

RENTAL AGREEMENT



2025 NE Goodwin Rd.
Camas, WA 98607
(360) 834-3262

GROUP / ORGANIZATION INFORMATION

NAME OF GROUP/ORGANIZATION _____

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

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

GROUP/ORGANIZATION ADDRESS _____

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

CONTACT PERSON _____ POSITION/TITLE _____

CORRESPONDENCE ADDRESS _____

CITY _____ STATE _____ ZIP _____ CELL: (_____) _____ - _____

HOME: (_____) _____ - _____ E-MAIL ADDRESS: _____@_____.

EVENT INFORMATION

SCHEDULED NUMBER OF GUESTS: _____ FOR DATES: ____/____/____ TO ____/____/____

ARRIVAL: ____:____ AM / PM DEPARTURE: ____:____ AM / PM (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 / ADDITIONAL ARRANGEMENTS

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

** All groups renting the facilities, and all events taking place at the facilities, must be officially sanctioned and insured by a registered non-profit organization.

FINANCIAL RESPONSIBILITY

Rates/Pricing: We, the undersigned, agree to pay the standard rate of \$15.00 per person, per night of our stay, unless otherwise approved in writing by the Lacamas Conference Center management. No discounts for 'day only' guests. Staff, camp 'counselors', and all other guests pay the full rate. We understand that our billing will be subject to a minimum of 20 guests or \$300.00 per night, and that, should our number of attendees increase beyond the above 'scheduled number', we will be billed accordingly. Groups of less than 20 guests pay a minimum of \$300.00 per night. During the summer months (from the second week in June through September 1st) rates and deposits are figured on a 100 person minimum. **NO PERSONAL CHECKS.**

Deposits: We agree to pay a reservation deposit of \$250.00, or 20% of the projected total, whichever is greater. We understand that our reservation deposit will become non-refundable 90 days prior to our scheduled arrival date, and that the deposit will be non-refundable immediately if the event is booked within 90 days prior. In addition, we agree to pay a security/damage deposit of \$200.00 if the total number of our attendees is less than 50, and \$400.00 if the number is 50 or more. The security/damage deposit will be refundable upon check-out pending the conference center is cleaned properly and free of damages. We agree to be financially liable for the costs of any damages done by our attendees, even if they exceed our security/damage deposit. **Reservation is not secured until reservation deposit is received. Remaining balance due upon arrival. Security/damage deposit is due upon check-in. NO PERSONAL CHECKS.**

Insurance: Lacamas Conference Center, Vancouver #4 Foursquare Church, and the International Church of the Foursquare Gospel is 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 group attendee. Each individual's personal medical policy will be the primary coverage upon accident or sickness. The group is responsible for insuring all minor attendees remain on LCC property at all times unless on a group authorized and adult supervised outing. **Proof of group insurance and 'Save Harmless & Indemnity Agreement' are required. Please send with your completed agreement.**

Miscellaneous: We have received a copy of, read, and agree to all of the additional terms and guidelines stated within the 'Lacamas Conference Center Usage Guidelines'. If the group cancels their reservation 90 days or more in advance, the reservation deposit will be refunded, less a \$50.00 admin. fee.

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

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

____/____/____
DATE

LACAMAS CONFERENCE CENTER

USAGE GUIDELINES

Check-in / Check-out

1. Check-in time to be between the hours of 2:00pm and 6:00pm and must be established on the rental agreement.
2. The facilities used by the group are subject to inspection and approval (final walkthrough) by Lacamas Conference Center staff as part of the financial settlement.
3. Final walkthrough during check-out to be completed by 11:00am on weekdays (and Saturday) and at 1:00pm on Sundays.

Registration

4. All paid guests will receive a colored wristband that must be worn at all times during their stay. Broken wristbands must be turned in immediately to campus management for replacement.
5. Any guests observed without wristbands after check-in will be asked by campus management to purchase a wristband through their group's director. If they refuse, they will be asked to leave the property.
6. Any wristbands that are purchased and not used may be refunded as long as the group has already met their minimum.

