



# CAMP/RETREAT FACILITIES USE AGREEMENT

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.

Aspendale Mountain Retreat Center is reserving its facilities for your group. 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.

Additional fees will be based upon special requests or needs. Full payment is expected prior to departure. If using a credit card a 3% finance charge will be added. A 5% fee will be added unless prior arrangements have been made.

COST PER PERSON: \$ \_\_\_\_\_ TOTAL NUMBER OF ATTENDEES: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

CHECK- IN DATE: X \_\_\_\_\_ CHECK OUT DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CONTACT PERSON: X \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_ .com

SPECIAL REQUESTS: \_\_\_\_\_

| LODGING                 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------------|--------|---------|-----------|----------|--------|----------|--------|
| Canyon Lodge UP (44)    |        |         |           |          |        |          |        |
| Canyon Lodge DOWN (34)  |        |         |           |          |        |          |        |
| Clifford 1A (10)        |        |         |           |          |        |          |        |
| Clifford 1B (12)        |        |         |           |          |        |          |        |
| Clifford 1C (10)        |        |         |           |          |        |          |        |
| Clifford 2A (10)        |        |         |           |          |        |          |        |
| Clifford 2B (12)        |        |         |           |          |        |          |        |
| Clifford 2C (10)        |        |         |           |          |        |          |        |
| Aspen Lodge (42)        |        |         |           |          |        |          |        |
| Grandview (32)          |        |         |           |          |        |          |        |
| Spruce Lodge (14)       |        |         |           |          |        |          |        |
| Hayes Cabin(4)          |        |         |           |          |        |          |        |
| Van Haselen (6)         |        |         |           |          |        |          |        |
| Dunham (6)              |        |         |           |          |        |          |        |
| Cave/Nurses Station (4) |        |         |           |          |        |          |        |
| MT. View (2)            |        |         |           |          |        |          |        |
| Pine Lodge (12)         |        |         |           |          |        |          |        |
| Primitive (12)          |        |         |           |          |        |          |        |

**TOTAL MEALS: XX**

| <b>MEALS</b> | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------|---------|-----------|----------|--------|----------|--------|
| Breakfast    |        |         |           |          |        |          |        |
| Lunch        |        |         |           |          |        |          |        |
| Dinner       |        |         |           |          |        |          |        |

| <b>MEETING ROOMS</b> | Monday (am/pm) | Tuesday (am/pm) | Wednesday (am/pm) | Thursday (am/pm) | Friday (am/pm) | Saturday (am/pm) | Sunday (am/pm) |
|----------------------|----------------|-----------------|-------------------|------------------|----------------|------------------|----------------|
| Chapel AM            |                |                 |                   |                  |                |                  |                |
| Chapel PM            |                |                 |                   |                  |                |                  |                |
| West Founders AM     |                |                 |                   |                  |                |                  |                |
| West Founders PM     |                |                 |                   |                  |                |                  |                |

| <b>ACTIVITIES</b> | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|--------|---------|-----------|----------|--------|----------|--------|
| Odyssey Ropes     |        |         |           |          |        |          |        |
| Archery           |        |         |           |          |        |          |        |
| Paintball         |        |         |           |          |        |          |        |
| Hatchet Throwing  |        |         |           |          |        |          |        |
| Fire Ring         |        |         |           |          |        |          |        |
| Sports Courts     |        |         |           |          |        |          |        |

## **CAMP POLICIES (PLEASE READ CAREFULLY)**

Groups are asked to provide **participant assumption of risk forms** for activities. They should be filled out and turned in when checking in for the day.

1. Final attendance numbers must be provided to Aspendale seven (7) days prior to the start date of your camp. **This will be a minimum amount that your group will be charged for.**
2. An event schedule must be provided to Aspendale seven (7) days prior to the start of the event to permit scheduling of activity spaces, recreation, and staff requirements.
3. **A deposit in the amount of \$ 400 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.**
4. **Cancellation Policy:** I understand that the cancellation policy is as follows:  
**Reservations of 1-75 people: Thirty-one (31) days or more** before the event date: A full refund will be issued, minus a \$50 admin fee. Thirty (30) days or less: Only refundable (minus a \$50 admin fee), if and when the camp/cabin/activity has been rebooked at equal value or the booking can be moved to a future available date.  
**Reservations of 75+ people: Ninety (90) days or more** before event date: The event can be rebooked for a different future date or a refund will be provided minus a \$100 admin fee. If cancellation occurs 90 days or less before the event date, a refund will be given only if and when the cabin/camp/activity has been rebooked at equal value. If cancellation occurs 30 days or less before the event date, the remaining balance will be due unless a booking of equal value is made for the canceled date(s). A \$100 admin fee will apply if a refund is processed.

