



448 Camp Appalachia Way  
Scott Depot, WV 25560

## 2021 RENTAL AGREEMENT for Use of Camp Appalachia

### Payment, Refund, and Cancellation Policy

| <u>Cancellations prior to:</u>    | <u>Will receive a deposit refund of:</u> |
|-----------------------------------|--|
| 30 days of reservation            | 90%                                      |
| 14-29 days of reservation         | 25%                                      |
| 13-less than 1 day of reservation | 0%                                       |

Note: Refunds are not available for rain or bad weather conditions.

In order to hold your reservation, a **20% deposit** within ten business days of the reservation is required. Cancellations after a 20% deposit has been made will follow the chart above.

**The balance of the camp fee and the last page of this rental agreement are due in the Camp Appalachia office seven (7) days prior to your reservation date.** Your rental will be cancelled if both items are not received by the said date. You may email or mail both items.

We are not able to refund those individuals who choose not to attend.

Groups ignoring the rules and regulations may be asked to leave camp by the Director or his designee, and will not receive a refund.

If, due to unexpected circumstances, we are forced to cancel your reservation, a refund of any and all monies paid will be refunded as quickly as possible. We will assist with alternate arrangements when possible.

## Check-In

1. Please coordinate your arrival time with the Camp Appalachia office. It is best to arrive during daylight hours.
2. Please have everyone drive to our main parking area around the Mess Hall.
3. Upon Arrival the group representative will need to check in with the Camp Director (cell phone number: 304-993-7253).
4. The Camp Director will direct the group to their accommodations and provide a tour, if necessary.
5. The Camp Director and group representative will need to complete the inspection for all rented facilities.
6. The group representative will need to arrange a departure time with the Camp Director or designee prior to visit.

## Check-Out

1. Check-out time is no later than 12:00 noon unless other arrangements have been made with the Camp Director.
  2. Guests will need to allow enough time for cleaning up and checking-out. All groups are responsible for cleaning the facilities they use.  
This includes, but is not limited to:
    - Removal of all trash in and around the facilities. Trash must be placed in the dumpster located adjacent to Mess Hall
    - Sweep floors.
    - Close shutters or windows, lower canvas flaps, turn off all lights, close doors.
    - Remove all items from the refrigerator and freezer and turn to the lowest setting. Refrigerator and freezer should be in the same condition in which you found them.
    - When applicable, remove trash from shower house(s) and sweep floors. Facilities should be in the same condition in which you found them.
    - Extinguish all fires and clean firepits.
    - Replenish and cover woodpiles.
    - Replace beds and mattresses to their original positions.
  3. Prior to departure the group representative and the Camp Director will need to complete an inspection.
  4. The person who signed the Contract will be responsible for any damages/theft to camp property. This includes, but is not limited to: graffiti/carving on buildings, torn screens, broken windows, discharged fire extinguishers, broken canoe paddles, torn life jackets, torn mattresses, painting. Nailing or stapling of any kind is prohibited. Any signs or banners must be removed. An estimate of repair for damages/theft will be determined by the Camp Host and/or Camp Director.
    - Campers are encouraged to write their names and year attending camp on the interior wall of their assigned cabin.**
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## **FACILITY RULES**

### **ALCOHOLIC BEVERAGES**

The use of alcoholic beverages is prohibited.

### **CANDLES/LANTERNS**

Candles, kerosene, and oil lanterns are not permitted in any building.

### **CHEMICAL SUBSTANCES AND FLAMMABLE LIQUIDS**

The use of gasoline, kerosene, explosives, flammable liquids, and poisonous substances are prohibited. This includes the use of pesticides.

### **COOKING**

Cooking is permitted in designated areas only, such as the Mess Hall kitchen or already established fire rings. Cooking is not permitted in cabins or shower houses. Camp Appalachia provides access to the refrigerator, freezer, convection oven, stove, dishwasher, and ice machine, along with plates and cutlery for up to 100 people. The group must provide its own cooking equipment in addition to what the camp provides if needed.

### **FOOD SERVICE**

For an additional per person per meal charge, Camp Appalachia will provide meals. We require a final number of diners and final number of diners with special dietary needs at least five days prior to the first meal.

### **EMERGENCY SITUATIONS**

The group representative must immediately notify the Camp Director of any emergency situations. This includes but is not limited to:

- Fires
- Missing persons
- Medical emergencies or injuries
- Intruders

### **FIRES/FIREBUILDING**

Fires are permitted only in already established fire rings. Fires must never be left unattended.

For safety, a bucket of water should be placed near the fire. Fires must be extinguished after use. Creating NEW fire rings is prohibited and will result in the loss of **further camp privileges and of opportunity to use Camp facilities in the future.**

### **FISHING**

Guests may fish in Lake but must bring their own poles and bait. Fishing can be done along the bank or along the dam. Please be sure to release any fish caught back into the lake.

