

Welcome

The Florida Conference of Seventh-day Adventist thanks you for your interest in making a reservation at Camp Kulaqua. We look forward to working with you to help meet the goals of your event.

Our goal for you...

... to create an atmosphere that will allow the Holy Spirit to touch the lives of those who come to our facility. We strive to provide a place that will allow your group to achieve your retreat goals while also enjoying the beautiful outdoors that God has created for each of us.

How to maximize the use of this guide...

This guide will walk you through the essential steps in planning your retreat. Regardless of your experience level, we know that you will find these resources a great asset to your planning. Throughout this guide you will find resource tools. It will be very beneficial to you to date the pages every time that you change your numbers to be sure that your information is current. Start out with a pencil and change your figures as you progress through the planning process. **To print out specific pages, instead of printing the entire guide, you can go to File, Print, under the "Page Range" section, type in the page number in the "pages" box.**

PRELIMINARY QUESTIONS

1. For whom am I planning this retreat or conference?

- | | | | |
|---------------------------------------|---------------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> School Group | <input type="checkbox"/> Church Group | <input type="checkbox"/> Youth | <input type="checkbox"/> Collegiate |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Singles | <input type="checkbox"/> Couples | <input type="checkbox"/> Families |
| <input type="checkbox"/> Other | | | |

2. What are their primary needs and interests?

- | | | | |
|--|---|-----------------------------------|--|
| <input type="checkbox"/> Prayer Life | <input type="checkbox"/> Spiritual Growth | <input type="checkbox"/> Unity | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Health/Wellness | <input type="checkbox"/> Learning | <input type="checkbox"/> Seminars | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Fellowship | <input type="checkbox"/> Other | | |

3. What should the focus be?

4. Specific objectives I plan to accomplish are:

-
-
-
-
-

5. What measurable results am I looking for in the group after the event?

* The answers to these questions will guide you throughout your decision-making. Since your purpose and goals have been established, now you need to evaluate which of our facilities best meets your needs.

GETTING TO KNOW YOUR FACILITY

[Lodging]

Please view each potential housing unit's floor plan (which can be found online) carefully as there are two floor plans for chalets, different floor plans for handicapped accessible lodging, etc.

Please check with a Reservationist on the availability of housing because all housing may not be available on your desired date. First let's estimate how many participants you are bringing. Of course, as you get closer to the date, these figures will become more accurate.

Estimated Numbers in Group

Males:		Females:		Families:		TOTAL:		as of:	/	/
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CAMP KULAQUA LODGING

Types of Lodging	Maximum Units	# per Unit	Capacity	Retreat Lodging
Family Chalets (2 bedroom/1 bath)	10	5-8	50-80	
Family Chalets (2 bedroom/2 bath)	20	5-8	100-160	
Rustic Cabins	20	10	200	
Guest Cabins	2	2-4	4-8	
Efficiency Apartment	1	8	8	
Mini Lodges	9	22	198	
Spring View Cottage	1	16-20	16-20	
RV Sites	12			
Tent Sites	20			
TOTALS:			670+	

Confirmed Housing:

Type of Lodging	Quantity	Starting Date and Time - Ending Date and Time
Family Chalets (2 bedroom/1 bath)		
Family Chalets (2 bedroom/2 bath)		
Rustic Cabins		
Guest Cabins		
Efficiency Apartment		
Mini Lodges		
Spring View Cottage		
RV Sites		
Tent Sites		

*Housing confirmed by facility on this date:

Notes:

GETTING TO KNOW YOUR FACILITY

[Meeting Areas & Capacities]

Please view each potential meeting area's floor plan (which can be found online) carefully as they are each very different. Please check with a Reservationist on the availability of meeting facilities because they may not be available on your desired date. Consider the following:

- ◆ In case it rains, where could an alternate meeting place be?
- ◆ The atmosphere of the meetings will give your program a certain "feel."
- ◆ Reserving a meeting location that is much too large for your group will automatically reduce the intimacy, but also be sure not to crowd your group into a smaller location.

