

Comprehensive Retreat Planner



Camp and Conference Center
A ministry of First Presbyterian Church, Jackson, MS

August ~ 2025

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About Twin Lakes

Twin Lakes is a ministry of First Presbyterian Church in Jackson, MS. We hold to the Reformed Faith as described in the Westminster Confession of Faith and we believe that the Bible, as the revelation of God's truth, is infallible and authoritative in all matters of faith and practice. We strive to minister to Christian groups whose core beliefs and values are compatible with ours through our conference facilities by providing an ideal setting for spiritual growth and fellowship at retreats, conferences, and seminars.

Mission

Twin Lakes exists to glorify God by making disciples in our communities and the world through gospel ministry to campers and guests in a setting that fosters spiritual nourishment and renewal through the Lord's creation.

Planning a Successful Retreat

Organizing a successful retreat generally requires careful planning, whether for a few participants or a few hundred. Whatever the size of your group, in order for your event to be successful, we believe it is important for you to plan, pray, promote, and prepare.

This guide is to help you do these things and maximize the opportunity that is before you. This Planner is specifically targeted at planning a retreat at Twin Lakes but we hope it might also contain some helpful ideas for your planning of any event as well. We hope that you will read through and benefit from it and that God will bless you and your event.

Tours

Twin Lakes is a fabulous place to have a full-fledged retreat or a simple weekend getaway. In order to help in your planning, we are pleased to offer facility tours so that a full appreciation for the available resources can help inform your decisions and selections. Our team is continually seeking to improve the level of service and our facilities and we would love to have you come and visit us to see what we have to offer. Please give us a call and schedule a tour.

Twin Lakes' Facilities and Regulations

Twin Lakes Group/Conference Booking Procedures

- Contact Twin Lakes to discuss your event needs and available dates.
- Tentatively reserve date(s) on the calendar. Twin Lakes will send you an Booking Application and Planning Sheet.
- Your completed Booking Application and Planning Sheet, along with the required Reservation Fees, must be returned within fifteen (15) days in order to confirm and hold your tentatively reserved date(s).

Once your Reservation Fees are paid and your date(s) confirmed, we will simply need to reconfirm the number of people that will be attending your retreat at the appropriate times and gather any other important information that we need to know about your

participants or that might affect other groups using the facility. We are always available to help you if you need to confirm or change any aspects of your event.

Reservation Fees:

A Reservation Fee of twenty dollars per **Overnight Guest** is due with your Booking Application. For each overnight guest attending the event, one Reservation Fee will be credited to the final bill up to the original number guaranteed. Excess guarantees are forfeited. All guarantees are non-refundable and non-transferable.

Increasing group size after a guarantee has been received must be approved through our office in order for us to confirm that space is available.

Cancellation Policy:

Any Reservation cancelled more than 60 days in advance of Arrival Date will result in forfeiture of the Reservation Fees paid. Reservations cancelled within 60 days of Arrival Date will be charged 50% of the calculated total retreat cost.

Rules and Expectations:

1. The center is to be left in the same or better condition than it was found.
2. All guests are expected to be considerate of others. Cooperation with the staff is required.
3. The following are not allowed: alcohol, illegal drugs, pets, firearms, ATVs, flammable liquids, explosives, poisonous substances, and hand or power tools.
4. Campfires and bonfires are allowed only in designated areas and must be approved in advance.
5. The speed limit is 15 mph. Vehicles should be operated on prepared road surfaces only and parked in designated areas.
6. Swimwear is to be modest.
 - a. Two-piece swimwear is not allowed.
 - b. Cut-outs and sheer elements should not be "revealing" on covered areas.
7. Certified lifeguards are required when using the Pool or Waterfront.
 - a. Waterfront swimming is seasonal – contact us for availability. Maximum number of swimmers is fifty (50) per session. Twin Lakes staff must lifeguard the Waterfront.
 - b. Lifejackets must always be worn when swimming in the lake.
 - c. The lakes closes to use at dark.
8. Canoes are available year-round. Lifejackets must be worn at all times.
9. **Youth under 18 must be accompanied by a chaperone at all times.** At least one adult must stay in each room or cabin used for lodging. At least one adult must be present for every ten youth during use of the grounds.
10. Quiet hours are 11:00 p.m. – 7:00 a.m.
All other recreational areas close at 11:00 p.m.
11. Smoking is prohibited in all buildings.

**When in doubt about the appropriateness of an activity, please refer to the staff.*

Meeting Facilities

Twin Lakes has a variety of meeting facilities to meet the needs of most groups:

- Lakeside Assembly Hall Room A – Up to 300
- Lakeside Assembly Hall Room B – Up to 100
- Lakeside Conference Room – Up to 25
- Lodge Conference Room – Up to 50
- Woodside Dining Hall – Up to 200
- Lakeside Dining Hall – Up to 125
- Lakeside Porch – Up to 25

Our staff will consult with you to understand your needs and priorities and assign the most optimal facility for your group.