## **GROUNDNS**

Camp Appalachia is located in a unique area of West Virginia. Please help us preserve our beautiful camp by maintaining and protecting the plants and wildlife. This includes the preservation of annual and perennial plants, trees and shrubs and to practice good conservation.

Therefore, the following must be adhered to unless specifically authorized by the Camp Director.

- No digging, moving, or removal of stones
- No picking or removal of flora, fauna, animal or mineral substance.
- No littering or dumping of trash.
- No cutting of timber or trees.

## **ILLEGAL SUBSTANCES**

The possession and/or use of controlled substances (including marijuana, other illegal drugs and non-medical use of drugs) is prohibited.

## **LODGING AREAS**

Beds in lodging areas are set up according to building capacity and Health Department regulations. Beds and mattresses shall not be moved to other cabins nor are they to be used outside.

## **MAINTENANCE/REPAIRS**

Any maintenance problems are to be immediately reported to the Camp Director so repairs may be made promptly. Groups are asked not to attempt their own repairs.

## **PARKING/VEHICLES**

Vehicles are to be parked in designated parking area. Vehicles may not be driven down "Cabin Row" or on any areas marked as "Authorized Vehicles Only" without permission from the Director.

The use of "off road vehicles" and dirt bikes are prohibited. Riding in any of the following vehicles is not permitted: maintenance vehicles or on any tractor, in any trailer, in the back of a pick-up truck, in the maintenance vans, or on the floor of vehicles where seats are not available.

## **PERSONAL EQUIPMENT**

Camp Appalachia is not responsible for loss or damage to clothing or personal possessions including but not limited to sports equipment, guitars and other musical instruments, or other items brought for the group's program.

## **PETS**

Pets are not permitted on camp property when large groups are present, for the safety of our property and visitors. Pets are only allowed on an individual case by case basis. If allowed, the pet owner must clean up after the pet(s) inside units and outdoors. Pets must remain on a leash if other renters are on the premises.

- **Camp Appalachia has several camp dogs that will roam freely throughout the camp.**

## **PROMOTIONAL**

Written approval must be obtained from the Camp Appalachia Office when promotional materials or advertisements of your organization's event at Camp Appalachia contains information about or includes the name of Camp Appalachia or Camp Appalachia office including but not limited to any: likenesses, illustrations, images, pictures, flyers, newsletters, web sites, mailings, etc.

## **QUIET HOURS**

Unless your group has exclusive use of camp, there may be more than one group in camp. Please be considerate of other groups in using common areas. Quiet hours are to be observed from 11:00 PM to 7:00 AM.

## **SMOKING**

Smoking is not permitted on camp property.

## **TELEPHONE**

There is a phone available for emergency use only in the Mess Hall. ATT cell phones get fairly good coverage, but other providers tend to be unreliable. It is advised that the rental groups provide their own cell phone in case of emergency.

## **TENTS**

Tent camping is permitted only in designated locations as determined by the camp director. There is a fee for tent camping.

## **TRANSPORTATION**

Emergency transportation is the responsibility of the group and must be available at all times. The Camp Appalachia Director can be reached at 304-993-7253. If it is a life-threatening situation, call 911.

The address at Camp Appalachia is:

**448 Camp Appalachia Way Scott Depot, WV 25560**

## **WEAPONS/FIREWORKS**

Weapons/fireworks of any kind are prohibited on camp property. This includes guns, hunting items, large knives and any type of fireworks.

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## American Camp Association (ACA) REGULATIONS

Camp Appalachia is in the process of becoming fully accredited by the ACA. In order to maintain our accreditation, we must advise anyone renting the camp of the following regulation

### EMERGENCY PERSONNEL

The user group is responsible for all first aid and emergency care. It is advised that an adult member of the group with the following qualifications be on duty for emergency care:

- ❑ Age-appropriate CPR/AED certification from a nationally recognized provider, and
- ❑ For youth groups, first-aid certification from a nationally recognized provider

A copy of these certificates (front & back) shall be sent to the Camp Appalachia office prior to the group's arrival at camp.

The user group is advised to have the names, addresses, emergency contact names and numbers, a list of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while at camp, and for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

The user group is advised to provide its own first aid supplies &/or equipment.

### WATERFRONT

Camp Appalachia has two waterfront areas; the swimming pools and Lake Vandalia. Rental of the waterfront areas is available for a fee. Prior arrangements must be made with the Camp Appalachia office when making your reservation so that staff can make arrangements to have certified persons available at each location who have

- ❑ Certification as a lifeguard by a nationally recognized certifying body or equivalent certification
- ❑ Written documentation that he or she has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded.
- ❑ Certification from a nationally recognized provider in age appropriate cardiopulmonary resuscitation that includes the use of breathing devices.

**Pool.** Children age 6 or under or children who have not passed the camp's deep water test must be accompanied

by their parent/guardian or counselor.