Accommodations/Building Usage

7. Requests for special activities and amenities (i.e. paintball, slip'n'slide, inflatable children's equipment, etc.) must be made and approved by LCC management a minimum of 30 days in advance. *Additional charges may apply.*
8. Cabin assignment will be done by the LCC management, and at the discretion of the LCC 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 initial booking process.
10. Groups of less than 40 will be limited to the use of the Kitchen/Dining Hall/Chapel areas.
11. Sound, lighting, and presentation equipment are available, but must be requested a minimum of 30 days in advance, and approved by the LCC management. *Additional regulations, deposits, and/or charges may apply.*

Boundaries

12. 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 responsible to our neighbors and surrounding properties as well as to our camp.

13. 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.
14. Speed limit on the property is 5 mph.
15. 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 (campus manager's personal residence), house at entrance and immediate surrounding area (staff member's personal residence), and all sheds, storage tents and their immediate surrounding areas.

Facilities Care

16. If you need to move furniture or equipment, please contact the campus manager first. All furniture and equipment be replaced before checkout.
17. Each 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.
18. A final walkthrough with the group's designated leader is required upon checkout.
19. If the group leaves without cleaning satisfactorily (receiving a signed release from the Lacamas Conference Center staff) then cleaning will be billed to their deposit 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 \$40.00 each.
20. 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 the group renting the facility.

Regulations

21. 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.
22. No tape, staples, or push pins are allowed in walls or ceilings. Blue tape only may be used to hangs signs or decorations.
23. Please no food or drinks, other than water, in the cabins.
24. We do not supply bedding, linens, or towels (except for in the kitchen).
25. 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.
26. 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.

27. Pets are discouraged. Lacamas Conference Center will not be held responsible for any harm that may come to them, and they must be controlled at all times and kept on a leash. All pet waste must be cleaned up and disposed of by the pet owner. The management retains the right to, at any time, disallow pets at their discretion.
28. Any and all illness, accidents, medical problems, or damage to the facilities must be reported immediately to the campus manager.
29. Quiet times are before 8:00am and after 10:00pm. All excessive noise must be curtailed during these times.

Food Service

30. Your group must provide your own kitchen staff unless arrangements have been made with the LCC management to provide your group with food service.
31. The kitchen leader must have a current certified food handlers license that must be posted in the kitchen during the event.
32. It is the responsibility of the kitchen staff to adhere to food and sanitation regulations.
33. The group is required to replace any lost or broken cooking utensils, equipment, or appliances.
34. Guests entering Kitchen/Dining Hall areas must wear shirt and shoes. Appropriate attire while on campus is appreciated.
35. Kitchen facilities are only to be used under direct adult supervision.

Staffing & Supervision

36. Guest group must provide its own staff including a Director and supervision at the rate of at least one adult per ten (10) minors at all times.
37. The guest group's staff is responsible for maintaining order to prevent damage to Lacamas Conference Center's property.
38. Guest group will be responsible for their own first aid. Please staff someone that is qualified to administer first aid.
39. Adult supervision must be present at all times when children are in or around Lacamas Creek. Adults must be in pairs when participating in activities in or around Lacamas Creek.

Restrictions

40. 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 LCC management, to be in opposition to the Conference Center's statement of faith.

41. Absolutely no fireworks allowed on-site.

42. Absolutely NO weapons, explosives, firearms of any kind (including air-soft), or any other devices considered to be a threat are allowed on-site. Paintball gear must be inspected and approved by campus management, and is only to be used during camp-supervised paintball activities.

43. Absolutely NO alcoholic beverages or illegal drugs are allowed on-site.

X _____
Signature of Authorized Representative

Printed Name

____/____/____
Date

SAVE HARMLESS AND INDEMNITY AGREEMENT

We, the undersigned, in consideration for and as a condition of the use of Lacamas Conference Center, (hereafter "the Facility") hereby agree to defend, indemnify, and hold harmless the INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL and the Facility, its 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 INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL, 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 INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL, and Lacamas Conference Center 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 timely deliver acceptable insurance certificates shall be deemed cancellation of reservation. This agreement shall be construed under the laws of the state of Washington.

Printed Name

Signature

Title

Name of Organization

Date