

**CEDAR RIDGE CAMP, INC.
EVENT LEADER'S FORM/CONTRACT AGREEMENT**

CEDAR RIDGE CAMP, INC. WELCOMES YOU TO OUR FACILITIES. FOR THE SAFETY AND WELLBEING OF YOUR GROUP, AND AS SIGNIFIED BY YOUR SIGNED AGREEMENT, YOUR GROUP IS EXPECTED TO FOLLOW THE GUIDELINES BELOW.

- 1. What to Bring:** Please have your group wear closed in shoes (tennis shoes/boots) and clothing appropriate for the weather; including rain gear and/or coats, gloves and hats. Bottles of water, sunscreen and insect repellent are also useful items when needed. Overnight groups should bring linens, sleeping bags, pillows, towels, pots and pans and other items necessary for camping. Each group must bring a first-aid kit and working cell phone able to contact emergency services. Cedar Ridge Camp will not be responsible for any lost or stolen personal property. Any personal property brought to Cedar Ridge Camp is the responsibility of the personal property owner.
- 2. Prohibited Items:** Firearms (including paint-ball guns), knives with blade length of more than 4 inches, fireworks, drugs, alcohol, skateboards and pets. Cedar Ridge Camp reserves the right to remove from the premises unauthorized persons, substances, and pets who create a disturbance or otherwise fail to abide by the terms of this contract, the rules and regulations of the camp, or the directions of camp staff.
- 3. Check In:** A contact person from your group must stop at the camp office before any participants are unloaded. **FULL PAYMENT OF BILL SHALL BE EXPECTED UPON ARRIVAL UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR.** A Cedar Ridge Staff person will then direct you to your area. Overnight accommodation check in time is 2:00 pm or later. Overnight accommodation check out time is 12:00pm or earlier.
- 4. Activities:** You agree to restrict your activities to the reserved areas and to the public areas of camp. Group leaders assume responsibility for the proper care, use, supervision and maintenance of all equipment and facilities, reporting any problems to camp staff immediately. The following activities are off limits without Cedar Ridge certified leadership: archery, canoeing, swimming, low ropes (teams course), high ropes, or any other potentially dangerous activities.
- 5. Cleaning:** *All groups are expected to keep clean the facilities (including bathhouses/restrooms) for which you have contracted, and keep grounds free of trash. A \$100.00 cleaning fee will be charged for excessive mess not cleaned by group.* Furniture placement in all sleeping accommodations has been set up to accommodate most groups. Please refrain from moving any furniture or mattresses in the sleeping accommodations. It is the group leader's responsibility to ensure that the facilities used are in good condition before the group leaves the premises. Any damages to facilities by groups will be charged to the group.
- 6. First-Aid and Medical:** Each group must bring a first-aid kit and have an adult leader available that is first-aid and CPR trained from a nationally recognized provider. Each group is responsible for the first-aid and medical needs of their group and/or participants. Each group is responsible for contacting 911 and/or providing emergency transportation. User group must orient participants to Cedar Ridge Camp's general safety regulations, security concerns, and warning systems. Group leader must obtain Cedar Ridge Camp's emergency contact number upon arrival.

