



## **MISSION STATEMENT**

*Broom Tree Farm Retreat Ministries, operating as the Broom Tree Retreat and Conference Center and Broom Tree Youth and Family Camp, is a ministry of the Catholic Diocese of Sioux Falls. Its primary mission is to provide facilities, resources and programs that aid individuals - religious and laity, youth, and families - in spiritual renewal and faith development. Broom Tree seeks to support all people of faith as they experience an awakening to God's continual call to conversion and as they deepen their response to it. Broom Tree is also available to non-profit and for-profit organizations for their own strategic development purposes.*

## **POLICIES & PROCEDURES**

### **CABINS:**

- Cabin numbers will be assigned to your group by Broom Tree. Check-in time is 4:00 p.m.
- Family cabins accommodate a maximum of seven people in each half. Dorm cabins accommodate 18 plus have a separate bedroom with a full-size bed. For their own safety, please put children under the age of ten in the lower bunks.
- Separate cabins must be reserved for unmarried men and women.
- Campers must bring their own pillows, bedding, and towels.
- Clotheslines are located on each porch for wet items. Please do not hang wet clothes or towels on the wooden rails of the bunk beds.
- Each cabin has its own kitchen and bathroom. Kitchens are not furnished with cooking utensils, pots and pans, tableware, paper goods, etc. Bathrooms do have toilet paper & hand soap.
- No smoking in any of the cabins, other buildings, or pool area.
- A broom is provided behind the door to tidy up the cabin during and after your stay. Upon checking out, **please remove your garbage and deposit it in a dumpster** on your way out of the campground. Check out time is 11:00 a.m. – please be out of your cabin by this time.
- If opening windows or screen doors, please turn off your heat or air conditioning. Before departing, please return heat to 60 degrees or air conditioning to 80 degrees.
- Please turn off all lights and close windows and doors when you depart, but leave ceiling fans on. Return your key(s) to the person in your group who made the reservation; or place the key(s) in the envelope and drop it in the key drop box located in the entryway of the Bathhouse (west of the swimming pool) unless otherwise instructed.

### **CAMPING PADS:**

- Sites are reserved on a first-come, first-serve basis. If a specific site is not reserved for you, you may pick any open site. All sites have electrical and water. Sites 9 and 11 also have sewer hook-up. *Site 13 is reserved for the Camp Host.*
- Only registered campers are allowed after 11 p.m. Quiet hours are from 11:00 p.m.-6:00 a.m.
- **Check-in time on the day of arrival is 4:00 p.m. Check-out time on the day of departure is 11:00 a.m.**

### CAMP FIRES:

- Camp fires are allowed only in designated fire pits, grills, or rings.
- You must supply your own charcoal, lighter fluid, matches, etc.
- Please do not throw trash that will not burn into the fire pits, grills, or rings.
- A limited amount of firewood is supplied by Broom Tree for the large fire pits. We ask that you make a donation for firewood used. A donation box is located in the entryway of the Bathhouse.
- If you bring firewood, it must be from in the state of South Dakota as per state regulations.
- **Never leave a campfire unattended. All campfires must be extinguished completely with water. If conditions are too windy and/or dry, do NOT start a fire.**
- ALL TYPES OF FIREWORKS ARE PROHIBITED.

### VEHICLES/ROAD SAFETY:

- Motor vehicles must stay on established roads and parking lots. Vehicles are allowed on the paved path to the cabins only for loading and unloading. The cabin path may be closed off with a barrier during certain times of the year and should not be driven on. Please park vehicles in the designated parking spots along the camp road.
- **Off-road vehicles such as four-wheelers and dirt bikes are prohibited.** Golf carts may be used with prior approval from the Administrator and must be driven by an adult.
- Please be cautious and especially alert for children. The speed limit is 5 mph.
- Not all areas of the camp have outdoor lighting...use flashlights and be cautious at night.
- **Do not walk on 446<sup>th</sup> Ave!** If walking between the camp and retreat center, please follow the cut path along the east side of the road, across the road, and then up to the church. Walk only during daylight hours between sunrise and sunset.