Standard Setups:

All meeting facilities include the availability of Standard Set Up options. These Set Up options can be found on Page 2 of your Booking Application and Planning Sheet. Below is the list of the standard options as listed on the checklist:

- ✓ Lectern
- ✓ Snack Table (*snacks available at extra charge*)
- ✓ Registration Table
- ✓ DLP Projector (laptop not provided)
- ✓ Screen (*for projector*)
- ✓ Marker board/Easel (*markers not provided*)
- ✓ Sound System (*in applicable rooms*)
- ✓ Coffee Service (*See Rate Sheet*)

Audio/Visual Equipment:

Audio/visual equipment is available in most meeting room options. If you require the use of this equipment, we request that you please let us know in advance so that we can have it set up and ready. A responsible adult should be the sole operator of the equipment during your stay and must be trained on its use by a Twin Lakes staff member. Volume of sound or live music must be kept at a level that does not disturb other guests.

Twin Lakes is dedicated to God and to the furtherance of His Kingdom here on Earth. We require any worldview that is expressed or distributed through literature, movies, speeches, or any other medium to fall under those guidelines (*This applies directly to music or movies that might be brought to Twin Lakes and presented to a group. Groups are also responsible for any copyrights that might be necessary to involve the use of music and/or video for your event. Any secular movies or music must be approved by an appropriate Twin Lakes employee*).

Meeting Room Rules:

- Arts & Crafts:
Arts & Crafts activities inside our meeting rooms or on the tables meant to be inside those facilities are not allowed. If you desire an Arts & Crafts session, we will provide you with a place and tables specifically for that purpose. Please inform us before arrival and we will have it prepared.
- Decorating:
We do not allow tape to be used on the painted surfaces and floors of our facilities but decorations may be taped to rough wood surfaces or on windows (*please do not use duct tape, only scotch tape or a similar easy to remove tape*). Nails may only be installed by a Twin Lakes staff member.
- Clean Up:
Please simply put trash in trash cans and remove whatever items you brought with you. Our team will handle the rest.

Lodging Facilities

Twin Lakes offers several different styles of lodging in different areas of campus. Each has distinctive advantages and experiences.

Northshore Lodges:

The Northshore Lodges were built specifically with families and adult groups in mind. Youth or children's groups are not permitted to stay or meet in the Northshore Lodges.

Each Northshore Lodge has four bedrooms with bathrooms. Each bedroom has a queen size bed and a twin bunk bed for a total of twelve beds per Northshore Lodge.

The bedrooms open to the exterior but also into a two-story common area with a kitchen, dining room table, fireplace, and sitting areas. Each lodge also has a game table and an additional sitting area on the balcony above the kitchen.

Linens, kitchen utensils, cookware, and dinnerware are all provided in the rental of a Northshore Lodge, as well as complimentary coffee supplies.

Milner Lodge:

Milner Lodge is another of our family-oriented lodging options. It is the original building that was on site when the property was purchased and is situated between the lakes with an exceptional view. The wrap-around porch is equipped with rocking chairs.

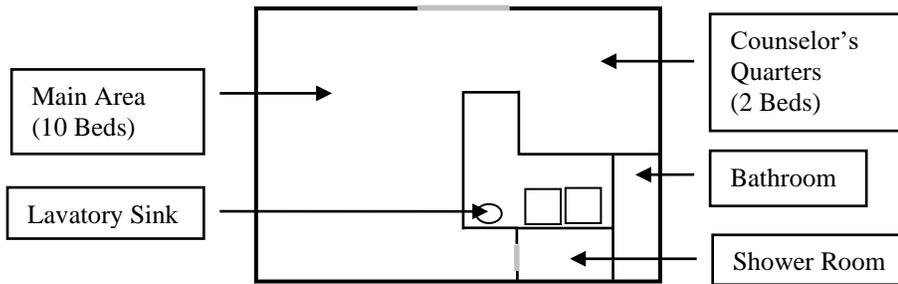
Downstairs is the kitchen and dining/living room with a fireplace. Upstairs there are four bedrooms with a total of ten beds and a bathroom.

Like the Northshore Lodges, the kitchen is fully equipped and there are linens on the bed when you arrive.

Woodside Cabins:

The twenty Woodside Cabins are divided into two loops of ten cabins. Cabins one through ten are on one side of the Woodside Dining Hall hill, and Woodside Cabins eleven through twenty are located on the other.

There are bunks for up to twelve people in each. All of the beds are twin size. There is a small “counselors’ quarters” separate from the rest of the bunks so that two chaperones can sleep in a semi-private area. Each cabin has a bathroom with two showers and a toilet room. There is a bathroom sink in the cabin. Linens and toiletries are NOT provided.

