

River Oaks Retreat Center

Agreement & Guidelines

(Please read thoroughly)

River Oaks Retreat Center has been dedicated to the glory of God. The following policies and procedures are meant to help us to work together better, and to allow us to treat this facility with the proper respect.

Section I General

A. Camp Capacity

1. The camp can house 264 persons. There are 5 bunk cabins for girls, and 5 bunk cabins for boys. Each has 24 bunks and offers heat and air-conditioning as well as complete restroom facilities.
2. There are 3 staff cabins that can sleep six. Two of these are 2 bedroom cottages with a kitchen and bath. The third cabin has an office area with a bedroom and a bath.

B. Food Services

1. No utensils, plates or other such items are included in the camp fees. You should plan on supplying all that you need. Upon your request, however, the camp can supply these items at a prearranged cost if you notify the Camp at the time of your contract.
2. The camp reserves the exclusive right to offer snacks to the campers to be eaten at designated locations. Ample time will be given throughout the day and following evening services for them to purchase items from the Camp Canteen located in the Multi-purpose Building. (Gym)

Section II Facilities

A. Kitchen and Food Preparation Areas

1. A commercial grade kitchen is made available to you with the rental of the dining hall.
2. The kitchen is under the direct supervision of DHEC and only authorized personnel should be allowed in the food preparation areas.
3. There shall be no storage of any items for any camper, counselor or staff person in our food storage areas due to DHEC regulations.
4. Any cleaning not completed upon your departure will result in a surcharge at the rate of \$20 per hour, with a minimum charge of \$25.

B. Servers and Dining Room Attendants

1. The Kitchen staff should be a minimum of 1 cook, 1 assistant, and 5 servers.
2. A minimum of 5 persons should be responsible to clean tables, vacuum floors and wash dishes immediately following the meals.

C. Bunk Cabins

1. 24 Persons total per cabin, including counselors.
2. No food or drinks are allowed due to the increased risk of infestation.
3. The cabins, bathrooms, and outside areas must be cleaned and all debris picked up prior to your departure from camp.
4. Any cleaning not completed will result in a surcharge at the rate of \$20.00 per hour, with a minimum charge of \$25.00.

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Section II Facilities (continued)

D. Staff Cabins

1. You are responsible for providing linens, laundry, and cleaning of all staff cabins.
2. Any cleaning not completed will result in a surcharge at the rate of \$20.00 per hour with a minimum charge of \$25.00.

E. Multi-Purpose Building (Gym)

1. You should ensure that the building is kept clean and clear of debris.
2. The building must be swept out and all debris is cleaned up before leaving camp.
3. Any cleaning not completed will result in a surcharge at the rate of \$20.00 per hour with a minimum charge of \$25.00.

F. Bath Houses

1. If the bathhouses are used, you must provide 2 people for each bathhouse to assist the camp staff in the daily maintenance. They should meet with the Camp Caretaker to schedule their designated times for cleaning duties.

G. Damage and Vandalism

1. Any damage to the Camp resulting from willful abuse or neglect will be assessed and charged to the Sponsoring Organization.
2. The Camp reserves the right to evict from the premises anyone who **willingly** and **wantonly** causes undue damage or injury to the Camp Facilities or its Staff.

H. Activity Schedule

1. The Camp Caretaker should receive a complete activity schedule prior to your first full day of events in order to assure that the facilities are prepared. Any changes in venue require immediate notification of the Caretaker.

I. Canteen (Snack Shop)

1. A Camp Canteen will be provided to allow campers to purchase snacks and refreshments. Sponsoring organization will submit times for canteen to be open. Sponsoring organization will supply 2 persons to help in canteen.

Section III Recreational Facilities

A. Pool

1. Camp sponsors are to supply their own Life Guard.
2. Everyone must obey all the posted rules.
3. The pool may be closed briefly each day for cleaning.

