

User Group Guidelines with Lutheran Valley Retreat Basecamp

- A. **BALANCE DUE:** At least 10 days prior to arrival, the user group must contact LVR and confirm (or change) the contracted number of participants for the event (or the original contract number will be used). User group agrees to pay for the contracted count or the actual participant count, whichever is greater. All participants attending for any part of the scheduled time pay the full participant fee. The per person DEPOSIT times the actual number will be applied to the BALANCE DUE, less any damages incurred. The BALANCE DUE should be written on one check from the USER GROUP to Lutheran Valley Retreat for payment.
- B. **GUIDELINES:** The USER GROUP agrees to abide by the Lutheran Valley Retreat Guidelines and Policies while on LVR property and surrounding Pike National Forest as well as policies set forth by the United States Department of Agriculture for use of National Forest Lands.
- C. **CANCELLATION:** In the case of cancellation or reduction in the contracted number, the group realizes that 100% of total deposit is non-refundable as of 90 days prior to arrival. If cancellation is within 90 days, the group agrees to pay 40%. If cancellation is within 30 days, the user group agrees to pay 75% of the total contracted. If cancellation is within 10 days of camp, the user group agrees to pay 100% of contracted number.
- D. **WORSHIP EVENTS:** All worship events held by groups using LVR shall be Christian and uplift the name of Jesus.
- E. **TRANSPORTATION:** Per Teller County regulations, the user group agrees no vehicle greater than 26,000 GVW may be used on unpaved roads. School buses, 15 passenger vans, and carpooling are allowed.
- F. **MEDICAL:** User group/guest agrees to come with designated person responsible for medical procedures as well as first aid supplies unless LVR staff medic has been included in user group contract. (For groups staying over 72 hours, this person must be a CNA, RN, or MD certified in Colorado per child care standards). Professional emergency services are available through Flight for Life and major life threatening emergencies.
- G. **FORMS:** User group contact person agrees to provide camp with Emergency Medical Releases and Health History for each person coming to camp.
- H. **BEDDING AND TOWELS:** User group/guests provide own bedding & towels.
- I. **CLEANING:** All user groups are asked to leave LVR in same condition as when they arrived. This will mean participating in the cleaning of cabins, dining hall, meeting facilities, and bathrooms, and meal time set-up and clean up. Chaperones will be encouraged to model servant attitude and work with youth to complete cleaning.
- J. **CHAPERONES:** For all camps over 72 hours, adult leaders must have completed background checks as required by Colorado Department of Human Services on file at the camp office. There must be a qualified adult directly supervising minors at all times in a ratio of 1 adult: 7 youth. The ratio may change according to the age of retreat participants. Coed groups will bring coed leadership. Each cabin of youth will have an adult chaperone.
- K. **ALCOHOL:** User group/guests will not have alcohol or use it on camp property unless it is an approved event by the board of directors.
- L. **SMOKING:** User/groups guests of legal age will be allowed to smoke or vape only at the parking area or behind the kitchen, away from children and nonsmokers. Approval of other smoking areas must be arranged with board directors before arrival of group. Marijuana use is not permitted at Lutheran Valley Retreat.
- M. **PHOTO RELEASE:** User group/guests agree that LVR staff may take photos and videos that may be used in promotional materials and presentations.
- N. **FOOD:** User group/guests will allow no food, snacks, beverages or containers in or around the cabin/bunkhouse/shower house areas but will store these items in kitchen or lodge area or cars.
- O. **PETS:** Due to health regulations, pets or other animals may not be brought by the group onto LVR property. Please notify LVR of any camper planning to bring service animals prior to arrival. Owner would need to be able to provide copy of vaccination and certification. Service animals must be kept on leash at all times.
- P. **DAMAGES:** User group/guests are responsible for all damages to LVR property and facilities and agree to pay for materials and labor required for repairs as determined by LVR staff.
- Q. **MEALS:** All Meals are provided by LVR during stay at LVR and included in the contract price, unless otherwise agreed upon.

As an official representative of the contract group, I agree to the terms and conditions as set forth above:

Adult Leader Signature/Name _____ Date _____

Upon receipt of this contract and deposit amount in contract, Contracted Facilities have been reserved for user group.

LVR Representative/Name _____ Date _____