



# Lot Lessee Codes and Guidelines

## **PURPOSE STATEMENT**

Wabash Park Camp & Retreat Center provides a Christ-centered environment for people of all ages to grow, renew, and fellowship — *a place to hear the whisper of God.*

Wabash Park Camp & Retreat Center  
304 East County Road 650 South, Clay City, IN 47841  
(812) 617-2612 – Facilities and Grounds Manager, Jeremy Allen  
(317) 409-4718 – Executive Director, Deana Hayes-Black  
(812)-230-3944 – WPC&RC Reservations

**Revised August 2025**

## **WINTER USE OF THE WABASH PARK CAMP & RETREAT CENTER**

### **Dates: November 1 – March 31**

During this period, utility services are shut off in the lot lessee areas. Lot Lessees may only access their cabins/trailers for essential maintenance, repairs, or renovations.

Lessees must provide advance notice to the Grounds and Facilities Maintenance Manager with the nature of work and estimated timeframe.

### **BUILDING CODES**

- Cabins must conform to the State of Indiana Building Codes.
- Cabin building plans must be approved by the Executive Director, Grounds and Facilities Maintenance Manager, and WPC&RC Board prior to beginning construction.
- Cabins must have a minimum of R-13 insulation in walls, and R-19 insulation in the ceiling.
- Mobile units shall not be permanently placed without prior approval of the Executive Director, Grounds and Facilities Maintenance Manager, and WPC&RC Board.
- Cabin and/or mobile unit changes and/or additions must be approved by the Executive Director, Grounds and Facilities Maintenance Manager, and WPC&RC Board prior to construction, and construction must be of quality workmanship.
- New cabins shall not be less than 14 x 16 feet in dimension or 224 square feet on the main floor.
- Cabins and mobile units will be a minimum of 2 feet set back from the side and the court lot lines, and 5 feet set back from the roadside line (or utility easement area) of the lot.
- Under no circumstances will construction encroach upon utility easement areas.
- Cabins, mobile units, and lots leased must be kept in good repair and have an attractive appearance. We reserve the right to require removal of cabins and mobile units not meeting these requirements.

### **Permanent Mobile Unit Description and Codes:**

A permanent mobile unit is defined as any travel trailer or mobile home that is left on the campground all year long. Effective January 1, 2015, mobile units may only be permanently placed on lot numbers 450 or higher.

### **ELECTRICAL CODES**

**There are two basic types of electrical service provided to the Lot Lessee by the WPC&RC - cabin hook-up and/or RV hook-up.**

#### **Guidelines for cabin electrical hook-up:**

- Cabins must conform to the State of Indiana building codes.
- New connections must be approved by the Grounds and Facilities Maintenance Manager.
- Cabins shall have a weather-head 8 feet from ground level or higher.
- Cabins must have a minimum of a 100-amp service with main disconnect.
- Cabins must have L1 and L2 connected to the service. The load must be balanced on the service panel to prevent overload.
- Services must be grounded using ½” ground rod and a minimum of #6 solid-wire.
- Service supply wire is to be American gauge and a minimum of #2-2-2 and a maximum of #00-00-00.
- Connections to the WPC&RC main electrical system will be done by the WPC&RC maintenance staff or other approved agent.
- Heat pumps, 220v air conditioners and 220v water heaters must be approved by Executive Director, Grounds and Facilities Maintenance Manager, and WPC&RC Board prior to installation. (We highly recommend an on-demand water heater in each cabin.)

### **Guidelines for RV electrical hook-up:**

- RVs are to be connected to a standard 30 or 50 amp RV box dependent upon the electrical requirements of the RV.
- RV boxes are to be mounted on a 4x4 post independent of the WPC&RC utility poles. “Drop down” connections from the poles are not allowed. Supply to the RV box will be underground. Existing “drop downs” will be phased out.
- RV boxes must be grounded using a ½” ground rod and a minimum of #6 solid wire.
- RV’s must be in good electrical order and connected to the RV box via a 30 or 50 amp plug. No adaptors will be allowed--the plug must fit the receptacle.
- Connections to the WPC&RC main electrical system will be done by the WPC&RC maintenance staff or approved agent.

