

Section 16: Campground Operation

16.1 Policy Regarding Campground Operation

Nov 2010

Article V of the Rock Lake United Church Camp Society's objectives (Section 1.2) states: "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 operate a campground on the Camp property.

16.1.1 Autonomy of Campground

Nov 2010

The Board insists that the Church Camp and the Campground remain completely independent of each other at all times. In this regard the campground is limited to development across the creek from the church camp and the Society must maintain separate beaches at all times. Rules must be established and enforced that make certain that neither users of the church camp nor campers trespass on each other spaces.

16.1.2 Number of sites

Jul 2020

The Board has established, by resolution, that the maximum number of annual revenue sites allowed at the campground is **eighty-three (83)**

16.1.3 Rental Policy

Oct 2018

The Board has established, by resolution, the rental policy for the campground as follows:

- a) One (1) site is to remain available for short term guests. This site is mainly for friends of our long term renters or members of the United Church of Canada, but by rule, is available to all. The renting of these sites shall be controlled by the Camp Caretaker;
- b) Eighty (83) sites are to be rented on an annual basis of which control is vested in the Registrar as outlined below (Section 16.2.1).

Note: a few of these sites, at the request of the renter, may be designated two-rig sites as suggested by the Camp Caretaker and approved by the Director of Property and Maintenance.

The Board has established that all 83 of these sites are to be rented on a year-to-year basis with no guarantees to any renter beyond the current year - (16.1.6). Authority to rent these sites is solely at the discretion of the Board who designates this right to the Registrar. The camper has no inherent right to assign, loan, sub-let, or otherwise dispose of their site.

- c) One site is to be made available to the Camp Caretaker for it's personal use, if requested, at no fee. The Society retains control of this site and if the current Camp Caretaker does not want to use the site, it will revert to a regular rental site as in b) above.

16.1.4 Annual Rental Period

Oct 2018

The Board has established that the annual rental year shall be from 16th of October through to the 15th of October of the following year. (Note: If a site is not renewed by Sep 15th of any given year, then it must be vacated no later than Oct 1st of that year to give new renters time to occupy their sites before the camp closes.)

Any costs to clean up any vacated site will be charged to the former tenant.

16.1.5 Rental Rates

Feb 2015

Rental rates for the campground are to be established annually by resolution of the Board. Current rates are listed at (*Schedule 11*).

16.1.6 Renewal Policy

Jul 2020

It is the policy of the Board that as long as a particular camper's application is to be accepted for the next camping season, then the individual who has that site would have first right of refusal for the site for each subsequent year on a year-to-year basis, providing that the completed application and all other required items are received, by the Registrar, prior to September 15th of any given year for the next camping season and there have been no issues that would negate a renewal. Decisions on renewals are made by the Registrar at the request of the Camp Caretaker.

The notice not to renew should be sent by email stating the decision along with the reasons for coming to that conclusion. The appeal process must be explained. There needs to be an acknowledgement that the recipient has received the communication.

16.1.7 Evictions

Jul 2020

Evictions are made by the Registrar (although he/she should consult with the Chairman, Secretary and Director of Property and Maintenance for guidance before making the decision) at the request of the Camp Caretaker for serious misconduct that affects the other campers.

Any campers evicted shall be refunded a pro-rated portion of their unused rent for that season.

The notice should be sent by email stating the decision along with the reasons for coming to that conclusion. The appeal process must be explained. There needs to be an acknowledgement that the recipient has received the communication.

16.1.8 Appeals

Jul 2020

Anyone not renewed for any subsequent season or is evicted from the campground shall be entitled to an appeal. This process will start within ten (10) days of receipt of the notice by the Camper requesting an appeal along with any the facts or information they would like to be considered. This communication should go to the Society's Secretary via email. The whole

Board (except for the Registrar who may only be called to answer questions) will consider the request using protocol established by the Secretary. The Secretary will respond to the Camper with the appropriate decision.

16.1.9 Right of Succession

Jul 2020

The Board has established a Right of Succession whereby parents may pass on control of their site to a child regardless of where they stand on the wait list or even avoiding the wait list in its entirety.

16.2 Authority & Management

16.2.1 Authority & Management

Apr 2014

Registrar

A Registrar, appointed by the Society from among the Board members, is responsible for renting the Campground to outside users following all rules and policies as determined by the Society.

Management

The management of the Campground 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 rent free, 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 2*).

16.3 Priority

Oct 2018

The Registrar will establish a wait list for future campground rentals and is to assign vacant sites from this list in order of first-come-first-served although the Society has the right to unilaterally amend this list as it sees fit.

On September 1st of each year, the Registrar will contact (via email) all parties on the Wait List and ask them to indicate whether they are still interested in a site or not. They will have 48 hours to respond. Names on the list who do not respond will be eliminated. They will also have the option to refuse a site for the next season and retain their place on the Wait List for one more year with this option being allowed only once.

Those still wanting sites will be contacted on September 16th (via email) with a list of sites available for the next season. They will be asked for their order of preference and an indication as to which sites they will or will not take. Renters will have 48 hours to respond. The sites will then be allocated based on these responses and their respected position on the Wait List.

16.4 Insurance

May 2017

All renters of campground sites must carry their own liability insurance as well as comprehensive insurance to cover any property at the Camp. This would generally be covered through their homeowner's or tenants policies, but the onus is on each renter to ensure that they are covered. The Society carries no insurance for any campers' property used or stored at the Camp. Renters should ensure that the UCC, BC Conference and the Society are listed as co-insurers under this endorsement.

16.5 Campground Registration Request

Oct 2018

The current Registration Request Form is included at (Form 19). The Registrar may amend the style of 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 fee is to be set annually by the Board.
3. Payment schedule and registration rules must remain as follows unless changed by the Board.

Applications must be received by the Registrar by September 15th of each year for the next camping season. These applications must be accompanied by a maximum of six cheques as follows: one cheque for 10% of the total annual fee dated September 15th of the year of the application, one cheque for 10% of the annual fee post-dated to October 15th of the year of the application and four other cheques, each for a minimum of twenty per-cent (20%) of the annual rent post-dated for December 1st of the year of the application, February 15th of the following year, March 31st of the following year and May 15th of the following year.

4. The waiver, as detailed below, must not be changed without Board approval.

I (we) accept the authority to be the person (s) responsible for anyone on this site.

I (we) have read the Contract & the Rules & Regulations and if this application is accepted, I (we) agree to abide by all.

I (we) further understand that I (we) have no inherent right to assign, loan, sub-let, or otherwise dispose of this site.

16.6 Campground Site Rental Contract

Jul 2020

Per the policy of the UCC, all renters of sites in the Campground must read and sign a Campground Site Rental Contract (Form 24).

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

16.7 Rules & Regulations

Sep 2010

All users of the Campground must adhere to the Rules and Regulations for Camp use as defined in (Appendix 9 which becomes SCHEDULE I when attached to Form 24).

16.8 Campground Layout

May 2015

A map of the campground (not to scale) can be found at (Schedule 7) of this manual.

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