



CAMP LACAMAS RENTAL AGREEMENT

2025 NE GOODWIN RD., CAMAS, WA 98607
PHONE: (360) 834-3262 FAX: (360) 828-5078
WWW.CAMPLACAMAS.COM

GROUP/ORGANIZATION INFORMATION

NAME OF GROUP/ORGANIZATION _____

IS THIS GROUP/ORGANIZATION A REGISTERED NON-PROFIT? YES NO*

IS THIS EVENT OFFICIALLY SANCTIONED BY YOUR GROUP/ORGANIZATION? YES NO**

GROUP/ORGANIZATION ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE (_____) _____ - _____

AUTHORIZED REPRESENTATIVE _____ POSITION/TITLE _____

PHONE: (_____) _____ - _____ E-MAIL: _____@_____.

EVENT INFORMATION

ESTIMATED NUMBER OF ATTENDEES: BETWEEN _____ & _____ ARRIVAL DATE/TIME: ____/____/____ :____

DEPARTURE DATE/TIME : ____/____/____ :____ (PLEASE SEE REGULATIONS FOR ARRIVAL/DEPARTURE TIMES.)

NUMBER OF NIGHTS: _____ TYPE OF EVENT: (YOUTH CAMP, WOMENS RETREAT, ETC.) _____

MALE FEMALE CO-ED AGE RANGE: (SCHOOL GRADES / ADULT / FAMILY ETC.) _____

SPECIAL REQUESTS: _____

TERMS / PROVISIONS

* All groups renting the facilities must be part of a registered non-profit organization as per Washington State RCW 84.36

** All events must be officially sanctioned, covered, and insured by the registered non-profit organization.

RATES/PRICING: Standard rates are \$30.00 per person for the first night, and \$20.00 per person for each additional night. No standard discounts for 'day only' guests. Staff, camp 'counselors', and all other guests pay the standard rate. A minimum of 20 guests applies to all bookings. Groups of less than 20 guests pay the minimum of \$600.00 for the first night, and \$400.00 per additional night. During the summer months (June through August) rates and deposits are based on a 50 person minimum. *NO PERSONAL CHECKS.*

DEPOSITS: A reservation deposit of \$250.00 or 20% of the projected total (whichever is greater) is required for all bookings. Upon cancellation of a reservation 90 days or more in advance, the reservation deposit will be refunded less a \$50.00 admin. fee. Reservation deposits become non-refundable 90 days prior to the scheduled arrival date. Reservation deposits are non-refundable immediately if the event is booked within 90 days of arrival date. A cleaning/damage deposit is required in the amount of \$200.00 for groups of less than 50, and \$400.00 for groups of 50 or more. The cleaning/damage deposit will be refundable upon check-out pending the facilities are cleaned properly and free of damages. The sponsoring organization will be financially liable for the costs of any damages done by event attendees, even if they exceed the security/damage deposit. *NO PERSONAL CHECKS.*

INSURANCE: Camp Lacamas, Lacamas Creek Communities, and their directors, employees, agents, and ministers are held safe and harmless from any responsibility and all claims arising from any accident, injury, or damage suffered by any person or persons who participate in the event. Liability insurance must be provided by the sponsoring organization for each event attendee. Each attendee's personal medical policy will be the primary coverage upon accident, injury or sickness. The sponsoring organization is responsible for ensuring that all minor attendees remain on Camp Lacamas property at all times unless on a group authorized and supervised outing. *Proof of insurance and 'Save Harmless & Indemnity Agreement' are required. Please send with your completed agreement.*

I (authorized representative) HAVE READ THIS RENTAL AGREEMENT AND THE ATTACHED 'CAMP LACAMAS USAGE GUIDELINES' AND AGREE ON BEHALF OF _____ TO THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT AND THE 'CAMP LACAMAS USAGE GUIDELINES'.

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

____/____/____
DATE



CAMP LACAMAS USAGE GUIDELINES

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CHECK IN & CHECK OUT

1. Standard check-in time is between 2:00pm and 6:00pm.
2. Upon check-out, the Camp Lacamas staff will perform a walk-through inspection of the facilities to check for cleanliness and damages.
3. Standard check-out time is 11:00am for Monday through Saturday, and either 9:00am or 12:30pm on Sundays. (Both of our facilities managers attend church services on Sunday mornings, and are unavailable to check groups out between the hours of 10:00am and 12:30pm)

REGISTRATION

4. All registered guests will be given a colored wristband that must be worn at all times during their stay. This allows our staff to quickly identify people who are not authorized to be on-site, and helps them to keep the campus safe and secure.
5. Broken wristbands must be turned in immediately to campus management for replacement.
6. Any guests observed without wristbands after check-in will be asked by campus management to obtain a wristband through their group's director. If they refuse, they will be asked to leave the property.

BUILDING USAGE / ACCOMMODATIONS

7. Requests for special activities and amenities (i.e. slip'n'slide, sound/lighting/projection, etc.) must be made and approved by Camp Lacamas management a minimum of 30 days in advance. *Additional charges may apply.*
8. Cabin assignment will be done by the Camp Lacamas management, and at the discretion of the Camp Lacamas management, upon check-in.
9. Groups of more than 40 will be allowed use of the main auditorium room if requested and approved during the booking process.
10. Groups of less than 40 will be allowed the use of the Kitchen/Dining Hall/Chapel areas, unless otherwise approved by Camp Lacamas management.