### **General Electric Guidelines:**

- Existing electrical service (cabins and RV) are subject to periodic inspection. Any non-compliant electrical services must be corrected within 60 days of notification.
- Electrical service work must be inspected by the WPC&RC maintenance staff or approved agent.
- **Electricity is turned off to most areas November 1 and reactivated on April 1 of each year.**

### **WATER SUPPLY CODES**

- Interior water supply systems must adhere to the State of Indiana building codes.
- Water is provided to each Lot Lessee via an ‘Iowa’ yard hydrant which has been plugged to prevent ground water penetration. **No other supply system will be allowed.**
- In replacing or repairing broken hydrants, an ‘Iowa’ yard hydrant must be used.
- It is the Lot Lessee’s responsibility to connect their cabin or RV to this hydrant via water hose. **No permanent connections will be allowed, as these hydrants must be drained each year for winterization.**
- **No hydrant shall be locked.** A flow-preventer is incorporated into each handle and may-be used to prevent unauthorized use.
- No hydrant may be moved without prior approval of the Grounds and Facilities Maintenance Manager. All work must be done by the WPC&RC maintenance staff or approved agent.
- New connections to the water supply system must be approved by the Executive Director and Grounds and Facilities Maintenance Manager, and the work must be done by the WPC&RC maintenance staff or approved agent.
- Winterization of cabins and RVs are the responsibility of their owners.
- In winterizing cabins and/or RVs, owners must use RV (pink) antifreeze. **Do not use automobile antifreeze!**
- Water supply systems within a cabin should be designed to easily drain at the end of the camping season.
- Chlorine bleach should not be put into the sewer/drain system at any time.
- The connection hoses are the responsibility of the Lot Lessee and should be stored inside during the off-season.
- **Water supply will be shut off on November 1st and restored on April 1st of each year.**

### **WATER COLLECTION (SEWER) CODES**

- Sewer connections must conform to the State of Indiana building codes.
- Pipe above or underground must be schedule 40. All connections must be glued.
- The use of “Fernco” connectors is discouraged in all but a few cases, and only to be used when approved by the WPC&RC maintenance staff.

- Vents must be capped to prevent rainwater from entering the waste collection system.
- RV drain connections must have the threaded cap installed on the campgrounds drainpipe **when RV is not in use.**
- Existing cabins have been provided with a 4" main.
- **Any changes in connection must be approved by the Executive Director, Grounds and Facilities Maintenance Manager, and WPC&RC Board and inspected by the WPC&RC maintenance staff.**
- New connections must be approved by the Executive Director and Grounds and Facilities Maintenance Manager, and the work be done by an approved agent, and inspected by the WPC&RC maintenance staff.

## LANDSCAPING GUIDELINES

- The camp will continue to work on a landscaping plan for the entire camp.
- Trees and shrubs are not to be planted in utility easement areas.
- Tree or shrub planting by Lot Lessees must be in consultation with the Grounds and Facilities Maintenance Manager.
- Tree removals (on leased lots) must be approved by the Grounds and Facilities Maintenance Manager. The cost of removal will be shared 50/50 by WPC&RC and the Lot Lessee.

## FIRE AND SAFETY CODE

- Cabins and mobile units must have a fire extinguisher in a convenient place.
- Wood burning stoves or fireplaces must be constructed properly, subject to inspection by the Grounds and Facilities Maintenance Manager before use and properly maintained.
- Due to safety concerns, no refrigerator or freezer may be stored outside.
- As our Insurance policy allows, insurance on each cabin is provided through the Wabash Conference commercial insurance policy. The rate is based on the Actual Cash Value of the cabin. Participation in this plan is encouraged for all cabin owners.
- Insurance on any trailer or camper at the camp is the **responsibility the lot lessee** to secure through their personal insurance agent.