B. Lake

1. The lake offers a zip-line, a water slide.
2. No Life Guard is provided for the lake area. You are responsible for providing water safety in this area. Non-swimmers should be closely monitored at all activities!
3. To avoid accidents, a designated swimming area is to be observed.
4. Life Jackets **are required** for lake activities. You should plan to supply life jackets if needed, or make provisions to secure them from the Camp.
5. Canoes maybe rented for a nominal fee.
6. The lake is not for swimming.

C. River

1. **"OFF LIMITS TO SWIMMING"!!!**

Section III Recreational Facilities

D. Rappelling Tower

1. If you wish to use the rappelling tower, you must provide a qualified instructor.
2. The Camp Director must authorize the use of the rappelling tower before camp begins.

Section IV First Aid and Medication

A. Collection and Distribution of Medications

1. River Oaks Retreat Center nor any of its staff is responsible for the collection of or distribution of medications to any camper, counselor, or staff person. Nor shall they be responsible for administering First Aid to any camper, counselor, or staff person other than in a situation which is deemed life threatening.
2. The Sponsoring Organization must provide a First Aid person to be available at all times. **This person should have a minimum of First Aid and CPR training.**
3. The First Aid person shall be responsible for the collection and the dispensing of all medications during camp. A secure place will be provided for the safe keeping of these medicines.

Section V Sales and Promotional Materials

A. Sales

1. The Camp will allow the sale of T-Shirts and promotional items, however we will not be responsible for lost or stolen items.
2. The Camp reserves the right to offer promotional items as well, including but not limited to T-Shirts and other apparel.

Section VI Fire and Camper Safety

Greenville County Fire Safety Regulations require the following guidelines must be met:

1. There can be no plastic wall coverings, or the use of any other such materials that may cause toxic fumes, or rapid acceleration of flames in the case of a fire.
2. Windows must be clearly marked and can only be covered by a temporary method.
3. Doors cannot be blocked, covered, or otherwise made inaccessible to staff or campers.
4. If you are planning campfires, please notify the Camp Caretaker prior to your camp, so that the local fire department may be alerted, and a permit issued. Campfires shall be by **permit only!**
5. **THIS FACILITY IS SUBJECT TO SURPRISE FIRE AND SAFETY INSPECTIONS BY THE GREENVILLE COUNTY FIRE MARSHALL'S OFFICE, HEALTH AND FOOD SAFETY INSPECTIONS BY DHEC, AND SAFETY INSPECTIONS BY OSHA. PLEASE BE AWARE THAT THESE ORGANIZATIONS CAN REVOKE OUR PERMIT AND THUS CLOSE THE CAMP WITHOUT PRIOR WARNING!**

Section VII Phone Usage

1. Phone service is provided for the Staff Cabins and is made available to the Camp Sponsor. **Only local, calling card, or collect calls can be made from this line however, as all other types are blocked.**

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Section VIII Hunting, Fishing, and Firearms

1. Hunting and fishing are allowed only with special permission.
2. A SC state fishing license is required to fish in the Saluda River. No fishing license is required to fish in the Lake located on camp property.
3. No hunting is allowed on the camp property during camps.
4. Firearms are not permitted on camp property except by authorized Law Enforcement Officers, or those engaged in Firearms Safety Courses or Marksmanship Courses.
5. ***Anyone who is willfully violates the above will be subject to arrest by local authorities.***

Section IX Law Enforcement

Please note that our facilities are under the jurisdiction of the following Law Enforcement Agencies:

- * Greenville County Sheriff's Department
- * SC Constable's Office
- * SC Fish and Wildlife Enforcement

Section X Visitors

In order to maintain the safety of our campers and visitors, the following procedures are in effect and will be strictly enforced. Please make sure that any potential visitors are aware of these. We welcome all visitors.

1. All visitors must report to the Camp Office prior to proceeding to the camp area.
2. They must show current state ID.
3. They must sign in and out.
4. They must obtain proper authorization from the Camp Sponsor before leaving with a child.

