

# Sunset Bible Camp

## Camp Facility Use Agreement

It is the expressed, intended purpose for the facilities of Sunset Bible Camp to be used to ultimately bring glory and honor to our Lord Jesus Christ. We believe this purpose will be accomplished through a variety of camp facility use situations. The following guidelines have been prepared with this objective in mind.

The ultimate decision for the use of any Sunset Bible Camp facility or equipment rests upon the decision of the current Sunset Bible Camp Trustees. For the purposes of facilitating the process of scheduling, the Director of Sunset Bible Camp or those whom he may assign will make the immediate decisions for the use of the camp facility.

All requests for use of any part of the facility must be made through the camp office. Priority and preference for scheduling will be given to church-sponsored events and uses. Requests for use by member churches will receive consideration ahead of any requests by non member churches, groups or individuals. All decisions will be made based upon scheduling and availability.

### GENERAL GUIDELINES

- A signed Camp Facility Use Agreement and Cost Worksheet may or may not be required for any activity, as is determined by the current Trustees, the Director or his assigns.
- Any and all areas to be used must be identified in the request, and agreed upon. The purpose for which any facility will be used must also be clearly identified before the facility can be reserved or used.
- Special use functions may be subject to additional use requirements and costs. All requirements and costs will be explained before the facility is reserved.
- Use of any tables, chairs, materials or equipment must be defined and agreed upon through the camp office prior to reserving the facility.
- The user is responsible for returning any rooms or areas of the facility to pre-use conditions unless otherwise defined in the Camp Facility Use Agreement.
- The user is responsible for the general cleaning of any areas used. This includes the removal of any trash and the re-supplying of trash bags in all waste receptacles.
- The user is responsible for the preparing and returning to the pre-use condition any and all areas that may be damaged during the use of the facility.
- The user is responsible for providing lifeguards during all swimming and recreational activities at Sunset Bible Camp. **Sunset Bible Camp does Not Provide Lifeguards. All swimming is at your own risk.**
- Except in the case of gross negligence, the user agrees to hold harmless Sunset Bible Camp, its staff, elected leadership, trustees and members.
- Sunset Bible Camp is a smoke-free facility. There are no areas inside the facilities where smoking is allowed. Sunset Bible Camp also prohibits the use of any form of alcoholic beverages in any part of its facilities.

I agree to follow the above guidelines.

*\*Damage deposit will be refunded upon inspection of facilities at the end of the event.*

*\*Daily or Weekend Rental Reservation will be confirmed when \$250.00 Deposit is received.*

*\*Weekly Rental Reservation will be confirmed when \$500.00 Deposit is received.*

*\*Deposit will be refunded if Event is cancelled 30 days before event date.*

*\*Payment must be received in full at the start of the event.*

Signature:

Date:

Rev 1.5 05/09

[www.sunsetbiblecamp.org](http://www.sunsetbiblecamp.org)

8474 S 369<sup>th</sup> West Av – Mannford, OK 74044 - (918) 865-2246 - Fax (918) 865-2294



# Sunset Bible Camp

## Rental Rates & Fees

### Member Rates

#### (Church Functions)

Camp Usage **\$100.00** for the first day, **\$50.00** for each additional day.

**\$ 5.00** per person lodging per night.

**\$ 5.00** per meal prepared by camp staff.

### Non Member Rates

#### (Church Functions)

Camp Usage **\$150.00** for the first day, **\$75.00** for each additional day.

**\$20.00** per person for lodging per night.

**\$ 5.00** per R.V. per night.

**\$ 6.00** per meal prepared by camp staff.

### Non Church Functions

#### (Family Reunions, Birthdays, Anniversaries, etc.)

Camp Rental **\$250.00** for the first day. **\$75.00** for each additional day.

**\$20.00** per person for lodging per night. \*Minimum \$200.00 per night for lodging.

**\$ 5.00** per R.V. per night.

**\$50.00** for pool use per day.

### Weekly Rental

#### (No meals or staff)

This is for grounds rental starting on Sunday afternoon through Friday morning, otherwise non-member rates apply for shorter rental. There is also a charge of \$5.00 per R.V. per night.

50-100 people **\$5000.00**

100-150 people **\$6500.00**

150-200 people **\$8000.00**

I agree to the above rates.

*\*Damage deposit will be refunded upon inspection of facilities at the end of the event.*

*\*Daily or Weekend Rental Reservation will be confirmed when \$250.00 Deposit is received.*

*\*Weekly Rental Reservation will be confirmed when \$500.00 Deposit is received.*

*\*Deposit will be refunded if Event is cancelled 30 days before event date.*

*\*Payment must be received in full at the start of the event.*

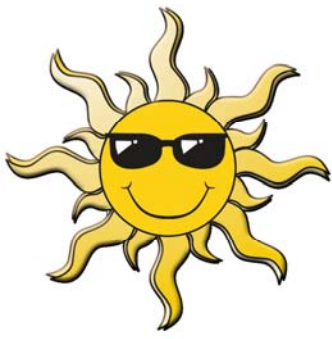
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# Sunset Bible Camp

## Cost Worksheet

Name:

Address:

Phone:

Event:

Function Date:

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Camp Rental - First Day	\$ _____
Each Additional Day	\$ _____
Meals	\$ _____
Lodging	\$ _____
Pool Use	\$ _____
<b>Total</b>	\$ _____
Reservation Deposit	\$ _____
Damage & Cleaning Deposit	\$ _____ 100.00
<b>Grand Total</b>	\$ _____

A deposit is required for all events when scheduling.

\$ \_\_\_\_\_

Date Received: \_\_\_\_\_

(For Office Use)

*\*Damage deposit will be refunded upon inspection of facilities at the end of the event.*

*\*Daily or Weekend Rental Reservation will be confirmed when \$250.00 Deposit is received.*

*\*Weekly Rental Reservation will be confirmed when \$500.00 Deposit is received.*

*\*Deposit will be refunded if Event is cancelled 30 days before event date.*

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Signature:

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