



# Facility Rental Contract

480 Forest Road, Denver PA, 17517 | retreats@camconquest.org | 717.336.2541 | camconquest.org

Organization: \_\_\_\_\_ Organization Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street City ST Zip

Contact Person: \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Contract Dates: \_\_\_\_\_ Arrival Day/Time: \_\_\_\_\_ Departure Day/Time \_\_\_\_\_

**Group Type**

Event Description: \_\_\_\_\_

Children     Youth  
 Men         Women  
 Other: \_\_\_\_\_

**Meal Options**

Group Provides Own  
 ----- or -----  
 Camp Provided Meals  
 No. of Meals per person: \_\_\_\_\_  
 Note: \_\_\_\_\_

**Facility/Lodging Options**

Exclusive Use  
 Lutz Lodge & Hope Lodge  
 (4 Cabins: Cedar, Spruce, Oak & Pine)  
 Sprecher Lodge  
 (2 Cabins: Elm, Walnut)  
 Overflow Cabins  
 Hemlock    Aspen    Birch    Maple

**Financial Details**

Price per person for Lodging: \_\_\_\_\_ Price per person for Meals \_\_\_\_\_ Total Per Person: \_\_\_\_\_  
 Estimated Number of People: \_\_\_\_\_ Contract Minimum: \_\_\_\_\_ Contract Maximum: \_\_\_\_\_  
 Deposit: Contract Minimum X Price Per Person = \_\_\_\_\_ x 25% = \_\_\_\_\_ Due with Contract  
 Additional Meal Deposit: Estimated Total x 25% = \_\_\_\_\_ Due 1 month prior to event with approx. count.  
**Final Payment Due at conclusion of your retreat. Must be paid with organizational check or cash.**

As a representative for the above organization I agree that I will communicate the camp policies listed here and that as a group we will adhere to same. (please initial each item, additional information on back of this page):

\_\_\_\_\_ \*The Camp Conquest Statement of Faith and Position on Social Issues  
 \_\_\_\_\_ \*Adequate staffing ratios for children and youth according to ACA guidelines  
 \_\_\_\_\_ \*Liability Insurance coverage  
 \_\_\_\_\_ \*First Aid  
 \_\_\_\_\_ \*Food Handling Protocols  
 \_\_\_\_\_ \*Cleaning and Facility Care Responsibilities  
 \_\_\_\_\_ \*Cancellation Policy  
 \_\_\_\_\_ \*The Guest Group Policies as posted online

I agree to these terms and will return this contract signed, along with a certificate of liability insurance and deposit. I will submit a complete list of attending registrants upon arrival.

Print Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Camp Provided Activities**

Camp Conquest provides various activities run by certified staff at an additional hourly fee. Contact the office for details

**Additional Notes:**

## Camp Policies

This is an abbreviated version for review. Please refer to the entire Guest Group Policy document found at <https://campconquest.org/retreats-and-rentals/helpful-forms/>

- **Camp Conquest Statement of Faith and Position Statement on Social Issues** - Camp Conquest is a ministry of the Charis Fellowship (<https://charisfellowship.us/>). As such we have strongly held religious beliefs and practices. Camp Conquest has adopted the Charis Commitment to Common Identity as our statement of faith (<https://charisfellowship.us/cci>). Please respect those beliefs by not teaching or behaving in any way contrary to those beliefs while on site. As a Guest Group who will rent our facilities to **run their own program**:
  - **We require that your group agree with:**
    - Part 1: The Center, and
    - Part 2: The Evangelical Core.
  - **We ask that your group respect:**
    - Part 3: Our Charis Identity and
    - Resolutions of our Fellowship, our position statement on current social issues (<https://charisfellowship.us/page/resolutions2020>).
- **ACA Guidelines for Supervision:**
  - All youth and children groups must be supervised at all times by the appropriate age and number of chaperones.
  - The following ratios apply:

Camper Age	#Staff	Overnight Campers	Day Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12
- **First Aid and Healthcare** - The Guest group is responsible to provide their own first aid personnel and supplies for general care and emergencies.
- **Liability Insurance** - Groups must submit a certificate of Insurance naming Camp Conquest as an "Additional Insured" for the dates of the contract. This must be submitted one month prior to the date of the contract.
- **Food Preparation by Guest Group** - All food must be prepared and served according "ServSafe" Guidelines, posted notices, and information in the Guest Group Manual.
- **Cleaning and Facility Care** - The guest group is responsible for general cleanup of utilized buildings and activity areas as per posted checklists.
- **Cancellation Policy** - Cancellations within two (2) months prior to the opening day of your activity will require full payment of the facility fee.

## Next Steps:

1. Return the signed contract to: Camp Conquest, 480 Forest Road, Denver, PA 17517
2. With the contract: Submit a Certificate of Liability Insurance, naming Camp Conquest as additionally insured.
3. With the contract: Submit an organization check for the amount of the Deposit.
4. One month prior to the event: Submit a proposed schedule of the event with details.
5. One week prior to event: Final Count for meals if Camp provided.
6. Upon arrival: Submit a list of attending registrants with emergency contact information.
7. Upon departure: Submit final payment for the event.