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Financial Obligations

The following is a schedule of cost for your camps. This does not reflect any inconsequential fees for damages and such that may be assessed during your stay, but reflects only the basic cost for your camps. Camp charges are expected to be paid before the last day of your camp. In order to assure that the dates you have requested remain open, you will need to sign this agreement and return it to the Camp Director at the address given below as soon as possible. **Upon the return of this signed agreement and \$ deposit, we will reserve your dates. Also, your signature on this agreement states that you accept the terms and conditions as herein described.**

Reserved Camp Dates: _____

Arrival Time: **Not Before 3 PM** (unless special permission is given by the camp caretaker)

Departure Time: **10:00 am** (unless special permission is given by the camp caretaker)

River Oaks Retreat Center and the South Carolina Assemblies of God reserve the right to change dates but no later than 120 days before the above reserved camp dates.

Cost based on number of campers: (Check which applies to you)

___ **PLAN A**

120 + campers - Cost per person per day for facility rental only: **\$20.00**

___ **PLAN B**

120 + campers – Cost per person per day for facility rental with meals included: **\$20.00 plus \$5.00 per meal per person**

___ **PLAN C**

60 - 119 campers - Cost per person per day for facility rental only: **\$23.00**

___ **PLAN D**

60 – 119 campers – Cost per person per day for facility rental with meals included: **\$20.00 plus \$5.00 per meal per person**

___ **PLAN E**

1 - 59 campers - **Cost Per Day:**

(Check all that apply for each day of your activity)

- | | |
|--|---|
| <input type="checkbox"/> Staff Cabins \$ 100.00 each | <input type="checkbox"/> Bunk Cabins \$200.00 each |
| <input type="checkbox"/> Dining Hall \$150.00 | <input type="checkbox"/> Food \$5.00 per meal, per person |
| <input type="checkbox"/> Pool \$100.00 | <input type="checkbox"/> Cook \$100.00 |
| <input type="checkbox"/> Lake* \$ 25.00 | <input type="checkbox"/> Gym \$100.00 |

*Canoes - \$15.00/hr or \$35/day each

Primitive Camping Fees

___ **Primitive Camping Rental - \$3 per person per day**

This price does not include the use of any other camp facilities.

Cancellation Policy

120 Days or More From Reserved Camp Date	100% Deposit Returned, Minus a \$50.00 Office Fee.
90-119 Days From Reserved Camp Dates	75% of Deposit Returned
60-89 Days From Reserved Camp Date	50% of Deposit Returned
30-59 Days From Reserved Camp Date	25% of Deposit Returned
29 or Less	100% Deposit is Forfeited

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Authorization Form

Name of organization: _____

Plan A - D

Guaranteed Number of persons: _____ x _____ x _____ = \$ _____
rate # of campers # of days

Plan E

Daily rental fees: _____
of days

Deposit amount: \$ _____

You will be charged for the guaranteed number of campers. Any additions will be charged the chosen plans rate.

****Deposit will not be included in final payment. Deposit will be returned within 7 business days of the conclusion of sponsoring organizations camp.***

This is to certify that I have read this document thoroughly and agree to abide by the rules and regulations contained herein. Furthermore, I will insure that all staff and counselors do the same. **I understand that, only upon the receipt of this agreement, will the dates I have requested above be reserved.**

I acknowledge that arrangements must be made to pay any additional charges incurred during our camp before our departure from River Oaks Retreat Center.

Authorized Signature (Camp Sponsor) Date

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (_____) _____

Web address or e-mail: _____

You may make copies of the rules and regulations for your campers and staff. You should also keep a copy of the Authorization form for your records.

Please return the original, initialed, and signed Agreement & Guidelines to:

**South Carolina Assemblies of God
Attn: Michelle Sandler
PO Box 402
Columbia, SC 29201
(803) 252-6064**

Date Received

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