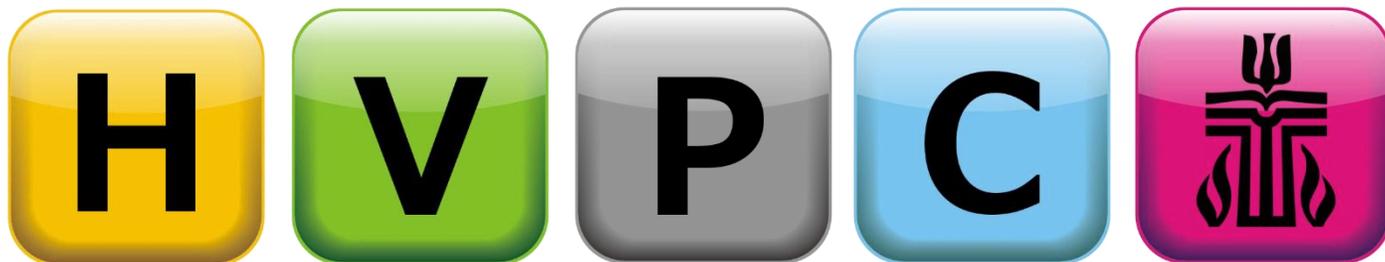


Welcome To



Information for Presbyterian Disaster Assistance Teams

Updated April 2016



Community, Outreach, & Mission



**PRESBYTERIAN
DISASTER
ASSISTANCE**

OUT OF CHAOS, HOPE

WELCOME TO HARBOR VIEW

We are glad you have chosen to come and spend time in Charleston with us here at Harbor View (HVPC)! To make your visit more enjoyable, please take a moment to read the following guidelines and information, as well as complete the forms at the end of this packet.

Harbor View Presbyterian Church is located on James Island, approximately 10 miles from the beach (Folly Beach) and 10 minutes from downtown historic Charleston. Most of the greater Charleston area can be reached within 30 minutes.



LODGING

While you are staying with HVPC, you will be sleeping in our classrooms and/or in our fellowship hall or gym. We have twin sized poly-core mattresses that you can use or you can bring an air mattress, cot, or other way to help make the nights comfortable. All rooms have their own heating and cooling systems, and there are bathrooms both in the east wing, back hallway, and the gym. Please make sure to turn off all lights, fans, heating/cooling, etc. when leaving for any extended period of time



There are a number of other groups who also use our church building regularly and you will have to make sure that their space is usable during the times they are here. This may mean moving bedding, bags, supplies, etc. either against walls or into another room for a period of time. A preliminary list of groups that you will be sharing space with is attached, and you will receive a complete list when you arrive.

We also operate an early education program throughout the week here at HVPC. This will mean that the front part of the building is in use, and we must enforce the rules that DHEC has for maintaining a safe child care facility as well as our own guidelines to make sure that this is a healthy environment for the children. This means that on Monday-Friday 6am-7pm the front part of the church is off limits, please only use the restrooms in the back hallway or gym. It also means that from 9am-5pm on those days that we ask if you are coming or going from the church that you park in our front parking lot and enter through the main office and *quietly* travel down the main hallway so that we know who is in the building and do not disturb the classrooms.

COOKING AND DINING

Our fellowship hall offers a full commercial kitchen for your use with a gas stove/oven as well as electric roaster ovens and pots and pans. Please observe all the rules and signage in the kitchen (using fans when the gas is on, etc.) and store food only in the refrigerator and shelves marked for groups (we don't want your food to get eaten while you're not looking!) Please bring or buy your own paper products, dish detergent, etc. as the supplies behind the white curtain are regularly inventoried and needed by a number of other groups in the church. There are some regular utensils, plates, coffee cups, bowls, and cookware in the kitchen and you are welcome to use all of it (but please clean it when you are done!)

