

Camp Lowman
11738 Leesville Rd., Lynch Station, VA 24571
540-297-5205



RENTAL CONTRACT

Name of Organization:	Date:
Address:	Nature of Event:
Contact Person:	
Daytime Phone:	Email:
DATES/TIMES:	
Arrival Date:	Arrival Time:
Departure Date:	Departure Time:
Estimated Number of Guests:	

Group Type: (Check all that apply)					
<input type="checkbox"/> Men	<input type="checkbox"/> Women	<input type="checkbox"/> Teens	<input type="checkbox"/> Children	<input type="checkbox"/> Couples	<input type="checkbox"/> Young Adults

Deposit Received? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Received _____ Amount <u>\$500</u> <input type="checkbox"/> CK# _____ <input type="checkbox"/> Cash	Insurance Forms Received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Pre-Rental Inspection Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Final Inspection Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

_____ X	_____ X	_____ =	
# of people	Cost Per Person	How many Days	Total
_____ X		_____ =	
Other		How many Days	Total
=			Total Amount Due

Note: If loss, damage or misuse occurs, the renting organization will be billed accordingly

COSTS	The fee to rent Camp Lowman is \$20.00 per person/per day. Children 3 and under are Free. Children ages 4-6 are ½ Price (\$10). Payment is due on the first rental day to the property manager. Due to the high cost for small groups, the renting organization must pay for at least 20 people/per day (\$400 minimum). Make all checks payable to Church of God of Prophecy.	_____ Initial
DEPOSIT REQUIRED	A \$500.00 security deposit is required. No reservation will be confirmed until the required deposit AND insurance forms are received. This deposit will be returned within 14 days by mail after the retreat/camp provided there have been no damage/clean-up issues to Camp Lowman. This deposit is NOT subtracted from the amount due. Mail to: VA Church of God of Prophecy, ATTN. Camp Lowman, PO Box 158, Troutville VA, 24175. Make all checks payable to Church of God of Prophecy.	_____ Initial

PAYMENT PLAN	50% Payment due by _____ (30 days in advance). Final Count due by _____ (1 Week in advance). Final Payment due in full upon arrival on _____.	<u> </u> Initial
CANCELLATION POLICY	If the Renting Organization cancels within 30 days or less of the event start date, the renting organization will forfeit the entire security deposit. For Cancellations greater than 30 days prior to the event start date, the renting organization will receive in return the security deposit minus \$100.	<u> </u> Initial
CHECK-IN & CHECK-OUT	One person appointed by the Renting Organization will represent the group in all dealings with Camp Lowman. This appointed person will arrive before the group and remain after the close of the event. A walk through must be done with the Renting Organizations representative and the Camp Lowman Property Manager prior to the use of Camp Lowman and prior to the group's departure from Camp Lowman.	<u> </u> Initial
RULES AND REGULATIONS	The Renting Organization shall comply with all rules and regulations of Camp Lowman. The general rules are included in the Contract. By signing this contract, the renting organization agrees to abide by the rules, regulations, and safety procedures and agrees to abide by any other procedures given verbally or in writing upon arrival at Camp Lowman.	<u> </u> Initial
ACCOMODATIONS	Camp Lowman will furnish the renting organization with use of recreational facilities, tabernacle, dining hall and lodging. Use of the fire pit must be approved by the property manager. The Renting Organization is to provide all bedding and toiletries, linens, paper towels, etc. No cooking of any kind is permitted in any dorm room or staff house room. Camp Lowman will furnish kitchen and dining hall equipment. The Renting Organization will supply its own kitchen staff, food and paper goods. The Renting Organization must provide all recreation equipment except basketball goals. The cost does not include the use of: Media equipment, Microphones or musical instruments. The charge for use of Media equipment and Microphones is \$125 per day. Your technician must be trained and approved by our personnel. (A separate contract for media must be signed)	<u> </u> Initial
RENTAL GROUPS RESPONSIBILITIES	The Renting Organization will be responsible for proper conduct and supervision of its entire group. Each person or group will be held responsible for equipment and property in his/her room and for the loss or destruction of any properties of Camp Lowman. Moving of furnishings to another room or building is not permitted and will be considered a loss. If loss, damage or misuse occurs, the renting organization will be billed accordingly. The Renting Organization must notify the Property Manager immediately of any damage. The Renting Organization is permitted to use the facilities at his or her own risk.	<u> </u> Initial
CLEAN UP OF FACILITIES	The renter agrees to leave the grounds in the same condition as was present at time of rental occupancy. All trash must be bagged and placed in the designated area. Prior to your departure, The Property Manager will review the grounds with your leader to insure the camp has been cleaned and that no damage was incurred. Upon this confirmation, the deposit will be returned by mail.	<u> </u> Initial
REGISTRATION AND RENTAL INFORMATION	It is understood that the Renting Organization will pay for all persons utilizing Camp Lowman including faculty, leaders, sponsors and children. The Renting Organization shall maintain a daily official registration count	<u> </u> Initial

