

## **CAMP, BATHROOM, AND PAVILLION USE POLICY AND PROCEDURE**

**Purpose:** The purpose of this policy is to ensure the safe, enjoyable and respectful use of Camp Parsons and all of its resources.

### **Policy:**

#### **1. Camp Use:**

**REFUNDABLE SECURITY/ CLEANING FEE-** to cover Cleaning fee, Incidental costs, and Damage costs if the camp is not left in original condition. A PAYPAL DEPOSIT WILL BE MADE TO: administrator@sharonparsonsfoundation.org.

**-The group is responsible for any damages if not left in condition found.**

CAMP USE                **\$50** per Bathroom-PLACED TO COVER DAMAGE SUCH AS CARVING ON POSTS, DAMAGING PAVILLONS, DAMAGING BATHROOMS/SHOWERS.

CABIN USE                **\$50-** PLACED TO COVER NEEDED CLEANING, DAMAGES SUCH AS BREAKING A WINDOW, DAMAGING WALL, OR FLOOR, BREAKING FIXTURE.

\*\*\*CABINS MAY BE AVAILABLE FOR USE WITH PRIOR NOTICE AND SUBJECT TO AVAILABILITY.

\*\*\*LARGER PAVILLIONS USE AS AVAILABLE

**CANCELLATION FEE- If a reservation is cancelled after 8am the Wednesday prior to the scheduled weekend visit deposits will be forfeited.**

#### **2. CABIN USE:**

- A. ANYONE USING A CABIN AGREES TO TREAT THE BUILDING AND ITS CONTENTS WITH RESPECT AND TAKE CARE TO DO AND ALLOW NO DAMAGE TO OCCUR.
- B. OCCUPANTS WILL LEAVE THE CABIN BROOM CLEAN BEFORE LEAVING CAMP.
- C. OCCUPANT MUST PROVIDE THEIR OWN LINENS FOR ANY BUNKS THEY WILL USE.
- D. IF BUNKS ARE NOT AVAILABLE THE OCCUPANT MUST PROVIDE THEIR OWN COT.
- E. NO ELECTRIC OR KEROSENE LANTERNS OR HEATERS ARE ALLOWED IN THE CABINS.
- F. NO FOOD IS ALLOWED IN OR NEAR THE CABINS DUE TO POTENTIAL FOR ANIMAL ATTRACTION.
- G. NO SMOKING IN THE CABINS
- H. **FEE: CABIN- \$50 PRE WEEKEND + \$50 CLEANING DEPOSIT**

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### 3. REQUESTING USE OF CAMP PARSONS FACILITIES

APPLICATION AND LIABILITY WAIVERS ARE AVAILABLE ON BY REQUEST OR ON THE CAMP WEBSITE. PAPERWORK NEEDS TO SUBMITTED AT LEAST 4 WEEKS PRIOR TO THE REQUESTED ARRIVAL DATE IN ORDER TO HAVE TIME FOR APPROVAL, HAVE VISITOR OBTAIN EVENT INSURANCE COVERAGE, AND COORDINATE A CAMP VOLUNTER TO BE THE CONTACT PERSON/ FACILITY VOLUNTEER.

### 4. CHECKIN/OUT PROCEDURE

- A. AFTER APPLYING FOR A DATE/TIME TO USE CAMP PARSONS AND RECEIVING APPROVAL FROM THE OPERATIONS COMMITTEE, VISITORS WILL BE PROVIDED WITH A CONTACT PERSON AND ARRANGE FOR A TIME TO ARRIVE AT CAMP, PROVIDE LIABILITY WAIVERS FOR EACH VISITOR, PROVIDE EVENT INSURANCE CERTIFICATE TO COVER UNEXPECTED EVENTS AND DAMAGES TO THE FACILITIES , PROVIDE NEEDED DEPOSITS (FOR KEY LOSS, SECURITY/DAMAGE) AND BE LOANED NECESSARY KEYS ( 1 PER AREA AS NEEDED) FOR ACCESS TO REQUESTED AREAS AND EMERGENCY SHELTER (\$10 deposit per key).
- B. AT THE END OF THE GROUPS VISIT, KEYS WILL BE PLACED IN AN ENVELOPE WITH THE GROUPS NAME AND CONTACT PERSONS NAME AND CONTACT NUMBER ON IT AND DEPOSITED IN THE LOCK BOX AT THE FRONT OF THE ADMINISTRATION BUILDING.
- C. FACILITIES ARE EXPECTED TO BE LEFT UNDAMAGED AND FREE OF TRASH WITH LIGHTS TURNED OFF AND ALL FIRES EXTINGUISHED.
- D. ASSIGNED BATHROOMS AND SHOWERS WILL BE LEFT CLEAN AND UNDAMAGED. CLEANING SUPPLIES ARE LOCATED IN A CABINET AT THE FAR END OF THE BUILDING.
- E. AT OR AFTER CHECKOUT A REPRESENTATIVE OF THE CAMP WILL PERFORM AN INSPECTION TO ASSURE THERE HAS BEEN NO DAMAGE TO FACILITIES, NO TRASH LEFT ON GROUNDS OR IN TRASH CANS. Any deposits will be returned once successfully passing this inspection.
- F. THE VISITING GROUP IS EXPECTED TO REMOVE ALL OF THEIR TRASH FROM THE FACILITY WHEN THEY LEAVE. There is a public transfer station once leaving camp both going towards Farmville and after passing through Cumberland Courthouse.

\_\_\_\_\_ DATE  
Group Representative

\_\_\_\_\_ DATE  
Camp Representative