A Harris Teeter is a tenth of a mile down the street (you will likely pass it on your way to the church), as well as many other supermarkets within 10 minutes of the church.

Cooking Surfaces: To use gas range, press in knobs, turn to proper settings as needed. (Please remember to turn off what you turn on). If the pilot light goes out under the burner, restart it with a match located in the drawer beside the oven. The oven takes about 30 minutes to heat up but the temperature is accurate. Instructions are posted on the cabinet door closest to the stove. Please if using oven or stove turn on exhaust and ceiling fans. The church grill is available for your use outside. It is stored in the athletic gym. You are responsible for providing your own supplies including propane and please remember to clean it when you are done.

Please do not leave ANYTHING cooking (stove, oven, microwave, grill) unmonitored.

SHOWER FACILITIES:

We have showers (2 separate shower stalls) in the gym area, as well as a shower trailer with 4 separate stalls. We have hooks you may use for drying your towels in the gym. Please bring all your own toiletries and towels. Please remember to unlock shower room doors after use.

CLEANING SUPPLIES:

A vacuum, broom, & mop are located in the small room beside the kitchen in the fellowship hall. Ice chests can also be found in this room. Trash and Recycling dumpsters are found behind the fellowship hall. Additional supplies are under the sinks.

Please monitor all areas you use daily and take out trash as needed. Also, please make sure all areas are kept clean and organized as chances are someone else will need the space when you're not using it.

ENTERTAINMENT

In addition to the beach, downtown, and all Charleston has to offer, feel free to use what you find in the following locations throughout your stay here:

- Games can be found in the small Cabinet in room B1
- Recreation equipment is available in the gym near the glass doors
- TVs and DVD players can be found in room B1 & B2
- There is wireless internet (ID: MISSION) in the main building, please use responsibly
- There is a fire pit in the courtyard between the buildings. Some materials are stored under the bowl, please remove them before use.

Please return anything you use to where you found it as soon as you are done with it as another group may be looking for it before you need it again!

FINANCIALS

We charge \$20 per person, per night for lodging. This is due upon arrival with us. You may pay by cash or check. If paying by check please make it out to HVPC with a Memo line like "PDA June 15-22" where the date is the dates of your stay.

We do not ask for a security deposit, but we do reserve the right to charge for damages or services outside of the norm. Also if your group is here while we have an event that uses our kitchen for dinner, you will be offered a chance to purchase dinner with us or find a way to work around that kitchen usage.

We do ask that you pay a \$100 deposit to reserve your group's time with us. Your group will be put on our calendar as soon as we receive your deposit. Your deposit will be deducted from your total cost and is non-refundable.

CONTACT INFORMATION

Upon arrival a member of our congregation will be here to welcome you and take you on a brief tour of the facilities. This will (most likely) be your primary contact throughout your stay. HVPC Contact information will be on the main Mission Group board. Also:

- Hospitals
 - Roper (843) 724-2010 (downtown approx. 7 mins from church)
 - Medical University of SC 792-2300 (across street from Roper)
 - St. Francis 402-1000 (West Ashley approx 15 min from church)
- Fire Emergency: (across street from church) (843) 577-7070 or 911
- General Emergency: 911

If you receive a message, it will be placed on the bulletin board outside the room in which you are staying.

MAKING A RESERVATION:

HVPC does not directly handle reservations. If you are interested in staying at our facility, please contact: **Presbyterian Disaster Assistance (PDA) National Call Center 866.732.6121 (toll-free) 501.821.3093 (fax) pda.callcenter@pcusa.org**

DAILY CHECKLIST

- Check Church Event Schedule for Other Groups who may be sharing your space
- Move Bedding/Bags/Personal Items as needed
- Take out trash as needed
- Replace anything you may have moved to where you found it
- Turn off AC/Heat lights and other electronics when not in use
- Return Games/Recreation Equipment/TVs to original location
- Clean Kitchen
- Clean Dishes
- Keep Shower Areas/Bathrooms as clean as you found them
- Lock all doors that have been unlocked in back half of church/fellowship hall
- Contact Church Office or Contact Person if any issues have come up
- Be Prepared when you leave:
 - Take a first aid kit with you onsite
 - Take emergency contact numbers with you
 - Take water
 - Take lunch, napkins, trash bags, etc.
 - Remember proper clothing, sunscreen, bug repellent, sunglasses & shoes
 - Pay attention for poison ivy, rusty nails, sunburn, etc.
 - REMEMBER. SAFETY FIRST!

