



Camp Challenge

Christian Retreat Center

Thank you for your interest in renting the facilities at Camp Challenge. This packet contains the Rental Agreement and basic information. If you have any questions about the agreement or wish to check availability, please call our office 907.745.3731 or check our website www.CampChallengeMinistries.com

Please note that before a reservation date is confirmed the Rental Agreement and a \$500.00 deposit must be in our office. The Rental Agreement needs to be completed in full on the front and back, with all dates and times listed. It would be helpful for us to have a copy of your agenda and a total number of people in your group.

Also available for groups by request is the HUB, our camp store. Please be sure to mark if you would wish to have this service.

Enclosed you will also find General Information about Camp Challenge Ministries and Rules and Regulations. Please be sure to distribute that information to your participants.

Thank you again for your interest. We look forward to working with you and helping to make your group's events a success.

Brad Helvey

Executive Camp Director
Camp Challenge Ministries

OFFICE 7180 E. Twin Lakes Drive Wasilla, AK 99654	Phone 907.745.3731	Fax 907.745.3732
Email Admin@CampChallengeMinistries.com	Web www.CampChallengeMinistries.com	

Rental Agreement

Mail or fax this form to the address below

To register by mail or fax, please return this completed form with your deposit.
Please use ink and print neatly.

OFFICE

7180 E. Twin Lakes Drive
Wasilla, AK 99654

Phone

907.745.3731

Fax

907.745.3732

Email

Admin@CampChallengeMinistries.com

Web

www.CampChallengeMinistries.com

OFFICE ONLY

Date Received: _____

Amt. Paid: _____

Date Paid: _____

Amt. Due: _____

Conf. Sent: _____

Paperwork complete: _____

Notes: _____

Group Name	
Contact Person	
Address	
City, State, Zip	
Email	
Phone	
Group Size	

Check in / Check out	Check in date ____/____/____	Check in 3 pm / Check out noon Unless special arrangements have been made with the camp staff
	Check out date ____/____/____	
Check all that apply	\$500.00 refundable deposit is required. Your deposit will be applied to the final bill.	
	<input type="checkbox"/>	Day Use Full Campus - \$12.00 per person per day
	<input type="checkbox"/>	Overnight Use Full Campus - \$18.00 per person per day • \$350.00 Minimum September – May • \$500.00 Minimum June - August
	<input type="checkbox"/>	Lodge Use Only (exterior use is limited to the grassy area from the lodge deck down to the lake.) - \$200.00 per day Additional building use - \$50.00 per building (shower house, nursery, etc.)
	Equipment Use	
	<input type="checkbox"/>	Lodge Sound System
	<input type="checkbox"/>	Portable Sound System
<input type="checkbox"/>	Projector	
<input type="checkbox"/>	Family Style Duplex Cabin Use Only - \$25.00 per night	
<input type="checkbox"/>	RV Electric Hookup - \$10.00 per RV per day	
<input type="checkbox"/>	The HUB (camp store) – Time ____:____ - ____:____ (Campers may purchase snacks, soda, ice cream, clothing, toiletries, espresso, etc. ran by Camp Challenge staff)	

Total:		Payment Method	<input type="checkbox"/> Check (payable to Camp Challenge) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Card Number		Expiration	CVV2# (3 Digit #)
Name on card		Signature	
Billing address is the same as home	<input type="checkbox"/>	Billing Address	

RULES & REGULATIONS

1. **CHECK IN TIME:** 3 pm *
 2. **CHECK OUT TIME:** 12:00 noon *
 3. The **CONTACT PERSON** shall contact the Camp Administrator upon arrival, and departure of Camp Challenge grounds.
 4. The **CONTACT PERSON** shall be held responsible for proper care and use of the buildings, furnishings, grounds, and equipment used by the group.
 5. The **DEPOSIT** stated is due with the rental agreement to secure the dates asked for. The deposit will be returned to the CONTACT PERSON upon satisfactory inspection of the rental facilities after use.
 6. **CLEAN UP:** Unless arrangements have been made with the facility administrator, guests are responsible for cleaning the buildings and grounds, and for removal of garbage and trash to an approved disposal site. The premises must be left in as good a condition and repair as found at the beginning of the rental period. Any building left unclean will incur a \$50.00 cleaning fee.
 7. **PERSONAL CONDUCT:** The conduct of all guests, while on Camp Challenge property, is the responsibility of the CONTACT PERSON. There shall be no fighting, profane language, betting, gambling, or destructive behavior allowed on Camp Challenge property. Misconduct by guests could result in their being asked to leave by the Camp Administrator.
 8. **SMOKING, ALCOHOL, DRUGS:** Smoking is permitted outdoors only. No smoking will be permitted inside buildings on the campgrounds. No alcohol or drugs (except properly prescribed medications) will be allowed on the premises. Under age use of tobacco products is strictly prohibited.
 9. **FURNITURE:** *Furniture, beds, game tables, etc. are not to be moved or rearranged except by permission of the Camp Director. * Buildings, structures and trees are not to be climbed, altered or defaced in any way. Graffiti is strictly prohibited (this includes campers leaving their name on their bunk).
 10. **PETS:** No pets are allowed on premises.
 11. **BOATING:** No boats with motors are permitted on the lake. All boaters must wear an approved personal flotation device (PFD) while in boats. User group must provide a competent adult to be stationed on the beach while persons are utilizing the waterfront area and all boating equipment.
 12. **INSURANCE:** The renter shall procure and maintain **GENERAL LIABILITY INSURANCE** with combined single limits not less than \$750,000.00 per occurrence and must name Camp Challenge as an additional insured. A certificate noting this insurance shall be submitted prior to camp usage.
 13. **BODILY INJURY:** Injury from physical/sport activities is expressly excluded from all insurance coverage.
 14. **QUIET HOURS:** Please be respectful of the quiet hours from 10:30 pm to 7:30 am.
- * Unless other arrangements have been made with the Camp Staff.

I have read and will agree to all of the Camps Rules and Regulations. _____ / ____ / ____
(Initial) (Date)

Organizations using Camp Challenge agree to follow all rules and regulations of the Camp, any other conditions of use, and understand the cancellation policy.

Organizations using the Camp must procure and maintain General Liability Insurance with limits not less than \$750,000.00 and must include Camp Challenge as an additional insurer. A certificate noting this insurance shall be submitted to Camp Challenge prior to Camp usage.

Further, the organization, agrees to defend, indemnify, and hold harmless Camp Challenge, its employees and agents from all claims, liabilities, damages and costs arising out of the organizations use of the Camp.

Signature _____

Print _____

Date _____



**CONTACT
PERSON
CHECKLIST**

This checklist is designed as an outline for the contact person to follow and aid in coordinating your retreat. All items on this checklist may not apply to your group.

- Fill out and send rental agreement, deposit, certificate of insurance to Camp Challenge Ministries
- Arrange for transportation
- Arrange for leaders
- Prepare program and supplies
- Inform camp of activity schedule, program and audio / visual needs as well as male and female breakdown at least 1 (one) week ahead of time
- Inform group members as to what to bring
- Inform group members of rules and regulations
- Prepare luggage and supplies

**CONTACT PERSON
DUTIES**

- Supervise clean up of cabins, dining hall, meeting areas, and activity areas.
- Must be available to ensure group members are quiet by designated times.
- Discipline group members when necessary to ensure an enjoyable time for everyone.
- If someone from your group needs to be taken to the ER, please make sure you have an extra vehicle to do so. Plus contact the Camp Director and inform of what occurred.