

Aspendale Mountain Retreat Center

(Aspendale Baptist Encampment, Inc. DBA Aspendale Mountain Retreat Center)

Facilities Use Agreement - Retreat

This document contains the full extent of the agreement between Aspendale 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. User fees will be based on the lodging, meals and recreation activities requested. The User Group agrees to pay 100% for the first meal requested and a minimum of 80% for the lodging, meals and recreation reserved through this Facilities Use Agreement.

Check out time is 10:00 a.m Check in time is after 2:00 p.m.

(unless prior arrangements have been made. This gives us time to prepare the cabin for the next group)

Full payment is expected prior to departure. A 5% fee will be added unless prior arrangements have been made.

NAME OF ORGANIZATION _____ GROUP TYPE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ PHONE _____

BEGINNING DATE _____ ENDING DATE _____ MIMIMUM NUMBER _____

MEALS AND LODGING REQUESTED (please check):

	MON	TUE	WED	THU	FRI	SAT	SUN
BREAKFAST	_____	_____	_____	_____	_____	_____	_____
LUNCH	_____	_____	_____	_____	_____	_____	_____
SUPPER	_____	_____	_____	_____	_____	_____	_____
LODGING	_____	_____	_____	_____	_____	_____	_____

SPECIAL REQUESTS _____

Please read these policies carefully:

1. Groups are asked to provide a certificate of insurance; please include with Facilities Use Agreement.
2. **Final attendance numbers must be provided to Aspendale seven days prior to the start date of your retreat.**
3. If recreation or extra meeting space is needed, an event schedule must be provided to Aspendale one week prior to the start of the event to permit scheduling of activity spaces and staff requirements.
4. A deposit in the amount of _____ is required within five working 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.**
5. **Cancellation Policy:** If we 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.
6. 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.
7. Aspendale reserves the right to alter accommodations if the need arises. Every effort, however, will be

made to place groups in the facilities desired.

8. Aspendale will furnish the agreed-upon number of meals. Unless arrangements are made in advance, meal times will be at 8:00 am (Breakfast), 12:00 noon (Lunch), and 5:30 pm (Supper). Serving lines will remain open for 30 minutes.

9. The User Group agrees to leave the facilities and grounds clean. An extra cleaning charge of \$50 per building used and \$50 for grounds cleaning will be assessed if facilities are left unclean.

10. Smoking is prohibited in all buildings. Alcoholic drinks, fireworks and firearms are not permitted on Aspendale grounds.

11. 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.

12. Aspendale has a No Pet Policy. A \$50.00 fee per pet will be charged for guests who do bring their pets.

13. Vehicles are to be parked in designated parking areas upon arrival and left for the duration of the event unless needed for transporting equipment of supplies or for medical reasons.

14. When scheduled in advance, the Snack Shack and Gift Shop can be available.

15. Outdoor campfires must be approved by Aspendale management. National Forest regulations apply. All fires in indoor fireplaces must be attended until fire is out.

16. Immediately report **ALL** injuries and safety concerns to Aspendale management.

17. On-site first aid is to be provided by the guest group. The Cloudcroft EMS can be called to help with illness and injuries. The Aspendale Accident Report form must be filled out and accompany any injured party who is transported to a medical facility.

18. For the safety of all individuals each 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 Baptist Encampment

D. A signed permission slip from parents or guardians to seek emergency treatment of minors

19. All User Groups must agree to the Aspendale "Statement of Faith". This statement is published on our web site at www.aspendale.org, or can be requested from Aspendale management.

20. Aspendale is committed to providing a safe and secure environment for all children, youth and volunteers while using our facilities. We require the signer of this agreement to insure that all volunteer and paid counselors 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.

21. Any suspected incident of child abuse while on Aspendale property must be reported immediately to the Camp Manager.

22. 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 policies to the leadership and participants of the event and will follow through to ensure compliance.

We waive any and all claims against Aspendale Mountain Retreat Center, or any of its Boards, Committees, Staff or its Representatives because of personal injury, property damage, or theft, which may have occurred on the grounds of Aspendale Mountain Retreat Center.

SIGNED _____ **DATE** _____

Please mail facilities usage agreement and deposit to:

**Aspendale Mountain Retreat Center
P. O. Box 287
Cloudcroft, New Mexico 88317**