THINGS TO REMEMBER (from HVPC and Previous groups)

- Be respectful of others using the church.
- Keep bathrooms as clean as you found them
- Please watch for children while in parking lot, sometimes they get away from parents
- If you need a computer, please bring your own
- If you go to the beach, please note the warnings concerning not walking on pilings, not parking on the road (they will ticket & tow!) and pay attention to the water safety rules.
- Also again, if you go to the beach ALL 4 TIRES MUST BE COMPLETELY off the road (they'll tow anyone).
- No alcohol, tobacco, weapons, or illegal substances on church grounds, nor clothing/paraphernalia relating to these items. Also, no clothing that demeans or degrades another in any way.
- Be good stewards of the facilities
- James Island Movie Theater is no frills but affordable & nice. (no stadium seating, etc.)
- If anything happens on site while no one from the church is here, make sure to report it.

We really appreciate your cooperation and hope that you have a wonderful stay with us. Please treat our church with the same care and respect you would give your own home.

WHAT TO DO IN THE AREA

With the internet and smart phones, this seems somewhat redundant to list here. If you would like suggestions about where to eat, what to see, where a laundry mat is, etc. please just let us know, we'll be glad to give you the hometown low down!

Some FAQ Locations:

Lowes – 4 miles (7min) away at 770 Daniel Ellis Drive

COSTCO – 10 miles (20min) away at 3050 Ashley Town Center Drive

Walmart – 4 miles (8min) away at 1231 Folly Road

SAMS – 15 miles (30min) away at 4900 Centre Pointe Drive

Home Depot – 11 miles (20min) away at 2008 Magwood Road

Ice Cream – TCBY: 3 miles at 520 Folly Rd, Sweet Magnolia: 3 miles at 1234 Camp Road

Ye Old Fashioned: 5 miles at 474 Savannah Highway

WEEKLY CALENDAR

This is a typical weekly event calendar here at HVPC. These are the events and groups that you will likely have to work around. You will receive a calendar specific to your time here when you arrive, please use this calendar and the church map to think through what you all will have to do on a daily basis.

| Day of Week | Time | Location | Group |
|-------------|---------------|--------------------|-------------------|
| Daily | 6am-7pm | East/West Hallways | ECEP (Child Care) |
| Monday | 6:30pm-8pm | Gym | Cub Scouts |
| Tuesday | 7:30pm-8:30pm | Gym | Boy Scouts |
| Wednesday | 6:30pm-7:30pm | B2 | Handbells |
| Wednesday | 7:30pm-8:30pm | B3 | Choir |
| Wednesday | 8pm-9:15pm | Fellowship Hall | AA |
| Sunday | 9am-11:30am | B1 FH & All Church | SS Classes |
| Sunday | 4pm-5pm | B3 | Children's Choir |
| Sunday | 5:30pm-6:30pm | Fellowship Hall | Youth Dinner |
| Sunday | 6:30pm-7pm | B1 | Youth Meeting |
| Sunday | 7pm-7:30pm | Gym | Youth Games |



Classroom



Gym



Fellowship Hall



Kitchen

Mission Group Information

Staying at Harbor View Presbyterian Church (HVPC) 900 Harbor View Rd Charleston, SC 29412

