



## Facility Use Agreement Camp Aldersgate, Inc.

1. Fees are determined by a number of factors (i.e., square footage used, number of people, buildings, activity areas, and equipment requested.)
  - a) Guaranteed Minimum Fee - The Guaranteed Minimum Fee is based on the buildings, activity areas, and equipment requested plus the number of persons guaranteed by the User. It will be charged to the User even if fewer persons use the facility than guaranteed by the User.
  - b) Additional Use Fees - If more persons use the facility than the User guaranteed, the User may be asked to pay an additional fee. This fee will represent the use of the facility for each additional person's lodging or day use fee and other per person fees where applicable.
  - c) Breakage and Damage - User agrees to pay Camp Aldersgate the amount reasonably necessary to repair or replace property or equipment damaged or destroyed by the User.
  - d) Payment Terms - The Guaranteed Minimum Fee must be received by Camp Aldersgate no later than two weeks prior to the date of use specified in the Facility Rental Information Sheet. Any Additional Use Fees will be due within 30 days of departure.
2. Reservations may be made through Camp Aldersgate and are not confirmed until the Facility Use Agreement is signed by both parties and a deposit of 20% of the Guaranteed Minimum Fee is received by Camp Aldersgate.
3. The hours of the reservation must be agreed upon ahead of time and cannot be changed without one week's notice to Camp Aldersgate.
4. Once the Facility Agreement has been signed cancellation will result in a loss of your deposit.
5. Organizations, groups or individuals will use the facility for conducting a program of its' own design and will comply with all applicable laws, codes, and regulations. In some cases Camp Aldersgate will require its employees to facilitate certain specialized activities and will be responsible for the supervision of these activities.
6. Camp Aldersgate prohibits hunting, fireworks, firearms, ammunition and explosives on the premises. Prior authorization must be obtained from the Facility Coordinator prior to bringing any equipment (recreational, mechanical, cooking, etc.) on to the camp grounds. The use of gasoline, poisonous substances, and hand and power tools are restricted. Prior authorization from the Facility Coordinator must be obtained.
7. Organizations must receive permission from the Facility Coordinator to charge admission, to sell memberships or goods.
8. Groups using Camp Aldersgate facilities agree to participate in a brief orientation upon arrival as well as adhere to any and all safety guidelines, conditions for use, and supervision requirements provided to the group in writing by Camp Aldersgate.

9. Part of the Facility Use Fee is used to pay Camp Aldersgate employees to be available to open and close the facility. The employees will not be available to assist in the event unless it relates to the above area or has been agreed upon by both parties.
10. Groups using the facilities at Camp Aldersgate, whether for day use or overnight, will be responsible to provide appropriate supervision for those individuals under the age of 18, as outlined in the Facility Use Information and Emergency Instructions.
11. Any organization, group or individual reserving the facility must assume full responsibility for behavior and damages. The group must agree to pay the cost of necessary repairs or replacement of facility damages as a result of the event (see 1c).
12. Camp Aldersgate reserves the right to require that groups using the facility remove from the grounds any persons in, or in any way connected with the group who, in the sole opinion of Camp Aldersgate, are creating a disturbance or who are otherwise disrupting activities on the grounds.
13. Any decorations or additional properties to be brought into the facilities must be approved prior to the event by the Facility Coordinator.
14. Any organization, group or individual using the facility is asked to have set-up and clean-up committees organized so that set-up and clean-up time will be kept at a minimum. This time will be included in the rental time period.
15. The facilities used shall be left in satisfactory condition. The organization or individual is responsible for putting away equipment brought in for the event and for ensuring that the condition of the floors is returned to their original condition prior to the event. **The use of glitter and/or confetti is strictly prohibited in or around the facilities.** All trash must be taken out after the event to one area preferred by the Facility Coordinator. If this rule is not followed the user will have to pay an additional clean-up fee of \$200.
16. Automobiles are permitted on asphalt paved roads and parking lots only. The use of motorized vehicles in other camp areas including paved trails is only permitted with prior approval of the Facility Coordinator.
17. The use of campfires and fireplaces is limited. Permission for having a fire or a campfire must be obtained from the Facility Coordinator and is limited to designated areas only.
18. Supplemental lighting or open flames is strictly prohibited in Camp Aldersgate facilities.
19. Facility use is restricted to the area(s) and/or the time slots reserved by the group. Additional set-up hours requested will include an additional fee based on the 2018 Facility Rental Rates.
20. The use of alcoholic beverages and gambling is not permitted at Camp Aldersgate. State and local laws will be observed in all areas.
21. Camp Aldersgate is a non-smoking environment. Smoking is not permitted inside any building. Smoking is allowed only in certain designated outside areas. **This policy will be strictly enforced.**

22. Camp Aldersgate does not provide medical supervision, transportation, treatment or dispensing of medications. The Camp advises that all medications be stored in a lock box. It is the responsibility of the User to furnish a qualified adult to provide basic health care supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. The User is also responsible for providing first aid supplies and equipment. For medical emergencies there are several hospitals nearby who respond with emergency personnel and transportation by calling 911.
23. Insurance for the event is the responsibility of the group using the facility. Camp Aldersgate may request a copy of the insurance certificate indicating coverage during the rental period and may also require Camp Aldersgate be added to the policy as an additional insured.