## LOT FEES, LEASES AND EXCHANGES

### Lot Fees

- The annual **lot fee** is determined by the Wabash Park Camp & Retreat Center Board for each leased lot to help with the general maintenance costs of the camp.
- The annual **utility fees** are for electric, water, and sewer usage by those with cabins or mobile units on the leased lot(s).
- **Property Insurance** is carried by the conference, and cabin premiums charged by the Insurance Carrier are passed on to the lot lessee. Any property claims are to be handled by the Executive Director and the WPC&RC Board.
- The annual **Utility Upgrade fee** is \$145 until paid in full (20 years x \$145=\$2,900). The original cost was \$1,540 per lot. The principle balance can be paid at any time. This fee was added to help cover the expense of the major upgrade of the water, electrical and sewer lines, to transition our wastewater treatment plant, and connect in with Clay City utilities. The plan was designed so that Lot Lessees are paying 45% of this upgrade, the camp is paying 55%.
- Delinquent lot fee payments are handled according to WPC&RC Board approved policy.

## Leases and Exchanges

- The Executive Director and the WPC&RC Board works with Lot Lessees in the securing of a leased lot or the exchanging of a leased lot to another party.
- A prospective Lot Lessee must be a member of the Free Methodist Church or obtain a “Letter of Exception” from Wabash Conference.
- A Lot Lessee must inform the Executive Director of any proposed transfer of a leased lot by returning the Articles of Agreement issued by the Conference, along with a notice of the desired transaction and the name and contact information of the one(s) wanting to lease the lot. This is necessary before the new “Articles of Agreement” can be prepared, and the transaction finalized.
- There is a one-time lease exchange processing fee of \$25 for each unimproved lot and \$50 for each improved (with utilities) lot payable to Wabash Conference.
- Lot fees must be paid in full before a lease exchange can be approved.
- Suggested fees **for leasing a lot from Wabash Park Camp & Retreat Center:**
  - \$215 for the basic lot + The camp will negotiate an agreement regarding utility upgrade fee
- Suggested fees **for transfer of a leased lot from a Lot Lessee:**
  - \$215 for the basic lot + The parties may negotiate an agreement regarding the current year’s lot fee, utility fee and unpaid utility upgrade fees, depending on the time of year when the agreement is made.
  - \$1,000 per lot when the utility upgrade fee has already been paid in full. The lot fee and utility fee may also be negotiated with the second party.

## Process for Handling Delinquent Fees (including lot and utility fees, property insurance, and utility upgrade fees as defined above)

- The WPC&RC Board has established policies related to unpaid fees, including individualized payment plans for those unable to make their lot fee payments on a timely basis.
- We make every effort to work with lot lessees; however, if the lot lessee continues to not fulfill their obligations over time, their lots will be reclaimed by the conference. We will work with the lot lessee regarding any cabin or trailer on the lot (by allowing the lot lessee to remove their property, or we will sell it, and forward any proceeds from the sale after the past due fees have been paid).

## Trash Disposal Policy for Lot Lessees

Each Lot Lessee is responsible for properly disposing of all trash and unwanted items by placing them in the designated dumpsters provided on-site. The camp covers the cost of this service. All trash and leaves must be securely bagged before being placed in the dumpsters.

## Prohibited Items:

- Branches, brush, and construction debris are **not permitted** in the dumpsters.
- There are **no designated dumping grounds** anywhere on camp property aside from the dumpsters.
- Any item too large to fit in a dumpster must be hauled away by the Lot Lessee to an appropriate landfill or disposal facility at their own expense.

## ACCOUNTABILITY TO THE CONFERENCE

The Wabash Annual Conference of the Free Methodist Church of North America, Inc. owns the campground. The “Articles of Agreement” is a "lot lease" agreement. The cabin and mobile units are owned

by individuals. It is important that Lot Lessees realize that we are a “family” and be responsible for keeping their property neat and in good repair and conform to the codes and guidelines set by the WPC&RC Board. Because Wabash Conference is a Not-For-Profit corporation, WPC&RC is used for not for-profit activities. **Individuals who own cabins or mobile units are limited in the use of the facilities to a total of 21 days per year for personal activities. This ruling was handed down from the courts in the mid ‘60s when the Clay County authorities attempted to tax cabins and mobile units.**

At no time are minors (persons under age 18) allowed to stay in a cabin without being accompanied by a parent or guardian.

#### **GROUPS AND FACILITIES MAINTENANCE MANAGER’S RESPONSIBILITIES**

The person in this role is responsible for the over-all maintenance, grounds care, and preparation of the grounds and facilities for each user group. This role does not include performing repairs or maintenance for individual cabin or mobile unit owners.