

FACILITY USAGE AGREEMENT - Day Event

THE SALVATION ARMY

Gene Eppley Camp



Group Name _____
Mailing Address _____
Contact Person _____
Email address _____
Phone _____ FAX _____

FAX to 402-291-1936 or
MAIL to 915 Allied Rd,
Bellevue NE 68123

This agreement entered into (date) _____ between The Salvation Army Gene Eppley Camp & Retreat Center, and the Lessee (your group) Group name: _____
The Salvation Army hereby lets to the Lessee certain facilities at Gene Eppley Camp & Retreat Center, Omaha Nebraska, under the following terms and conditions: The Lessee will have use of certain Camp facilities from:

Arrival time _____ am/pm to departure time _____ am/pm on (date) _____, 200__.

*Charges are for **calendar** days. Checkout time is 11 pm.*

Please indicate estimated ***Minimum** size of group _____ AND number of parking spaces needed _____.

Mark your preferences for **meeting facilities** on the next page. (Other groups may be using camp facilities at the same time as your group. Meeting and dining space will be offered by camp management according to group size and need)

GROUPS HOLDING ONE-DAY EVENTS pay a \$3.50 per person usage fee, in addition to the rental fee of the buildings needed.

MEALS:

Full commercial kitchen adjoining Dining Hall is available for larger groups. Smaller kitchen in Rec Hall available for smaller groups. Kitchen, Dining Hall equipment and all other buildings must be left clean and ready for next group, or \$100.00 cleaning charge will be passed on to group using facility. (usage fee's listed below)

A deposit of \$250.00 (or 100% of fees if the total is less then the \$250.00) must be submitted with the signed agreement made to: The Salvation Army, Gene Eppley Camp & Retreat Center.

The full balance of all fees due will be required within (14) fourteen days before your camp starts unless agreed upon in advance in writing. Any outstanding fees will be due within thirty days after each camp ends.

*** There is no reduction in the fees for fewer campers then the agreed upon minimum number.**

*Advance notice of **60** days is required for cancellations for a refund of deposit less \$50 processing fee. Cancellations received less than **60** days from arrival will forfeit the deposit unless agreed upon in writing by both parties..*

MEETING FACILITIES:

Please mark usage, including the time and day requested.

- Set-up and take-down is the responsibility of your group. If you need camp staff to set up or take down, this service may be available for \$25.00 and must be arranged at least 1 week before the event.
- Prices shown are based on group doing thorough cleanup before leaving.

Facility	Capacity	Cost	Notes	Day, Time needed
CHAPEL	200 with platform	\$60 /day	No food or drink in chapel	
DINING HALL	208 seated at tables, 260 theatre style	\$125/day for overnight groups, \$150/ day for "1-day" events		
REC HALL W/ KITCHEN & Lounge	Capacity 50.	\$80 /day includes kitchen	Includes game room, breakout lounge, and kitchen	
LODGE Lounge Meeting Room	Capacity 20	\$25/ day if not using lodge overnight		
Swimming Pool	Capacity 100	\$120 for 2 hrs each additional \$60.00 hr	Lifeguard Needed	
Pond: Paddle boats, canoes	Capacity 30 at a time	\$5.00 per boat, each half an hour	Life jackets required and provided	
Fire Pit	15 seats, room for 40	When available	By chapel Must request at least 1 week in advance	
Fire Pit	Seating for 90	When available	In woods , by council ring Must request at least 1 week in advance	
Fireplaces	Lodge		Must request at least 1 week in advance	
	Chapel			
	Dining Hall			
	Din.Hall porch			

AUDIO/VISUAL EQUIPMENT:

- _____ Video projector and screen—Chapel only (\$75 - experienced operator required)
- _____ Sound System and Clavinova Piano in Chapel (\$50 – experienced operator required)
- _____ Overhead transparency projector and screen (\$15)
- _____ 25 inch TV/DVD on cart (\$25)
- _____ Microphone Sound System - Dining Hall only (\$25)

By signing the following Hold Harmless Agreement the lessee agrees to the following:

1. Lessee will be liable for wear and tear of the buildings, grounds, and equipment to the extent that such wear and tear is above and beyond normal usage of the facility. The Lessee will have the opportunity to make a tour of the facilities and grounds with the Conference Center Director (or a representative) to insure that the premises and buildings have been left in an acceptable manner. A

cleanup fee of \$100 per building will be assessed if buildings are left in an unacceptable manner. A final statement with all charges will be sent to the group leader and payment in full is expected to be made within two weeks of departure unless previous arrangements have been made with the Conference Center Director. The Lessee will be liable for all missing and damaged Camp property.

2. Lessee will complete a "Report of Statistics" and "Evaluation" form which will be turned in before leaving camp. This form will be provided upon arrival.

3. Lessee will furnish their own staff and be responsible for janitorial services and cleanup of the camp buildings and grounds. Rental fee only pays for facility upkeep. Camp does not employ cleaning staff. Thanks for your help!

4. Lessee will agree to follow The Salvation Army and American Camping Association standards in the fields of health, safety and supervision, and furnish the following:

- a. A registered Nurse, Emergency Medical Technician, Paramedic, or a person certified in American Red Cross Standard First Aid
- b. Transportation for any emergencies
- c. Qualified staff for all water front areas. These areas must be under the direct supervision of a person holding a current Water Safety Instructor Certification, Lifeguard Training from the American Red Cross, Aquatic Instructor from the Boy Scouts of America, or YMCA Progressive Swimming Instructor. Further, the Lessee must provide a person holding the following current certification: *Standard first Aid from the American Red Cross and Cardiopulmonary Resuscitation from the American Red Cross or the American Heart Association*. All waterfront activities must be supervised at all times by staff qualified as identified above.