Go ahead and check which facilities you are interested in. (* denotes and outdoor meeting facility)

CAMP KULAQUA MEETING AREAS			
Meeting Area	Seating Capacity	Meeting Area	Seating Capacity
<input type="checkbox"/> Gymnasium	1000	<input type="checkbox"/> A-Frame	100
<input type="checkbox"/> Cafeteria	600	<input type="checkbox"/> Equestrian Room	20+
<input type="checkbox"/> King Chapel	600	<input type="checkbox"/> Amphitheatre*	300
<input type="checkbox"/> Gym Conference Rooms (There are 9 rooms that seat a maximum of 50 each)	450	<input type="checkbox"/> Miners' Camp*	300
		<input type="checkbox"/> Wagon Camp*	250
		<input type="checkbox"/> Tepee/Indian Camp*	150
<input type="checkbox"/> Spring Chapel (kitchen available)	200	TOTAL:	3970+

Confirmed Meeting Facilities:

Meeting Facility	Starting Date and Time - Ending Date and Time	
Gymnasium		
Cafeteria		
King Chapel		
Gym Conference Rooms _____ Qty.		
Spring Chapel		
Spring Chapel Kitchen		
A-Frame		
Equestrian Room		
Amphitheatre		
Miners' Camp		
Wagon Camp		
Tepee/Indian Camp		

*Meeting areas confirmed by facility on this date:

CAMP KULAQUA

ADVANCE GUARANTEE MEAL COUNT

ABSOLUTE DEADLINE: To be submitted 10 business days before arrival date.

Group's Name: _____

Date of Retreat: _____ to _____ 20____
(First Meal) (Last Meal)

Mail to: Camp Kulaqua
 23400 NW 212th Ave.
 High Springs, FL 32643

Or Fax to: (386) 454-4748
 Attn: Group Relations

Please fill in the number of people you need to have food prepared for. Due to rising food costs, we must have a **guaranteed** number for **each** meal. You will be charged for that number, whether they actually come or not. Please keep in mind that if more people require meals that are not included in this number, we will do our best to provide them with meals, but we cannot guarantee food will be available. (See Below) Be sure to list everyone in their appropriate age group columns.

(Office Use Only)

DAY	MEAL	Under 4	Age 4-7	8yrs --Adult	Actual Children	Actual Adults
Monday	Breakfast					
Monday	Lunch					
Monday	Supper					
Tuesday	Breakfast					
Tuesday	Lunch					
Tuesday	Supper					
Wednesday	Breakfast					
Wednesday	Lunch					
Wednesday	Supper					
Thursday	Breakfast					
Thursday	Lunch					
Thursday	Supper					
Friday	Breakfast					
Friday	Lunch					
Friday	Supper					
Saturday	Breakfast					
Saturday	Lunch					
Saturday	Supper					
Sunday	Breakfast					
Sunday	Lunch					
Sunday	Supper					

These numbers must be guaranteed 10 business days prior to your retreat.

Print Name: _____ Signature: _____ Date: _____

Note: Any meal ordered/purchased after the deadline could cost an additional \$1.00/meal. This will help offset expenses incurred due to purchasing extra food after orders have been placed and delivered.

ORGANIZING YOUR RETREAT

[Coordinating Your Staff]

Quality staffing for any event is as essential as its program. The responsibility of recruitment, training, and motivation belongs to you, the event coordinator. Because of the varied sizes and purposes of each retreat, each group's specific job descriptions may change a little. You may be able to combine a few positions, or you may also need several of the same position.