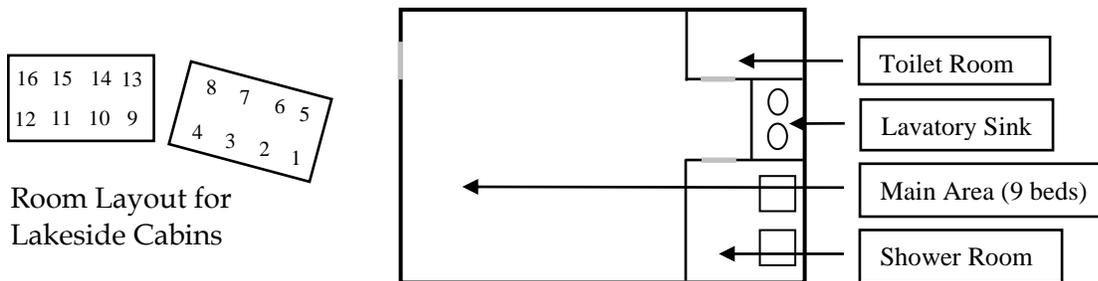


(Drawing is not to scale)

Lakeside Cabins:

The sixteen Lakeside Cabins are close together and contained in two large buildings. Each building has eight cabins which are close to the majority of the meeting halls and located on the north lake.

Each Lakeside Cabin has four bunk bed sets and one twin sized bed. Each cabin has a bathroom containing two showers and a toilet. Linens and toiletries are NOT provided.



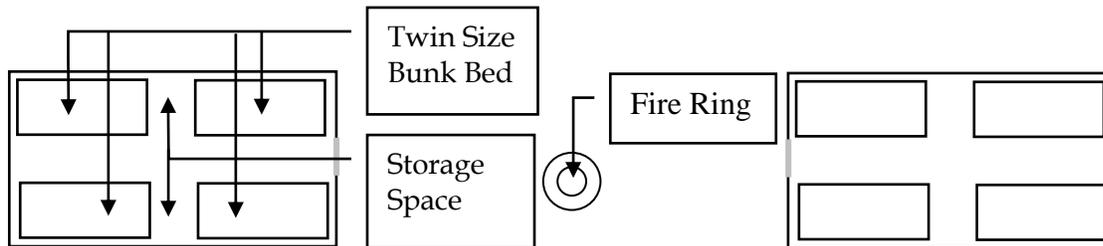
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Outback Cabins and Tent Camping:

For a more secluded or primitive setting, we offer either the Outback Cabins or tent camping (bring your own tent).

The four Outback Cabins were Twin Lakes' very first camper cabins. If you choose the Outback Cabins or tent camp, you will have access to the Outback Bathhouse restroom and showering facility.

Each cabin has eight built in bunks and space to hang clothes and store gear. These cabins are not air conditioned or heated. There are electrical outlets in the cabins if you need to bring a small space heater or fan.



Outback Cabin Setup (there are also benches and picnic tables at the cabins)
(Drawing is not to scale)

Dining Facilities

Standard Services:

Twin Lakes has two dining facilities--Lakeside Dining Hall and Woodside Dining Hall. Both offer a variety of meal options prepared by our professional foodservice staff. The Twin Lakes Food Service Director will work with you to plan a menu for your group. Dining rooms are common areas for all on site groups and tables will be designated for each group. Coffee service is complimentary during breakfast.

Our standard meal times are 8:00 a.m. for breakfast, 12:00 noon for lunch, 6:00 p.m. for supper, and 7:30 a.m. for Sunday breakfast. Please plan your schedule to accommodate and make every effort to eat at the designated times unless an alternative schedule is arranged in advance.

Food is held on the serving line up to 15 minutes following every guest being served. If you have any members of your group arriving late to a meal, please let a Twin Lakes host know so that a plate can be held for them until their arrival.

Dietary Concerns:

Please indicate on your Booking Application and Planning Sheet any dietary concerns or allergies for persons in your group.

Snacks & Continental Breakfast:

Snacks or Continental Breakfast can be provided if requested during your booking process. Please see our Rate Sheet for current pricing.

Recreational Facilities

Twin Lakes is located on five hundred and eighty acres of rolling hills, beautiful woods, our twin lakes, and many fun and exciting activities. Here are some of the fun things you can do when you come visit us at Twin Lakes:

Free Activities:

- ✓ Pickleball
- ✓ Disc Golf
- ✓ Canoe or fish in the lakes (*bring your fishing gear*)
- ✓ Basketball at the Pavilion
- ✓ Relax at Hammock Land
- ✓ Take a quiet walk around campus
- ✓ Climb the fire tower
- ✓ Activity Field
- ✓ Octoball
- ✓ Volleyball
- ✓ Nine-Square
- ✓ Treehouse area (Three-story Treehouse, gigantic tube slide, swings, and much more.

Add-On Reserved Activities:

- ✓ Bonfire
- ✓ Hayless Hayride
- ✓ Team Building Challenge (13 years old and up)
- ✓ Rock Climbing Tower - 30 or 50 foot wall
- ✓ Aerial Adventure - low, medium and high ropes course with two 500 ft zip lines and a Quick Flight (minimum age 5; minimum weight 45 lbs for certain elements)
- ✓ Pool (seasonal)
- ✓ Waterfront (seasonal)
- ✓ Redneck Water Slide (seasonal)

We look forward to seeing you at Twin Lakes soon!