Name of Sponsoring Organization _____

We wish to stay at HVPC from _____ through _____

Address of Sponsoring Organization _____

Telephone of Sponsoring Organization _____

E-mail of Sponsoring Organization _____

Contact Person at Sponsoring Organization _____

Group Leader (if different than that of Contact Person) _____

Telephone number of Group Leader (if different) _____

E-mail of Group Leader (if different) _____

Number of Mission Group Members under the age of 19 _____

Total Number of Mission Group Members _____

A) Total Number of Members in Group _____

B) Total Number of Nights Staying at First Presbyterian Church _____

Total of Line A x Total of Line B x \$20(per night) \$ _____

Non - Refundable Deposit (\$100) Sent Now (Make out to HVPC)

Remainder Due to HVPC (Upon Arrival) \$ _____

It is important to understand that Mission Groups are not employees, agents or representatives Harbor View Presbyterian Church and the Church is not responsible for the activities or conduct of the Mission Groups or their members. In this endeavor the Church is functioning only in the capacity of a host site for the residency needs of the Group and not as a sponsor, supervisor or director of any of the Group's activities with any particular project or work site.

Groups are responsible for scheduling their own projects and providing their own tools and equipment. By signing this, I state that I have read and understand all things included in this document and affirm that we, as a group, will adhere to all things stated and implied within

Other information of which HVPC may need to be aware:

Dated this the _____, day of _____, 201__

By _____
Authorized Representative of Sponsoring Organization

Sponsoring Organization Waiver of Liability

I, the under signed, represent to Harbor View Presbyterian Church that I am a duly authorized representative of _____ (Sponsoring Organization) and execute this waiver of liability on behalf of the Sponsoring Organization. I acknowledge on behalf of the Sponsoring Organization that the group participants of said organization that will be staying at Harbor View Presbyterian Church or third parties will be doing so at the mission group participants' own risk. I, on my own behalf and that of the Sponsoring Organization, hereby remise, release, indemnify, hold harmless and forever discharge Harbor View Presbyterian Church, its ministers, elders, session, trustees, members, volunteers, officers agents and employees of and from all manner of action and actions, suits, judgments and sums of money, dues, claims, liabilities or demands, whatsoever, which arise out of or in any manner grow out of, damage, injury, or illness or death, including injuries or damages know or unknown to any group participant or his/her property during his/her participation in or travel to or from any mission project or related event or presence upon the Harbor View Presbyterian Church property by reason of being permitted to staying at or participate in a project coordinated by Harbor View Presbyterian Church.

I agree on behalf of the Sponsoring Organization to be responsible for any and all expenses incurred by group participants for damage or accident to the Harbor View Presbyterian Church property.

ATTACHMENTS: The following forms have been duly and properly filled out, executed and attached;

- Mission Group Information Form: One for the Sponsoring Organization.
- A certificate of insurance of the Groups Sponsor Organization naming Harbor View Presbyterian Church, its officers, agents and employees as additional insured's. The Sponsoring Organization is covered by its own insurance policy or policies issued by:

Company _____ Policy No. _____

Name, phone number and Address of Local Agent _____

This mission trip is for the period from _____ through _____, 201____.

DEPARTUREFEEDBACK EVALUATIONS

Please complete the evaluations so we can learn how to make things better. Place the completed evaluations along with the church keys and anything else you wish to leave us in the "Mission Group" canvas bag. Hang the bag on the bulletin board on your departure.

We love to receive pictures of your group during your time with us to share with our church members! Please email them or anything else that we might should be aware of to Office@harborviewpc.org

EVALUATION:

When I think about where we stayed, the best part of the week for me was....

When I think about the work we did, the best part of the week was.....

If I could change anything about where we stayed, I would change.....

If I could change anything about the work we did, I would change.....

Other comments:

This is my first mission trip experience _____

I have been on _____ previous mission trips
(#)

Please complete this evaluation (multiple if you choose) and place in the Mission Group canvas bag on the bulletin board outside your classroom.