We welcome the opportunity to serve you at Camp Mardela. As you prepare to use Camp Mardela for your retreat, family gathering, or other program, we ask you to review the following policies. They will serve as the conditions of your contract with Camp Mardela. You will be expected to communicate these policies to the rest of your group.

# CAMP USAGE POLICIES:

# \*\*SMOKING IS NOT PERMITTED ANYWHERE ON THE CAMP PROPERTY

# \*\*NO ALCOHOLIC BEVERAGES OR DRUGS (INCLUDING TOBACCO) ARE PERMITTED

# \*\*FIREARMS, EXPLOSIVES, FIREWORKS AND OTHER WEAPONS ARE PROHIBITED

# \*\*PETS ARE NOT PERMITTED (Assisting animals are welcome)

**Assigned Areas:** Groups using the camp need to be sensitive to the presence of others. If you are sharing the facility with another group, it may be necessary to schedule use of common areas such as playing fields, campfire circles, picnic areas, and other recreational spaces

**Care of the Facility:** We request reasonable and responsible use of the camp facilities, lighting, and equipment. Any repairs from damage occurring to camp property due to improper use, neglect, or vandalism will be billed to your group. Please report any emergencies or breakage to the Camp Administrator.

**Clean-up:** We ask that the buildings and other areas that you use be left as clean or cleaner than you found them. A custodial checklist is available, as are basic custodial supplies. All sports equipment should be returned to storage areas. If, upon arrival, you find that the cleanliness of the facility is unsatisfactory, please report to the administrator immediately.

**Food Service:** Camp Mardela no longer provides food service to rental groups. As with other spaces available for rental, our kitchen areas should be used responsibly, and maintained under the guidelines listed above. Damages to kitchen equipment and/or uncleanliness will be billed to your group.

**Telephone:** Telephones are available in the large kitchen, and in the foyer of the retreat center. These phones are programmed to only make local calls, or calls to a toll-free number or calling card. Personal use of the phones should be limited, and must defer to staff use when necessary.

**Vehicles:** Please leave all vehicles in the parking spaces provided. You may drive to the retreat center and dining hall to unload luggage and food. Please DO NOT drive to the cabins. Observe speed limits. In areas where no speed limit is posted, assume a 5 mph speed limit

**Recreation Equipment:** A limited supply of recreation equipment is available. Most is stored in a toy chest on the Craft House porch. These items need to be returned in good condition after each use. Any equipment that is lost or damaged will be billed to your group.

# Hay Wagon: The hay wagon needs to be requested in advance so that a driver can be arranged. The wagon will be pulled by the camp tractor, and the driver will be provided by the camp. Any other arrangements will need to be addressed to the camp administrator at a time prior to your event. Rental groups are not permitted to operate the camp tractor, or any other motorized or mechanical equipment: i.e. mowers, tools, vehicles, etc.

# Lost and Found: Group leaders are asked to check all occupied areas thoroughly for any lost and found items. Persons leaving items should arrange to pick them up at the camp’s convenience, or pre-pay postage charges plus a $5.00 service charge to have them located and mailed.

# Environment: We ask that you respect and care for God’s creation while you are here. Please do not cut/deface/remove trees or other plants/ shrubs. Please do not litter. Observe and appreciate wild animals from a distance. Please try to conserve energy. We recycle aluminum, tin, plastic, glass, and paper.

# Fires: Fires may only be built in designated areas. they must be attended at all times, and extinguished with water when finished. Please check with the administrator before building a fire.

**Groups With Children / Youth Not Accompanied by a Parent or Legal Guardian Leadership:**

The leader/director of each group is ultimately responsible for the group’s conduct at all times: in the buildings, at meals, on the grounds, and during other activities (both organized and unorganized). We require that you have adequate leadership to insure a strong program. For children and youth groups, you should have no less than one adult (21 years or older) for every eight participants. All participants must be instructed concerning use and care of the facilities and equipment, and must be supervised at all time. (See policies above.) Camp Mardela is not responsible for the supervision or conduct of your group while you are here. It is the group leader/ event director’s responsibility to see that all policies and guidelines are followed.

**First Aid:** Rental groups are responsible for their own first aid. It is strongly recommended that you designate a first aid provider who is certified in Standard Community First Aid or higher, and Infant/Child/Adult CPR or higher.

**IMPORTANT:** Leaders of children/youth events must secure and have available at all times a basic health history form for each participant that is not accompanied by a parent or legal guardian. This form should include basic information such as allergies, medications, special needs, emergency phone numbers, and a consent statement signed by the parent or legal guardian which gives permission to provide emergency medical care if necessary. Camp Mardela can provide sample forms upon request.

# Group Reservation Information

Name of Group/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Guests Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_ Male: \_\_\_\_\_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Requested Facilities | | |
| King Retreat Center | [ ] Conference Room/Kitchen/Dining Room | |
|  | [ ] Bedrooms (6) | [ ] Number of rooms |
|  | [ ] Dormitories (2) | [ ] Number of rooms |
| Krabill Hall | [ ] Dining Hall | [ ] Kitchen |
| Cabins (6) | [ ] Number of Cabins |  |
| Tent/Trailer Sites (10) | [ ] Number of Sites |  |
| Watercraft Rental  (12 kayak, 8 canoe) | [ ] Number of Kayaks | [ ] Number of Canoes |
| Other | [ ] Pavilion | [ ] Pavilion Kitchen |
|  | [ ] Craft House | [ ] House of Esther |
|  | [ ] Hayride Rental | [ ] Fishing Pond |
|  | [ ] Swimming Pond | [ ] Primitive Camp |
|  | [ ] Other |  |

# Insurance

Does your group have Liability Insurance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your group want supplemental insurance provided? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Contact Information

Group Contact Name: Billing Contact Name:

Group Contact Phone: Billing Contact Phone:

Group Contact Email: Billing Contact Email:

*If group contact is the same as billing contact, only fill out the left side.*

|  |  |
| --- | --- |
| Rental Agreement | |
| Please read the following statements | |
|  | The RENTER has read the Rental Terms and Conditions included in this packet, and understands that they constitute the terms of this contract with Camp Mardela. The RENTER agrees to abide by, convey, and enforce ALL of these guidelines to each participant attending the contracted event |
|  | The RENTER agrees to assume full responsibility for all activities and participants during the period of time contracted |
|  | The RENTER agrees to exercise utmost care of the facilities, and will arrange payment for all damages caused during contracted use |
|  | The RENTER understands and agrees that failure to follow these guidelines will constitute a breach of this contract with Camp Mardela, and may result in denial of applicable refunds, limitations on use of facilities, early departure from the camp, additional bills for damages/misuse, and/or refusal of future use of camp property according to the discretion of the Camp Administrator |
|  | The RENTER agrees to indemnify and defend OWNER, and all of OWNER’s officers, agents, and employees, from and against all liability for injuries to or deaths of person or damage to property caused by RENTER’S use of, occupancy of, or operations upon the demised premises and use of equipment. |

|  |  |
| --- | --- |
| RENTER | OWNER |
| Signature | Signature |
| Print | Print |
| Date | Date |
| Title | Title |

# Final Instructions

Please send the contract (pages 3 & 4) form along with your deposit, User Agreement, and Rental Fee Sheet to Camp Mardela. Your reservation is not complete without these four items. Please keep the first 2 pages of this contract for your own reference.

A new contract must be completed each year

If you have any questions, please call or email the camp office

Thank you, and we hope you enjoy your stay at Camp Mardela!