## Facility Use Information - Emergency Instructions

It is important that your time at Camp Aldersgate is safe, pleasant and that the facilities meet your needs. Please take a few moments to read the following information. Should you have any questions, please ask the staff.

**Phones:** There are telephones located in the Administration Building, Commons Center, Healthcare Center, and Cabins. Please refer to the instructions for use located next to the phones in each of these buildings.

**Emergency:** In the event of any injury or emergency situation, including any unauthorized or suspicious persons on the campgrounds, please contact the staff listed below. They are available to assist if needed:

Emily Ballew (Mission & Outreach Coordinator)      Cell Phone: 501.658.2247

Ali Miller (Director of Programs)                      Cell Phone: 479.871.8901

If not available call:

Bill Faggard (Chief Operating Officer)              Cell Phone: 501.350.7924

**Medical:** Camp Aldersgate does not provide medical supervision, transportation, treatment or dispensing of medications. The Camp advises that all medications be stored in a lock box. It is the responsibility of the User to furnish a qualified adult to provide basic health care supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. The User is also responsible for providing first aid supplies and equipment. For medical emergencies there are several hospitals nearby who respond with emergency personnel and transportation by calling 911.

**Fire:** Please take time to locate each exit and instruct all members of the group in the event of a fire to immediately evacuate the building. A call to a staff member or to 911 should be placed from a phone in another building.

**Severe Weather/Tornado:** If severe weather threatens, please have all group members move to the center of the building and away from windows. In the cabins, the toilet side of the bathroom is best. In the Commons Center, please move to the bathrooms, then to the kitchen if needed.

**Security Alarm Sounds:** If an alarm goes off, please do not panic. Please do not call the Police. Contact one of the above staff if someone does not respond immediately.

**Lake Policy/Pool:** The lake and area surrounding the lake as well as the pool are considered Restricted Areas. When anyone is at the pool or on the lake docks or participating in activities at the edge of the lake,

a certified lifeguard must be present. Please keep your group away from the pool and lake area unless prior arrangements have been made.

**Power Outage:** If the power goes out, the phone service may be disconnected. Flashlights are provided in each cabin. Please contact camp staff for assistance.

**Gates:** Please be aware that the gates are locked each evening. The Coordinator will inform groups that will be on-site of the time the gates will be locked. If there is a need for the gates to be opened, please contact the staff listed above.

**Garbage:** Please deposit all trash in the receptacles provided or in closed (tied) plastic bags placed near the road.

**Smoking:** Camp Aldersgate promotes a non-smoking environment. Smoking is not permitted inside any building. Smoking is allowed only in certain designated outside areas. This policy is strictly enforced.

**Alcohol and Gambling:** The use of alcoholic beverages and gambling is not permitted at Camp Aldersgate. State and local laws will be observed in all areas.

**Animals:** Many animals call Camp Aldersgate home. Please do not try to feed them or touch them. Stray dogs are a problem from time-to-time and it is important that staff is informed when and where they are seen.

**Misc. Information:** Camp Aldersgate advises groups to have a current list of participants that includes: names and addresses, emergency contact information, and known allergies and health conditions. Also, for each participant under the age of 18 and not accompanied by their parent or legal guardian, a signed form granting permission to seek emergency treatment. Should an incident occur that results in injury and/or property damage, Camp Aldersgate may request that an Incident Report be completed by the individuals involved.

Camp Aldersgate advises that groups thoroughly screen their staff/chaperones including: interviews, reference checks, and background checks. We recommend rental groups have written participant supervision policies of staff to participant ratios according to the guidelines listed below as well as any exceptions for segments of the day when greater or fewer of the staff are required for supervision. Required ratios of staff/chaperones who are on duty with participants in units or living groups and in general camp activities that meet the following minimums:

Participant Age	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

The camp further advises groups that at least 80% (100% if program primarily serves persons with special needs) of the staff/chaperones are 18 years of age or older and all staff is at least 16 years of age and at least 2 years older than the minors they are working with. In addition, there must always be 2 staff/chaperones present during shower time or when personal care issues are addressed.

## Facility Use Information - Food Services

*The following procedures are to be used in food preparation areas.*

**Dish Washing** - Camp Aldersgate requires that only clean and sanitized utensils and equipment be used during food preparation. Dishes and food service utensils are washed, rinsed, sanitized, and dried after each use according to the following procedures.

### Procedures

For mechanical dishwashers:

- Wash water will be 120 degrees F to 150 degrees F.
- Rinse water will be 180 degrees F.
- Temperatures will be recorded daily on a Temperature Log Sheet when dishwasher is being used.

For dishes and food service utensils washed by hand:

- First rinse will be 100 degrees F with bleach sanitizer.
- Second rinse will be 100 degrees F with clean clear water.
- All dishes and food service utensils will be air dried and protected from dust and contamination between uses.

Food service utensils include dishes, silverware, and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse process.

**Food contact surfaces** - Camp Aldersgate requires that all food contact surfaces be cleaned and sanitized after each use.

**Food Temperatures** - Camp Aldersgate requires that potentially hazardous foods remain in the food temperature danger zone of 40 - 140 degrees F for a minimal amount of time.

### Procedures

- All hot food will be kept at a temperature of 140 - 160 degrees F during holding on stove or steam table.
- Food temperature thermometers will be provided and used properly.
- Cool foods will be kept refrigerated until serving time.
- Frozen foods will be thawed by moving items from freezer to walk-in cooler.

