



Camp Lost Pines

6047 U S Highway 77N

Warda, TX 78960

Rental Contract

Today's Date

Date Received (Office Use)

Primary Use: The facilities of Camp Lost Pines are first and foremost for the use of the Church of God of Prophecy for camps and retreats. When the facilities are not in use by the Church of God of Prophecy, they may be reserved by groups whose purposes and objectives are generally compatible with that of Camp Lost Pines. All rentals are at the discretion of Camp Lost Pines.

Group Contact Information

Name of Organization (This will be the "Renting Organization")			Web Address	
Mailing Address		City	State	Zip
Contact Person	Phone 1	Phone 2	E-Mail	

Event Information

Arrival Date	Departure Date	Estimated Number of Guests	Estimated Time of Arrival	Estimated Time of Departure
Group Type (Check all that apply)				
<input type="checkbox"/> Men	<input type="checkbox"/> Women	<input type="checkbox"/> Teens	<input type="checkbox"/> Children	<input type="checkbox"/> Couples <input type="checkbox"/> Young Adults
Briefly describe the type of event.				

Payment & Insurance Commitment

Deposit	A \$250.00 security deposit is required with the application. No reservation will be confirmed until the required deposit is received. This deposit will be returned within 14 days by mail after the event provided there have been no damage/clean-up issues to Camp Lost Pines. This deposit is NOT subtracted from the amount due. Mail to: Camp Lost Pines, P. O. Box 146 WARDA, TX 78960. Make all checks payable to Camp Lost Pines.
Payment Information	The fee to rent Camp Lost Pines is \$25.00 per person / per day. Payment in full is due on the last rental day to the property manager. Due to the high cost for small groups, the renting organization must pay for at least 5 people / per day (\$250 minimum). Make all checks payable to Camp Lost Pines.
Cancellation Policy	If the Renting Organization cancels within 30 days or less of the event start date, the renting organization will forfeit the entire security deposit. For cancellations greater than 30 days prior to the event start date, the renting organization will receive in return the security deposit minus \$50.
Insurance Requirement	The Renting Organization shall be responsible for, and required to, provide accident and medical insurance coverage for the period of time of rental of the facility. The renting organization's policy shall, without exception, list "Camp Lost Pines" as "ADDITIONAL INSURED." A copy of the insurance policy must be received at least 4 weeks prior to the event start date.

PLEASE READ BEFORE SIGNING THIS CONTRACT. BY SIGNING, YOU AGREE TO THE FOLLOWING...

- The Renting Organization understands that this is a legal and binding contract between the Renting Organization and Camp Lost Pines. All rentals of Camp Lost Pines are at the discretion of Camp Lost Pines.
- The Renting Organization understands that there is an element of risk involved while participating in various activities at Camp Lost Pines. The Renting Organization hereby releases and holds harmless Camp Lost Pines and its agents from any and all claims, liabilities, suits, actions, damages or losses not caused by the negligence or intentional or willful misconduct of Camp Lost Pines and its agents.
- The Renting Organization agrees to provide written proof of accident and medical insurance coverage 4 weeks prior to event start date. Failure to provide insurance may result in cancellation of reservation and non-refund of the security deposit.
- The Renting Organization agrees to abide by the Camp Lost Pines Rules, Policies and Information on Page 2 of this contract.

Contact Person _____ Date _____ Senior Pastor/CEO _____ Date _____ Camp Lost Pines Coordinator _____ Date _____
Mail To: Camp Lost Pines * ATTN Camp Manager * P O Box 146 * Warda, TX 78960

Camp Lost Pines Rules, Policies and Information

The Renting Organization agrees to abide by the rules and policies set forth below as part of the terms of this Group Rental Contract. The Contact Person agrees to communicate these rules and policies to the Renting Organization and the persons attending the event.

<p>ACCOMMODATIONS</p> <ul style="list-style-type: none"> ❖ Camp Lost Pines will furnish renting organization sufficient space up to the amount of accommodations listed below. <ul style="list-style-type: none"> ❖ Dormitories / Cabins: Up to 125 people ❖ Lodge: Up to 18people ❖ Renting Organization will provide all bedding and toiletries, linens, tissue paper, paper towels, etc. ❖ No cooking of any kind is permitted in any dorm-room, cabin or lodge room. ❖ Kitchen - Camp Lost Pines will furnish kitchen and dining hall equipment. Renting Organization will supply its own kitchen staff, food and paper goods. ❖ Renting Organization must provide all recreation equipment except basketball goals. <p>REGISTRATION & RENTAL INFORMATION</p> <ul style="list-style-type: none"> ❖ It is understood that the Renting Organization will pay for all persons utilizing Camp Lost Pines including faculty, leaders, sponsors and children. ❖ The Renting Organization shall maintain a daily, official registration count. ❖ All registration fees must be paid in full at the close of the event. ❖ The Renting Organization shall be responsible for, and required to, provide accident and medical insurance coverage for the period of time of rental of the facility. The renting organization's policy shall, without exception, list "Camp Lost Pines" as "ADDITIONAL INSURED." A copy of the insurance policy must be received at least 4 weeks prior to the event start date. If written verification of insurance is not received 4 weeks prior to the event start date, reservation will be canceled and security deposit will be forfeited. <p>CHECK-IN & CHECK-OUT</p> <ul style="list-style-type: none"> ❖ One person appointed by the Renting Organization will represent the group in all dealings with Camp Lost Pines. ❖ This appointed person will arrive before the group and remain after the close of the event. ❖ A walk through must be done with the Renting Organization's representative and the Camp Lost Pines Manager prior to the use of Camp Lost Pines and prior to the group's departure from Camp Lost Pines. 	<p>STANDARDS OF CONDUCT</p> <ul style="list-style-type: none"> ❖ Any conduct contrary to the purposes of Camp Lost Pines is prohibited. ❖ Uses of alcohol, smoking and illegal drugs is strictly prohibited and not allowed anywhere on Camp Lost Pines property. ❖ No pets are permitted on the grounds. <p>SUPERVISION & POOL USE</p> <ul style="list-style-type: none"> ❖ As required by the Texas Department of Health, all events with minors in attendance must have one adult supervisor for every ten children. ❖ The Renting Organization must provide its own certified lifeguard and show proof to the Camp Manager ❖ No one is permitted in the pool area until a lifeguard is on duty. ❖ The lifeguard must remain in the pool area until all person have vacated. ❖ Modest swimming attire is required and must be worn in the swimming pool area only. ❖ Groups utilizing the swimming pool will assume full responsibility and liability for accidents or loss of life in or near the swimming pool area. <p>RENTAL GROUP'S RESPONSIBILITIES</p> <ul style="list-style-type: none"> ❖ Renting Organization will be responsible for proper conduct and supervision of its entire group. ❖ Defacing of property will not be tolerated. If any damage occurs, renting organization will be responsible for any replacement fees and labor fees incurred due to damage. The exception is damage or failure due to age or normal use of buildings or equipment. ❖ Renting Organization must notify the Camp Manager immediately of any damage. ❖ The Renting Organization is permitted to use the facilities at his or her own risk. <p>CLEAN-UP OF FACILITIES</p> <ul style="list-style-type: none"> ❖ The renter agrees to leave the grounds in the same condition as was present at time of rental occupancy. All trash must be placed in the dumpster. ❖ Prior to your departure, the Camp Lost Pines Manager will review the grounds with your leader to insure the camp has been cleaned and that no damage was incurred. Upon this confirmation, the \$250 deposit will be returned by mail.
--	--

Office Use Only		
Date Application Received	Check # & Amount	Date Ins. Received
Cancelation Date	Notes	

