



The Salvation Army  
Camp Happyland  
**RENTAL AGREEMENT**

<b>For Office Use Only:</b>			
<b>Date Received:</b>		<b>Contract #:</b>	
<b>Revision Date:</b>		<b>Revision By:</b>	

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Number

City

State/ZIP

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Number of people in your group: \_\_\_\_\_ Adult Men \_\_\_\_\_ Adult Women

\_\_\_\_\_ Youth Male \_\_\_\_\_ Youth Female

**Guaranteed Minimum:** \_\_\_\_\_ **Maximum:** \_\_\_\_\_

**Deposit Amount:** \$ \_\_\_\_\_ (10% of total est. max. cost or \$800 whichever is greater)

**The rental group will recognize that The Salvation Army Camp Happyland is a part of The Salvation Army's mission concerning evangelical Christian outreach. As such, the rental group will respect this mission and do nothing to impugn, deny, hamper, or refute the teaching of Christ or the scriptures of the Holy Bible.**

*The rules and policies at The Salvation Army Camp Happyland ensure compliance with the American Camp Association Accreditation Standards. Your observances of these rules help ensure we remain accredited. Your support is greatly appreciated.*



**AGREEMENT MUST BE SIGNED AND DATED**

It is required that the Business Administrator, Financial Secretary, Treasurer, or Pastor of the rental group (herein called Renter/Rental Group) initial each section of this contract as well as sign and date it. This signature will be valid even if said person vacates the position prior to the engagement. **The Renter assumes the responsibility of communicating the following guidelines to the leadership of the activity and will be responsible for compliance. Either party may cancel this agreement upon thirty days written notice one to another.** The Salvation Army Camp Happyland is herein called the Camp.

**Initials of Renter**

\_\_\_\_\_

1. Rental Policies and Procedures
  - Renters will be charged the following fees based on our rental pricing guide with minimum group of 30.
  - At the time your **COMPLETED** and **SIGNED** contract with your **DEPOSIT** is received by The Salvation Army, the dates and accommodations are reserved. The contract is forwarded to the Finance Board for approval and signature before final arrangements are made. Your deposit will be held until the Finance Board Chair has signed the rental contract.
  - The deposit is based on maximum attendance and will be 10% of total estimated costs or \$800.00, whichever is greater. This deposit will be applied to your final bill.
  - Deposits and completed contracts need to be made out to **The Salvation Army** and returned to: The Salvation Army, Camp Happyland, 21457 Happyland Drive, Richardsville, VA 22736
  - The balance of payment must be made upon arrival at the Camp.
  - The Renter agrees to inform the Camp **14 days** prior to the event if final attendances change. Failure to do so will result in charging full price based on maximum attendance and the signed contract.



- The Camp maintains a smoke free policy for all buildings on campus, to include housing facilities. Designated smoking areas are listed in the Camp Rental Guide.
- Curfew is midnight at which time all rental group members are expected to be in their designated areas (Unless approved by Guest Services Director).
- The rental group agrees to vacate the premises no later than three hours after the last meal, or by 11:00 AM if breakfast is not served.
- The rental group will be charged \$5.00 per day for any visitors/guests, plus meals eaten by such visitors/guests. Overnight visitors/guests will be charged the standard amount for housing based on where they stay.
- Any long-distance telephone calls (85cents/minute) made on the Camp's phone by the rental group must be reported to the Guest Services Director. Charges will be the responsibility of the rental group.

## 2. Housing Arrangements

- The Rental Group must attach a completed proposed housing list to this contract. If the requested housing is not available, the rental group will be contacted about alternate housing options.
- The Camp reserves the right to assign alternative housing facilities if emergencies arise. The Renter will be contacted about these changes as soon as the situation is known.
- A few of the lodges have a refrigerator and microwave which may be used for snacks or medicines. **DO NOT bring or use any cooking appliances without the written approval of the Guest Services Director**
- Linen and towels are provided for the Inn, Guest Lodge and Staff Lodge. Rental groups must bring linen and towels if using A-Unit, B-Unit Cabins, Tent sites, Monkland and Beulahland.
- The RV lot is closed during inclement weather. Anyone renting a space will be given a choice of a refund or having the money applied to the cost of other housing.
- Rental groups using the tent camp site are responsible for ensuring all cooking fires are thoroughly extinguished prior to departure. All trash must be picked up and disposed off-site (leave-no-trace). Failure to remove or dispose of trash or other related debris properly will result in an additional charge of \$200 for removal at the final bill.



