

Living Waters Camp Policies and Procedures Manual

Buildings Manual

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A Overnight Accommodation

i) What is Included

When staying in either our cabins or our lodge, 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. Each cabin comes with furniture, a bathroom, power, and running water. Our lodge rooms come with furniture, shared washroom and shower facilities, and access to a kitchen and dining space. Bedding, linens, and laundry facilities are not available during your stay.

Please note that Living Waters Camp reserves the right to rent out other facilities this rental group is not using.

ii) Deposits

Group Rentals

Peak Season (May long weekend to September long weekend):

Any booking made **before 90 days**, you must put down the required deposit at the time of your booking. The full invoiced amount is due **in full** 90 days before your retreat; if it is not paid in full by 90 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 90 days**, you will be required to pay your invoiced amount **in full** at the time of your booking.

Off Season:

Any booking made **before 30 days**, you must put down the required deposit at the time of your booking. The full invoiced amount is due **in full** 30 days before your retreat; if it is not paid in full by 30 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 30 days**, you will be required to pay your invoiced amount **in full** at the time of your booking.

iii) Check In/Out Times

Peak Season: Check In is at 4:00 PM, Check Out is at 11:00 AM

Off Season: Check in is at 4:00 PM, Check Out is at 1:00 PM

At your check in time, your accommodation will be unlocked and you will have access to everything that is included with your stay. 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 Recreational Facilities

i) What is Included

When renting any of our Recreational Facilities, 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. When renting the Tabernacle or the Chapel, you will have access to the sound system and when renting the Canteen, you will have access to the full kitchen. When booked, the building will available for 24 hours on the date of the rental.

Please note that Living Waters Camp reserves the right to rent out other facilities this rental group is not using.

ii) Deposits

Group Rentals

Peak Season (May long weekend to September long weekend):

Any booking made **before 90 days**, you must put down the required deposit of \$500.00 at the time of your booking. The full invoiced amount is due **in full** 90 days before your retreat; if it is not paid in full by 90 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 90 days**, you will required to pay your invoiced amount **in full** at the time of your booking.

Off Season:

Any booking made **before 30 days**, you must put down the required deposit of \$250.00 at the time of your booking. The full invoiced amount is due **in full** 30 days before your retreat; if it is not paid in full by 30 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 30 days**, you will required to pay your invoiced amount **in full** at the time of your booking.

C Cancellation Policies

Group Rentals

If you cancel your booking **30 days before** your rental date, you will receive your money back including your deposit. If you cancel your booking **anytime after 30 days**, you will lose your deposit.

Single Rentals

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.

D 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. Note that there is a \$40.00 penalty for any missing keys and a \$60.00 penalty for missing or damaged mattress covers in the lodge.

E Cleaning

Rental groups shall keep the camp grounds clean and leave all facilities as they were found upon arrival. No housekeeping services are hired. All cleaning will be done by the Rental group. This includes grounds garbage pick up. An inspection of cleanliness will be performed with the Facilities Director prior to the departure of the rental group. Any furniture (pews, chairs, dividers, pulpits, etc.) moved in the Tabernacle or Chapel must be put back in place.

F 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.

G 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.

H 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 with owner. Supplies such as troughs, salt cubes, and food will not be provided by Living Waters Camp.

I 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.

J Safety Protocols

Due to fire regulations and camp policies, the number of people staying in cabins, the lodge or cottages is limited by the number of beds available to a maximum of two adults per bed (i.e. 1 bed cabin = two adults). Mattresses are not to be placed on the floor to accommodate more people. Travel cots for infants are permitted. Violation of these regulations may result in additional charges to the rental group. 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.

K 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: _____