

# King's Way Camp & Retreat Center Usage Guidelines

The guest group agrees to abide by the guidelines set forth as part of the terms of the event listed on the front side of this agreement. The authorized representative agrees to be responsible for communicating the guidelines to the group. Initial in agreement after each statement listed below and sign at the bottom of the page in the place provided.

## REGISTRATION

- A. The guest group will provide its own registrar. Room charts are available. Initial\_\_\_\_
- B. All conferees must be registered. The registrar is required to provide attendance numbers to enable both the groups authorized representative and King's Way Camp and Retreat Center designee the proper information to complete the final billing form prior to the group's departure. Initial\_\_\_\_

## CHECK IN & CHECK OUT TIMES

- A. Check in time for begins at 4:00 pm the day of your event. The facilities are not available prior to that time unless King's Way Camp and Retreat Center approved specified prior arrangements. Initial\_\_\_\_
- B. Check out time is 2:00 pm the closing day of your event, unless King's Way Camp and Retreat Center approved specific prior arrangements. Initial\_\_\_\_

## FACILITY CARE

- A. The group leadership is responsible for maintaining order to prevent damage to King's Way property. Initial\_\_\_\_
- B. The facilities used by the group are subject to inspection and approval by King's Way staff as part of the financial settlement. A final walk through with your designated leader and King's Way staff designee is required upon check out. The group is financially liable for the cost of any damages done by their members, even if it exceeds the damage deposit. Initial\_\_\_\_
- C. The group is responsible to remove all items they brought as well as the cleaning up of any unusual situation caused by their programs or conferees. Initial\_\_\_\_

## FOOD SERVICE

- A. King's Way Camp and Retreat Center does not provide food or food service. If you desire catered food service, King's Way can make arrangements with a local vendor. Initial\_\_\_\_
- B. Your group must provide their own kitchen staff. The kitchen leader must have a certified food handler's license. Food handler's cards must be posted in the kitchen during the event. It is the responsibility of the kitchen staff to adhere to food and sanitation regulations. Initial\_\_\_\_
- C. Your group agrees to comply with kitchen cleaning guidelines as posted on the kitchen bulletin board. Initial\_\_\_\_
- D. Your group is required to replace lost or broken cooking utensils. Initial\_\_\_\_
- E. Eating utensils (plates, cups, silverware) are not available. Initial\_\_\_\_
- F. Shoes and shirts are required in the dining room and kitchen. Initial\_\_\_\_

## RETREAT CENTER REGULATIONS

- A. Possession and or use of alcoholic beverages or any illegal drug is prohibited on retreat grounds. Initial\_\_\_\_
- B. Tobacco smoking is only allowed outside in designated areas. Initial\_\_\_\_
- C. Guests are not permitted to have pets on retreat grounds. Initial\_\_\_\_
- D. Fireworks are not allowed on retreat grounds. Initial\_\_\_\_
- E. Weapons, explosives, firearms, or any devise to be considered a threat are not allowed on retreat grounds. Initial\_\_\_\_
- F. Due to insurance regulations, fires are only allowed in the campfire area. In case of a local burn ban please notify the King's Way office before starting any campfires. Initial\_\_\_\_
- G. Written permission from King's Way is required before any resale of merchandise on retreat grounds. Initial\_\_\_\_
- H. Approval is needed by King's Way before furniture or equipment can be moved. Initials\_\_\_\_
- I. Quiet times are before 8:00 am and after 10:00pm. All excessive noise must be curtailed during this time. Initial\_\_\_\_
- J. Please conduct your worship services in the detached worship room or gym only. Initial\_\_\_\_

## STAFFING AND SUPERVISION

- A. The guest group will provide its own staff to include director, registrar, counselor(s), and nurse. You are responsible for first aid. Initial\_\_\_\_
- B. Supervision of at least one adult per ten (10) minors must be provided during activities, meetings, and lodging times. Minors are considered any group member of high school grade age and below. Initial\_\_\_\_

## INSURANCE COVERAGE

- A. Liability insurance must be provided by the sponsoring organization for each registered conferee. Each individual's personal medical policy will be the primary coverage upon accident or sickness. Initial\_\_\_\_
- B. King's Way Camp and Retreat Center and/or the International Church of the Foursquare Gospel is held safe and harmless, and absolved from any responsibility and all claims arising from any accident, injury, or damage suffered by any person or persons who have participated in the event. Initial\_\_\_\_
- C. Proof of group insurance is required. Please send with your completed contract. Initial\_\_\_\_
- D. The guest group is responsible for insuring all minor conferees remain on retreat property at all times unless on a group authorized outing. Initial\_\_\_\_

## MISCELLANEOUS

- A. The guest group shall provide King's Way Camp and Retreat Center your estimated time of arrival and departure 10 days in advance of your event. Initial\_\_\_\_
- B. Prepare for a King's Way designee to greet your director and explain procedures regarding the use of the retreat center. Initial\_\_\_\_
- C. All articles left at the Retreat Center will be held for 30 days, after which, at the discretion of King's Way will be distributed in a charitable manner. Initial\_\_\_\_
- D. After loading or unloading, please move vehicles to the designated parking areas as quickly as possible. Speed limit on the property is 10 mph. Initial\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date