These are the positions that most groups use:

Position	Volunteer(s)	Contact Information
<input type="checkbox"/> Event Coordinator		
<input type="checkbox"/> Promotion Coordinator		
<input type="checkbox"/> Transportation Coordinator		
<input type="checkbox"/> Medical Coordinator		
<input type="checkbox"/> Registrar		
<input type="checkbox"/> Activity Coordinator		
<input type="checkbox"/> Musical Coordinator		
<input type="checkbox"/> Audio/Visual Coordinator		
<input type="checkbox"/> Speaker(s)		
<input type="checkbox"/> Follow-up Coordinator		
<input type="checkbox"/> Counselors, if you have a youth retreat (1:8 ratio)		

ORGANIZING YOUR RETREAT

[Budgeting and Programming]

Budgeting: It is necessary to plan your budget before planning your program. There is a basic formula for deciding your per person charge. After deciding on food service, facilities, and lodging, you can estimate your total cost. Divide this cost by the approximate number of participants to find your per person charge. More information is on page 11.

Programming: Each group's program is going to vary, but the essentials are basically the same; a main speaker, activities, meal times, and rest time. You should be careful not to allow too much time between activities, nurturing boredom, but also to not overcrowd your schedule...it's called a "retreat" for a reason ☺. You wouldn't want your group to leave your retreat more stressed out than when they arrived. Sample schedules for both you as the group leader and a schedule for you to give to your group are below.

SAMPLE Group Leader's Retreat Schedule

FRIDAY 11/22/2007

Time	Meals	Meetings	Activities	Miscellaneous	Location
6:00 p.m.				Registration Set-up	Gym Rooms 1 & 2
7:00-10:00 p.m.		Registration			Gym Rooms 1 & 2
9:00-10:00 p.m.		General Session			King Chapel
10:00-				Registration Clean-up	Gymnasium
10:00-11:00 p.m.				Settle in to assigned lodging	

SATURDAY 11/23/2007

Time	Meals	Meetings	Activities	Miscellaneous	Location
<input type="checkbox"/> Bring Orientation Packets to King Chapel					
8-8:30 a.m.		Staff Orientation			King Chapel
8:30-9:15 a.m.	Breakfast				Cafeteria
9:30-11:15 am.			Break-out Sessions (Individual Church Groups)		All around camp
11:20 a.m. - 12:25 p.m.		General Session			King Chapel
12:35-1:35 p.m.	Lunch	Strategic Planning by Teams			Cafeteria
1:45-5:15 p.m.			Zoo, Nature Center, and canoes available		
5:15-6:00 p.m.				Shower & change for supper	Lodging
6-6:45 p.m.	Supper				Cafeteria
7-7:15 p.m.		Church program			King Chapel
7:30-8:30 p.m.			Prayer Room Open		A-Frame
8:45-10:30 p.m.		General Session			King Chapel
11:00 p.m.				Lights Out	Lodging

SUNDAY 11/24/2007

Time	Meals	Meetings	Activities	Miscellaneous	Location
8-8:30 a.m.		Staff Orientation			King Chapel
8:30-9:15 a.m.	Breakfast				Cafeteria
9:30-11:00 a.m.		General Session			King Chapel
11:00 a.m.				Check out time	
11:10-12:15 p.m.			Swimming, basketball, and volleyball	"Solo Time"	All around camp
12:30-1:30 p.m.	Lunch				Cafeteria
1:30-3:15 p.m.			Prayer Room, Zoo, Nature Center, and canoes available	Free Time	
3:30-4:30 p.m.			Closing General Session		King Chapel

SAMPLE Retreat Schedule for General Group

FRIDAY

7:00-10:00 p.m.	Registration	Gym Rooms 1 & 2
9:00-10:00 p.m.	General Session	King Chapel
11:00 p.m.	Lights Out!	

