



Camp New Journey

RENTAL AGREEMENT & LIABILITY WAIVER

Thank you for choosing Camp New Journey for your event! Please submit the appropriate forms, along with your deposit to secure your dates and locations. If you have questions, please contact the Camp New Journey Rental Manager at info@campnewjourney.org or 877-846-2226.

STEP ONE

View the Camp New Journey Special Group Rental information on our website and/ fill out the online form to confirm date availability, answer any initial rental questions, and schedule site tour (tour is optional but strongly encouraged).

STEP TWO

Download Complete this Camp New Journey Rental Agreement & Liability Waiver.

STEP THREE

Submit signed Rental Agreement & Liability Waiver, Rental Spaces and Activities Form with 50% of total rental fee to Camp New Journey.

Rental Reservations are confirmed within 5 business days after receipt of agreement and deposit

ADDITIONAL STEPS AND DEADLINES

- 90 days prior to arrival date, additional 50% total rental fee deposit due to Camp office.
- 30 days prior to arrival date, remaining balance and insurance certificate due.
- 14 days prior to arrival date confirm number of guests for activities (if applicable).

Camp New Journey



Where Your Journey Begins



Rental Agreement & Liability Waiver

Rental Fee and Payments.

The Group agrees to pay all Rental Fees, deposits and balances in accordance with all Camp New Journey Rental payment policies and deadlines.

Los Angeles County Administrative Rules.

The Group agrees to be in compliance with the National Parks and Los Angeles County Administrative Rules, with regard to food service, emergency procedures and first aid. A copy of the rules may be obtained from the California State Archives. Copies are also on file at the Camp Fire office and with the Camp New Journey Property Manager on site.

Camp Rules.

The Group agrees to comply with all Camp New Journey Site Use Rules (“Rules”) and shall cause all persons with the Group’s permission or by invitation from the Group or any Group member (collectively “Permissive Users”) to comply with the Rules. The Rules have been or shall be provided to the Group on or before the Group Leader’s arrival at the Camp Facilities and are incorporated herein. The Group and its members shall be responsible for any noncompliance with the Rules by the Group, its members, or Permissive Users. Failure to comply with the rules may result in an immediate termination of the Group’s right to use the Facilities; any and all fees paid are non-refundable upon any such termination.

The Group agrees to assemble its members and all Permissive Users for a brief orientation session to be conducted by the On-Site Rental Coordinator(s) (“OSRC”) on camp procedures and the Rules; provided that any failure by Camp Fire or the OSRC to provide such orientation sessions shall not relieve the Group and its members from their obligations under this agreement.

Camp Condition.

The Group shall walk through the Facilities with the OSRC upon arrival at and departure from the Facilities to check the condition and cleanliness of the Facilities to be used by the Group. The Group agrees to leave the Facilities in the same condition found at arrival and to reimburse Camp New Journey for all costs of repair or cleaning of the Facilities as a result of the Group’s use of the Facilities. Cleaning costs for unfinished cleaning will be billed at \$250 per hour by Camp New Journey staff. Group agrees to clean any and all facilities used by the group, including and not limited to group activity buildings, lodges/cabins, bathrooms and common areas. **Group Leader Initials:** _____

Insurance.

The Group agrees to provide a certificate from an insurance carrier in form and substance and from a carrier reasonably acceptable to Camp New Journey 30 days prior to the Group Arrival Date stated on the Group Rental Application stating that the Group is insured under a comprehensive general liability policy with limits of not less than \$1,000,000. Camp New Journey must be named as an additional insured on such policy of insurance. In addition, a copy of the endorsement shall be provided. Receipt of the foregoing is a condition to the Group’s use of the Facilities. Non-compliance will immediately void rental application and forfeit any deposit funds paid. **Group Leader Initials:** _____



Rental Agreement & Liability Waiver

Assumption of Risk, Indemnification and Hold Harmless, Waiver, Release.

The Group, each Group Member, and each Permissive User assumes all risks of loss, damage, or injury to persons or property which arise out of the Group's, each Group Member's, or each Permissive User's use of Camp New Journey and the Facilities (including, without limitation, equipment) and agrees to indemnify and hold harmless Camp New Journey and its officers, employees, directors, representatives, and agents (collectively "Indemnities") from and against any and all judgments, losses, expenses, liabilities, damages, claims, liens and expenses, including but not limited to attorney's fees (at trial, on appeal, and otherwise) which indemnities may suffer, incur, or sustain, as a result of or arising from or connected with any operations, activities, or use of Camp New Journey and the facilities and equipment by the Group, each Group Member, each Permissive User, and any of the Group's officers, directors, employees, agents, and subcontractors, or any other representatives (collectively "Claims").

The Group, each Group Member, each Permissive User, and each of the Group's officers, directors, employees, agents, subcontractors, and other representatives hereby waive any and all known and unknown Claims it has or may have against Camp New Journey and hereby releases Camp New Journey from any and all judgments, losses, expenses, liabilities, damages, claims, liens, and expenses which Camp New Journey may suffer, incur, or sustain, as a result of or arising from or connected with any operations or activities, or use by user of Camp New Journey and the facilities and equipment by the Group, each Group Member, each Permissive User, and any of the Group's officers, directors, employees, agents, subcontractors, or other representatives. **Group Leader Initials:** _____

Sponsor's Responsibility.

