

**Thank you** for choosing T Bar M Camps for your group retreat. We look forward to serving your group at our **Lake Travis** property. In this packet, you will find helpful information to aid your retreat planning.

**General Information:** Below is general information you should consider while planning a successful retreat at T Bar M Camps' *Lake Travis Property*.

- ★ A 15-minute Camp Orientation will be required for all participants upon your arrival. Please schedule this orientation at the beginning of your retreat. This gives us a chance to introduce our camp host and present important rules and information about our *Lake Travis Property*.
- ★ All cabins are open-air, screened cabins equipped with fans and electrical outlets. There are two bathhouses on each side of camp with toilets, sinks, showers and electrical outlets.
- ★ A limited number of climate controlled housing options are available. These must be reserved prior to your stay at T Bar M Camps' *Lake Travis Property*.
- ★ Guests need to bring their own pillows, bed linens, towels and toiletries. All cabins are furnished with twin-sized bunk beds. Climate controlled housing bed sizes are listed on the *Lodging Chart*.
- ★ T Bar M Camps provides program staff for scheduled activities. Please note, for groups with minors, chaperones are responsible for the supervision of their group while on property. T Bar M Camps suggests a *chaperone to minor ratio* of 1:10.
- ★ T Bar M Camps does not provide a *nurse* for group retreats. Each group is responsible for safely storing and dispensing their own over-the-counter and prescription medications.

### **Upon your arrival:**

- ★ Enter the gate code given to you by your assigned Program Director. Once in the gate, you will travel approximately 1 mile down a gravel road before you reach a "Y" in the road which will lead you to the main area of camp.
- ★ All buses and vehicles must turn RIGHT at the "Y" in the road. A T Bar M Camps staff person will meet you shortly after the turn at the "Y" and will direct the bus to an appropriate place to drive, park and turn around.
- ★ Our staff will greet you at the bus/vehicles to give you instructions for unloading luggage and proper places to park.
- ★ Turn in the completed forms (*Agreement to Participate & Medical Questionnaire* or *Property Usage Form*), as well as payment to T Bar M Camps staff.
- ★ Our staff will be happy to help your group get settled into your meeting space, lodging, dining hall and kitchen.
- ★ We recommend scheduling your 15-minute Camp Orientation at this time.

### **Information for during your stay:**

- ★ A T Bar M Camps host will be assigned to assist your group. The camp host will let you know where they are staying on property and will give you a phone number where they can be reached at any time during your stay. The camp host is here to assist you with any questions or concerns you may have.
- ★ Sports equipment is available for use during your stay. Equipment is located in the closet in the *Courthouse*, or in a box located on the *Sports Field*. Pickleball equipment is stored in a box on the *Pickleball Court*. Discs for Disc Golf can be found at the southwest corner of the *Courthouse*. Please return all equipment to its proper place upon your departure.
- ★ In case of an emergency, call 911. Tell the operator you are located at T Bar M Camp Travis and the physical address is **2800 County Road 414, Spicewood, TX 78669**. Tell them you will have someone meet them at the front entrance gate. Once 911 is informed, contact your camp host. For minor emergency care not requiring 911 assistance, please see the map with directions to minor emergency clinics and the closest hospital.
- ★ T Bar M Camps provides a secondary insurance for all of our guests. Should a group participant require medical care as a result of participating in a T Bar M Camps' *programmed event* (at the pool, Barnswing, or Ropes Course), your assigned Program Director can give you a packet of information discussing the details of this service.
- ★ It is your Group Leader's responsibility to inform retreat participants of all T Bar M Camps' information, rules and policies.
- ★ Our *Rio Grande* dining hall is available for your group to prepare and serve meals. Please read through the *Rio Grande Kitchen Usage Guidelines* carefully and be sure to ask your Program Director or camp host if you have any questions about using our kitchen and dining hall facility.