SATURDAY

8:30-9:15 a.m.	Breakfast	Cafeteria
9:30-11:15 a.m.	Break-Out Sessions	Meet at King Chapel
11:20 a.m.-12:25 p.m.	General Session	King Chapel
12:30-1:30 p.m.	Lunch & Strategic Planning by Teams	Cafeteria
1:45-5:15 p.m.	Zoo, Nature Center, Canoes	
5:15-6:00 p.m.	Shower and change for supper	
6:00-6:45 p.m.	Supper	Cafeteria
7:00-7:15 p.m.	Church Program	King Chapel
7:30-8:30 p.m.	Prayer Room Open	A-Frame
8:45-10:30 p.m.	General Session	King Chapel
11:00 p.m.	Lights Out!	

SUNDAY

8:30-9:15 a.m.	Breakfast	Cafeteria
9:30-11:00 a.m.	General Session	King Chapel
11:00 a.m.	Check out time	
11:10a.m.-12:15 p.m.	Swimming, basketball, and volleyball	
12:30-1:30 p.m.	Lunch	Cafeteria
1:30-3:15 p.m.	Prayer Room, Zoo, Nature Center, and canoes, Free time/nap time	
3:30-4:30 p.m.	Closing General Session	King Chapel

ORGANIZING YOUR RETREAT

[Promoting]

Your promotions should communicate for whom the event is designed, the purpose of the event, and pertinent information about the event facilities, costs, and the guest speaker. It should be easy to understand, informative, and attractive.

A general flyer that you can personalize is available online in the document “Customizable Publications to Plan Your Retreat.” Your flyer should be simple and unique, avoiding wordiness and overcrowding. Simply include the basics: **who** is the retreat for, **what** are you going to be doing there, **when** it is, **where** it is, and **why** are you having it. Unless your flyer grabs their attention, the majority of people will walk by it and never stop to read it.

A brochure is a more appropriate place to have more details. Your brochure **can** include:

- The purpose of the event
- A brief schedule
- Cost of the event
- Optional costs
- Transportation costs
- Registration deadlines
- Early registration discount
- Non-refundable information
- List of items to bring
- Departure/arrival times and places
- Travel information and a map to the facility (available on the website)
- A registration form (found online in the document “Customizable Publications to Plan Your Retreat.”)
- Contact information for someone who can offer further information

Other Ways to Promote: Posters, mailers/flyers, bulletin announcements, pulpit announcements, skits during group meetings, emailing, advertisements on your organization’s website, stuffing student/employee mailboxes, telephoning, local newspaper/radio, and ask your organization for help.

HINT: Try to personally recruit 3-5 enthusiastic people who believe in the event and are willing to personally contact others. A list of potential participants should be drawn and divided. The event coordinator should periodically meet and encourage these recruiters.

REGISTRATION TO CHECK-OUT

[Registration Help]

General Financial Information: The event coordinator has to decide which option of deposits to use in order to protect the group's budget from being liable to cover "no-shows" for the event. Below are some examples that group leaders have used for individual attendees.

1. Non-refundable deposit that covers 50% of the cost.
2. Require full payment in advance/ no refund.
3. Charge minimum reservation deposit and cover "no-show" and meals' penalty from group's budget.

It is great idea to give an early registration reduction as an incentive for early registration. You can also give scholarship assistance for selected participants who need partial financial help. Find anonymous supporters who are willing to contribute to fund this ministry.

Registrar: A detail-oriented person who is very organized, experienced with some accounting, and "panic-proof." They should:

- Keep track of registration forms and make periodic reports to the event coordinator and promotion team.
- Collect non-refundable pre-registration deposits.
- Have cashbox ready for registration on the day of the event.
- Provide nametags, markers, and packets with housing assignments, notepaper, speaker's outline, evaluation form, and map of facility.
- Provide signs/maps to direct people.
- Have information ready to settle-up billing, including number of full-time guests, number of part-time guests, day-only guests, meals, age categories, and housing accommodations.
- Pre-arrange registration with the facility.
- Make sure there are permission slips for any minors that are participating.**

REGISTRATION TO CHECK-OUT

[Checking-In to Follow Through]

Check-In: Please be sure that you communicate with your facility regarding your check-in time. If you are going to arrive later than your pre-arranged check-in time, please give us a call. Check in at the Main Office immediately upon arriving to camp.

