

SPRING HEIGHTS CAMP AND RETREAT CENTER

GUEST GROUP AGREEMENT AND PROPERTY POLICY



Terms and Conditions

Spring Heights welcomes guest groups and strives to provide a safe, inclusive, and enjoyable experience for everyone. Rules for acceptance and participation are the same for all guests regardless of age, race, color, religion, sex, handicap, or national origin.

1. Description of Premises

Spring Heights permits the Guest Group to use the agreed-upon facilities ("Facility") as specified in this Agreement. Use includes all improvements unless expressly excluded upon arrival.

2. Food Service

- Spring Heights provides meals as requested in the meal section of the Guest Group Rental Form.
- Final meal counts are due fourteen days before arrival.
- Guest Groups preparing their own food assume full responsibility for food safety and cleanup.
- Groups must follow all kitchen supervision and hygiene requirements.

3. Use of Premises and Schedule

- Guest Groups may use the property for their own approved programs.
- All laws, codes, and Spring Heights policies must be followed.
- Use of gasoline, flammables, poisonous substances, and power tools requires prior approval from the Site Director.
- Pool use requires a qualified lifeguard (minimum Red Cross certification). Spring Heights can provide lifeguards for a fee, or Guest Groups may bring their own lifeguards. Their certifications must be sent to our office before they can lifeguard at our pool.
- For specialized activities (e.g., ropes course, horses), Spring Heights will provide trained staff.

4. Utilities and Maintenance

Spring Heights provides water, electricity, and garbage disposal. Facilities are maintained in good condition. Guest Groups must keep areas clean and free of damage. Damage or loss will be billed to the Guest Group.

5. Health and Safety

- Guest Groups provide their own medical supervision, first aid, and transportation for non-emergencies.
- A qualified adult (21+, certified in CPR/First Aid) must oversee health and safety.
- Smoking is allowed only in designated areas.
- Fires are permitted only in approved fire rings.
- Vehicles must stay on designated roads and parking areas, and speed limits must be obeyed.

6. Personal Property and Equipment

- Spring Heights is not responsible for theft or damage to personal property or vehicles.
- All vehicles must be parked in designated areas and it is recommended that they be kept locked when unattended.
- Personal sports equipment must be approved by the camp manager. Such equipment may include personal fishing gear, side by sides/ATVs, bikes, disc golf discs, etc.
 - Equipment will be provided by Spring Heights for all staff led activities. Personal equipment for staff led activities will be prohibited.

7. Animals

- Personal pets are not allowed.
Exceptions include:
 - Service animals, as narrowly defined under ADA guidelines, with up-to-date vaccinations.
 - Other exceptions require written approval from the camp manager.

8. Alcohol, Drugs, and Weapons

- Alcohol and illegal drugs are prohibited.
 - Exception: champagne for wedding toasts with prior written approval.
- Violation may result in removal from the property and notification of authorities.
- Weapons are prohibited except for authorized staff tools.
 - Hunting on Spring Heights property is prohibited.

9. Safe Sanctuaries and Abuse Prevention

Guest Groups must follow Spring Heights' Safe Sanctuaries/Abuse Prevention Policy. If the Guest Group has its own policy, the stricter standard applies.

10. Fees and Payments

- **Guaranteed Minimum Fee:** Based on the confirmed number of participants.
- **Additional Fees:** Apply if attendance exceeds the guaranteed count.
- **Damage Fees:** Guest Group pays for property or equipment damage.
- **Payment:** Due before departure unless otherwise approved. Unpaid balances accrue 1% monthly interest.
- **Cancellation Fee:** 10% of what the stay would have cost will be charged to the Guest Group if they choose to cancel their event.

11. Liability

Guest Groups are responsible for supervision of all participants and for any harm, injury, or damage resulting from their activities. Guest Groups agree to defend, indemnify, and hold harmless Spring Heights and its staff.

12. Termination

- Spring Heights may terminate this Agreement with 10 days' notice or for safety/regulatory reasons.
- Guest Groups canceling less than 14 days before arrival are responsible for 50% of facility fees and 100% of any confirmed food service costs.

Agreement

By signing below, the Guest Group acknowledges understanding and acceptance of all terms and policies.

Guest Group Representative: _____ Date: _____

Camp Representative: _____ Date: _____