### PETS:

- Pets are allowed in the cabins with prior approval from the Broom Tree Administrator. They are not allowed in the Bishop Carlson Lodge, Bathhouse, or pool area.
- Pets must be on a leash or chain. Do not leave pets alone outside your camper or cabin.
- Please clean up after your pet. Properly dispose of waste in one of the trash bins.

### POOL & HOT TUB REGULATIONS (OPEN JUNE 1 – LABOR DAY):

- Open: 9:00 a.m.–9:00 p.m. Tuesday-Sunday; 1:00-9:00 p.m. Monday
- ***The pool area will be closed if the weather is unfavorable. The pool may also be closed for designated time periods on certain days to allow retreatants to swim. A sign will be posted on the pool gate with any reserved times.***
- **NO LIFEGUARD ON DUTY. CHILDREN UNDER AGE 16 MUST BE ACCOMPANIED BY AN ADULT. UNSUPERVISED CHILDREN WILL BE ASKED TO LEAVE THE POOL.**
- No diving is allowed. No back or front flips from the edge into the pool are allowed.
- No bikes allowed in pool area.
- No alcohol or glass in pool area. Broom Tree personnel reserve the right to ask anyone who appears to be under the influence of alcohol to leave the pool area.
- Do not swim or use hot tub alone. You must be 12 years of age or older to use hot tub. Hot tub usage of no longer than 15 minutes is recommended.
- Do not hang on handrails or ladders. Do not climb over the pool fence.
- **Do not walk or jump on the metal pool cover panel.**

### **BOATING REGULATIONS (AVAILABLE MAY-SEPTEMBER):**

- Canoes and a paddleboat are available on a first come/first serve basis. Each individual (or their parent/guardian) must sign a Liability Waiver Form.
- Boat at your own risk. No lifeguard on duty at Lake Marindahl.
- Obey all boating rules mandated by the state of South Dakota.
- Personal flotation devices must be worn at all times.
- Anyone under the age of 16 must be accompanied by an adult.
- No more than three persons in a canoe or paddleboat at one time.
- Boaters are liable for damage to the paddleboat, canoes, paddles or lifejackets.
- Transportation of the canoes or paddleboat to/from Lake Marindahl is the responsibility of the user. The canoes and paddleboat are stored on the southeast side of the Bishop Carlson Lodge. The canoe trailer may only be moved by Broom Tree personnel. **Please transport canoes individually using your own vehicle.** For a group using all of the canoes, please contact Kris Sees at 605-263-1040 to arrange for transport at least 24 hours prior to date needed.
- The paddles and lifejackets must be checked out from the Camp Host at site #13 or from a member of the Broom Tree Staff.
- Please return paddleboat, canoes, paddles and lifejackets to appropriate area.

### **RECREATION**

- The basketball court, softball field, soccer field, sand volleyball court, and horseshoe pits are available on a first come/first serve basis.
- Equipment such as bats and balls can be found in the entryway of the bathhouse. Please return all equipment to the designated container.

### **EMERGENCY PROCEDURES:**

- Radios may be found in the kitchens of each cabin and also in the kitchen of the lodge. Tune to 570 WNAX for weather updates.
- In the event of severe weather, go to the hallway and bathrooms of the lower level of the lodge. An Emergency Kit is located in the lodge kitchen.
- If you are in the cabins, go in a bathroom or closet. If you are at the campsites, go to the bathhouse inside the restrooms. If outside, find a low-lying area and lie flat on the ground.

### **MISCELLANEOUS:**

- Campers are responsible for supervising their own group. Broom Tree personnel reserve the right to ask those not following policies to leave.
- Please report any damaged facilities or equipment to Broom Tree personnel. Any facilities damaged or equipment damaged or not returned by your group will be charged to the camper.
- Broom Tree is not responsible for stolen or misplaced items.
- Our facility does not have an alcohol license. However, groups may bring in wine or beer during their stay. Alcohol is not allowed in the pool area.
- Broom Tree assumes no responsibility or liability for injuries, accidents, or damages caused by activities of campers. This applies to Broom Tree equipment as well as to any equipment brought in by campers.
- Campers should bring their own first aid supplies/kit. Campers are responsible for emergency transportation should medical treatment be necessary.