### 3. Meeting Rooms

- Please attach a copy of the tentative program schedule for your group. This will assist in locating groups if messages need to be delivered and ensuring that the facilities are ready for your use when needed.
- Rental of equipment and facilities is on a first come first served basis.
- Notify the Guest Services Director of any pre-existing conditions/damages found prior to using the room. The Rental Group may be charged for any damages to the room or extra cleaning requirements above the normal wear and tear.
- Moving equipment or furniture from one building to another or rearranging furniture should be done only with the consent of the Guest Services Director.
- Notify the Guest Services Director of any problems with the room or bathroom facilities.



### 4. Recreation & Equipment Needs

- Firearms, explosives, weapons, ammunition and flammable materials are strictly prohibited at the Camp.
- Hayrides require a minimum of 8 riders and must be scheduled at least four weeks prior to event. Cancellation of hayrides due to weather or emergency conditions will result in full refund of the total cost of the hay ride to the rental group.
- The swimming pool must be reserved at least four weeks prior to the event if the Rental Group is providing their own lifeguards. Certification for each lifeguard must be presented to The Salvation Army with the reservation. If you are requesting The Salvation Army to provide lifeguards, you need to submit your request in writing 6 months prior to your event.
- For pool use, a ratio of one lifeguard to every twenty-five swimmers is required and they must be Red Cross (or other nationally recognized provider) certified with training and handling in blood borne pathogens. To supplement the number of lifeguards, one non-certified adult watcher per 10 additional swimmers can be used.
- The rental group must provide its own certified lifeguard when renting canoes or paddle boats who will remain on duty as long as members of the group are present at the lake.
- All group members using canoes or paddle boats must wear personal flotation devices at all times. In addition, ramming of boats and standing in boats is prohibited.



- If thunder is heard or lightening seen, the pool and boat dock will be closed. The canoes and paddle boats must be returned to their proper storage location.
- Use of personal sports equipment is the sole responsibility of the owner, including use, training and safety issues. Personal equipment will be safely stored by owner.
- The Camp maintenance staff will set up and light campfires/indoor fires. A fire extinguisher must be near the fire.
- Fishing is done from the shore unless a certified lifeguard is present. A copy of the certificate must be given to the Guest Services Director two weeks prior to your fishing trip. A ratio of one lifeguard to every twenty-five fishermen is required.



#### 5. Meals

- Meals will be served at times designated unless the rental group has exclusive use of camp facilities and the revised meal times have been approved four weeks prior to the start of the event.
- The Canteen (snack facility) can be opened for rental groups upon request. Items are sold to individuals and paid for at time of purchase. A price list is posted at the Canteen.
- User groups are not allowed in the kitchen. The camp staff can provide coolers of ice/water upon request.



#### 6. Insurance

- The Camp provides no medical care for rental groups, nor do we carry insurance for medical treatment of our guests due to illness or injury; therefore, it is required that the rental group supplies medical coverage for their members. Rental groups will have on file all members emergency contact information with allergies or medical illnesses and a permission for treatment waiver for anyone under 18 years of age. **Rental group will supply The Salvation Army with a current Certificate of Insurance 14 days prior to the event.**
- The rental group is required to furnish their own health care personnel, certified in CPR/AED and First Aid from a nationally recognized provider. The rental group will provide all First Aid supplies, equipment for disabled group members, and supplies for routine or emergency care.
- The rental group will designate at least one vehicle belonging to the group as an emergency vehicle which must remain available for emergency use until the rental group's departure. The rental group is responsible for maintaining the emergency



vehicle in good working order. The rental group should have designated drivers who are knowledgeable about the vehicle to drive it in the event of an emergency. For critical emergencies, the rental group can call for an ambulance to transport.

- The rental group agrees to assume responsibility for damages to the facilities and equipment and may be charged accordingly.
- The Camp will not be liable for lost, damaged or stolen personal property belonging to a member of the rental group.
- In recognition that The Salvation Army is a non-profit organization making the premises available for the benefit of the rental group signed below, the rental group agrees to save harmless The Salvation Army, its trustees, officers and members from any liability for injury to persons or property arising from any cause whatever during the use of the premises by the rental group, or as a result of such use and further agrees to defend any suit brought against The Salvation Army, its trustees, officers and/or members, as a result of or alleging such liability.
- **The rental group will supply The Salvation Army with a copy of all certifications 14 days prior to the event covering the “save harmless” clause and shall have endorsements of comprehensive public liability insurance issued by a company acceptable to The Salvation Army.** The Certificate of Insurance will be obtained at the Renters expense and cover the period for which the agreement is in effect. The Certificate shall name The Salvation Army as certificate holder and provide limits of not less than the following:
  - \$500,000 injury to any one person
  - \$500,000 total liability arising from any one Incident
  - \$100,000 property damage



7. Youth Groups

- The rental group will provide its own adult staff with ratios of 1:5 for ages 4-5, 1:6 for ages 6-8, 1:8 for ages 9-14, 1:10 for ages 15-18.
- The rental group leader must have a listing of all group members, their emergency contact information and, for minors, a signed parental permission slip for emergency medical.
- The adult staff will closely and actively supervise the behavior of their charges. This is to ensure the safety of everyone, peace and quiet late at night, a pleasant atmosphere in the Dining Hall, and a trash free environment.