BOUNDARIES

11. The boundaries of our camp are Lacamas Creek to the North, The Lacamas Heritage Walking Trail to the south and east, and Goodwin Rd. to the West. Please be respectful to our neighbors and surrounding properties.
12. Parking is allowed in designated areas only (along parking logs bordering front field and in front of the auditorium). Please do not drive across or onto the fields. Vehicles may park next to cabins for loading and unloading only (15 minutes maximum) as fire lanes are required to remain accessible.
13. Areas that are off limits to guests include: upstairs and back rooms of auditorium, 'pole building' next

to walking trail and immediate surrounding area, mobile home and immediate surrounding area (camp staff personal residence), house at entrance and immediate surrounding area (camp staff personal residence), and all sheds, storage tents and their immediate surrounding areas.

FACILITIES CARE

14. If you need to move furniture or equipment, please contact the campus manager first. All furniture and equipment must be replaced before checkout.
15. Your group is responsible to clean any area (indoor and outdoor) that they use during their stay, and to remove any items brought with them to the facilities.
16. A final walkthrough with your group's designated leader is required upon checkout.
17. If the facilities are not cleaned satisfactorily, cleaning will be billed to your group at a rate of \$0.30 per square foot, excluding major appliances. The stovetop, griddle, deep fat fryer, and refrigerators, will each be billed at a flat rate of \$20.00 each.
18. Please do not flush ANY FEMININE PRODUCTS, pine cones, paper towels, or solid objects down toilets. Flushing of anything other than human waste and toilet paper may result in septic backup and may require pumping or repair at the expense of your group.

REGULATIONS

19. Speed limit on the property is 5 mph.
20. Smoking is not allowed in any of our buildings or within 20 feet of the entrances to our buildings. Smoking is prohibited for anyone under the age of 21. Management reserves the right to ask for age identification of anyone smoking on-site.
21. No tape, staples, or push pins are allowed in walls or ceilings. Blue tape only may be used to hang signs or decorations.
22. Please no food or drinks, other than water, in the cabins.
23. We do not supply bedding, linens, or towels (except for in the kitchen).
24. All personal items left behind after checkout will be held for 30 days, after which, at the discretion of the camp management, will be distributed in a charitable manner.
25. Campfires are permitted in designated areas only while under ADULT supervision. Please check with campus-manager before burning as there are times that the local fire marshal prohibits burning. Two 5-gallon buckets filled with water, 1 shovel, and a charged garden hose must be present at all times that burning is taking place.
26. No pets allowed on-site unless expressly permitted by Camp Lacamas management. This does not apply to service animals, or animals that have been approved in writing by the Camp Lacamas management.
27. Any and all illness, accidents, medical problems, or damage to the facilities must be reported immediately to the campus manager.
28. Quiet times are before 8:00am and after 10:00pm. All excessive noise must be curtailed during these times.

FOOD SERVICE

- 29. Your group must provide your own food and kitchen staff unless arrangements have been made with Camp Lacamas management to provide your group with food service.
- 30. It is the responsibility of your kitchen staff to adhere to food and sanitation regulations.
- 31. Your group is required to replace any lost or broken cooking utensils, equipment, or appliances.
- 32. Any guests entering the Kitchen or Dining Hall areas must wear shirts and shoes. Appropriate attire while on campus is required.
- 33. Kitchen facilities are only to be used under direct adult supervision.

STAFFING & SUPERVISION

- 34. Your group must provide its own staff including a Director and supervision at the rate of at least one adult per eight (8) minors at all times.
- 35. Your group’s staff is responsible for maintaining order to prevent damage to Camp Lacamas’ property.
- 36. Your group will be responsible for their own first aid. Please staff someone that is qualified to administer first aid.
- 37. Lacamas Creek is accessible from the Camp Lacamas property, however any use of the creek is at your own risk. Camp Lacamas does not provide a lifeguard. It is your responsibility to provide your group with a lifeguard and adequate adult supervision while in or around Lacamas Creek.

RESTRICTIONS

- 38. Groups that Lacamas Conference Center will not host include, but are not limited to: family reunions, weddings, for-profit events or organizations, and faith-based groups whose beliefs are deemed, at the discretion of the Camp Lacamas management, to be in opposition to the Camp Lacamas statement of faith.
- 39. Absolutely no fireworks allowed on-site.
- 40. Absolutely NO weapons, explosives, firearms of any kind (including air-soft, paintball, etc.), or any other devises considered to be a threat are allowed on-site.
- 41. Absolutely NO alcoholic beverages or illegal drugs are allowed on-site.

I (authorized representative) HAVE READ AND AGREE TO THESE GUIDELINES, AND WILL DISSEMINATE THESE GUIDELINES TO ALL NECESSARY INDIVIDUALS WITHIN MY GROUP INCLUDING THOSE WHO ARE ATTENDING THE EVENT AT CAMP LACAMAS.

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

____/____/____
DATE

TITLE

ORGANIZATION



CAMP LACAMAS HOLD HARMLESS & INDEMNITY AGREEMENT

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We, the undersigned, in consideration for and as a condition of the use of Camp Lacamas, (hereafter "the facility") hereby agree to defend, indemnify, and hold harmless Lacamas Creek Communities and the facility, and their directors, employees, ministers, and agents from loss, claims of loss, costs, fees, and expenses, including court costs and attorneys' fees, arising from, alleged to arise from, or in connection with the use of the facility.

As further consideration for and condition of the use of the facility, the undersigned agrees to furnish Lacamas Creek Communities, and the facility, evidence of a Commercial General Liability policy issued by an insurance carrier with a Best Rating of A or better and licensed to do business in the State of Washington naming the undersigned as an insured and Lacamas Creek Communities, and Camp Lacamas as an additional insured, and having loss limits of \$3,000,000 combined loss and \$1,000,000 per occurrence, bodily injury or death of any person and damage to any property.

Failure to deliver acceptable insurance certificates in a timely manner shall be deemed cancellation of reservation. This agreement shall be construed under the laws of the State of Washington.

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

____/____/____
DATE

TITLE

ORGANIZATION