



CLEARWATER COLLEGE  
OF BIBLICAL STUDIES

## Facility Rental Guide 2020

Clearwater College is blessed each year to be able to host a variety of Christian ministries that run summer camps, family reunions, church camps, etc. Clearwater College seeks to host ministries with similar values and as such does have certain guidelines that apply to all groups renting the facilities. The Clearwater College campus is not like a normal rental camp that is mostly disinterested in the content and conduct of the renting group. Clearwater College seeks to provide a quiet, peaceful atmosphere that is conducive to a positive Christian experience. We require that camps adhere to the moral rules given to us in the Bible, as well as some community rules that are in place not for moral reasons, but for a practical purpose to enable community living both for the campers and the full time residents of campus. Please read through this entire document in order to understand the various policies and expectations that we have for rental groups.

### Accommodations

#### ***Rent by Room - Regular Rates Per Night***

Gym Dorm Room	\$50.00
Middle/Office Building Dorm Room	\$50.00
Office Suite	\$70.00
Apartment	\$100.00
Guest House #72	\$120.00

Other cabins, mobile homes, or houses may be available for groups as well. Please contact the office for more information.

For Rent by Room Rates in dorm areas, groups are expected to rent at least 50% of the dorm rooms in one building before using another dorm building. Please contact Clearwater College if these arrangements do not fit your group.

Dorm room occupancy is limited to 4 people per room. Some foamies are available, but renters may want to bring their own.

#### ***Rent by Building – Dorm Only Packages Per Night***

Office Building	\$470	10 rooms (includes office suite with 1 queen bed; 10 queen beds in other rooms)	Save \$50 per night <sup>1</sup>
Middle Building	\$720 or \$360/side	16 rooms (30 single beds; 2 double beds) See layout map for how beds are distributed	Save \$80 per night <sup>1</sup>
Gym Building	\$540	12 rooms (23 single beds)	Save \$60 per night <sup>1</sup>

#### ***Rent by Building – Complete Building Packages Per Day/Night***

Office Building	\$565	Includes dorms, chapel (chairs & stage), piano, nursery	Save \$75 per night <sup>1</sup>
Middle Building	\$980	Includes dorms, modular classroom, 2 <sup>nd</sup> year classroom and upstairs lounge, room 10 and games room	Save \$165 per night <sup>1</sup>
Gym Building	\$635	Includes dorms, gym and sports equipment	Save \$ 85 per night <sup>1</sup>

<sup>1</sup>Based on Rent by Room rates and Other Fees.

### Camping Sites Per Night

Serviced Site	\$20	Includes electricity only or electricity and water; sewer available; RV dump outlet available
Non-Serviced Site	\$15	Various locations available

### Rent by Package Per Day/Night

All Complete Buildings	\$2130	Includes all complete building packages	Save \$375 per night <sup>1</sup>
All Complete Buildings (With Kitchen)	\$2345	You provide and prepare your own food	Save \$435 per night <sup>1</sup>
Entire Campus (Except Kitchen)	\$2280	Includes serviced and non-serviced lots	Save \$425 per night <sup>1,2</sup>
Entire Campus (With Kitchen)	\$2495	You provide and prepare your own food	Save \$485 per night <sup>1,2</sup>

<sup>1</sup>Based on Rent by Room rates and Other Fees.

<sup>2</sup>Based on 10 serviced lots totaling \$200. There are, however, many more lots available and so savings could potentially be even higher.

### Please Note

On Sunday Morning, from 9:00 am until 1:00 pm, **the chapel and nursery areas are not available for any rental group.** Our chapel is reserved for Clearwater College Fellowship, who meets for their regular Sunday morning services. However, groups who would normally have met in the chapel will have the opportunity to meet either in the modular classroom or the gym, depending on the size and the need of the group. A sound system and chairs will be provided for the occasion (if the gym is needed). Charges will be determined based on desired chapel use.

### Daily Facility Rental

Chapel	\$120	includes nursery, chairs, stage, and piano
Gym	\$120	includes limited sports equipment
Modular Classroom	\$110	includes chairs, tables, white board
2 <sup>nd</sup> Year Classroom and Upstairs Lounge	\$110	includes chairs, tables, white board
Room 10	\$50	includes chairs, tables, white board
Games Room	\$75	includes pool table, ping-pong, air hockey and foosball
Kitchen	\$275	group is responsible to have Food Handler's Course and is also responsible to clean, sweep and mop the kitchen

Any use over 3 hours is considered one day. Overnight rentals cannot rent for less than one day. Groups wishing to rent for less than 3 hours may do so at \$30/hour (\$70/hour for the kitchen).

