

## Section 15: Camp Facility Rentals

### 15.1 Policy Regarding Camp Rentals

Sep 2010

Article III of the Society's mission statement (*Section 1.1.2*) states, "Rock Lake United Church Camp will: offer our hospitality to groups who desire to provide programs and activities in the natural setting of our camp;" and Articles IV & V of the Rock Lake United Church Camp Society's objectives (*Section 1.2*) state: a) "To offer use of the camp to other groups", and b) "To continue fund-raising by renting the camp and operating the adjacent campground, thereby ensuring our continued financial self-sufficiency", thus it is the Society's policy to rent out the church camp to other user groups when it is not being used by the Society itself.

#### 15.1.1 Authority

Oct 2018

##### Registrar

As per (*Section 2.3.3*), a registrar, will be appointed by the Society from among its Board members. Said Registrar will be responsible for renting the Camp to outside users following all rules and policies as determined by the Society and for maintaining a schedule of its use.

##### Camp Caretaker

The management of the Camp is under the direction of the Camp Caretaker who, as a Contractor, is contracted by and reports to the Society through the Director of Property & Maintenance.

In addition to providing year round security by living in the house provided on the site, under the terms of a negotiated contract, the Camp Caretaker is responsible for the management of, and all minor maintenance for the Camp, Campground & house (*Appendix 3*).

#### 15.1.2 Priority

Oct 2018

The Board has established a series of booking priorities for renting the camp. These are:

1. United Church camps shall have first priority. United Church groups shall confirm booking dates by October 15th of the year preceding their camps. Confirmations are to be made with the Registrar. No other party shall have priority over these dates, regardless of past bookings.
2. Following United Church bookings, priority shall be given to:
  - a) United Church affiliated groups (e.g. Cub groups, CGIT)
  - b) Other Christian churches
  - c) Community groups (e.g. Cubs, Brownies)
  - d) Schools
  - e) Recreation Associations
  - f) Reunions, Weddings, Business Meetings, etc,
  - g) Commercial Endeavours

Past bookings of various groups will be taken into consideration if their requests are forwarded to the Registrar of Board prior to the registration deadline of October 15th of the year prior to their camp. Any dates that are still open after that time may be allocated on a first come, first serve basis regardless of where the renter would have come up on the priority listing.

**15.1.3 Insurance**

Oct 2016

All renters of the camp must carry their own medical, liability & use of property insurance and are responsible to ensure that the UCC, BC Conference, the Society & the BCCA are listed as co-insured under their policy.

**15.1.4 Rates**

Feb 2015

The rates for renting the camp are set annually by the Board and can not be amended without Board approval. Current rates are listed at (*Schedule 11*).

**15.1.5 Rental Application & Agreement Form**

Apr 2019

The current Rental Application and Agreement Form is included at (*Form 1*). The Registrar may amend the form as he/she sees fit, keeping in mind the following information:

1. It must remain an 'Application' giving the Society the right to refuse any request without explanation.
2. The nightly fee is to be set annually by the Board.
3. The fifty per-cent (50%) deposit must remain intact unless amended by the Board.
4. The waiver, as detailed below, must not be changed without Board approval.

I, the Undersigned, am responsible for my group.

I have read this Agreement in full, including the Rules & Regulations and the List of Supplies therein attached.

**15.1.6 Church Camp Rental Contract**

Apr 2019

All renters of the Church Camp must read and sign a Church Camp Rental Contract (*Form 23*).

The wording of this agreement must not be changed without Board approval.

**15.1.7 Rules & Regulations**

Sep 2010

All users of the Camp must adhere to the Rules and Regulations for Camp use as defined in (Appendix 7 becomes *SECHEDULE I* when attached to Form 23).

**15.1.8 Information Sheet**

Oct 2018

An Information Sheet has been developed for church camp users (See Appendix 8 becomes *SCHEDULE II* when attached to Form 23).

**15.2 Site Details**

Sep 2010

All details of the camp as to location, facilities & services are detailed in (Section 3) of this manual.

A site map (not to scale) of the Church Camp is included at (Schedule 1).

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