

Aspendale Baptist Encampment, Inc.

(DBA Aspendale Mountain Retreat Center)

Facilities Use Agreement – Family Cabin

This document contains the full extent of the agreement between Aspendale Mountain Retreat Center and the User Group. It must be signed by an authorized representative of the User Group. Your reservation for use of the facilities will be confirmed when this contract is signed and returned with the proper deposit.

Full payment is expected prior to departure by check or cash. If you need to use a credit card a 3% finance charge will be added. (A 5% fee will be charged if payment is not made prior to departure unless prior arrangements have been made.)

Check in time is 2:00 pm and Check out time is 10:00 am

Name of Family or Group _____ Group Type _____

Address _____ City _____ State _____

Contact Person _____ E-mail _____ Phone _____

Beginning Date _____ Ending Date _____ Minimum Number _____

Meals and Lodging Requested (please check):

	Mon	Tue	Wed	Thru	Fri	Sat	Sun
Breakfast	_____	_____	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____	_____	_____
Supper	_____	_____	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____	_____	_____

Special Request _____

1. Groups are asked to provide a certificate of insurance; please include with Facilities Use Agreement.
2. A deposit in the amount of \$ _____ is required within (30) days of the date this agreement is received. **The User Group agrees to pay the remaining balance of the invoice prior to the completion of their stay either by check or cash. A 3% fee will be added to all credit card payments.**
3. **Cancellation Policy:** If we (user group) cancel this agreement, regardless of the date the contract is signed, we understand that we will be responsible for 80% OF THE GUARANTEED MINIMUM AS STATED. However, if Aspendale Mountain Retreat Center can arrange a full or partial replacement group, we may be eligible for a cancellation discount. Our cancellation discount would amount to the guaranteed minimum of the replacement group.
4. Aspendale family cabins are designed for families or small adult groups and have been specially furnished for your enjoyment. We ask that users treat the furniture and fixtures with care and leave the cabins as you found them.
5. The user group will assume responsibility for all damages to facilities and equipment by its participants. The user group agrees to pay for any damages within thirty days of notification by Aspendale Mountain Retreat Center.
6. If using the fireplace, **please leave ashes in the fireplace. Do not** dump them outside your cabin or place them inside a trash dumpster.
7. Smoking is prohibited in all buildings. Alcoholic drinks, fireworks and firearms are not permitted on Aspendale Mountain Retreat Center grounds.
8. Dress should be modest and reflect Christian standards. Specifically, we ask that stomachs are covered, shorts are of modest length, clothing does not have profane writing and tank tops modestly cover skin. Shoes are to be worn when outside of dormitories.

9. Pets **are not** permitted at Aspendale Mountain Retreat Center, A \$50.00 deposit will be charged for guests that bring their pets. Aspendale Mountain Retreat Center is not responsible for any actions caused by guest who bring their pets.
10. Motorized vehicles are to stay on designated parking and driving areas. This includes ATV's, motorbikes, etc. We do not have access to the National Forrest where ATV's can be utilized.
11. Outdoor campfires must be approved by Aspendale Mountain Retreat Center management. National Forest regulations apply. All fires must be attended until fire is out.
12. On-site first aid is to be provided by the guest group. The Cloudfcroft EMS can be called to help with illness and injuries.
13. If cabin user groups include people other than immediate families, the group needs to have the following:
 - A. A roster of names and addresses of all participants; plus the name and a contact telephone number of parent or guardian for minors.
 - B. Emergency contact names and numbers for participants.
 - C. A health form listing allergies, health conditions requiring medical treatment, medications and special restrictions while at Aspendale Mountain Retreat Center.
 - D. A signed permission slip from parents or guardians to seek emergency treatment of minors.
14. Aspendale Mountain Retreat Center is committed to providing a safe and secure environment for all children, youth, adults and volunteers while using our facilities. We require the signer of this agreement to insure that all volunteer and paid sponsors and leaders of the event are properly screened to prevent child abuse. It is strongly suggested that all leaders and counselors undergo child abuse training prior to working with children or youth.
15. Any suspected incident of child abuse while on Aspendale Mountain Retreat Center property must be reported immediately to the Camp Manager.
16. The User Group agrees that its participants will abide by the policies stated in this agreement, and those posted on the grounds. The signer accepts the responsibility of communication of Aspendale Mountain Retreat Center policies to the leadership and participants of the event and will follow through to ensure compliance.
17. Groups are asked to not exceed the maximum bedding capacity of the facility they are utilizing.

We hereby agree to the information above. We agree to leave the facilities in good condition and to pay any damages or excessive cleaning labor caused by our group. We waive any and all claims against Aspendale Mountain Retreat Center, or any of its Boards, Committees, or its Representatives because of personal injury, property damage, or theft, which may have occurred on the grounds of Aspendale Mountain Retreat Center. We agree to abide by the policies of this Facilities Use Agreement and to respect the beliefs of Aspendale Mountain Retreat Center as stated in the Statement of Faith and do nothing by word or act, individually or as a group, that would detract from, or be contradictory to that policy.

Signature of person assuring the financial responsibility of this contract

Title

Date

Please Mail facilities use agreement and deposit to:
Aspendale Mountain Retreat Center
PO Box 287
Cloudfcroft, NM 88317

Statement of Faith: As a Christian organization we want our guest to understand that the primary purpose of Aspendale Mountain Retreat Center is to share the gospel of Jesus Christ. Our goal is to strengthen the Body of Christ through biblical education, worship, fellowship and recreational activities.