**Lake.** Children must be accompanied by a parents/guardian or counselor.

Groups renting the waterfront areas should be aware of the Rules and Regulations posted in these areas.

## **YOUTH SUPERVISION**

At least two responsible adults (minimum age of 18 years old) must accompany each group. To ensure adequate supervision of youth groups over six (6) in number, the following ratios must be observed:

- ❑ Ages 6-8: up to 6 youth per adult
- ❑ Ages 9-14: up to 8 youth per adult
- ❑ Ages 15-18: up to 15 youth per adult

Rental groups shall reserve separate sleeping quarters for boys and girls. Each shall have an adult chaperone of the same sex staying with them.

Buddy System. All adults and youth should walk with at least two other people. (Rule of three) Two adults should be with groups hiking on unfamiliar trails. A Camp Appalachia map and cell phone should be with each group.

Camp Appalachia highly encourages any and all supervision to have a passed criminal background check.

## **COVID-19 PROTOCOLS**

It is the responsibility of the rental group to enforce and maintain all state mandated and local COVID-19 protocols. This includes but is not limited to: masks, social distancing, cleaning and disinfecting processes during the time of the rental. Camp Appalachia is not responsible for the enforcement of protocols nor the spread of COVID-19 due to rental group use of property.



As the Group Representative in charge of the listed individuals or organization using Camp Appalachia facilities, I agree to the following:

- I have read and understood the 2020 Camp Appalachia Rental Agreement.
- All Participants will be made aware of this agreement.
- All Participants have had the opportunity to read and understand all rules and regulations outlined in the previous documentation as written by Camp Appalachia, Inc. and have agreed to adhere to them. They furthermore agree to adhere to all directions given by the Camp Director or staff.
- I assume responsibility for facilities and equipment damaged by any member of the group or individuals.
- I ensure our group/listed individuals leave camp property/facilities in as good or better condition than upon arrival.
- All persons using the facilities of the Camp Appalachia do so at their own risk and the Camp Appalachia assumes no responsibility or liability for injury or illness to persons or property arising from the use thereof. In consideration of allowing the use of said facilities, the renting organization agrees that Camp Appalachia shall not be liable for agents, guests, licensees or invitees by reason of any defect or defects in said premises or parts, whether latent or otherwise; and to indemnify and save harmless the Camp Appalachia may arise or grow out of use of said premises by the renting organization, its members, agents, guests, licensees or invitees.
  - Camp Appalachia reserves the right to cancel any reservation for maintenance purposes. In the event Camp Appalachia cancels a reservation a full refund will be given.
  - Camp Appalachia advises all rental groups that an adult with the minimum qualifications be on duty for emergency care:
    1. CPR certification from a nationally recognized provider
    2. First aid certification from a nationally recognized provider

The individual signing for the group assumes full responsibility for the conduct of the group and enforcement of all rules and regulations.

Group Name:

Group Representative:

Signature:

Date:

Please sign and return to Camp Appalachia. Please keep a copy for your records.



# Camp Appalachia Retreat Pricing

448 Camp Appalachia Way  
Scott Depot, WV 25560  
Office: 304-757-1122

Email: j.davis@campappalachia.org  
Web: www.campappalachia.org



## Sleeping Accommodations: Maximum 128 beds

| Location              | Description                      | Total Capacity |
|-----------------------|----------------------------------|----------------|
| Boy Cabins (5,6,7,8)  | bunk beds,<br>community bathroom | 16 each        |
| Girl Cabins (1,2,3,4) | bunk beds,<br>community bathroom | 16 each        |

## Meeting Spaces

| Location                      | Total Capacity |
|-------------------------------|----------------|
| Cafeteria                     | 60             |
| Classrooms 1,2,3,4            | 25 per room    |
| Program Pavilion              | 120            |
| Small Pool Shelter            | 50             |
| Large Pool Pavilion           | 75             |
| Amphitheatre with Fire Circle | 100            |

## Pricing for Retreats

Prices are set up per person in your group, per 24 hrs, not just for staying the night.

**Per Day Retreat** (24 hour lodging, 1 meeting space, outdoor resources)

|                      |                  |
|----------------------|------------------|
| More than 32 people: | \$25.00 / person |
| 0-32 people:         | \$30.00 / person |

\***Additional Cost for Hot Meals** : (meals may be available upon request. **25 guest minimum**)

|           |                 |
|-----------|-----------------|
| Breakfast | \$8.00 / person |
| Lunch     | \$8.00 / person |
| Dinner    | \$8.00 / person |

**\*\*\$250 is the Minimum charge for overnight retreats using the meeting space and cabins.**

Group Representative: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Total Price: \_\_\_\_\_

By signing this form, our group hereby agrees to the total price of the rental for retreat.

Signature: \_\_\_\_\_

*For office use only*

Deposit Received: \_\_\_\_\_

Account Balance: \_\_\_\_\_