- Contact numbers for Broom Tree Staff:  
605-263-1040 Retreat Center  
605-660-4715 Administrator – Kris Sees (cell)  
605-263-0181 Administrator – Kris Sees (home)
- Please note that Broom Tree does not have regularly-scheduled weekend Masses. Mass times and locations for local parishes are attached.
- The phone number for the Bishop Carlson Lodge at Broom Tree Youth & Family Camp is 605-263-0052. Directions to the camp are as follows:

**From Interstate 29:**

Take the Beresford/Irene exit. Proceed west on Hwy 46 through Irene. This is approximately 20 miles. Six miles after Irene look for the sign to Broom Tree Retreat Ctr and Lake Marindahl. Turn south (left) onto 446th Avenue. Drive two miles (past the Retreat Center entrance). The Youth and Family Camp is on the left (east) side of the road on St. Michael Drive.

**From Highway 81:**

Proceed east on Hwy 46 for six miles. Look for the sign to Broom Tree Retreat Ctr and Lake Marindahl. Turn south (right) onto 446th Avenue. Drive two miles (past the Retreat Center entrance). The Youth and Family Camp is on the left (east) side of the road on St. Michael Drive.

**WHAT TO BRING TO BROOM TREE**

- Mattress pad, sheets, pillows, and blankets or sleeping bags for your bed
- Towels and washcloths; toiletry items; bathroom rug or mat
- Plates, cups, bowls, forks, silverware, pots and pans, etc. if cooking in the cabins
- Paper goods i.e. napkins, paper towels, Kleenex, etc.
- Flashlights
- Insect repellent/bug spray/sunscreen
- Lawn chairs & lawn umbrellas for shade
- Floaties/toys for the pool
- Charcoal (for the camp fire rings at campsites or upright grills by cabins)
- Firewood (must be native South Dakota wood per state regulations)
- Bicycles
- Recreational equipment
- Fishing pole and gear (don't forget your SD fishing license!)

## Local Mass Times and Locations

### **St. Columba (Mayfield)**

29601 44th Ave., Irene, SD 57037, (605) 583-4318

#### **6:30pm Saturday**

*Located two miles west on Hwy 46 and one mile north on 444<sup>th</sup> Avenue*

### **St. Agnes (Sigel)**

30003 439<sup>th</sup> Avenue, Utica, SD 57067

#### **8:30am Sunday – 2<sup>nd</sup> & 4<sup>th</sup> Sundays of month only**

*Located six miles west on Hwy 46 and three miles south on Hwy 81; turn right onto 300<sup>th</sup> Street for one mile*

### **St. Patrick**

209 Iowa Street, Wakonda, SD 57073, (605)267-2676

#### **10:30am Sunday (Jul-Sept); 6:00pm Saturday (Oct-Dec); 8:30am Sunday (Jan-Mar)**

*Located nine miles east on Hwy 46 and five miles south on 455<sup>th</sup> Avenue; turn right onto Slant Street for 1/10 mile, turn left onto 2<sup>nd</sup> Street for 1/10 mile, then turn left onto Iowa Street*

### **St. Benedict**

1500 St. Benedict Drive, Yankton, SD 57078, (605)664-6214

#### **5:00pm Saturday; 8:30am & 10:30am Sunday**

*Located six miles west on Hwy 46 and 12 miles south on Hwy 81; turn right onto 31<sup>st</sup> Street for one mile, turn left onto W. City Limits Rd for 2/10 mile, turn right onto St. Benedict Drive*

### **Sacred Heart**

509 Capitol Street, Yankton, SD 57078, (605)665-3655

#### **4:30pm Saturday; 8:00am, 9:30am, & 11:00am Sunday; 5:15pm Monday & Tuesday;**

#### **8:30am Wednesday (during school year) or 8:00am (summer); 8:00am & 5:15pm Thursday & Friday**

*Located six miles west on Hwy 46 and 14 miles south on Hwy 81; turn left onto W. 8<sup>th</sup> Street for 4/10 mile, turn right onto Capitol Street for 3/10 mile*