

Camp Kahoka Group Rental Agreement

A Ministry of the Church of God of Prophecy

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Rental Group Information and Contract

Page 2	Section 1	General Information
Page 3	Section 2	Camp Policies & Procedures – General Guidelines
Page 4	Section 3	Lodge Only Rental Policy
Page 5	Section 4	Dining/Fellowship Hall & Kitchen Only Rental
Page 6	Section 5	Full Camp Rental
Page 7	Section 6	Cleaning / Damage Replacement Policy
Page 8	Section 7	Release of Liability *
Page 9	Section 8	Reservation Form *
Page 10	Section 9	Contract Agreement *

*= Documents to be completed, signed and returned to the Regional Office. (Address above)

Section 1 – General Information

Camp Objective

Camp Kahoka exists to provide a clean, comfortable facility, and a positive experience for spiritual and physical enrichment.

Mission

- Providing a caring, servant-hearted administration.
- Maintaining clean, well kept, functional facilities.
- Offering program consultation and assistance when needed.
- Being good stewards of the natural resources of God’s creation.

Orientation and Checkout

Groups should appoint one person to be the sole point of contact to manage event details including, registration, campground walk-throughs and payment. Group coordinator will be taken on a tour of the facilities upon arrival to make sure things are in order, and understand where things are, etc. Respect of the grounds, and the people who work here, is expected. We ask that you convey this message of consideration to your entire group of campers and camp sponsors. Prior to leaving, you will be asked to check out through the Caretaker. The Caretaker will tour the facility and grounds with you. If additional cleaning required, you must either do so before leaving or forfeit the cleaning/damage deposit. All fees and expenses incurred are to be paid in full to Camp Kahoka prior to departure unless other arrangements have been made.

We reserve the right to refuse rental to anyone for any reason.

Section 2 – Camp Policies & Procedures – General Guidelines

General Guidelines

We are concerned about the physical and eternal welfare of all who visit Camp Kahoka. Upon signing the rental agreement, you agree to conduct a program that promotes good moral conduct and adheres to the following list of guidelines:

- Each group accepts full responsibility for the safety and supervision of participants. Children and youth groups must have adult supervision of at least one (1) adult per ten (10) youth. At least one (1) adult must be in each cabin during overnight events.
- Use of alcohol, or illicit drugs are strictly prohibited anywhere on the property.
- Smoking or use of tobacco is strictly prohibited inside any Camp Kahoka facility or in the general vicinity of any of the facilities.
- No illicit sexual behavior or misconduct.
- Profanity, obscene gestures, or pornographic material is strictly prohibited.
- No pets are allowed on the premises with the exception of dogs providing assistance for the blind, deaf, or otherwise impaired.
- No fireworks, campfires, candles, open flames, or firearms are permitted unless express permission is obtained from Camp Kahoka Coordinator / Caretaker. Violation will result in immediate dismissal without refund of contractual obligation.
- All guests should be prepared to bring their own bedding, towels, paper products (ie: paper plates, utensils, paper towels, tissue, large trash bags, etc.) Our commercial kitchen is fully equipped with pots, pans, cooking utensils and appliances.
- No unauthorized personnel (staff or campers) are allowed in the basement of the Lodge.
- Camp Kahoka does not administrate events. Each group is responsible for providing speakers, supervisors, lifeguards, and any other personnel needed.
- Camp Kahoka offers no medical or accidental coverage to group attendees. Each group is required to carry its own general liability insurance coverage and to provide its own medical care. A Certificate of Liability Insurance must be submitted prior to your rental.
- No cooking appliances are allowed in cabins or any other building on the premises.
- Neighboring houses and property are to be respected with consideration for other guests and the surrounding community. A noise curfew at midnight will be strictly enforced.

Section 3 - Lodge Only Rental Policy

Fees / Deposits

- A **non-refundable reservation fee** in the amount of \$50 per day will be required in advance in order to secure the dates of the rental.
- A **refundable cleaning/damage deposit** of \$200 will be required upon check-in on the day the rental begins. Renters will assume full financial responsibility for any damage done to the facility (grounds, buildings, or equipment). At the conclusion of the camp, the Camp Kahoka staff will conduct a walk through to insure that the area is clean and undamaged. In such case, the cleaning/damage deposit will be refunded, or pro-rated as appropriate. Each group is financially responsible for replacing broken equipment beyond normal wear and tear, extraordinary damages to property, and excessive cleaning costs. Cleaning/repair charges will be assessed at \$40 per hour for additional labor necessary to restore facilities.

