pan and washing them with soap and water. Wipe down the inside and outside to remove as much grease and food as possible.

If you move any of the furniture, take a picture before moving it, and replace it in its proper arrangement before leaving.

The folding chairs in the mechanical room do not leave the building. If you need folding chairs for outdoor activities, there are 30 on a rack in the barn across the driveway.

When you are ready to leave, lock all exterior doors, set the security alarm, **exit through the south side door**, (double barn doors) lock it, and return the key to the key box on the south porch. Be sure to scramble the numbers on the key box.

Notify the Director that you are leaving the property so that the thermostats can be reset. A text to the number provided below is sufficient. (**Note:** While you are here, please leave all bedroom doors closed so that the HVAC system can work efficiently.)

The gate code is **####**. As you leave the property, pull past the gate and enter the gate code on the keypad on the road side of the gate. This will close the gate and secure the property.

The code for the key box is **####**. The key box is located on the south side porch to the left of the door as you face the door from the outside.

The code for the Security Alarm is **####**. The security alarm panel is on the wall to the right, inside the single barn door on the North side of the building. If you're looking at the red Fire alarm panel, turn to the right and you'll see the security alarm panel on the small wall to the left of the door opening.

If you wish to use the security system at night, the code to arm is **####** "Stay" and to disarm is **####**.

All codes will be provided to group leaders prior to the scheduled retreat.

If the fire alarm sounds and the lights are flashing, please exit the building through the nearest exit and wait for the fire department to arrive. They will investigate and take any necessary steps to mitigate the alarm.

If the fire alarm sounds but no lights are flashing, go to the alarm panel in the mechanical room (single barn door) and open the red panel on the right. Press the "silence" button followed by the "reset" button.

Inside the wood fence on the south side of the building (septic system), there are 3 gray boxes. If the box on the right starts beeping and the amber light is on, go to the box and look for the toggle switches on the right side of the box. Put the bottom switch into the "mute" position. It should clear itself during the next overnight spray cycle. If either box beeps, and the red light is on, mute that box and call the director at the number below.

There is a mosquito misting system in place around the entire perimeter of the building. The system is set to mist for 30 seconds at 6:35am and 8:15pm. The vendor advised us to stay clear of the porches during those times.

For more information, go to <https://houstonsfirst.org/the-loop/ministries/retreat-center>.

My cell is 713-303-6374. If you have other questions feel free to call.

Blessings,
Bill Murrell
Director/Hunt Retreat



HUNT RETREAT

Amenities

1. All bedding, towels, hand towels, and wash cloths are provided. **To prevent bed bug issues, we ask that you not bring bedding from home.**
2. Paper towels and toilet paper are provided.
3. Showers have a body wash/shampoo dispenser. You may bring your own if you wish.
4. Gas fireplace
5. Wi-Fi and A/V equipment, including CD and DVD player, i-pod/pad/phone connection (Passwords will be made available to the group leader/s on request.)
6. Coffee dispenser and 60 cup percolator in the meeting room, as well as 12 cup percolator in the kitchen.
7. Dishes and flatware are provided. If you wish to avoid washing dishes, you may bring your own disposable ones.
8. Pots and pans, serving spoons, spatulas, tongs, pie servers, baking sheets and pans, hot pads and gloves, mixing bowls, frying pans, coffee maker, tea maker, food processor, toaster, hand mixer.
9. Ice machine, refrigerator, 6-burner gas range with oven, wall oven, microwave, dishwasher.
10. Several board and card games are available. You are welcome to bring others if you desire.
11. Charcoal smoker/grill. We provide the wood. You provide charcoal and lighter fluid.
12. Gas grill. Propane is provided. There is a \$100 cleaning fee if the gas grill is not cleaned.
13. Fire pit: Outdoor fires will be allowed in areas designated by the Director. When state or county burn bans are in effect, all outdoor burning will be prohibited. **Please ensure that all fires are fully extinguished prior to leaving the immediate fire area.**
14. Softball field (bring your own equipment)
15. Sand Volleyball (volleyball is in the grey storage cabinet on the porch just outside the utility room)
16. Horseshoes
17. Disc Golf (disks are in the grey storage cabinet on the porch just outside the utility room)

Items that you may want to bring with you:

1. Personal toiletries
2. Bible/Study materials
3. Note Pads/pens
4. Hair dryer
5. Charcoal/lighter fluid
6. Electronics Chargers
7. DVDs/CDs

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Hunt Retreat Fee Schedule				
	HFBC Ministries & GCT Staff		All Others	
	Day Use	Overnight Room Rate per night	Day Use	Overnight Room Rate per night
Weekdays	\$10/person	\$100	\$10/person	\$200
	\$40/family (max)	\$80/family	\$40/family (max)	Each room sleeps six
Weekends	\$10/person*	\$120	\$20/person	\$240
	\$40/family (max)	\$80/family	\$80/family (max)	Each room sleeps six

* \$20/person if reservation is for a single day with no overnight stay.

Holiday rates include a minimum stay as shown below. Holiday reservations are for exclusive use and require reserving all 9 rooms. Additional nights may be added at the normal rates according to the above chart (only for rooms needed). To the right of each holiday is the cost for those nights.

2021 Holidays	Rates
New Year's, Dec. 31 - Jan. 1	1,080.00 plus day use fees
Easter, April 2-4	Closed
Memorial Day, May 28-31	3,240.00
Independence Day, July 4-6	3,240.00
Labor Day Sept. 3-6	3,240.00
Thanksgiving, Nov. 25-26	1080.00 plus day use fees
Christmas, Dec. 24-26	2160.00
New Year's, Dec. 31, 2021 - Jan. 1, 2022	1080.00 plus day use fees