

SUMMER CAMP USE AGREEMENT
QUAKER RIDGE CAMP & CONFERENCE CENTER (QRC)
Terms and Conditions

Description of Premises - Quaker Ridge Camp agrees to permit the guest group to use the property and facilities identified in the contract according to the following terms and conditions:

Food Service – QRC shall provide meals as specified on contract in accordance with an estimate of the numbers of diners furnished to QRC at least 14 days in advance of the service of the first meal. The guest group agrees to assist with food service in a minimal way by “**busing**” and **cleaning tables** in dining room after each meal or providing servers and cleaning crew for “Family Style” meals.

Use of Premises and Schedule – During the term of this agreement, the guest group shall use the camp for conducting a program of its own design and shall comply with all applicable local, state and federal laws, codes, and regulations; in particular the Colorado Department of Human Services Division of Childcare regulations. The guest group shall notify QRC of the nature of its program.

What you can expect from us

- QRC shall maintain the camp in good condition and repair and shall provide meals, dining facilities, restrooms, bathing facilities, water, electricity, heat, lights, firewood, hand soap and paper towels in restrooms, garbage disposal, beds, mattresses, and other equipment as well as sufficient staffing necessary for the operation of the camp.

What we expect from you:

- **Nails, staples, screws, tape, tacks**, etc. may **NOT** be used on any surface for signage, decorations, name plates, etc. Please use Poster Putty for indoor surfaces and temporary “push in” realtor type signs for outdoor usage.
- A copy of your summer camp schedule, a copy of your guest’s special dietary needs and your final total guest numbers are due in QRC offices no later than **14 DAYS** prior to the first day of your summer camp.
- It will be the guest group’s responsibility to set up meeting space chairs, tables, etc. according to its needs as well as returning said items to their proper storage places upon completion of usage.
- The QRC Chapel has a stage w/ lighting, a built in AV system and a small PA system for vocal reinforcement and AV audio use only. All other meeting spaces do NOT have any audio or video equipment available. QRC does NOT provide computers, media players (CD, DVD, VCR, etc.), cables, microphones, microphone stands, sound reinforcement equipment, etc. Bands will need to provide their own sound system.
- **NO BEDDING OR TOWELS ARE PROVIDED DURING SUMMER CAMP** except for the Little Bear apartment for your guest speaker. Unless otherwise agreed upon during contract negotiations. If any of your campers or staff forgets their bedding it will be your responsibility to purchase a sleeping bag and pillow at one of the local stores. QRC also does not provide any toiletry items such as bar soap, shampoo, toothpaste, etc.
- The guest group agrees to clean, at check out, all dorms, buildings, facilities and grounds that it used during its rental period in accordance with Quaker Ridge guidelines and expectations as listed below, and shall leave the camp free of defacement, vandalism and litter. A surcharge will be levied to the guest group for damage to camp property, vandalism, defacement and insufficient cleaning.
- **QRC prohibits ALL pets** (dogs, cats, etc...) Please ensure that your staff and guests are made aware of this. There will be NO EXCEPTIONS to this regulation other than registered Handicap Assistance or Guide Dogs in the course of doing their job.
- **Guest Vehicles** – QRC speed limit is 15 m.p.h. and will be strictly enforced.

- **4-wheelers, dirt bikes and other off road motorized vehicles are STRICTLY PROHIBITED** at Quaker Ridge Camp. Golf carts, etc. require prior authorization from QRC and are required to travel only on the camp roads and must observe the 15 m.p.h. speed limit.
- **ALL GUEST VEHICLES** - vans, buses, cars, trucks, trailers, etc. shall be parked in the **main parking lot** after unloading passengers and luggage. Larger groups may use the empty field behind the chapel for overflow parking when conditions permit. **Exceptions** are for guests staying in Clark Lodge who may park in the spaces provided for them at the west end of the building and those guests who are physically disabled to the point that they require conveyance within the camp. **PLEASE** help us in this by ensuring that your group parks **ONLY** in the designated parking areas and **NOT** around each building.
- **Tobacco, Alcohol and illegal/non-prescription Drugs – Use or possession of any of these substances is prohibited by guest group members or visitors on the property or in the facilities of Quaker Ridge Camp and will be grounds for immediate expulsion from QRC property and/or response by the Teller County Sheriff’s Department for possible criminal action.**

Guest Group Cleaning Guidelines and Expectations will include: cleaning of individual lodge rooms to include removal of trash and all personal effects, cleaning under mattresses and under and behind furniture and beds, etc.). Grounds cleaning to include picking up all trash and litter outside buildings, put away sports equipment, remove debris and trash from Reflection Pond and indoor and outdoor facilities, clean gum and candy off all surfaces, stack chairs and tables from meeting spaces as directed.

Fires – outside fires may be built in designated areas only, and only with the consent and knowledge of the QRC Guest Services staff. It is understood that the guest group must comply with the directions of the local fire control officials. The guest group is responsible for appointing an adult Fire Control staff member to ignite, supervise and extinguish all fires. All fires should be **completely extinguished with water, not buried with dirt**. Under certain conditions the State and/or National Forestry Departments will impose a complete ban on fires. The camp staff will inform you if such a ban is in effect.

