CAMPGROUND HANDBOOK

Last Edited August 14, 2026

The Campground Handbook and Licence of Occupation are designed to help Muskoka Bible Centre, (hereinafter referred to as "MBC") fulfill its mission, keep high spiritual standards, maintain order, avoid misunderstandings, and ensure the safety, protection, and comfort of all guests. If you have questions, please speak to the Campground Manager.

MBC is first and foremost a place of spiritual ministry and enrichment, focusing on the Word of God.

VALUE	WHAT THIS MEANS
CHRIST-Centred	To See Christ as the central figure in God's redemption story. Our lives are rooted in Him. (Col. 1:15-20, 2:7)
Growing in GRACE	To grow continually in our expression of grace to one another – extending to others consideration that may not be earned but that is reflective of the grace we've been given by our Saviour, Christ Jesus. (2 Pet. 3:18)
Walking in UNITY and ONENESS	We will seek to walk in unity for the fulfillment of the common purpose we have in Christ. Eph. 4:1-16 & strive to become one in spirit with God and with our fellow believers. (John 17:11, Acts 3:32, Phil. 2:2-3,5)
Engaging in COMMUNITY	Prioritizing living in fellowship with other believers (the church) and together being an influence in our greater community for the sake of the Gospel. (Heb 10:24-25, Rom 12: 3-13, 1 Thess. 3:12)
SERVE together	Each one of us has been called by God to good works and acts of service according to our gifts. We will diligently seek opportunities to serve others at MBC, in our community and globally as well. (Coll 3:23, 24, 1 Cor 15:58)
Practice Good STEWARDSHIP	We will maximize the best care and use of our God-given resources in pursuit of our mission. (2 Cor. 9:7, 1 Tim. 4:15, Col 3:23, 24, Luke 16:11, 1 Pet. 4:10, 2 Cor. 9:6,7)

It is expected that:

1. Seasonal Owners, and all others attending at the site, will participate in and support the chapel ministries of MBC. Parents will have their children participate in the children and youth ministries.
2. Seasonal Owners, and all others attending at the site, will maintain a lifestyle consistent with the biblical example and the MBC Statement of Faith.
3. Seasonal Owners, and all others attending at the site, will support the core values of MBC by their conduct, speech, and attitude.
4. Seasonal Owners, and all others attending at the site, must abide by all the terms and conditions of any applicable municipal, provincial, or federal laws and regulations.

Failure to comply with these rules and regulations will result in a review of the trailer owner's occupancy status and potential non-renewal of the Licence of Occupation.

For the purpose of this document, the following definitions apply:

Owners - the adults named on the Licence of Occupation
Visitors - anyone visiting the trailer while an "owner" is present
Renters - anyone using the trailer in the owner's absence, whether they be relatives, friends, or third parties, and whether money changes hands
Campground season - the Thursday before Victoria Day until the Tuesday following Thanksgiving Day.
Summer season - Canada Day until Labour Day

1. Limited Access - From May 1st to Campground season opening date and from Campground season closing date until October 31st, seasonal owners and approved contractors will be allowed daily road access from 9:30 am to 4:30 pm. If you request assistance from staff prior to the park opening or after the park closing dates, we will do our best to accommodate your request. An hourly fee will be charged.

2. Mail Delivery - Personal letters and packages may be directed to the Campground at MBC during your time on site. Items should be addressed to you at your Site number, Muskoka Bible Centre Campground, 25 Sugarbush Lane, Huntsville, Ontario P1H 2J3. Packages will be placed in the deck box at the Gate House upon arrival for pick up. Should you require assistance from MBC staff with your package may a $10.00 fee per package will apply. This address may not be used for billing, business or residential purposes.

3. Non Renewal of Site – If you do not wish to renew your lease for next season, please complete the Non-Renewal of Site form no later than September 30th of the current year.

4. Fees - Fees are reviewed annually and announced in writing by Labour Day for the following year. A completed Licence of Occupation is due by Thanksgiving Day, to secure your site for the upcoming season.

5. Key - A seasonal trailer owner must supply the Campground office with a key to their trailer for MBC personnel to use in case of emergency.

6. Wristbands - Eight wristbands are provided to seasonal owners as a part of their Licence of Occupation. These wristbands allow for use of the MBC recreational amenities, and should be worn at all times.