### Other Fees

Sound System	\$85/day	Includes 4 mics, 4 mic stands, 4 music stands, 4 DI boxes, and use of computer and chapel projector.
Stage Lighting (room other than chapel)	\$35/day	Includes 8 single color par 54 lights and 6 LED multicolor lights
Electronic Piano	\$25/day	
Video Projector	\$20/day	
Electronic Drum Kit	\$35/day	
Acoustic Drum Kit	\$35/day	
Sound Person	\$75/hour	Subject to availability (NO DISCOUNTS AVAILABLE ON THIS)

Linens	\$10/bed	Clearwater College does <i>not</i> provide linens for large groups. However, there may be circumstances where Clearwater College may be able to provide for smaller groups or a guest speaker.
Photocopies	\$0.10/single sided \$0.15/double sided \$0.20/color single \$0.30/color double	Groups do not have free access to a photocopier and must make arrangements with the office ahead of time if this is needed outside of office hours.
Washers & Dryers	No Cost	Groups must bring their own laundry detergent. Clearwater College is not responsible for any clothing that may be damaged by the use of these machines.
BBQ	\$50/day	

All *Other Fees* use of washers and dryers must be arranged two weeks ahead of time.

Regardless of rental package, all group overnight rentals include:

- Access to the cafeteria for meals & snacks
- Use of available picnic tables
- Use of playground area and general grounds outside
- Use of fire pit (Clearwater College does not provide axe, hatchet, paper, lighter or matches). Wood may or may not be available (check ahead of time).
- Access to trails in the bush

Please note the following:

- All *Other Fees* that are charged per day/night are not available to be charged at an hourly rate.
- Clearwater College does not have drums, guitars, or other instruments available for groups other than the regular piano (included in chapel rental) and the electronic piano (listed above).
- Rental Groups are welcome to bring their own sound systems to save money. However, if groups want to include a sound person from Clearwater College, they will need to rent Clearwater College equipment. If groups do not to use a sound person from Clearwater College, we will provide guidance for use of the chapel computer and projector. Groups wishing to rent these items must have familiarity with them beforehand.
- Clearwater College does not provide stationery for groups.
- Clearwater College does not provide any vehicles for rental groups to use or rent from us, nor does Clearwater College provide any shuttle service for rental groups.
- Furniture may not be moved out of the room it is in without permission from Clearwater College.

- In most cases, rental groups are responsible to set areas up according to their needs. There are a number of exceptions, where Clearwater College will set things up. These include:
  - ✓ Any setup needed in the gym that involves Clearwater College equipment
  - ✓ Chapel sound system (this means having mics plugged in and equipment on stage ready for group to use). Also includes electronic piano (if rented)
  - ✓ Extra foamies will be placed in the halls of the dorms. If large dorm areas are rented, they will be placed in a central location.
  - ✓ The chapel will have some chairs set up (more available)
  - ✓ Cafeteria tables and chairs will be set up
  - ✓ Picnic tables will be set up outside (can be moved by the group if needed)
  - ✓ Meeting rooms will have tables and chairs in them for the group to set up

## **Facilities**

### **Chapel**

Our chapel seats approximately 150 people, and a sound system is available (see charges above).

### **Cafeteria**

Our cafeteria seats 120 people in one seating. We also have picnic tables available outside to expand our dining room capabilities.

### **Gym**

Our gym can seat approximately 350 people. If your group is too large to use the chapel for your sessions, the gym may be a good option for you. In this case, we can provide a stage, chairs, and sound system for the gym. Please contact us if you would like to explore this option. We will set up the stage and sound system as well as some chairs at the beginning. If your group requires much setting up and cleaning up chairs over the weekend, your group will be responsible for that. Groups needing chairs will have access to the chairs.

## **Food**

Clearwater College provides a wide variety of options for food. Groups desiring to rent the kitchen must receive approval from the Kitchen Manager, and must have an individual with a valid Food Handlers Course certificate. Contact the Kitchen Manager for details.

**To receive the rates listed below, groups must average at least 30 people per meal (eg. 15 at breakfast, 45 at lunch, etc.). Groups that are smaller will be charged an additional 15% to the rates listed below.** An exception to this rate would be if there are two groups at the same time, eating the same meals at the same time, who together average at least 30 people per meal. Clearwater College will not prepare meals for groups under 15, although groups this size may rent the kitchen.

Final anticipated numbers for meals will be established no later than one week before the camp. Numbers provided will be the minimum that the group will be charged for the meals, even if less people end up eating the meal (as the food has already been prepared). If more people show up for meals than was anticipated, those servings will be charged as well. Children ages 0-3 are not charged.

(Per person served: based on a minimum average of 30 people)

	<b>Adults</b>	<b>Children (4-11)</b>
Light Breakfast	\$5.00	\$3.00
Medium Breakfast	\$7.00	\$4.25
Brunch	\$9.00	\$5.50
Light meal	\$10.00	\$6.00
Main meal	\$12.00	\$7.25
Banquets	\$15.00	\$9.00
Bar-B-Q	\$13.00	\$7.75
Evening Beverages & Snack	\$3.00	\$1.75

The kitchen staff will keep track of how many people are served. However, camps are responsible to keep track of how many campers fall into the adult category (ages 12 and up), the children category (ages 4-11), and the non-charge category (ages 0-3) for each meal. If no numbers are provided, all servings will be charged the adult rate.