SWIMMING POOL	The Renting Organization must provide its own certified lifeguard and show proof to the Property Manager. No one is permitted in the pool area until a lifeguard is on duty. The following rules must be observed during swimming pool use: No running, no horseplay, no chewing gum, no food or drinks, no glass bottles or aluminum cans and no diving. Modest swimming attire is required and must be worn in the swimming pool area only. Groups utilizing the swimming pool will assume full responsibility and liability for accidents or loss of life in or near the swimming pool area.	_____ Initial
ENTRANCE GATE	The entrance gate to Camp Lowman will be locked by the property manager at midnight and opened at 6AM the next morning. <u>We suggest you furnish a security guard during these hours.</u>	_____ Initial
PARKING	ALL Vehicles must be parked in designated parking areas.	_____ Initial
QUIET HOURS	Quiet hours are observed from Midnight-6AM. Groups are expected to observe the rights of others to peace and quiet during these hours.	_____ Initial
PROHIBITED ITEMS	The use of alcohol, illegal drugs and smoking is prohibited while on Camp Lowman grounds. Fireworks, Firearms and dangerous weapons are also prohibited. No pets are permitted on the ground. Camp Lowman is not responsible for personal equipment and possessions, including sports equipment.	_____ Initial
WILDLIFE	Wildlife should not be touched or approached at any time. Any animal has the potential of being dangerous. Also, the unnecessary killing or injuring of wildlife as well as the cutting of trees, shrubs and wildflowers is prohibited.	_____ Initial
FIRST AID & EMERGENCIES	Groups are required to provide at least one adult with first aid and CPR training from a <u>nationally recognized provider</u> . Groups are also required to obtain, for their own records, medical release forms from each participant. The forms must include participants name and address, emergency contact names and phone numbers, and a list of allergy treatments. All accidents must be reported to the property manager as soon as possible. Groups are responsible for providing emergency transportation or phoning 911 in an emergency. Groups are also responsible for providing their own first aid equipment or supplies.	_____ Initial
INDEMNIFICATION:	Except to the extent caused by the gross negligence or willful misconduct of Camp Lowman, the Group will indemnify, hold harmless and defend (with Counsel reasonably acceptable to Camp Lowman) Camp Lowman and the Church of God of Prophecy, from and against, any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including, without limitation, reasonable attorneys' fees) incurred in connection with or arising from (i) the use or occupancy or manner of use or occupancy of the premises by the Group. (ii) any activity, work or thing done, permitted or suffered by the Group in or about the premises; (iii) any acts, omissions or negligence of the Group; (iv) any breach, violation or nonperformance by the Group, covenant or provision of the Contract or any law, ordinance or governmental requirement of any kind; and (v) any injury or damage to the person, property or business of the Group.	_____ Initial
INSURANCE	The Renting Organization shall be responsible for, and required to, provide accident and medical insurance coverage for the period of time of rental of the facility. The Renting Organization's policy shall, without exception, list "Camp Lowman" as "Additional Insured." A copy of the Insurance Policy must be received at the time of reservation. Proof of Insurance MUST be furnished before the rental agreement can be	_____ Initial

	<p>signed. At all times during the Group's visit to Camp Lowman, the Group will carry and maintain, at the Group's expense, the following insurance, in the amounts specified below with insurance companies and on forms satisfactory to Camp Lowman.</p> <ul style="list-style-type: none"> a) Bodily injury and property damage liability insurance, with a combined single occurrence limit of not less than \$1,000,000. All such insurance will be on an occurrence commercial general liability ISO standard form including without limitation, personal injury and contractual liability coverage for the Group's performance of its indemnity obligations under the Contract. Such insurance shall include waiver of subrogation rights in favor of Camp Lowman. b) All vehicles must park in designated parking area. If the Group operates owned, hired, or non-owned vehicles on the Premises, commercial automobile liability will be carried at a limit of liability not less than \$1,000,000 combined bodily injury and property damage; c) All insurance required under this paragraph shall be issued by good and <u>reputable insurance companies</u> qualified to do and doing business in the Commonwealth of Virginia and having a rating not less than A: VIII as rated in the most current copy of Best's Insurance Report in the form customary to this locality. 	
NO UNLAWFUL ACTIVITY	<p>The Group shall not, at any time, use or occupy, or suffer or permit anyone to use or occupy, the Premises, or do or permit anything to be done in the Premises, in any manner which may (a) constitute a violation of the laws and requirements of any governmental or administrative authority or the requirements of insurance bodies; (b) impair or tend to impair the character, reputation or appearance of the Camp Lowman facility and the Church of God of Prophecy; and (c) cause, or be liable to cause, injury to the Buildings or any equipment, facilities or systems therein. The group shall take all actions necessary to comply with all applicable statutes, ordinances, rules, regulations, orders and requirements regulating or applicable to the Group's use of the Premises.</p>	_____ Initial
CONDITION OF THE CAMPGROUND	<p>On the Expiration Date, the Group shall quit and surrender the Premises to Camp Lowman "broom-clean" and in good order, condition and repair, except for ordinary wear and tear.</p>	_____ Initial

Please indicate your acceptance of these terms by signing this Contract below and returning it to the Church of God of Prophecy State Office. The undersigned Group Leader represents that they are authorized to sign this document and bind the Group to the stated terms.

Signature: _____
Renting Organization Leader

Signature: _____
Camp Lowman Coordinator

Date: _____

Date: _____

Please return to: Virginia COGOP State Office, Camp Lowman Rental, PO Box 158, Troutville, VA 24175