- The adult staff will conduct a head count frequently during the day and at bed check at curfew time to ensure accountability of all youth.
- The adult staff is responsible for ensuring that property is neither destroyed nor defaced.
- Failure to adequately supervise youth groups may result in the youth or the group being requested to leave the premises and loss of payment.



#### 8. Weddings or Legal Civil Unions

- Any facility or property which is owned, leased or controlled in any way by The Salvation Army, USA Southern Territory, shall not be used for any wedding ceremony, legal union ceremony or other similar undertaking (collectively referred to herein as “Wedding”), unless the Wedding is officiated or co-officiated by a Salvation Army officer in accordance with the relevant Orders and Regulations, Policies and Procedures and other ecclesiastical directions issued by The Salvation Army regarding the conducting of Weddings. In the event of a Wedding which is co-officiated by a Salvation Army officer, the officer must sign the legal certificate resulting from the Wedding.

#### 9. Cancellation Policy

- Deposits are non-refundable once the contract is signed by both parties unless cancelled due to inclement weather, acts of God, or emergencies at Happyland. The rental group will have the option of a full refund of the deposit or apply the deposit to another retreat date at Happyland.
- Cancellation by the rental group will result in the following payment:
 

<b>&gt; 6 months prior to the event</b>	<b>50% of initial contract</b>
<b>3 months to 1 month prior to event</b>	<b>75% of initial contract</b>
<b>1 month prior to the event</b>	<b>100% of initial contract</b>



#### 10. Additional Policies & Procedures

- Alcoholic beverages and illegal drugs are prohibited on camp property except wine may be used for sacraments upon written



approval by the Guest Services Director. Violators will be ejected and law enforcement may be notified.

- No pets are allowed on camp grounds.
- The Camp is a park and ride facility. Vehicles are required to park in the main parking lot. Loading and unloading zones are not considered parking areas and vehicles must be moved when the loading/unloading is finished. Vehicles are not allowed in the main camp area. This is for pedestrians, emergency vehicles, golf carts and service vehicles.
- Swing gates are closed and locked in place for everyone's protection. They may be opened to allow the designated emergency vehicle to park in an accessible area approved by the Guest Services Director. Once the vehicle has passed through the gate, it will be closed and relocked.
- The roads must be kept clear for pedestrians, golf carts, bicyclists, and emergency and construction vehicles.
- Pedestrians and bicyclists have the right of way on all paved and unpaved roads.
- Golf carts owned by The Salvation Army are available for rental to the rental group. Please see the pricing guide for additional costs for renting these vehicles. Drivers must have a valid state driver's license and be 16 years old or older. Children are not allowed to operate the vehicle. Do not exceed the seating capacity. No passengers sitting in laps. Passengers must remain seated and keep arms, legs and feet within the cart whenever the vehicle is in motion.
- Rental group leaders are responsible for notifying your group members of emergency procedures and accounting for all members at all times.
- The following areas are off limits to rental group:
  1. Maintenance shop area
  2. Private Housing (CPMD House, FS House, Lake Townhouses, DYS House, Guest Services, Site & Facility/DMD Duplex)
  3. Swimming pool pump/chemical area
  4. Kitchen loading dock area





5. Swimming Pool (except when rental group has rented facility and certified lifeguard is on duty)
6. Boat docks (except when rental group has rented facility and certified lifeguard is on duty)
7. Main Dining Hall Kitchen
8. Laundry Facilities
9. Wastewater Treatment Plant Facility
10. Water Tower
11. Clinic



(Initial here: )

# I. HOUSING ARRANGEMENTS

## Camp Happyland

Housing Facilities Requested: (please check)

Cabin	A	B
Room	1 ____	1 ____
Room	2 ____	2 ____
Room	1/2 ____	1/2 ____ (Counselors' Room)
Room	3 ____	3 ____
Room	4 ____	4 ____
Room	3/4 ____	3/4 ____ (Counselors Room)
Room	5 ____	5 ____
Room	6 ____	6 ____
Room	5/6 ____	5/6 ____ (Counselors Room)
Room	7 ____	7 ____
Room	8 ____	8 ____
Room	7/8 ____	7/8 ____ (Counselors Room)
Room	9 ____	9 ____
Room	10 ____	10 ____
Room	9/10 ____	9/10 ____ (Counselors Room)
Inn Room	1 ____	2 ____
Room	3 ____	4 ____
Room	5 ____	6 ____
Room	7 ____	8 ____
Guest Lodge		
Room	1 ____	2 ____
Room	3 ____	4 ____