Check-Out: Because oftentimes another group may have their retreat shortly after yours, please be courteous and check out at the time that your confirmation letter stated that you would. This will ensure that our housekeeping staff has adequate time to prepare the camp for the next group. Please communicate any requests for leniency regarding your check-out time to the manager as soon as possible. Keep in mind that availability may not allow any change.

It is very important that you check out with the manager on-duty before you leave the camp. This is your opportunity to discuss any positive or negative feedback from your group's experience. It is also the time to make the final financial arrangements.


Follow Through: If you have diligently planned to accomplish an objective with this event, you should see the impact on people's lives long after the suitcases have been unpacked. Just as a successful event demands planning and execution, so does the follow-up.

Leaders should be assigned to do personal follow-up with individuals who have made decisions, or those who are new to your group. Begin to follow-up at the retreat or conference, and then again shortly after the event. These people should receive literature, phone calls, or a personal visit within a couple of days after the event is finished.

The event coordinator should meet with his/her staff no later than one week after the event. The agenda should include:

1. Discuss how well the objectives were met.
2. Evaluate the facility.
3. Discuss adjustments needed for the next event.
4. Praise and prayer for results.
5. Set a date for the next Event Planning Committee meeting.

Keep detailed notes and suggestions of the process you followed along with this guide to plan next year's retreat. Print the next two pages for each member of your planning team or other highly involved individuals to fill out and return to you.



We hope that this planning guide has effectively met your needs.
If you have suggestions of how we may be of further assistance to you
please email the Reservations team at MelodieH@floridacamps.org

Reservations Central

23400 NW 212th Ave.
High Springs, FL 32643

Phone: (386) 454-1351

FAMILY CHALETS (1-10)

*we suggest that you view the floor plans for this housing to ensure accuracy (available online)

<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#1</p>	<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#2</p>
<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#3</p>	<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#4</p>
<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#5</p>	<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#6</p>
<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#7</p>	<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#8</p>
<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#9</p>	<p style="text-align: center;">C H A L L E T</p> <p style="text-align: center;">#10</p>

FAMILY CHALETs (11-20)

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FAMILY CHALETS (21-30)

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C H A L E T #21	Full:		C H A L E T #22	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
	Roll-Away:			Roll-Away:
	Roll-Away:			Roll-Away:
C H A L E T #23	Full:		C H A L E T #24	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
	Roll-Away:			Roll-Away:
	Roll-Away:			Roll-Away:
C H A L E T #25	Full:		C H A L E T #26	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
	Roll-Away:			Roll-Away:
	Roll-Away:			Roll-Away:
C H A L E T #27	Full:		C H A L E T #28	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
	Roll-Away:			Roll-Away:
	Roll-Away:			Roll-Away:
C H A L E T #29	Chalet #29 is wheelchair accessible. It only has one bedroom.		C H A L E T #30	Full:
	Full:			Full:
	Sleeper Sofa:			Sleeper Sofa:
	Roll-Away:			Roll-Away:
	Roll-Away:			Roll-Away:

MINI LODGES (1-4)

*we suggest that you view the floor plans for this housing to ensure accuracy (available online)