5. Lessee will adhere to the following policies designed for the comfort and safety of each camper and guest:

- a. No Smoking will be permitted on camp property.
- b. No Alcoholic Beverages, narcotics, tobacco, fire arms, knives, drugs or fireworks are permitted on the camp property or within the approximate vicinity thereof.
- c. No Pets are permitted on camp property.
- d. No motorcycles, ATV's, skateboards, bicycles, or scooters are allowed to be operated on camp property.
- e. No hunting. Wildlife is protected and must be treated with respect. No firearms are allowed on Camp. Fishing is "catch and release" only.
- f. No one shall go barefoot any where on camp nor stand on or in any of the swings while using them.
- g. No one under the age of 19 years old is to be in the kitchens at any time.
- i. Speed limit is 10 mph while on campgrounds. Transporting people in the back of pickups is forbidden.
- j. In the event of an emergency requiring medical aid—dial 911 and contact the Conference Center Director or their representative as soon as possible.
- k. All gasoline, kerosene, flammable material, and poisonous substances must be in labeled containers accompanied by MSDS sheets. Hand and power tools shall be handled by qualified personnel only.
- l. Day guests must leave by midnight, an overnight fee will apply for those guests staying beyond 12:00 am.
- m. There is designated parking areas throughout camp. No parking is permitted on the Camp grounds, unless otherwise instructed by the Conference Center Director. Permission to park anywhere on grounds (other than the designated parking areas) must be sought prior to groups arrival. Please contact the Conference Center Director if you have concerns about parking.

6. All groups that use the camp must also provide a Certificate of Insurance as evidence of general liability insurance with at least the following limits: \$1,000,000 Combined single limit for bodily injury and property damage

****Please initial _____ indicating that you have read, understand and agree to follow all of the above policies.**

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the privilege of using The Salvation Army's property at Gene Eppley Camp, we, the Lessee or Leasing Group, agree to assume the risk for any injuries, including death, that may be sustained by members of

our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Salvation Army, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Salvation Army, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Salvation Army or its trustees, officers, members or agents while acting within the scope of duties of such relationship to The Salvation Army.

I hereby certify that I have the authority to sign this agreement for the organization identified above.

Signature _____ Date: _____

Print Name _____ Phone # _____

Address _____

Email: _____

THE SALVATION ARMY MISSION STATEMENT: The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

GENE EPPLEY CAMP is an extension of The Salvation Army

GENERAL POLICIES FOR USER GROUPS – Keep this Page!

These General Policies for User Groups are in accordance with the **American Camping Association Accreditation Standards**. If you have any questions or concerns please contact the Retreat Center Director (or designee).

1. **NON-DISCRIMINATION** - The lessee and the Gene Eppley Camp abide with the non-discrimination policies of The Salvation Army.

2. **GENERAL** - The Gene Eppley Camp agrees to permit the lessee to use the property identified in the contract, according to the following terms and conditions. The lessee understands that the Gene Eppley Camp staff has final authority on all matters reflecting the Camp, the grounds and the users of the facility. Gene Eppley Camp reserves the right to inspect and control all activities. Gene Eppley Camp reserves the right to interrupt and/or discontinue any functions in violation of the Camp policy and/or federal, state or local laws. In the event of discontinuing, no refunds will be made. The lessee is responsible and liable for any missing or damaged Camp property.

3. **GENERAL SAFETY REGULATIONS FOR USER GROUPS -**

- Respect should be given to all camp visitors, staff and campers. Respecting differences in the thoughts, ideas, and personalities of others is the foundation for which the camp community is built.
- Respect should be given to all wildlife. All wildlife, both plants and animals, should not be destroyed, teased, and/or tormented. Camp visitors, staff and campers, should slowly, calmly and quietly move away from an encounter with any wildlife. No hunting is allowed and fishing is "catch and release" only.
- Respect should be given to all facilities and grounds. Graffiti and vandalism (including use of toilet paper or paper towels) is not allowed. Litter should be placed in appropriate containers. Mattresses and bedding must stay in cabins.
- Horseplay inside any building is not allowed. Horseplay includes running, jumping, screaming, spitting, pushing, etc
- Durable footwear should be worn at all times, for all activities.
- Established trails should be used for walking. Roaming off the established trails may result in poison ivy, accident and damage to the environment.
 - All personal sports equipment should be stored under lock when not in use. No motorcycles, ATV's, skateboards, bicycles, or scooters are allowed to be operated on camp property.
- Weapons, Fireworks, alcohol, tobacco (of any kind) and drugs or drug paraphernalia are not allowed on Camp.
- Obey all laws

4. **BEHAVIOR AND SUPERVISION FOR YOUTH GROUPS -**

- The lessee is responsible for all supervision and behavior of participants and program.
- The lessee agrees to provide supervision based on the following ratios:

Camper age	Number staff	Overnight Participants	Day-only participants
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

At least 80% (100% for camps primarily serving persons with special needs) of the supervisory staff should be 18 years of age or older. All supervisory staff should be at least 16 years of age and at least two years older than the minors with whom they are working.

- Any member of the lessee's organization is not allowed in camp staff quarters.
- A minimum of two supervisory staff should be present on overnights, near showers, on trips and on cabin checks.

5. **USE OF PREMISES AND SCHEDULE** - During the term of this contract, the lessee shall use the facilities for conducting a program of its own design and shall comply with all applicable laws, codes and regulations.