



Contract for Rental of Camp Mardela

Rental Terms and Conditions



MISSION STATEMENT

Camp Mardela seeks to provide children and adults with opportunities for spiritual growth, fellowship, and recreation in a setting that

We welcome the opportunity to serve you at Camp Mardela. As you prepare to use Camp Mardela for your retreat, family gathering, or other program, we ask you to review the following policies. They will serve as the conditions of your contract with Camp Mardela. You will be expected to communicate these policies to the rest of your group.

- ** **SMOKING IS NOT PERMITTED ANYWHERE ON THE CAMP PROPERTY**
- ** **NO ALCOHOLIC BEVERAGES OR DRUGS (INCLUDING TOBACCO) ARE PERMITTED**
- ** **FIREARMS, EXPLOSIVES, FIREWORKS AND OTHER WEAPONS ARE PROHIBITED**
- ** **PETS ARE NOT PERMITTED** (Assisting animals are welcome.)

OTHER POLICIES:

ASSIGNED AREAS: Groups using the camp need to be sensitive to the presence of others. If you are sharing the facility with another group, it may be necessary to schedule use of common areas such as playing fields, campfire circles, picnic areas, and other recreational spaces.

CARE OF THE FACILITY: We request reasonable and responsible use of the camp facilities, lighting, and equipment. Any repairs from damage occurring to camp property due to improper use, neglect, or vandalism will be billed to your group. Please report any emergencies or breakage to the Camp Administrator.

CLEAN-UP: We ask that buildings and other areas that you use be left as clean or cleaner than you found them. A custodial checklist is available, as are custodial supplies. All sports equipment should be returned to storage areas. If, upon arrival, you find that the cleanliness is unsatisfactory, please report to the Administrator immediately.

FOOD SERVICE: Camp Mardela no longer provides food service to rental groups. As with other spaces available for rental, our kitchen areas should be used and maintained under the guidelines listed above. Damages to kitchen equipment and/or uncleanness will be billed to your group.

TELEPHONE: Telephones are available in the large kitchen, and in the foyer of the retreat center. They will only work for local calls and 800 numbers. Personal use of phones should be limited, and must defer to staff use when necessary.

VEHICLES: Please leave all vehicles in the parking spaces provided. You may drive to the retreat center and dining hall to unload luggage & food. Please **DO NOT** drive to the cabins. Observe speed limits. In areas where no speed limit is posted, assume a 5 mph speed limit.

RECREATION EQUIPMENT: A limited supply of recreation equipment is available. Most is stored in a toy chest on the Craft House porch. These items need to be returned in good condition after each use. Any equipment that is lost or damaged will be billed to your group.

SWIMMING: ALL GROUPS WANTING TO USE THE POND MUST FILL OUT A WATER SAFETY FORM. Swimming is only permitted in the swimming pond. Swimming is available from Memorial Day to Labor Day only, unless specific arrangements are made with the Administrator before arrival. Use of the zip-line by rental groups is not permitted. **CAMP MARDELA RESERVES THE RIGHT TO CLOSE THE POND ENTIRELY, REDUCE THE SWIMMING AREA, EJECT INDIVIDUALS, LIMIT PARTICIPANT NUMBERS, OR LIMIT ACTIVITIES BASED ON THE ADMINISTRATOR'S DETERMINATION OF SAFETY.**

CANOES: ALL GROUPS WANTING TO USE CANOES MUST FILL OUT A WATER SAFETY FORM. Canoes need to be requested in advance and checked out by the group leader. While using the canoes, these rules must be strictly followed:

1. **Life jackets must be worn at all times.** (Life jackets are in closet on Craft House porch)
2. Number of canoe occupants must not exceed 3 people
3. Each canoe must have at least one experienced adult.
4. After use, canoes and equipment must be returned in good condition to proper locations.

HAYWAGON: The haywagon needs to be requested in advance and checked out by the group leader. The wagon will be pulled by the camp tractor and the driver provided by the camp. Any other arrangements will need to be addressed to the administrator at a time prior to your event. Rental groups are not permitted to operate the camp tractor, or any other motorized/mechanical equipment: i.e. mowers, tools, vehicles, etc.

LOST AND FOUND: Group leaders are asked to check all occupied areas thoroughly for any lost and found items. Persons leaving items should return to pick them up at the Camp's convenience or pre-pay postage charges plus a \$5.00 service charge to have them located and mailed.

ENVIRONMENT: We ask that you respect and care for God's creation while you are here. Please do not cut/deface/remove trees and other plants/shrubs. Please do not litter. Observe and appreciate wild animals from a distance. Please try to conserve energy. We recycle aluminum, tin, plastic, glass, and paper.