ML #1, Rm #1	Full:	ML #2, Rm #1	Full:
	Bunk Bed:		Bunk Bed:
ML #1, Rm #2	Full:	ML #2, Rm #2	Full:
	Bunk Bed:		Bunk Bed:
	Bunk Bed:		Bunk Bed:
ML #1, Rm #3	Full:	ML #2, Rm #3	Full:
	Bunk Beds:		Bunk Bed:
ML #1, Lobby	Bunk Beds:	ML #2, Lobby	Bunk Bed:
ML #1, Rm. 4 & Balcony	Full:	ML #2, Rm. 4 & Balcony	Full:
	Bunk Bed:		Bunk Bed:
	Bunk Bed:		Bunk Bed:
	Bunk Bed:		Bunk Bed:
ML #3, Rm #1	Full:	ML #4, Rm #1	Full:
	Bunk Beds:		Bunk Bed:
ML #3, Rm #2	Full:	ML #4, Rm #2	Full:
	Bunk Bed:		Bunk Bed:
	Bunk Bed:		Bunk Bed:
ML #3, Rm #3	Full:	ML #4, Rm #3	Full:
	Bunk Bed:		Bunk Bed:
ML #3, Lobby	Bunk Bed:	ML #4, Lobby	Bunk Bed:
ML #3, Rm. 4 & Balcony	Full:	ML #4, Rm. 4 & Balcony	Full:
	Bunk Bed:		Bunk Bed:
	Bunk Bed:		Bunk Bed:
	Bunk Beds:		Bunk Bed:

MINI LODGES (5-8)

ML #5, Rm #1	Full:	ML #6, Rm #1	Full:
	Bunk Beds:		Bunk Beds:
ML #5, Rm #2	Full:	ML #6, Rm #2	Full:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:
ML #5, Rm #3	Full:	ML #6, Rm #3	Full:
	Bunk Beds:		Bunk Beds:
ML #5, Lobby	Bunk Beds:	ML# 6, Lobby	Bunk Beds:
ML #5, Rm. 4 & Balcony	Full:	ML #6, Rm. 4 & Balcony	Full:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:
ML #7, Rm #1	Full:	ML #8, Rm #1	Full:
	Bunk Beds:		Bunk Beds:
ML #7, Rm #2	Full:	ML 8, Rm #2	Full:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:
ML #7, Rm #3	Full:	ML #8, Rm #3	Full:
	Bunk Beds:		Bunk Beds:
ML #7, Lobby	Bunk Beds:	ML #8, Lobby	Bunk Beds:
ML #7, Rm. 4 & Balcony	Full:	ML #8, Rm. 4 & Balcony	Full:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:
	Bunk Beds:		Bunk Beds:

MINI LODGE 9

#9, Rm #1	Full:	Notes:
	Bunk Beds:	
#9, Rm #2	Full:	
	Bunk Beds:	
	Bunk Beds:	
#9, Rm #3	Full:	
	Bunk Beds:	
#9, Lobby	Bunk Beds:	
#9, Rm. 4 & Balcony	Full:	
	Bunk Beds:	
	Bunk Beds:	
	Bunk Beds:	

RUSTIC CABINS (GIRLS' CIRCLE)

Cabin Name	Left Side		Right Side	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk1:		Bunk1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	

RUSTIC CABINS (BOYS' CIRCLE)

Cabin Name	Left Side		Right Side	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	

INDIAN CABINS

Cabin Name	Left Side		Right Side	
	Bunk 1:		Bunk 1:	
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
		Bunk 1:		Bunk 1:
Bunk 2:			Bunk 2:	
Twin:		Twin:		
		Bunk 1:		Bunk 1:
	Bunk 2:		Bunk 2:	
	Twin:		Twin:	
		Bunk 1:		Bunk 1:
Bunk 2:			Bunk 2:	
Twin:		Twin:		

GUEST AND EFFICIENCY* CABINS

Cabin Name	Left Side	Right Side	
Tomokie	Queen:	Queen:	
	Roll Away:	Roll Away:	
Coecoochie (Handicapped Accessible)	Queen:	Queen:	
	Sleeper Sofa:	Sleeper Sofa:	
Osceola*	Queen:	Bunk Bed:	
	Sleeper Sofa:	Sleeper Sofa:	

SPRINGVIEW COTTAGE

Master Bedroom	Queen:	Full:
Dining Room	Bunk Bed:	Bunk Bed:
Living Room	Bunk Bed:	Bunk Bed:
Left Bedroom	Queen:	Bunk Bed:
Right Bedroom	Queen:	Bunk Bed: