



## **TERMS AND CONDITIONS FOR THE USE OF CLEAR LAKE CAMP**

All persons, firms, corporations, organizations, or associations, using the Battle Creek Outdoor Education Center (OEC) at Clear Lake Camp shall comply with and be bound by the following terms and conditions.

### **General Terms and Conditions**

1. The renter acknowledges and agrees that fees are calculated based on the number of individuals identified in advance, regardless of the actual number of participants. Cancellation without incurring fees requires at least 60 days written notice.
2. The renter understands that only locations, services, and equipment specific on the application are rented. The following areas are restricted: kitchen, offices, private residences and cabins and the camp's challenge courses. Groups may only use camp challenge activity structures under supervision of OEC staff. Please do not conduct activities in the immediate vicinity of private camp residences.
3. Respect the grounds. Stay on the trails as much as possible. Refrain from breaking branches or picking live plants. No littering. Respect private staff cabins by not planning activities near staff living quarters.
4. The renter of Clear Lake Camp shall assume all liability for damages to camp owned property caused by accident, vandalism, or deliberate misuse and said organization or individual will be billed for all replacement costs labor. When damage to property or injury to persons is the result of the acts or neglects of the renter, the renter shall save Battle Creek Public Schools, Battle Creek, Michigan, and the Outdoor Education Center at Clear Lake Camp harmless from any liability by reason of such damages. Please take reasonable care of all equipment and the facility and report any damage immediately.
5. It is the responsibility of the organizations and groups renting Clear Lake Camp to provide the Clear Lake Camp a certificate of insurance for a minimum of \$1,000,000 limit for bodily injury and property damage naming Battle Creek Public Schools and the Outdoor Education Center at Clear Lake Camp as additionally insured. Certificate must be turned in at least 10 days prior to facility usage.
6. Overnight camps with participants under 18 years of age lasting 5 days or longer must have their own camp program license. Groups use our camp site license. Please contact the director well in advance.
7. Weapons including but not limited to guns, a starting pistol or BB gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles are not permitted on school property, including the Outdoor Education Center at Clear Lake Camp.
8. Corridors, exits, stairways and aisles must be free of obstructions at all times.
9. Use of tobacco, and controlled substances is not permitted on District property, including the Outdoor Education Center at Clear Lake Camp grounds and buildings.

10. No pets are allowed in the lodge or dorms with the exception of guide dogs or companion dogs. Allowance of pets elsewhere on the property is up to the Director's discretion.
11. Park cars in the upper parking lot, garden parking lot, or Winka Cottage parking area. Parking at the lodge is reserved for camp staff unless special arrangements have been made with the Director or weekend coordinator. Parking off the pavement is generally not acceptable unless prior arrangements have been made.
12. Simple rearrangement of lodge or Winka Cottage furniture is acceptable with the understanding that it is to be returned to original arrangement by the end of the visit. If furniture is moved, please carry it rather than drag it across the floors. Indoor furniture is not to be used outdoors without prior approval of the Director or weekend coordinator.
13. Camp kitchen is off limits to all guests. Refrigerator and cold water sink for guest use available in the dining hall.
14. Decorations may be used. They must be put up and taken down in such a way as not to damage or destroy camp property. Posters and pictures may only be removed with permission of the Director or weekend coordinator and with the understanding that all posters and pictures will be returned to their original locations.
15. Lounge fireplace is the only useable lodge fireplace. Rec room fireplace is inoperable. Firewood available outside the front door for lodge use only. Additional firewood available for campfires for a fee.
16. Camp vehicles, including truck, golf cart, and tractor, are not available for rental group use.

#### WINKA Cottage

1. The cottage is available for rental to private individuals or organizations only at selected times during the year when school use is not anticipated.
2. Before departure, guests are expected to leave the place as they found it. Dishes cleaned and shelved. Garbage removed to the dumpster by the lodge. Cottage swept. Bundle used linens and leave on the landing by the stairs in the cottage. Turn off all lights and close windows.
3. Canoes, paddles, rowboats, oars, and life jackets are provided for exclusive use of cottage residents. Life jackets and paddles are stored at the cottage. Additional use of any camp equipment is restricted unless the Director grants specific permission.
4. The usage fee allows participants use of the cottage, the adjacent lakefront, and the swimming area. Use of the rest of the camp grounds, dormitories, and the main lodge is restricted unless the Director grants specific permission.

#### Dormitories

1. No food allowed in the dorms, including gum, candy, snacks, or beverages other than water.
2. Do not use sprays (bug spray, hair spray, perfume, deodorants, cologne) indoors.
3. Do not move or rearrange bunk beds.

4. Keep doors closed. Windows may be opened for ventilation.
5. Sound system in office for adult use only.
6. Please turn off lights and water when not in use.
7. Dorm key and instruction on exterior door alarm system provided upon request.

#### Lodge / Dining Hall

1. Recycling bins are located in the main coat room.
2. Offices and kitchen are off limits. Phone for emergencies located behind the red desk. Dial '9' for an outside line. Copying, printing, and faxing available upon request for \$0.10 per page.
3. Dishes and utensils may not be removed from the dining hall.
4. Participants must help with set up of the dining hall, including tables and chairs and place settings, before each meal and clean up of the dining hall after each meal. Clean up includes busing dishes, wiping down tables and sweeping the floor. At the end of the rental, chairs must be stacked against walls and tables cleaned, folded and pushed against the wall.
5. If tables and chairs are used, the furniture should be returned to original arrangement by the end of the visit. In the rec room, chairs must be folded and stacked in the chair racks and tables folded and stacked in the corner. Do not prop open doors.
6. Overnight groups must utilize OEC food service for at least 2 meals per 24 hours, excluding snacks. Please complete food service request form. Day groups may opt to bring a "sack lunch" or may request meal service. Beverage services may be purchased by day groups not using our food service. Camp kitchen is NOT open for private use.

#### Waterfront

1. Fishing is permitted only on the boating docks and sea wall. No fishing is permitted from the swimming docks or near the swimming areas.
2. A certified lifeguard is required to be on duty for all swimming or boating activities with participants under 18 years of age.
3. Swimming is restricted to the swimming area marked by the fenced beach, docks, swim area buoys, and floating swim dock.
4. Canoes and rowboats are available for use of groups or individuals renting the lodge or Winka Cottage. All persons under 18 years old must wear a PFD. All boats must have a wearable or throwable PFD for every occupant, regardless of age. Paddles, oars and PFDs are kept in Winka, lodge boot room, and outdoor paddle shed. Please return boats, paddles, and oars to racks when finished.
5. Personal motorboats or watercraft may not be launched at camp. Public access ramp is 1 mile north.