7. Gate Cards – Proximity gate access cards will be available to all owners for their vehicles. Two free access gate cards are given to all new owners. If extra or replacement cards are required, a fee will be charged. These proximity access cards are **ONLY to be used by the person to whom they are assigned.** Misuse of gate cards will result in deactivation of cards. All renters, visitors, family members, and contractors without their own gate pass are to press the "call" button for entry to the Campground. The call button is answered 24/7 when the gate is in use. Bar code scan cards will be issued for all non-owners for the duration of their stay.

8. Parking Permits - Seasonal parking stickers will be issued for all owner's vehicles. These stickers must be clearly displayed on the driver's side of the windshield. Visitors and renters to the Campground will be given a parking tag(with gate bar code) upon check in. Failure to display parking permits, or parking in non-designated areas, may result in fines and/or the towing of your vehicle.

9. Renting – A trailer may be rented by the owner for a maximum of 28 days between Canada Day and Labour Day, and a fee will be collected by MBC from all renters **other than the owner's parents and adult children (with their children**.) This fee is charged to all renters over 12 years of age. MBC will provide all renters with wristbands and gate cards for the duration of their stay. Owners may rent their trailer prior to Canada Day and after Labour Day for additional days. The rental fee applies to these rentals.

10. Rental Insurance – In order to rent your trailer to others, a copy of the current insurance, which clearly indicates the coverage for renters, must be submitted to the Campground Office prior to your renters' arrival. Alternatively, a letter from the insurance broker can be submitted laying out the details of the coverage as it pertains to renters. Receipt of acceptable insurance information will be confirmed annually by MBC in the form of an email. This email confirmation must be received prior to anyone renting your trailer. If your rental insurance has not been accepted by MBC, renters will be refused entry, and a $100.00 fine will be applied to the owner's account on each occasion.

11. Rental listings - Listings are permitted on the MBC website (beginning January 15) and church "bulletin boards". "For Rent" signs are not permitted in the Campground. Advertising is prohibited on third party sites (ie. Kijij, Air B&B, Outdoorsy, Facebook). Listings on the MBC website expire October 15 of any given year. Confirmation of acceptable rental insurance from MBC and payment of the listing fee are required prior to ad posting.

12. Visitors – All visitors must be registered with the Campground Office. There is no limit on the number of visitors an owner may have at the trailer in a season; however, if the number of guests exceeds 8 people at one time, please purchase wristbands for the additional guests, if they are going to be using any recreational amenities, including, but not limited to playgrounds, beach, mini golf.

13. Visitor and Renter Access - For overnight visitors and renters to gain access to the MBC Campground, the Renter and Overnight Visitor Registration *Form* must be submitted by the trailer owner(s). **For overnight visitors and the owner's parents or adult children**, a fee of $25.00 will be added to the owner's reservation if the completed form is not submitted at least 2 hrs prior to the guests' arrival. **For all other renters**, a fee of $25.00 will be added to the owner reservation if the form is not completed and submitted at least 48 hrs prior to the guests' arrival. This form must be completed for EACH visit. Any incomplete form or one with inaccurate information will be considered a non-submission. Visitors and renters are required to check in at the Campground Office upon their arrival, obtain a gate pass and parking pass, complete the MBC waiver and condition of participation, and pay fees where applicable. Initial access for each visit will only be allowed during scheduled hours. It is not necessary to register day visitors prior to their arrival. **Day Visitors** coming to your seasonal site should press the call button upon arrival at the Campground gate then proceed to the Campground Office to register.

14. Laundry - Facilities are located at the Misty Lane washroom building. In order to respect the neighbours, please limit machine operation between 8:00 am and 9:00 pm. Laundry detergent, dryer sheets, and 'loonies' are available for purchase at the Nibble Nook.

15. Age - Children under 18 years of age may not occupy a trailer overnight without a parent or guardian.

16. Propane - A maximum of two propane tanks are permitted for each seasonal trailer. The largest tank permitted is 100 lb. They may not be chained together or locked in any way. It is recommended that the trailer owner have the propane system inspected annually and provide proof of inspection when requested by the Campground Office. Please ensure that the system is in compliance with TSSA Rules and Regulations as well as those required by insurance providers.

17. Electricity - One 30 amp. electrical connection is supplied for each trailer. Up to 1400 kwh of electricity is included in the annual fees of each site. Additional usage is billed in November of the current year, at the current rate, on all sites using more than 1400 kwh. The owner is responsible for the condition of the electrical plug. A worn plug is a potential fire hazard.

