

Camp Big Cedars Group Rental Agreement

A Ministry of the Church of God of Prophecy

Regional Offices

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Rental Information and Contract

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Section 1 – General Information & Camp Policies

Camp Objective

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

Mission

We accomplish this by:

- 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

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. We ask that proper respect be given the grounds and the people who work here. We ask that you convey this message of consideration to your entire group of campers and camp sponsors. Upon leaving, you will be asked to check out through the caretaker. The caretaker will tour the facility and grounds with you. If there are any damages, the cost of repair or replacement will be deducted from the damage/repair deposit. In the case where the deposit does not cover the cost, you will be billed for the additional costs involved. If there is additional cleaning required you must either do so before leaving or forfeit your \$400 deposit.

Rules for Use

We are concerned about the physical and eternal welfare of all who visit Camp Big Cedars. Upon signing this use agreement you agree to conduct a program that promotes good moral conduct and adheres to the following list of expectations:

- Adult supervision is required at all times with at least one adult in each cabin on overnight events.
- No use of alcohol, or illegal use of drugs is permitted anywhere on the property.
- No illicit sexual behavior or misconduct.
- No use of tobacco is permitted inside any building or in the general vicinity of buildings.
- No foul language, obscene gestures or pornographic material is allowed.
- No pets are allowed unless they are used as a service dog for the blind, deaf or otherwise impaired.
- No fireworks, campfires, open flames or firearms are permitted unless express permission is obtained from Big Cedars Camp Coordinator / Caretaker.
- Fishing is permitted as long as the laws of the state of OK are adhered to which requires fishing licenses for those wishing to fish.
- No unauthorized personnel (staff or campers) are allowed in the kitchen area or cook's quarters.

Section 2 – Financial Policies

Non-Refundable Reservation Fee

A **non-refundable** Reservation Fee in the amount of \$50 per 24 hour period (with a minimum of \$100) must be submitted with the Camp Rental Agreement. Upon receipt of the Group Rental Agreement, and Reservation Fee, the requested dates will be reserved.

Cleaning/Damage Deposit

A **refundable** deposit of \$400 for cleaning or damages will be required upon arrival. (\$200 refundable deposit for a weekend rental will be required.) At the conclusion of the camp the Big Cedars staff will conduct a walk through to insure that the area is clean and unharmed. In such case the deposit will be refunded or pro-rated when appropriate. Big Cedars Camp does not keep cash on hand and will not refund pro-rated deposits until repairs have been completed and deducted from the original deposit. Any refunds will be mailed to the group within 30 days of the camp completion.

Minimum Reservation Guarantee (Without Meals)

The minimum number of people required to reserve and operate the camp is 30. The following applies to this policy:

- The minimum guarantee of 30 campers at the cost of \$13.50 per person is the base charge for use of the camp with a minimum of 2 days rental. (30x\$13.50 per camper = \$405 @ 2 days = \$810)
- The above minimum 2 day costs include use of all facilities with the exception of the swimming pool. Use of pool will be determined on a usage basis.

Reservation Guarantee (With Meals)

- The cost per person (per meal) will be established on an individual basis, and will be determined by the type of meals required.
- Rental Group will guarantee a minimum number in writing two weeks before the camp/retreat is due to begin.
- A headcount will be taken for each meal. Any overages will be charged at the agreed upon rate.
- Should a cancellation take place after the written guaranteed date, the rental group will be billed for the food costs as stated in the guarantee agreement. All other Cancellation Policies apply as stated below.

Cancellation Policy

Camp Big Cedars shall be entitled to charge a cancellation fee in the event the Renter Cancels this agreement. In the event of a cancellation the following rules will apply:

Notice of Cancellation Prior to Scheduled Event:

- 0-30 Days - 100% (Minimum guarantee of 30 people at \$13.50 per Nights reserved)
- 31-60 Days - 75% (Minimum guarantee of 30 people at \$13.50 per Nights reserved)
- 61-90 Days - 50% (Minimum guarantee of 30 people at \$13.50 per Nights reserved)
- 90 + Days - 25% (Minimum guarantee of 30 people at \$13.50 per Nights reserved)

Section 3 – Indemnity and Insurance

Indemnity Clause

We the undersigned agree that Big Cedar Camp, its staff, officers, agents and employees shall NOT be held responsible for any injury, breakage, accident or other misfortune to any individual, adult or child in our group during our rental period. We further release Big Cedar staff, officers, agents and employees from any liability relative to loss or destruction of anyone property, personal or otherwise during the camp / retreat dates. Additionally we, the rental group, assume ALL responsibility to provide first aid care, equipment and other care for accidents or injuries that may occur. We completely release Big Cedars Camp, it's officers, agents and employees from any and all liability relative to any injury, accident, theft or incident that could occur to anyone in our group during the dates reserved.

Insurance

We the undersigned agree to provide (1) A "Certificate of Insurance" policy showing that the Church of God of Prophecy is added as a "secondary insured." This policy must include liability and medical coverage with a minimum of \$500,000.00. (2) If a church vehicle (van or bus) is brought on the camp property, a certificate of insurance must also be included. (3) The term of the insurance required shall be for the duration of the agreement, which includes the period of right of access to set up through the period allowed for removal of property. This policy must be submitted two weeks prior to the date of rental. The Renter's insurer shall have no right of recovery or subrogation against the Church of God of Prophecy, in being the intention of this agreement that the Renter's insurance policy shall be primary coverage for all losses covered by said policy. The insurance companies issuing the insurance policy shall have no recourse against the Church of God of Prophecy, or any of its agents from payment of any premiums or assessments for any deductibles, all of which are at the sole risk of the Renter.

Section 4 - Care and Cleanup

We the undersigned agree to comply with the clean-up policies of Big Cedar and will leave the campgrounds only after the caretaker has dismissed us and approved the cleanup. In the event the cleanup is not approved by the caretaker OR should the group choose to leave without cleaning the deposit will be retained in its entirety.

Damage Replacement

We the undersigned agree to pay the replacement or repair cost of any items broken or damaged during our stay at Big Cedars. I understand this may require payment in addition to any deposits or rent paid for use.

Section 5 – Pool Usage

The swimming pool will open for operation on June 1 and will be closed following the Labor Day Weekend unless otherwise stated in writing in the final rental agreement form. Rental groups must supply their own lifeguard. No one will be allowed to be in the pool enclosure alone for swimming, or other purposes. All policies in **Section 3, Indemnity and Insurance**, section applies to pool usage.

Section 6 – Rental Rights and Privileges

WE RESERVE THE RIGHT TO REFUSE THE RENTAL OF BIG CEDARS CAMP TO ANY GROUP OR INDIVIDUAL FOR ANY REASON.

Section 7 – Contract / Reservation Form

We would like to make the following reservation:

Dates for Camp/Retreat:_____

Estimated Number of People Per Night _____ (Include Staff)

Non-Refundable Reservation Deposit Enclosed:

\$50 X _____ (Nights) (\$100 Minimum) = \$ _____

Total Enclosed \$
=====

Name of Organization / Family _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

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

Email _____

I am empowered to accept and confirm this Contract. The contents of the foregoing meet with my approval and I consider our Agreement to be definite and confirmed. By signing, I acknowledge that I have read this above policies and agree to the terms and conditions.

Signed _____ **Title** _____

Date _____

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

(For Office Use Only)

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

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

Approved: Date _____ By: _____

Confirmation Sent: _____