

# **Living Waters Camp Policies and Procedures Manual**

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Camp Site Manual

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## **A Camp Sites**

### **i) What is Included**

When staying at our camp sites, you will have full access to our beach, our beach equipment (ie. canoes, beach toys, life jackets, etc), the playground, walking/ biking trails, and our outdoor recreational structures such as the basket ball court. You will have 24 hour access to the camp site washroom and shower facilities.

### **ii) Rates and Deposits**

Our camp and trailer sites are as follows:

- i) 30 amp Site: \$35.00/night
- ii) 15 amp Site: \$25.00/night
- iii) Unserviced Site: \$15.00/night

Payment must be received in full at the time of the booking; if we do not receive your full payment at the time of your booking, your site will not be considered booked and it can be rented to someone else.

### **iii) Check In/Out Times**

Check In is at 4:00 PM and Check Out is at 11:00 AM. The check in and out times are firm and non-negotiable. You may arrive after your check in time, but you are expected to be fully packed and moved out of your accommodation before or at your check out time or you will be charged for another night. You may stay on the grounds after your check out time and use the beach and other outdoor facilities.

## **B Cancellation Policies**

You have 2 weeks before your booking to get full refund. At 2 weeks, you will be entitled to a 50% refund and at 1 week, you will not be entitled to a refund.

**Rental dates are non-transferrable; if you cancel, you must rebook and go through the same process.**

## **C Damaged or Misplaced Property**

Except for normal wear and tear, rental groups shall be responsible for all willful or accidental damage to buildings and equipment. Any breakage, damage, or misplaced items are to be reported to the director. Damage will be assessed by a Living Waters Camp representative and the rental group will be charged accordingly.

**D Site Care**

Rental groups shall keep the camp grounds clean and leave all facilities as they were found upon arrival. This includes grounds garbage pick up and a clean fire pit. Do not damage the foliage on the grounds.

**E Liability Insurance**

Living Waters Camp will not be held responsible for any personal injury, death or property damage incurred while the camp is being rented by the group. If you choose to, you may purchase your own liability insurance as Living Waters Camp is not responsible to supply insurance for you.

**F Code of Conduct**

When on the grounds of Living Waters Camp, you are to respect the buildings, the landscape, and all others who are on the grounds as well. Willfully disrupting others and/or causing damage to our grounds and/or buildings will result in immediate eviction. Excessive noise passed 11:00 PM will not be tolerated. Living Waters Camp does not permit the use of alcoholic beverages or non-prescription drugs by any rental group. No smoking or burning substance is allowed in any of the buildings. Living Waters Camp has the right to evict any person or group in violation of these rules.

**G Pets**

Small pets are permitted on the grounds if you had included your pet in the rental application and have received permission to have them on the grounds. Pets must be kept on a leash at all times, no exceptions.

**Horses**

Horses are permitted on the grounds if you had included your pet in the rental application and have received permission to have them on the grounds. There is a \$15.00/horse per night if you are staying overnight or \$15.00/horse per day if it is a day trip. They must be contained at all times unless out will owner. Supplies such as troughs, salt cubes, and food will not be provided by Living Waters Camp.

**H Waiver and Rental Contract**

The Waiver found on the Living Waters Camp website and Rental Contract at the end of this manual are to be signed and sent in either with your application or before your booking. If the forms are not signed and received by administration before your booking, you will not be permitted to enter the grounds.

**I Campfires**

Campfires will be built only in designated places and are subject to fire bans when mandated by the Rural Municipality. Please put out your fire when you are done with it to prevent a forest fire.

**J Staff Contact**

If anything is needed while on site, please contact our Facilities Director whose phone number can be found on our Living Waters Camp website.

**Rental Contract**

I, \_\_\_\_\_ have read and understand the Living Waters Camp Building Policies and Procedures Manual in its entirety. I understand that Living Waters Camp reserves the right to take any necessary action, even to the point of dismissing individuals or groups from the camp grounds should the above policies not be adhered to. I have read and signed the Living Waters Camp Waiver Form and will send it to the camp administration before my rental date.

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Staff Contact**

If anything is needed while on site, please contact our Facilities Director whose phone number can be found on our Living Waters Camp website.