



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Camp Kirkwood
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Disaster Relief (DR) Group Rental Agreement

YMCA Camp Kirkwood is committed to housing organized Disaster Relief Groups that seek housing while working in our community. Expectations include: the whole group will leave to work offsite daily; no programming will be offered by camp staff; outdoor elements (except pavilion basketball and gaga pits) are not available for use; use of Camp Kirkwood buildings is limited to those indicated in this rental agreement.

Organization:
Contact Name:
Contact Cell/Email:

Rental Date(s):
DR Groups may rent cabins Sunday - Thursday (up to 4 nights) until Thursday, April 18, 2019,

Number of people in your group:
Number of cabins required:
Cabins - \$100 per night. Cabins may house up to 12 people per night.

Meals to be provided each day: _____breakfast _____lunch _____dinner
Number of people to be fed at each meal: _____
Meals - \$7 per person per meal.
Provide details if numbers are not consistent:

Financial Information
Required Food Deposit:
Required Cabin Deposit:

Please note your contracted number indicates the number of people in your group who will be housed at Kirkwood during your work week. No programs will be available to the group during your stay. Your group is expected to move en masse – with no one remaining at camp if the rest of the group is away. We are renting to your group who are expected to provide organized disaster relief out in the community.

Agreement must be received in writing from the group two weeks prior to the event. The guaranteed number will be the number of people who will be housed and fed (if applicable). The group will be billed for the guaranteed number if numbers decrease below the guaranteed number for the work week.

In signing this agreement the group agrees to pay the minimum contracted number if the guaranteed and actual numbers are lower than the minimum contracted number.

Please refer to the attached policies and procedures for more information. Your signature below indicates you have read and agree to abide by the policies included. Sign and return one copy of this contract to the Camp Kirkwood office along with your deposit in order to finalize your reservation.

Group Contact Signature

Date

YMCA Camp Kirkwood Retreat Policies

Charges Policy: The number of participants you give us at the time of contracting will serve as the minimum amount we will bill you for unless you contact Camp Kirkwood at least two weeks prior to your event. Additionally, if your numbers increase as your event nears, it is your responsibility to contact our office in order to insure we have adequate food, sleeping accommodations and staff available for your event. (If numbers increase, we will bill you for actual participants)

Cancellation Policy: Event cancellation less than 14 days away from your event will result in forfeiture of deposit. Event cancellation less than 7 days from the start of your event will result in a charge of 100% of your estimated total.

Damage Policy: Group leaders are responsible for the behavior of all participants. Damage to facilities and/or loss of equipment will be charged to the group. Please refrain from posting anything on walls or windows without staff approval. (We recommend blue painter's tape) Please do not write on bunks or cabin walls.

Fires: Please build fires only in designated areas. The use of candles is not permitted inside any camp buildings. We will gladly provide you with matches, kindling and wood for campfires with advanced notice.

Smoking/Alcohol: YMCA Camp Kirkwood is a smoke and alcohol free facility.

Cars: Please obey a 12.5 mph speed limit through camp. Please help up preserve underground pipes by driving only on roads and parking only in designated areas.

Important information: Please remind your group members to leave the following items at home: pets, alcoholic beverages, controlled/illegal substances, weapons, flammable liquids, explosives, and poisonous substances. Also note swimming in the lake is prohibited.

Emergency Healthcare: YMCA Camp Kirkwood does not provide emergency health care services for conference/retreat groups. We strongly recommend at least one member of your group be trained in First Aid/CPR. 911 services are available at Camp Kirkwood, if called please alert Camp Kirkwood staff as well.

If you have any questions, please do not hesitate to contact the Camp office. We are committed to making your group's stay a great experience; let us know what we can do to help.