## Rules and Policies:

- T Bar M Camps does not allow fireworks, firearms, hunting, alcohol, or tobacco usage on campgrounds.
- No pets allowed.
- T Bar M Camps does not provide towels or linens for lodging.
- T Bar M Camps requires a signed *Agreement to Participate* and *Medical Questionnaire* from all guests participating in activities led by T Bar M Camps staff **OR** a signed *Property Usage Form* for all guests on property. It is the group leader's responsibility to ensure that each member of their group has completed and turned in these forms. Each participant must have the completed form(s) with a proper signature prior to arrival. Upon arrival, these forms will be collected by your camp host.
- T Bar M Camps staff is not responsible for group supervision.
- **Any activities at the lakefront or on the lake are at your own risk.** T Bar M Camps does not provide lifeguards or any lake equipment, and is not responsible for supervision of participants.
- Do not write on, deface or vandalize the rooms, buildings, or property in any way. If any damage does occur during your stay, please inform your camp host prior to your departure. Any damage done to the property will be assessed and billed to the responsible group or organization.
- No food or snacks in camp cabins. We don't want any unwanted critters crawling in your sleeping spaces.
- Sleeping in the Outpost meeting space is not allowed.
- Boys may not be in the girl's cabin/bathhouse area, and girls may not be in the boy's cabin/bathhouse area.
- Please help us conserve energy resources by turning off lights and fans when not in use in the cabins and bathhouses.
- Amplified sound of any kind may NOT be used after 10pm (i.e. no speakers, microphone).
- The *Sports Field* lights must be turned off by 10pm on weeknights and 11pm Friday and Saturday nights.
- Use of open grills will be subject to local burn ban regulations.
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- Campfires are only permitted during scheduled times and in places designated by T Bar M Camps staff. Scheduled campfires will be subject to local burn ban regulations.
- Pool area is off-limits except during scheduled times when a lifeguard is on duty.
- No one is allowed to use the Barnswing unless it is operated by a T Bar M Camps staff person.
- Camp property must be left in an orderly and cleaned condition. Please place trash in proper receptacles, return sports and kitchen equipment to proper locations, and be sure to take all items brought by the group with you.
- Kitchen and Dining Hall will need to be cleaned and left as it was found. If it does not meet the expectations of the *Rio Grande Kitchen Usage Guidelines* check list, a \$250 cleaning fee will be charged.
- Items we collect in our “Lost and Found” will be donated to local charities if not claimed within two weeks of the retreat. We will be happy to mail “Lost and Found” items to a guest or group at their expense.

## Lake Travis Retreat Planning Guide

Group Name: \_\_\_\_\_

Date of Retreat: \_\_\_\_\_

This guide is to help you plan a successful retreat. Your assigned Program Director will be discussing these topics with you as we prepare for your arrival.

- Have you turned in your signed T Bar M Camps Contract?
- Have you paid the deposit for your retreat? *(Balance will be due upon arrival)*
- Have you confirmed your committed number of attendees?  
*(Number of Guys, Girls, Male Chaperones, Female Chaperones)*
- Have you confirmed your arrival and departure times?  
*(These times must fall within the times stated on your contract)*
- Have you passed on any expectations for your retreat to your camp Program Director? *(We want to help you plan a retreat that's great for YOU!)*
- Have you collected the Property Usage Forms or Agreement to Participate & Medical Questionnaires from all attendees? *(These will need to be turned in to a T Bar M Camps staff member upon arrival; camp programming cannot begin until signed forms have been received for participants.)*
- Does your group have any special needs that we should be aware of prior to your arrival?  
*(i.e. allergies, dietary restrictions, physical limitations)*
- Can you provide us with a cell phone number for your group leader? *(This will help our staff be able contact you. As your retreat date approaches, T Bar M Camps will provide you with your camp host's phone number.)*



## Lake Travis Property Activities

T Bar M Camps' Lake Travis Property offers *programmed activities*. All programmed activities must be scheduled in advance and subject to availability. These activities require T Bar M Camps' staffing. Pricing for all programmed activities can be found on your T Bar M Camps' contract. Please call if you have any questions.

### Programmed Activities

- ★ Climbwall
- ★ Pool (*seasonal*)
- ★ Barnswing
- ★ Campfire

As you enjoy our property at your own pace, here is a list of our *amenities* available to all guests.