Please see the **Menu Selection Sheet** for further meal details. The main meal will be served at lunch, except when the evening meal is a BBQ or Banquet, or arranged with the Kitchen Manager in advance.

### **Check In / Check Out**

Check in is 4:00 PM for groups having supper as a first meal, unless otherwise arranged. Check out is 1:30 PM for groups having lunch before departure, unless otherwise arranged. For groups not having lunch before departure, checkout is 11:00 AM. Any special arrangements must be made in advance.

Groups that arrive later than 4:00 PM or leave earlier than 11:00 AM do not receive any special discounts.

### **Deposit**

The official booking will take place when we receive the deposit. All groups must pay a **\$500** deposit unless there are special arrangements made due to special circumstances. This deposit will be applied to the final bill.

### **Clean Up**

All rental groups are responsible for cleaning up all areas that were used. This includes vacuuming, sweeping, mopping, cleaning out garbage bins, and other general tidying up. Specific details will be provided upon arrival.

### **Insurance**

All rental groups are required to have liability insurance. For churches or organizations, please check with your insurance provider to see if your policy covers your event to be held on our campus. For families or other non-organizational groups, the coordinator of the group should check with their personal insurance provider to ensure their policy covers the event to be held on our campus.

Clearwater College may ask for a certificate of insurance for proof of insurance, so please be prepared to provide one.

## **Other Responsibilities of the Rental Group**

- Groups who damage Clearwater College property (other than normal wear and tear) will be charged for the replacement or repair of the damaged property
- Groups that fail to clean up after their rental will be charged normal rates to clean up the areas
- Groups need to provide their own nurse, doctor, or other emergency personnel
- Groups need to provide their own linens if they are renting more than the Office Dorm
- Groups need to provide their own camp security if required
- Groups are responsible to set most things up according to their own needs

## **Discounts**

Discounts apply as follows:

Total Billed Amount	Discount
\$4500-\$7499	10%
\$7500+	20%

\*The cost of hiring a sound person through Clearwater College is *not* included in billed amounts for discount purposes since the discount does not apply to this charge.

## **Payment**

Payment in full is due upon departure unless alternate arrangements have been prearranged.

## **Cancellation Policy**

Your deposit will be refunded in full if we are notified of a cancellation at least 2 months prior to the booked date. Groups cancelling within the two month time frame will lose their deposit. It is expected that groups will inform Clearwater College as soon as possible of cancellation.

## **Other Campus Policies**

### ***Smoking/Alcohol***

Clearwater College campus offers a smoke free environment. **As such we require that there be no smoking in any of the buildings...** Please note that alcohol and illegal drugs are not allowed on campus.

### ***Noise / Volume***

In respect of the neighbors and permanent residents of campus, camps should keep the volume levels moderate. This includes the music during sessions as well as games and activities that can get noisy. Sound levels should especially be controlled after 11:00 pm.

### ***Property and Equipment***

- ❖ All help keeping the campus clean is greatly appreciated!
- ❖ Please report any damage immediately to the office or camp director.
- ❖ Please do not use tape on walls or doors. Instead, use an adhesive like sticky-tack.
- ❖ Please keep food and drinks out of the chapel and modular room.
- ❖ Please make sure all the lights in the buildings are turned off when not being used.
- ❖ Please be careful to respect private property such as yards, vehicles and personal belongings, i.e. be sure to get permission before using items which you may happen to find available. We ask that your camp coordinator communicate to the group that they should not wander around private property.

- ❖ Campfires are allowed in the existing fire pits only as long as the fire is supervised by a capable adult and there is no fire ban in effect.
- ❖ Please be aware that we are in a beautiful area of nature. Part of this includes rocks, rivers, trails and wildlife. Clearwater College does not assume responsibility for any damage or injury incurred by individuals who seek to venture into the trails or bush, or participate on the obstacle course.
- ❖ All use of the obstacle course is at the sole risk of those using it. It is unsupervised and dangerous.

***Children at Camp***

- ❖ Parents or supervisors should prevent children from roaming through buildings unsupervised.
- ❖ Please keep children from playing with the piano or other sound equipment.
- ❖ Children should go through meal line with an adult to avoid accidents and wasting food.

***Pets on Campus***

- ❖ Please keep pets on a leash at all times.
- ❖ No pets in any buildings at any time.
- ❖ Be sure to clean up any messes in the traffic areas.

***Water Safety***

- ❖ The Clearwater is a deceptively fast and cold river. Swimming in the Clearwater is not permitted.
- ❖ The lagoon on the East side of campus is also a dangerous place. No playing in or near the lagoon.

Thank you!