Staff Lodge

- Suite 1 \_\_\_\_ (2 twin beds, 1 twin bed, 1 bunkbed)
- Suite 2 \_\_\_\_ (2 bunkbeds, 2 bunkbeds; 1 twin bed, 1 bunkbed; 2 twin beds, 1 bunkbed)
- Suite 3 \_\_\_\_ (1 twin bed, 1 bunkbed; 1 twin bed, 1 bunkbed)

Beulahland \_\_\_\_\_ (4 twin beds; 3 twin beds; 4 twin beds)

Monkland \_\_\_\_\_ (4 twin beds; 3 twin beds; 4 twin beds)

**Happyland Farms**

Campsite(s)

Happyland (main) \_\_\_\_\_ (maximum occupancy 15)

Woodland \_\_\_\_\_ (maximum occupancy 15)

Rappahannock River \_\_\_\_\_ (maximum occupancy 5)

Platform Tents

Tent #1 \_\_\_\_\_ (sleeps 6 – 8)

Tent #2 \_\_\_\_\_ (sleeps 6 – 8)

Tent #3 \_\_\_\_\_ (sleeps 6 – 8)

Tent #4 \_\_\_\_\_ (sleeps 6 – 8)

Tent #5 \_\_\_\_\_ (sleeps 6 – 8)



**II. MEETING ROOMS**

(Initial here: )

Location	Date(s) and Times Needed	# of people	Type of Set-up and number of tables/chairs*
Chapel			AUDITORIUM
Chapel Annex			
Inn Lounge			CASUAL
Office Lounge			CASUAL
Outdoor Chapel & Cross			THEATER
Staff Lodge Lounge			CASUAL
Main Dining Room (non meal times)			
Conference Room			
Pavilion			
Nature Center			TABLES & CHAIRS
Craft Hut (indicate number of Craft Huts needed _____)			TABLES & CHAIRS

\* Types of Set-up:

1. Auditorium – Chapel only. Chairs facing a stage
2. Banquet – round tables with chairs
3. Casual – sofa and chairs. Available in Inn lounge, Office lounge and Staff Lodge lounge
4. Classroom – rows of conference (rectangular) tables with podium in front
5. Theater – rows of chairs in row or semi-circle facing a screen, podium or fireplace



III. MEALS

(Initial here: )

		Breakfast		Lunch		Dinner		
		8:00 AM		12:00 PM		5:30 PM		
Date M/DD	Selected Meal (B,L, or D)	# of People	Entrée	Side #1	Side #2	Bread	Fruit	Dessert (lunch & dinner only)
3/15	L	64	Hamburger	French Fries	Baked Beans	Rolls	N/A	Ice Cream

**Vegetarian Options**

We can accommodate vegetarians with the foods offered on the menu selections. This can apply to a portion on your group. Please list their menu selections below and indicate the number of people.

Date M/DD	Selected Meal (B,L, or D)	# of People	Entrée	Side #1	Side #2	Bread	Fruit	Dessert (lunch & dinner only)




Group Name \_\_\_\_\_

Date of Event \_\_\_\_\_



**IV. EQUIPMENT AND VEHICLE NEEDS** (Initial here: )

Item	Dates	Times	Place
TV			
DVD			
Overhead Projector			
Projector Screen			
Portable PA System			
Piano (Dining Hall, Music Conservatory or Chapel)			
Video Projector			
Sound Room w/operator (Chapel only)			Chapel
Golf Carts			Qty:
Office Equipment			Camp Office



**V. OUTDOOR NEEDS**

(Initial here: )

Item	Date	Times	# of People
Canoes			
Paddle Boats			
Softball Field			
Basketball Court			
Campfire			
Pool			
Soccer Field			
Tennis Courts			
Wagon Hay Ride			
Volleyball Court			
Campfire/Indoor Fire			
RV Parking			
Tent Camping			
Horseshoes			





**THE UNDERSIGNED, KNOWN IN THIS AGREEMENT AS *THE RENTER*, HAS READ AND UNDERSTANDS THIS CONTRACT, MEMORANDUM OF FACTS, POLICIES AND PROCEDURES, AND AGREES TO ABIDE BY THE SAME AND TO MAKE HIS/HER GROUP AWARE OF SAME.**

**Renter:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(NAME)

(POSITION)

(SIGNATURE)

(DATE)

**The Salvation Army**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_