Minimum Reservation Guarantee

The minimum number of people required to reserve the Lodge is 15 per day. The Lodge will accommodate up to 24 people. The following applies to this policy:

- The minimum guarantee of two days is required.
- The minimum guarantee of 15 people at the cost of \$15 per person, per day is the base charge for use of the Lodge. (15 x \$15 = \$225 per day)
- The cost is \$13.50 per person/per day, after the minimum number of people has been met.
 - **NOTE** - Add \$100 per day for the use of the large Dining/Fellowship Hall & Kitchen.
 - **Lodge Family Rate** – For a single family group, the Lodge rental will be a flat \$200 per day with a 2-day minimum. The fees/deposits remain the same as the above mentioned policy.
- Payment for rental will be due in full upon checkout.

Cancellation Policy for Lodge Only Rental

- 0-30 Days - 100% - Minimum guarantee of 15 people at \$15.00 per number of days reserved
- 31-60 Days - 75% Minimum guarantee of 15 people at \$15.00 per number of days reserved
- 61-90 Days - 50% Minimum guarantee of 15 people at \$15.00 per number of days reserved
- 90 + 120 Days - 25% Minimum guarantee of 15 people at \$15.00 per number of days reserved
- 120 Days or More No Cancellation Fee

Section 4 - Dining/Fellowship Hall & Kitchen Only Rental

Fees / Deposits

- A **non-refundable reservation fee** in the amount of \$50 per day will be required in advance in order to secure the dates of the rental.
- A **refundable cleaning/damage deposit** of \$200 will be required upon check-in on the day the rental begins. Renters will assume full financial responsibility for any damage done to the facility (grounds, buildings, or equipment). At the conclusion of the camp, the Camp Kahoka staff will conduct a walk through to insure that the area is clean and undamaged. In such case, the cleaning/damage deposit will be refunded, or pro-rated as appropriate. Each group is financially responsible for replacing broken equipment beyond normal wear and tear, extraordinary damages to property, and excessive cleaning costs. Cleaning/repair charges will be assessed at \$40 per hour for additional labor necessary to restore facilities.

Minimum Reservation Guarantee

- The Dining/Fellowship Hall has a one (1) day minimum rental which includes the kitchen. The rental rate is \$200 per day.
- Payment for rental will be due in full upon checkout.

Cancellation Policy for Dining/Fellowship Hall Rental

- 30 Days or More No Cancellation Fee
- 30 Days or Less 25% of Daily Rental Rate

Section 5 - Camp Kahoka Full Camp Rental

Fees / Deposits

- A **non-refundable reservation fee** in the amount of \$50 day will be required in advance in order to secure the dates for the rental.
- A **refundable cleaning/damage deposit** of \$400 will be required upon check-in on the day the rental begins. Renters will assume full financial responsibility for any damage done to the facility (grounds, buildings, or equipment). At the conclusion of the camp, the Camp Kahoka staff will conduct a walk through to insure that the area is clean and undamaged. In such case, the cleaning/damage deposit will be refunded, or pro-rated as appropriate. Each group is financially responsible for replacing broken equipment beyond normal wear and tear, extraordinary damages to property, and excessive cleaning costs. Cleaning/repair charges will be assessed at \$40 per hour for additional labor necessary to restore facilities.

Minimum Reservation Guarantees

The minimum number of people required to reserve the full camp, which includes the dining/fellowship hall & kitchen, 2 cabins, Chapel, and Lodge is 30 per day. The following applies to this policy:

- The minimum guarantee of two days is required.
- The minimum guarantee of people at the cost of \$15 per person/per day is the base charge for use of the Full Camp (30 x \$15 = \$450 per day)
- The cost is \$13.50 per person/per day after the minimum number of people is met.
- Payment for rental will be due in full upon checkout.

Cancellation Policy for Full Camp Rental

- 0-30 Days - 100% - Minimum guarantee of 30 people at \$15.00 per number of days reserved
- 31-60 Days - 75% Minimum guarantee of 30 people at \$15.00 per number of days reserved
- 61-90 Days - 50% Minimum guarantee of 30 people at \$15.00 per number of days reserved
- 90 + 120 Days - 25% Minimum guarantee of 30 people at \$15.00 per number of days reserved
- 120 Days or More No Cancellation Fee

Section 6 – Cleaning / Damage Replacement Policy

Cleaning

- We the undersigned agree to comply with the care and cleanup policies of Camp Kahoka and will leave the campgrounds only after the Caretaker has dismissed us and approved of the cleanup. In the event the cleanup is not approved by the Caretaker, or should the group choose to leave without cleaning, the cleaning / damage deposit will be retained in its entirety. We understand this may require payment in addition to any deposits or rent paid. Each group is financially responsible for any and all excessive cleaning costs. A cleaning / repair charge will be assessed at \$40 per hour for additional labor necessary to clean facilities.

Damage

- We the undersigned agree to pay the replacement and repair cost of any items broken or damaged during our stay at Camp Kahoka. We understand this may require payment in addition to any deposits or rent paid. Each group is financially responsible for replacing broken equipment beyond normal wear and tear, extraordinary damages to property, and excessive cleaning costs. A cleaning / repair charge will be assessed at \$40 per hour for additional labor necessary to restore facilities.