18. Campfires - Fires may only be built in designated fire pits. Fire pits must be located a safe distance from adjacent properties, combustible structures and objects. Keep in mind that the forest can be extremely dry and be aware that the potential exists for a campfire to start a forest fire. Daytime burning is not permitted in this region. Campfires may be lit after 6:00 pm. And 8:00 am. unless otherwise dictated by the Town of Huntsville Fire Department. Fires must be attended at all times and properly extinguished before retiring for the evening, or departing the site. (Huntsville By-law 2008-12)

19. Firewood - Bagged wood may be purchased at the Nibble Nook. No firewood may be brought in from outside the Muskoka region. No more than one face cord of firewood may be stored, at any given time, on each site.

20. Fireworks - Fireworks are not permitted on MBC grounds.

21. Pet Policy - No dogs are allowed in the MBC Campground or Main Resort area. Service animals are allowed on site but must be registered and obtain the appropriate identification tag. Please see our Service Animal Policy for complete details.

22. Garbage - Dumpsters are placed on the service road for disposal of household waste only (the equivalent of two black garbage bags per week). All other items, such as construction/renovation materials, furniture, etc. must be disposed of offsite. The closest transfer station is located on Brunel Rd., just north of Hwy 118. Alternatively, permission will be granted through the Campground Office for large items. Disposal vouchers, which are to be affixed to the item at the time of drop off, are available for purchase at the Nibble Nook.

23. Power Outages - MBC cannot be held responsible for any losses due to an electrical disruption.

24. Septic System - Please refrain from the disposing of grease, disposable cleaning cloths, tampons, flammable solvents: (eg. paint thinners, nail polish removers, gasoline, varsol and other chemical residues) in MBC's

septic system. These materials will clog pipes, accumulate explosive vapors in pump chambers and kill wildlife in the lagoons.

25. Tarps - Tarps must be removed from trailers by June 1 and remain off until at least September 30 of any given year. The presence of tarps during warmer weather can create a moist environment, which is inducive to mould growth in your trailer.

26. Sleeping Tents – An email request must be received prior to a tent being erected on your site. Tent requests are limited to 3 consecutive nights and are intended for the purpose of allowing owner(s)' children/grandchildren to have a tenting experience. Tents may not be set up on seasonal sites by visitors or renters. Any visitors or renters wishing to use a tent must reserve a site in the temporary camping area.

27. Curfew - Anyone under the age of 18 must be on their sites by 11:00 pm unless accompanied by a parent or guardian.

28. Solicitation - Only MBC authorized material may be distributed on MBC grounds. Door to Door solicitation is not permitted.

29. Wildlife - The campground is located in a rural area and is predominantly a natural habitat which is shared with wildlife. MBC recommends taking precautionary steps to protect trailers from being damaged by these animals. The feeding and trapping of wildlife are prohibited. MBC shall not be liable for any damages caused by wildlife. Any concerns should be reported to the Campground Office.

30. Privacy - Be considerate of neighbours' privacy and space. Please do not walk on or through other sites.

31. Wi-fi – Free Wi-Fi is available throughout the Campground. Upgrade options are available for purchase at https://wifi.muskokabible.com/.

32. Satellite Dishes and Receiver - Satellite equipment may no longer be added on site. Dishes installed prior to January 1, 2022, are grandfathered. When the site changes hands, the satellite equipment must be removed.

33. Noise - Quiet must be maintained between 11:00 pm and 8:00 am. The use of construction equipment and other noise-producing power equipment, including saws, drills, lawn mowers, leaf blowers, weed trimmers and pressure washers etc, is prohibited between 8:00 pm and 9:00 am. Be mindful of people on nearby sites at all times.

34. Electronic Equipment – The use of any amplification equipment is prohibited.

35. Drugs and Alcohol - Alcohol consumption, smoking, vaping, and the use of non-medicinal drugs, are prohibited on MBC grounds.

36. Abusive Behaviour - Aggressive and abusive behaviour, including language, will not be tolerated at any time.

37. Modesty - Due to MBC's focus on biblical values, and because guests come from a wide range of backgrounds and cultures, we encourage modest dress at all times. When at the beach, one piece swim suits or modest tankinis are expected. If in doubt, a t-shirt should be added. Cover-ups and footwear must be worn in all MBC buildings, and when travelling to and from the beach.

38. Water and Electricity Conservation - The washing of cars and watering of grass are prohibited. Please also avoid unnecessary use of lights and air-conditioning. All outdoor lights must be turned off no later than 11:00 pm.

