



## RENTAL AGREEMENT

The Outdoor Learning Center at Horizons is committed to human growth and development in all of its programs. Please read the following agreement. To signify your acceptance and willingness to abide by and enforce these policies and guidelines, sign this form at the bottom. Please keep the extra copy of this form (on the back of the "What to Bring" list) to remind you of the agreement and to share with the members of your group.

**Deposit** – Your reservation will not be confirmed until your deposit AND this form are received. The deposit is 30% of your total fee. Any damage done is the responsibility of the group and/or the group leader and will be billed. The deposit is non-refundable or transferable unless the office is notified 6 weeks prior to the reservation date. The remainder of the balance is due *upon the group's arrival and prior to the beginning of the program.*

**Smoking** – Horizons is a **NON SMOKING FACILITY.**

**Alcoholic Beverages** - The use of alcoholic beverages is prohibited on property.

**Pets** – Please leave pets at home.

**Care for the Environment** – The facility and the natural surroundings are here for you to enjoy and to care for. We ask that you "take only photographs and leave only footprints." Do not remove, cut, capture, or otherwise disturb any living organism without permission from the Director. Hunting is not permitted. Use wood and other natural resources sparingly. Campfires may be built only in approved sites.

**Emergencies and Telephone Use** – The group is responsible for all first aid and emergency care. All groups must provide their own health care and first aid supplies. Groups are responsible for their own emergency transportation. It is advised that the group provide at least one person certified in CPR and First Aid from a nationally recognized provider. Any injuries or accidents must be reported to camp personnel. **The group needs provide the camp with the following in writing:** Names and addresses of all participants, Emergency contact names and numbers, and listings of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site. The group must provide signed permission slips for, or religious waivers declining emergency treatment for minors without a parent onsite. Emergency numbers are posted at each phone. Phones are located in the main dining hall, the adventure dining hall, and the main office.

**Leadership and Supervision** – In the case of school and other youth groups, each group must provide adequate adult supervisory staff for its program. This supervisory staff must follow the following ratios: 6-8 years-1 adult to every 6 campers, 9-14 years-1 adult to every 8 campers, 15-18 years-1 adult to every 10 campers. The adult leaders are responsible for the conduct of their participants. The person in charge, as indicated on this form, will be responsible for seeing that the facilities and equipment are cared for and camp policies are enforced. Adult leadership will supervise the group at all times and in all areas. It is important to be sensitive to other groups and respect their privacy. In the case of university and other groups, the group leader will be responsible for the conduct of participants.

**Linens and Personal Items** – All groups must provide their own linens. Although we do have a lost and found, Horizons does not take responsibility for personal items.

**Food Service** – Groups must provide estimated numbers of participants at the time of reservation and must confirm accurate meal numbers and meal times **7 (seven)** days before arrival at camp. Please indicate the exact number of vegetarians when you confirm the total number of people. Billing will be based on the confirmed number of people.

**Insurance** – All individuals comprising groups must be covered by health and accident insurance. Horizons provides secondary coverage to personal insurance.

**Vehicle and Pedestrian Traffic** – For the sake of overall safety and conservation, vehicles are to remain on defined roads and in defined parking areas. The maximum travel speed is 10 MPH.

**Laundry Facilities** – Horizons has limited laundry facilities which can be used by Horizons staff. If your group has an emergency that calls for laundering of bed linens, for example, Horizons staff will assist you.

**Supervised and Unsupervised Activities** – There are to be no aquatic activities (canoeing, swimming, kayaking) or adventure activities (ropes course, climbing wall, etc...) unless a Horizons adventure staff member or lifeguard is present and on-duty. Groups may use camp athletic facilities (tennis courts, basketball courts, ball fields) so long as a member of the Horizons staff has been notified. Horizons staff will provide information on the availability of the facilities and recreational equipment.

**Damages** – Report any damages to buildings, property, or equipment. Any damages attributed to your group will be charged accordingly.

**Clean-up** – Each group is responsible for sweeping the cabins they used and picking up the area around the cabins. If, for some reason, you desire additional cleaning materials during your stay, a staff member will be happy to provide them.

AGREEMENT: I, \_\_\_\_\_, representing \_\_\_\_\_, have read and understood this rental agreement. I accept the terms and agree to take responsibility to abide by and enforce the policies governing the use of the facilities and/or program materials at the Outdoor Learning Center at Horizons.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
address

\_\_\_\_\_  
city

\_\_\_\_\_  
state

\_\_\_\_\_  
zip

\_\_\_\_\_  
phone