Section 7 – Release of Liability

Facility User: _____

Dates of Facility Usage: _____

The above named facility user agrees to defend, protect, indemnify, and hold harmless Camp Kahoka / Church of God of Prophecy (COGOP) against and from all claims arising from the negligence or fault of the above named facility user or any of its agents, family members, officers, volunteers, helpers, partners, organization members or associates which arise out of the above identified facility usage at Camp Kahoka / COGOP.

Facility user agrees to provide a certificate of insurance to Camp Kahoka / COGOP, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. Facility user also agrees to have the Camp Kahoka / COGOP named as an “Additional Insured” on its general liability policy for the date(s) of facility usage in relationship to the type of facility usage for claims which arise out of facility user’s operations or are brought against Camp Kahoka / COGOP by facility user’s employees, agents, partners, family members, students, customer, function attendees, guests, invitees, organizational members or associates. Facility user also agrees to ensure that its liability insurance policy will be primary and noncontributory in the event of a covered claim or cause of action against Camp Kahoka / COGOP. This certificate must be submitted no less than two weeks prior to the date of facility usage.

If and only if facility user fails to comply with the previous paragraph, then the above named facility user agrees to protect, defend, hold harmless and fully indemnify the above named Camp Kahoka / COGOP for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified date(s) of facility usage that is brought against Camp Kahoka / COGOP by the above named facility user or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of Camp Kahoka / COGOP, its employees or agents, or the negligence of any other individuals or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Signed By (must be an official agent of facility user): _____

Name (please print): _____ Date _____

Section 8 – Camp Kahoka Reservation Form

Name of Organization / Family _____

Contact Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (_____) _____ - _____ **Emergency Phone** (_____) _____ - _____

Email _____

We would like to make the following reservation:

_____ Lodge Only _____ Lodge Plus Dining/Fellowship Hall & Kitchen
_____ Dining / Fellowship Hall & Kitchen Only _____ Full Camp

Dates of Event: _____

Number of Days _____ **Estimated No. of People per Day** _____ (Include Staff)

Arrival Time _____ **Departure Time** _____

Non-Refundable Reservation Fee Enclosed: \$50 x _____ **(Number of Days) = \$** _____

Total Enclosed \$ _____
=====

Additional Information: _____

Make Checks Payable to: Church of God of Prophecy
PO Box 356
Broken Arrow, OK 74013

(For Office Use Only)

Reservation Form Received _____ (Date) NR Reservation Fee \$ _____ CK# _____

Release of Liability Form Received _____ (Date) Contract Agreement Received _____ (Date)

Insurance Documents Received _____ (Date) Cleaning/Damage Deposit \$ _____ CK# _____

Approved: Date _____ By: _____

Confirmation Sent: _____

Section 9 – Contract Agreement

The undersigned party, his/her group, organization, or association agrees to abide by all Camp Kahoka / COGOP policies as noted within this agreement (Sections 1-9), and to meet our entire financial obligation to Camp Kahoka / COGOP.

The undersigned party, his/her group, organization, or association agrees that it will hold harmless, indemnify, and defend Camp Kahoka / COGOP, its agents and employees, from all action claims, et., arising out of the undersigned party's use of the grounds and facilities if said claims or actions are a result, in whole or in part of negligent or deliberate actions of the undersigned party, or any person associated with the undersigned party's group.

No changes or modifications may be made to this contract agreement without another signed document specifically stating any modifications or changes, which have been pre-approved by the Camp Kahoka / COGOP Office Personnel.

The undersigned party, his/her group, organization, or association agrees to respect the beliefs of Camp Kahoka and the Church of God of Prophecy, and will do nothing by word or conduct that will in any way detract from the testimony of this ministry.

Camp Kahoka / COGOP reserves the right to cancel this agreement without liability due to misrepresentation by the group, or if any statements in this contract are falsified.

The undersigned avows that he/she is the representative of the group named below, and as such, has authority to enter into this agreement on behalf of the group.

Undersigned Party: _____ Title: _____
Signature of Person Representing Group

Representing: _____
Name of Group

Date: _____ Amount of Deposit Enclosed: _____

To confirm your reservation, the contract (Section 9), the reservation form (Section 8), the non-refundable reservation fee of \$_____, the Release of Liability form (Section 7), and a copy of your group's Certificate of Insurance dated for your event, must be completed, signed, and returned to the Camp Kahoka / COGOP's office by _____. (Mailing address is on page 1 of this agreement.) Failure to provide these documents and fees will automatically cancel your reservation. The person who signs this contract MUST be in attendance at the event, or must notify the Camp Kahoka office personnel immediately if the responsibility for the event is transferred to someone else.

*These facilities are for your pleasure and God's Glory. Please help us maintain them and report any damages to us.
"Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus,
Giving thanks to God the Father through Him." Colossians 3:17*