Site Regulations

Any site upgrades, including, but not limited to a new trailer, firepit, shed, deck, stairs, sunroom, screened in porch, gazebo, or recreation equipment must be approved by the Campground Manager prior to beginning the project. In some cases, building permits from the Town of Huntsville will also be required before installation begins. A Campground Site Improvement Guide is available at the Campground Office for this process. Once your completed form is received, MBC will review the details and process your application within 5-7 days.

At that point, should a permit be required, MBC will submit your application to the Town of Huntsville for review. A fee will apply. The Town typically requires 10-15 business days to assess the application. After the Town's initial review, they may issue comments, request additional information, or require changes to your drawings before granting a permit. **Please be aware that construction work may not begin until the Town issues the official permit.** The entire review and approval process can take several weeks, especially if during peak season, or if revisions are requested. For updates on your application's status, please contact the Campground Office directly. Please note applications submitted after May 15 may experience delays due to higher volume at both MBC and the Town of Huntsville. MBC does not assume responsibility for violations of Municipal by-laws on the site being leased.

Any modifications or upgrades done to propane, electrical or plumbing systems, must receive approval from the Campground Office prior to the beginning of this work. Please also note that all electrical products and components, as well as other consumer products, require CSA certification in order to guarantee they meet necessary quality and safety standards. Any propane appliance also requires TSSA certification.

1. Decks, Ramps and Steps - These must be kept in good repair with no evidence of rot or algae on the boards. The maximum size for a deck is 100% of the size of the trailer. This includes any deck used for a sunroom/gazebo. The size of the deck may be further limited by the size of the site.

2. Boundary Lines - Campground Management is responsible for determining site boundaries.

3. Tankless Hot Water Heaters – External tankless hot water heaters are prohibited in the MBC Campground. Internal units may be installed if the following specifications are met: 1. It is CSA/TSSA approved. 2. It is installed according to manufacturer specifications. 3. It is signed off by a certified gas fitter. 4. Your insurance provider has been notified. 5. Confirmation of the above has been sent to the Campground Manager.

4. Storage - All items and equipment must be out of view from roads and neighbours in an approved shed or behind trailer skirting.

5. Skirting - Skirting is required for all 12' wide trailers, and encouraged for 8' wide trailers, remembering it is important to allow for ventilation under the trailer. Seasonal owners must complete installation of skirting, where applicable, within the first season of occupying the site.

6. Trees and grass - Grass must be cut and trimmed. Watering of grass is not permitted. The removal or planting of trees, shrubs or gardens, on a site, requires permission from the Campground Office.

7. Clothesline - A single clothesline is permitted. It must be located fully on the site and placed as inconspicuously as possible.

8. Sheds and Storage Units - A single shed or storage unit is permitted per site. The item must be prefab, less than 10 square metres. and located within your site boundaries. "Prefab" is defined as manufactured off site in a factory setting and transported to a property fully assembled or in panels for quick, minimal on-site installation. A *Site Improvement Application* must be completed and approved prior to purchasing a unit. Sheds and Storage units may only be used to store items such as garden equipment, life jackets, beach chairs, and may not be used for any other purpose. Sleeping is prohibited in any outside structure, including sheds and storage units.

9. Gazebos/Dining Tent – A single gazebos/dining tent may be permitted on site. the item must be prefab, less than 10 square metres, and located within your site boundaries. A gazebos/dining tent counts as part of your 100% deck size allotment. Sleeping is prohibited in any outside structure, including a gazebo or dining tent. A *Site Improvement Application Form* must be completed and approved prior to erecting a gazebo or dining tent.

10. Firepits – A firepit may be constructed within your site boundaries, allowing a safe distance from adjacent properties, combustible structures and objects. Burn area can be no larger than 61 cm (2ft) by 61 cm (2ft) The *Site Improvement Application* must be completed and approved prior to building or relocating a firepit.

11. Electrical Box – Any altering or tampering with MBC hydro equipment is strictly prohibited.

12. Fences- Boundary fences are not permitted on any site.

13. Structures - Peaked roofs, or other structures, may not be added to flat roof trailers or tip outs. No expansion of trailer size is permitted.

14. Sunrooms - Sunrooms and screened in porches must be prefab construction and will require a building permit from the Town of Huntsville. A current engineering stamped diagram (this should be available from the manufacturer), together with the completed *Site Improvement Application* must be submitted to the Campground Office for MBC to apply for a building permit. Sunrooms may comprise up to 80% of the size of the trailer, and up to 400 sq. ft.