### Amenities

- ★ Courthouse
  - Basketball
  - Ping Pong
  - Pool Tables
  - Box Hockey
- ★ Sports Field (*lit in evenings upon request*)
  - Football
  - Soccer
  - Ultimate Frisbee
- ★ Shaded Soccer Arena
- ★ Wiffle Ball Stadium
- ★ Sand Volleyball (*lit in evenings upon request*)
- ★ Disc Golf
- ★ Gaga Ball
- ★ Ladder Golf
- ★ Tetherball
- ★ Pickleball (*lit in evenings upon request*)
- ★ Bouldering Wall

## Lake Travis Property Lodging

T Bar M Camps' Lake Travis Property offers lodging in screened-in, rustic cabins with front porches overlooking the lake. The property is naturally divided to provide privacy for co-ed groups and each area has separate bathhouses within a short walking distance. Climate-controlled housing is also available at an additional cost and subject to availability. No keys are issued for lodging.

### Screened-in Cabins

- 12-13 screened-in cabins on each side of camp with 6 twin-sized bunk beds in each cabin
- 300 total cabin beds available
- Linens are not provided

### Climate-controlled Lodging (*must be reserved in advance*)

- Director house: sleeps 11, 3 bedrooms (King, 2 bunks, 2 bunks), 1 bathroom, living room, kitchen
- Doc Holiday's: sleeps 8-9, 3 bedrooms, 3 baths
- Married House: 2 available, 1 queen bed, 1 bath
- Linens are not provided

### Bathhouses

- Community bathhouses available on both sides of camp
- Each bathhouse includes 6 toilets, 4 sinks, and 5+ showers
- Private outdoor showers are connected to each bathhouse

## Lake Travis Lodging Planning Guide

A Lodging Planning Guide is available online for you to use in planning your group's lodging arrangements. T Bar M Camps does not require you to turn in this chart. It is simply a tool available in an Excel spreadsheet to help you assign individuals to the lodging you have reserved.

## Lake Travis Property Meeting Space

There are many picturesque places around camp to hold informal small group meetings. If you are desiring a larger space, there are a few options listed below. Please note: meeting room set up and AV equipment are not provided at our *Lake Travis Property*.

### ★ Lakeview

- Outdoor amphitheater overlooking the lake
- Seats up to 275 people
- Wooden benches
- Stage and seating lights
- 10pm amplified sound curfew

### ★ Rio Grande Dining Hall

- Covered, screened-in dining hall
- Seats up to 275 people
- 26 rectangular tables with bench seating for 10-12 guests at each table  
(tables may not be rearranged or moved)
- Projector screen

### ★ Outpost Meeting Room *(additional charge, must be reserved prior to retreat)*

- Located inside our Outpost Building
- Seats up to 60 on the floor
- Adjacent bathrooms
- Small adjacent kitchen (*refrigerator, sink, microwave, stove, oven*)
- Carpeted, climate-controlled meeting space
- Ceiling fans, large windows, fireplace with mantel
- 2 couches, 20 stackable chairs available



## Rio Grande Kitchen Guidelines

The *Rio Grande* kitchen is an industrial kitchen clean and ready for your use. For the purposes of health, cleanliness, and stewardship, the kitchen and dining areas must remain well kept throughout your stay. Below is a set of tasks to help you maintain a clean kitchen and provide the best dining experience for your group.

Rio Grande Motto: *"Your best meal is only as good as the cleanliness of your kitchen"*

### General notes:

- In order to keep unwanted critters from pillaging your food resources ... keep doors shut at all times
- All doors must be locked at night to avoid raccoon and other critter invasions
- Contact your T Bar M HOST for assistance if you are unsure about the operation of any appliance or how to properly clean any specific area
- Kitchen and dining wares (*plates, cups, forks, etc.*) must never leave the dining facility

### After each meal:

- Clean all used appliances, cookware, dishes, utensils and other kitchen items
- Sweep floors and mop where necessary
- Wipe down all counters and sink areas
- For best sanitation practice, use drying racks to air-dry kitchen items
- Return everything else in its proper place (where you found it)
- Turn off all appliances used ... then double-check before leaving
- Take all trash bagged and tied to dumpster (*located behind Rio in the fenced area*)
- Break down boxes before discarded
- Discard all cooked oils and fats in grease trap next to dumpsters

### Each evening:

- Sweep and mop facility
- Lock doors from the inside
- Turn off lights (*the light over the walk-in refrigerator will stay on*)
- Empty trash cans in dumpster
- Make sure all areas are cleaned and ready for morning
- Leave by going out the back door of the kitchen and latch the door from the outside (you don't want any evening visitors rummaging through your next day's meal ingredients)

*Happy Cooking and enjoy your retreat!!*