Firearms of all types, gasoline, poisonous substances, fireworks and powered hand tools **are restricted**; therefore prior authorization from the QRC Executive Director must be obtained. **Paintball and Air Soft pellet guns ARE STRICTLY PROHIBITED.**

Profanity / Vulgar Speech – will not be tolerated at any time from leadership/work crew/band/etc. QRC understands that some children campers may use vulgar speech.

Fighting – All forms of physical violence are expressly forbidden and are grounds for immediate expulsion of the offending parties and possible criminal charges being filed.

Specialized Activities – If the guest group utilizes specialized activities requiring supervision by persons with the training and experience to make judgments concerning equipment, procedures, and safety considerations, then QRC will either provide appropriately trained staff or will determine minimum qualifications for supervision by the guest group. Additional information and guidelines for use of special equipment or activities will be coordinated with all applicants expressing an interest in participating in such activities. Examples of these activities include: archery, riflery, mountain biking, swimming, rappelling, river rafting etc.

Health and Safety – QRC will provide a qualified nurse to provide basic health supervision as described in the Colorado Division of Child Care and Department of Human Services regulations sections 7.711.22 (paragraph B) and 7.711.51. The guest group should bring a current list of participants that includes: names and addresses, emergency contact information, applicable release forms, emergency treatment authorization and known allergies or health conditions. Emergency transportation is available through local emergency response groups or by dialing 911. The guest group shall furnish non-emergency transportation if needed. QRC will provide emergency transportation if needed.

Supervision – **The guest group is required to provide 24 hour adult supervision of all campers at all times.** This is especially critical during guest “free time” activities, when using recreational areas, or when using any of our numerous hiking trails.

All Camp Emergencies – In case of an all camp emergency such as a fire or lost camper, please activate the outdoor fire alarm by using the pull station located on the outside of the front entry porch to Clark Lodge and ring the church bell located at the Reflection Pond on the West side of the Chapel Building continuously for several minutes. Please instruct your group in advance that all staff and campers are to proceed to the basketball court immediately for a head count and further instructions upon this signal. A practice fire drill is mandatory within the first 24 hours of your camp session.

Guest Group Fees – The Guaranteed Minimum Fee is based on the number of persons guaranteed and contracted by the guest group. This fee will be charged to the guest group even if fewer persons used the camp than were guaranteed in the contract, or if the guest group terminates this agreement without using the camp. **Final Invoice Fees** – This fee will represent the use of the camp by all participants and will be calculated by totaling the individual charges for each person’s lodging, meals, and other per person fees where applicable. The invoice is determined at the end of the camp or conference.

Payment Terms – The guest group agrees to deliver payment in full to a representative of QRC prior to the guest group’s departure from the camp. Exceptions must be approved by QRC prior to arrival. **Your outstanding balance is due and payable at checkout on the contracted departure date and shall be paid with ONLY ONE CHECK written by the responsible contracted party and made payable to Quaker Ridge Camp.** A non-refundable deposit in the amount of 10% of the contracted fee as well as a signed contract is required to confirm your reservation. A receipt and signed copy of the contract will be returned to you for your records. **Final total numbers for your group are due in our office at least two weeks prior to your camp arrival date.**

Liability for Injury to Persons or Property – The guest group agrees to supervise and assume full control and responsibility for any persons, or entities other than QRC personnel or property who are at the camp by reason of the guest group’s use of the camp. The guest group agrees to defend, indemnify and hold harmless QRC against any harm and/or claim made by any third party in any way connected with the guest group’s actions and/or failures to act in respect to its use of the camp. For the purpose of this section, any person includes, but is not limited to, the guest group’s leaders, participants in the guest group’s program, and the guest group’s visitors. The contracted guest rental group agrees to provide all liability insurance for its camp program.

Breakage & Damage – The guest group agrees to pay QRC the amount reasonably necessary to repair or replace (including labor) QRC property damaged or destroyed during the guest group’s usage.

Unauthorized Persons – The guest group agrees to permit only authorized persons to enter the camp and shall take all necessary steps to remove unauthorized persons from the camp.

Building capacity – The guest group agrees that the total number of participants on the premises will not exceed the camp building capacities at any time.

QRC Liaison – QRC will designate a single liaison person (or Point of Contact) from its staff for **all communications** between guest groups and QRC. We also ask that each guest group do the same. These two staff people will handle all communications regarding scheduling, maintenance issues, problems, questions, assistance, etc. between the two parties. We ask that our guest groups utilize the QRC liaison/P.O.C. exclusively during their stay so that the remainder of the QRC staff may focus on their areas of responsibility and to avoid any confusion between the two parties.

Termination – After a contract has been validated by signing, the guest group is as responsible to fulfill the contract as QRC is to fulfill its part. A cancellation often times makes it impossible to reschedule another group and consequently jeopardizes the delicate balance of meeting operational costs vs. maintaining a lower “not for profit” pricing schedule.

Individuals with Disabilities – With reasonable advance notice (at least 2 weeks) and to the extent reasonably practical, QRC will try to accommodate individuals who require special diets or whom have disabilities (including individuals with mobility impairments) within the limitations of available QRC facilities. The dining facility is located downstairs with no ramp.

Please sign the contract indicating agreed upon dates, times and costs and return it to QRC, along with a deposit, to ensure your scheduled dates are reserved. Deposits are non-refundable and contracted parties are responsible for 100% of the total contracted cost of their reservation.