7. **Non-Exclusive Use:** Unless the group has contracted for the entire camp, you may have to share common facilities with other groups. Cedar Ridge staff will schedule facilities and events so not to infringe upon other groups. Quiet hours are between 11:00 pm and 7:00 am nightly.
8. **Water/Sewage:** Cedar Ridge operates its own water supply and sewage treatment plants. Reasonable conservation of water is necessary. Limitations of the camp sewage system require that **ALL** feminine hygiene products including tampons, diapers and wipes be placed in garbage cans. If sewer trouble occurs due to the violation of this request, the user group will be billed for necessary repairs.
9. **Waterfront/Pool Usage:** Cedar Ridge has a wonderful waterfront for boating and fishing. We operate under a “catch and release” fishing policy. Swimming in the lake is not permitted. The waterfront also provides a focal point for many other fun activities. Group leaders are urged to provide very close supervision for **ALL** children near the lake. No one should visit the lake alone. The water is 20+ feet deep in some areas. Use of boats and canoes is restricted to prearranged program times. A trained Cedar Ridge facilitator must be present and all participants must use an approved Personal Floation Device (PFD). Individuals must stay off dock unless they are wearing a (PFD). The facilitator’s whistle and verbal instructions must be obeyed. Participants that tip canoes may be asked to leave the canoes. The pool is to be used only by written permission and with the supervision of a trained and certified lifeguard.
10. **Low Ropes/Teams and High Ropes:** These courses are available only to guests who have contracted and paid for their use. “Playing” on any of the events is prohibited, as serious accidents can result. Using them under the supervision of Cedar Ridge Camp trained leadership is the only experience your group members should have on the course. Cedar Ridge Camp is not responsible for accidents.
11. **Speed Limit:** Posted limit is 15 MPH. Park in designated areas. Please keep roads cleared in case of emergency. Watch for children and wildlife as you drive. Deer are present most of the year. Please do not allow your group members to ride in the back of or on the hood of any vehicle. Unlicensed vehicles of any kind including, but not limited to, golf carts, motor bikes, and all terrain vehicles are prohibited.
12. **Hunting/Smoking:** **NO HUNTING IS ALLOWED. The taking of any wildlife (even fish) is FORBIDDEN. Smoking is not permitted inside any building, and is only allowed in designated areas.** Please see that cigarette butts are disposed of properly, NOT left on the ground.
13. **Cancellation or Modification of Contract by User Group:** Cancellation in full or in part more than 90 days in advance of the reservation date will be refunded full booking fee minus 10 % processing fee. Cancellation in full or in part 60 to 89 days in advance of the reservation date will be refunded full booking fee minus 25% processing fee. Cancellation in full or in part 30 to 59 days in advance of the reservation date will be refunded full booking fee minus 50 % processing fee. Cancellation in full or in part 15 to 29 days in advance of the reservation date will be refunded full booking fee minus 75 % processing fee. Cancellations less than 15 days prior to reservation will be charged for the full amount of full booking fee. Groups must sign and send in to Cedar Ridge Camp all paperwork and payment in order to secure your date.
14. **Payment of Fees:** All fees need to be paid on or before the day of your reservation. Cedar Ridge Camp Inc. will charge an interest rate of 1.5% of the unpaid balance per month until the entire bill is paid.

15. Termination of the Contract by Cedar Ridge Camp: Termination of this contract by Cedar Ridge Camp, Inc. can take place at anytime without liability to the using group should, in the sole opinion of Cedar Ridge Camp, Inc., the facility be rendered unusable by fire or other causes; or if the requirements of the State Fire Marshall, the Department of Public Health, or rules, statutes or regulations of any federal, state, or local governing body impose undue requirements or hardship upon Cedar Ridge Camp, Inc. to continue operation. If Cedar Ridge Camp, Inc. terminates this contract; the camp shall have no obligation to the using group, except to refund the deposit.

16. Insurance and Supervision: It is understood that the user group is responsible for the primary insurance, supervision and discipline of group and/or participants. The group promises to hold harmless and defend against claim Cedar Ridge Camp, Inc., the Presbytery of Mid-Kentucky, and any of their employees, volunteers, or contractors in any action arising from injury, real or alleged, occurring during the use of the camp facilities by any member of our group. Groups must provide insurance certificate in order to rent any facility. User groups are required to have a number of staff on duty (with campers) that meets the following minimum staff to camper ratios:

Camper Age	Number Staff	Overnight Campers	Day-only Camper
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Group leaders must gather: (1) camper names and addresses; (2) emergency contact names and numbers; (3) listing of known allergies or health conditions requiring treatment, restriction, or other accommodation while on site; (4) for minors without parent on site, signed permission to seek emergency treatment or a signed religious waiver. Cedar Ridge Camp reminds user group leaders of the important need for appropriate screening policies for all user group staff with responsibility for, or access to campers.

17. Severability: If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability will attach only to such provision or part of this Agreement and the remaining part of such provision and all other provisions of this Agreement shall continue in full force and effect.

I have read and understand the above rules and regulations and agree to adhere by them.

Group Name *Usage Date*

Signature *Date*

Printed Name