FIRES: Fires shall be built in designated areas only. They must be attended at all times and extinguished with water when finished. Please check with the Administrator before building a fire.

LAST MINUTE REQUESTS: Camp Mardela may not be able to meet any last minute requests

Policies for Groups with Children/Youth not accompanied by their Legal Guardians

LEADERSHIP: The leader/director of each group is ultimately responsible for the group's conduct at all times: in the buildings, at meals, on the grounds, and during other activities (both organized and unorganized). We require that you have adequate leadership to insure a strong program. For children & youth groups, you should have no less than one adult (21 yrs+) for every eight individuals. All participants must be instructed concerning use & care of the facilities & equipment, and must be supervised at all times. Camp Mardela is not responsible for supervision or conduct of your group while you are here.

It is your responsibility to see that these policies and guidelines are adhered to.

FIRST AID: Your group is responsible for its own first aid. If your group contains minors who are not accompanied by a parent or guardian, it is strongly recommended that the first aid provider be certified in Standard First Aid or higher, and Infant/Child/Adult CPR.

Leaders of children/youth events must secure and have available a basic health history form for each participant, which includes allergies, special needs, emergency phone numbers, and written permission to provide emergency care from a parent/guardian.

We can provide sample forms upon request.



Contract

Please provide the following information:

Name of Group/Organization: _____

Description of Event _____

Application Date: (mm/dd/yy): _____

Date(s) Requested: (mm/dd/yy): _____ through (mm/dd/yy): _____

Estimated Arrival Time: _____ AM / PM Estimated Departure Time: _____ AM / PM

Approximate number attending: Female: _____ Male: _____ Total: _____



Contact Person _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Person in charge of Billing _____ (If different from contact person)

Street Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please indicate requested facilities:

King Retreat Center: r Conference Room/Kitchen/Dining Room
 r Bedrooms (6) Number of Rooms ____
 r Dormitories (2) Number of Persons ____

Krabill Hall: r Dining Hall Only
 r Dining Hall AND Kitchen

Cabins: r 1 r 2 r 3 r 4 r 5 r 6

Craft House r

Tent/Trailer Sites: r 1 r 2 r 3 r 4 r 5 r 6

Canoe Rental: r 1 r 2 r 3 r 4 r 5 r 6 r 7 r 8

Other: r Pavilion Area r Craft House r House of Esther
 r Hayride Rental r Fishing Pond r Swim Pond
 r Other: _____



Does your group have Liability Insurance?

Yes ___ No ___

If yes, Name of Company _____ Policy Number _____

(or provide Camp Mardela with a Certificate of Insurance)

Does your group want supplemental accidental/medical insurance provided? Yes ___ NO ___

Rental Agreement:

Please read the following statements and initial each one to signify that you understand and agree to abide by these guidelines. Then sign and date as RENTER in the box below.

_____ The RENTER has read the Rental Terms and Conditions included in this packet, and understands that they constitute the terms of this contract with Camp Mardela. The RENTER agrees to abide by, convey, and enforce ALL of these guidelines to each participant attending the contracted event.

_____ The RENTER agrees to assume full responsibility for all activities and participants during the period of time contracted.

_____ The RENTER agrees to exercise utmost care of the facilities, and will arrange payment for all damages caused during contracted use.

_____ The RENTER understands/agrees that failure to follow these guidelines will constitute a breach of this contract with Camp Mardela, and may result in denial of applicable refunds, limitations on use of facilities, early departure from the camp, additional bills for damages/misuse, and/or refusal of future use of camp property...according to the discretion of the Camp Administrator

_____ The RENTER agrees to idemnify and defend OWNER, and all of OWNER's officers, agents, and employees, from and against all liability for injuries to or deaths of persons or damage to property caused by RENTER'S use of, occupancy of, or operations upon the demised premises and use of equipment.

RENTER	
Signature	_____
Print	_____
Date	_____
Title	_____

CAMP MARDELA	
Signature	_____
Print	_____
Date	_____
Title	_____


The first two pages of this packet should be detached and kept for your own reference.

Please send the contract (pages 3 & 4) form along with your deposit and estimated rental fee sheet to Camp Mardela. Your reservation is not complete with out these three things.

A new contract needs to be filled out each year.

If you have any questions, please call the camp office.

Thank you!

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	Denton, MD 21629
	Phone: (410)479-2861
	Fax: (410)479-2963
Email: mardela@intercom.net	