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.
6. Aspendale reserves the right to alter accommodations if the need arises. Every effort, however, will be made to place groups in the facilities desired.
7. The User Group agrees to leave the facilities and grounds clean, and to pay damages or excessive cleaning labor caused by our group. **Cleaning Fee: A refundable cleaning fee will be charged with the deposit. (\$250 for dorm style cabins, \$150 for family cabins).** At the walkthrough at checkout it will be determined if the cleaning fee will be refunded or taken off the total of the remainder due to Aspendale.
8. Smoking is prohibited in all buildings. Alcoholic drinks, fireworks and firearms are not permitted on Aspendale grounds.
9. 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.
10. Pets are NOT permitted at Aspendale. A \$60 fee per pet will be charged for guests that bring their pets. We are not responsible for any actions caused by guests who may bring their pets.
11. Vehicles are only allowed on designated roads and parking areas. Vehicles are not allowed on grassy areas. Vehicles are to be parked in designated parking areas upon arrival and left for the duration of the event unless needed for transporting equipment or supplies or for medical reasons.
12. The Snack Shack and Gift Shop will be open for all summer camps and can be made available during retreats if requested in advance. Sales of merchandise or food products by user groups **are not** allowed on camp property.
13. Outdoor campfires must be approved by Aspendale management prior to camp start date. National Forest regulations apply. All fires in indoor fireplaces must be attended until fire is out.
14. For the safety of all individuals each group must have the following:
  - a. Aspendale's Waiver must be signed by ALL participants and turned in during check in for camp.
  - b. A roster of names and addresses of all participants, plus the name and contact phone number of a parent or guardian.
  - c. Emergency contact names and numbers of participants.
  - d. A health form listing allergies, health conditions requiring medical treatment, medications, and special restrictions while at Aspendale.
  - e. A signed permission slip from parents or guardians to seek emergency treatment of minors.
  - f. Aspendale is not liable for ensuring the User Group has the above information. It is the sole responsibility of the User Group to obtain the information of their campers.
15. On-site first-aid is to be provided by the User Group. Cloudcroft EMS (9-1-1) can be called for help with emergencies. Sacramento Mountain Medical Center can also be called for help (575) 682-2542 during normal business hours. Gerald Champion Medical Center in Alamogordo is the nearest hospital (575) 439-610. **All** medical incidents must be reported to Aspendale and an accident report must be filed..
16. All User Groups must agree to the Aspendale "Statement of Faith". This statement is published on our web site at [www.aspendale.org](http://www.aspendale.org), or can be requested from Aspendale management.
17. 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 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.
18. Any suspected incident of child abuse while on Aspendale property must be reported immediately to the Camp Manager.
19. 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.
20. 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. **Any dietary restrictions or requests should be sent to the camp with final attendee numbers at least 7 days in advance.**
21. Quiet hours at Aspendale are from 11 pm to 6 am. No loud noises or disruptions.
22. For after hours help, please text or call (256) 476-5800.

We waive any and all claims against Aspendale Mountain Retreat Center, or any of its Boards, Committees, Staff or its Representatives (each a "Facility Party" and collectively, "Facility Parties") because of personal injury, property damage, or theft (collectively, "Liabilities"), which may have occurred on the grounds of Aspendale Mountain Retreat Center, except to the extent such Liabilities are caused in whole or in part by any acts, omissions, negligence, gross negligence, recklessness, or intentional misconduct of any Facility Party or a breach or violation by any Facility Party of this Agreement or any applicable law or ordinance.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**PRINT NAME** \_\_\_\_\_ **ORGANIZATION** \_\_\_\_\_

Please email this contract to [aspenderetreat@gmail.com](mailto:aspenderetreat@gmail.com) and mail your deposit to: Aspendale Mountain Retreat Center, P.O. Box 287, Cloudcroft, New Mexico 88317 **Checks should be payable to: Aspendale Baptist Encampment, Inc.**