15. Contractors - All contractors working in the park are required to meet the Health and Safety regulations and applicable certifications from TSSA CSA, and/or WSIB, and must present certified liability coverage to the Campground manager.

Motor Vehicles and Watercraft

For complete details of the Motorized Vehicle Policy please see the MBC website. Responsibility for compliance with the MBC policy rests with the owner of the vehicle as well as the driver and riders. All vehicles must be insured.

1. Golf Carts and Utility Vehicles - Drivers of golf carts and utility vehicles must have a current G-2 licence or higher. All golf carts and utility vehicles must be registered with the Campground Office. The Golf Cart Registration form can be found at forms.muskokabible.com. Upon payment of the required fee a permit will be issued. All golf cart and utility vehicle owners must provide proof of liability insurance for the vehicle. Occupants in or on a vehicle must be seated and the number of people must not exceed the number of seats available. Drivers may not hold a child or infant on their lap while driving. Golf carts and utility vehicles being driven after dusk must have working headlights and taillights. When a golf cart changes hands or a new golf cart comes into the park, a new registration form must be completed.

2. Traffic Signs - Drivers of all vehicles must abide by all traffic rules including speed limits, right of way for pedestrians, and traffic signs. The maximum speed on all MBC roads is 20 kph.

3. Dirt Bikes, ATV's and Off-road Side by Side's - are prohibited on MBC property. If considering the purchase of a Side by side utility vehicle, please refer to the Vehicle Policy on our website for more details, and contact the Campground Office prior to making your purchase.

4. Parking - Motor vehicles parked on site must fit fully within the lot lines. Boats, jet skis, watercraft, and their related hauling trailers and utility trailers may not be parked on seasonal sites or in communal areas of the campground. Storage area reservations are required for these items. If any of these items are found on your trailer site, a fee will be added to your seasonal reservation for twice the storage area rate.

5. Repairs - The repairing of cars, boats, etc. is prohibited in the Campground.

Purchasing and Selling Trailers

1. Selling Trailers on Site - 8' or 10' wide trailers less than 20 years old can be considered for resale. Any 8' or 10' wide trailers brought into the park prior to January 1, 2021, can be considered for resale once if they are less than 30 years old. 12' wide, peaked roof trailers can also be considered for resale on site. The first step in this process is to complete the *Application to Sell Trailer on Site* Form and submit it to the Campground Office, along with the application fee. Once a sale is approved by the Campground Manager, an ad may be submitted, preferably electronically, which MBC will subsequently post on the MBC website. No "For Sale" signs are to be posted on the site, or in trailer windows or doors.

2. Installing a Trailer at MBC - Prior to bringing a trailer on to the site, the prospective resident must have completed the Application for Residency process and have been approved by MBC Management. The size and layout of the lot will determine the size of trailer that will be permitted. Maximum trailer width is 12'. Once in place, **tongues and wheels must remain on the unit.** No trailer unit can be moved, or hydro, water or sewer services adjusted, without prior approval from the Campground Office. Any 8' wide trailer coming into the Seasonal Campground must be 10 years old, or newer. 12' wide trailers must be 15 years old, or newer. Approval must be received from the MBC Campground Office as well as the Town of Huntsville in the form of a Building Permit. Installation and/or relocation is to be done by a qualified and insured contractor.

Trailers may be delivered between May 1 and October 31. Please notify the Campground Office with the details of delivery and confirm that the installer is aware of the set-up requirements, as outlined by the Town of Huntsville.

3. Purchasing a Trailer on Site - The *Application for Residency Form* must be completed and receive written approval prior to purchasing a trailer. If a trailer owner is purchasing a different trailer on another site, the original trailer must be vacated and the sale/or removal of that trailer must be completed within 30 days of taking possession of the new trailer, or by the end of the current season, whichever is shorter. When purchasing a trailer on an MBC site the buyer is responsible for any unpaid accounts related to the site. MBC can provide this information prior to negotiations with the trailer owner. Electrical and propane inspections will be arranged by MBC, paid for by the seller, and completed by a third party prior to transfer of ownership. A copy of the Bill of Sale must be provided to the Campground Office for MBC's records.

4. Non-renewal of Lease - The trailer owner is responsible for the annual fees as long as the site is leased. Fees are not refundable. Should owners choose to not renew their lease for the following year, they must inform the Campground Office by September 30th of the current year, by completing the Non renewal form found at forms.muskokabible.com. The trailer must be removed, and the site cleared no later than October 31 of the current year. The cleaning of site being vacated is the responsibility of the trailer owner who is vacating the site.