The Group agrees that it is responsible for all persons using the Facilities under this agreement (including, without limitation, Permissive Users) and for the breach of any provision of this agreement.

Attorney Fees.

In any arbitration or litigation concerning or arising out of this agreement, the prevailing party shall be entitled to recover all expenses of arbitration or litigation including, without limitation, reasonable attorney fees at arbitration, at trial, on any appeal or petition for review. In addition, Camp New Journey is entitled to recover any attorney's fees or costs incurred in connection with collecting any amounts owed by the Group hereunder whether or not litigation is initiated.



Rental Agreement & Liability Waiver

Camp New Journey Site Use Rules

The following rules apply to all users of Camp New Journey and the recreation facilities. Failure to comply with the rules will result in termination of your Camp New Journey Rental.

Camp New Journey requires medical supervision for each Group on site. Each Group agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at a minimum a certificate of training in the principles of first aid and CPR from a nationally recognized provider. Group must bring its own first aid supplies and equipment and store them in an appropriate fashion.

- a. **Group Member List:** The Group Leader is advised to bring and have available at all times a current list of group members that includes: names and addresses, emergency contact information, any known allergies/special needs/restrictions, and (for minors under the age of 18 whose parents are not accompanying them at Camp New Journey) a signed Permission to Treat form (sample can be obtained from the Camp Office).
- b. **Participation waivers** are required for certain special activities.
- c. **Adult Staff and Volunteers:** Groups are advised to complete background checks on all adults working with minors on the site, including a National Sex Offender Public Registry (www.nsopr.gov) check, the completion of a voluntary disclosure statement (sample can be obtained from the Camp Office or campnewjourney.org), reference checks, and a personal interview as well as comprehensive hiring policies for staff and volunteers.
- d. **Emergency Transportation:** Available through local emergency medical system (EMS) by dialing 911. Group agrees to designate a vehicle for emergency transportation.
- e. **Incident Reports:** Group agrees to report any incidents of injury to the OSRC or Property Manager.
- f. **Group Orientation:** The group will be provided with an orientation to Camp New Journey within 1 hour of arrival by a member of the camp staff in which basic rules and procedures for camp will be provided, along with emergency procedures. Any failure by Camp New Journey or the OSRC to provide such orientation sessions shall not relieve the Group and its members from their obligations under this agreement.



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Camp New Journey Site Use Rules Health & Safety

- g. Youth Supervision: Groups shall utilize the buddy system for all youth participants. Youth will not be unsupervised at any time and the group is responsible for group member supervision and adherence to the Site Rules. Groups are advised to supervise minors with staff/volunteers that are at least 18 years of age. There should always be at least two adults (18+) during any aquatic, or outdoor cooking activities. Rental groups must follow proper ratios of adults to children while conducting activities: for every six children that are 5 years old or younger there must be 1 adult (1:5), children that are 6-8 years old require a ratio of 1:8, children ages 9-14 must have a ratio of staff that is 1:10, and children the ages of 15-18 require a ratio of 1:12.
- h. Smoking at Camp New Journey is Prohibited: The Group will prohibit smoking anywhere on site and shall warn all persons of the hazards of indiscriminate smoking. Open fires may be built only in established campfire rings. All campfires will have available and immediate a means of extinguish. Minimally, there is a full bucket of water and a shovel is required. Indoor use of liquid fire starter and or candle wax is prohibited. Fires in open fireplaces must have screens in place at all times. Doors to woodstoves must remain in the closed position. No fire may be left unattended. It is understood that both Camp New Journey and the Group will comply with all lawful orders issued by appropriate fire control officials.
- i. Vehicle Traffic: Use of vehicles is restricted to roads and parking areas designated by the Property Manager. All fire lanes must be clear at all times. Posted speed limits shall be obeyed. Posted camp road speed limit is 10 miles per hour, and 5 miles per hour on any road in camp. The 5 mile per hour speed limit begins when you see the first building. Camp Road is very narrow; beware of walkers and vehicles traveling in the opposite direction. Be alert and drive slowly. All vehicles must be parked in the lower parking lot near the Main Lodge with the exception of the 2 - 4 vehicles that have been identified for parking next to the main lodge. Vehicle parking is limited, all vehicles must stay on paved or gravel roads and shall not drive or park on grass.
- j. The possession and or use of fireworks, firearms, ammunition, explosives and other weapons are prohibited. The use of gasoline, flammables, poisonous substances, and hand and power tools are also prohibited.
- k. The possession and/or consumption of alcohol is not permitted. Marijuana (recreational or medicinal) or the use of illegal substances are prohibited.
- l. Pets and animals are prohibited except for those trained and endorsed as service animals for persons with disabilities. Please have the service animal owner check in with the OSRC or Property Manager, prior to, or soon after, arrival at Camp New Journey. See Camp New Journey Service Animals Policy at campnewjourney.org for more information.



Rental Agreement & Liability Waiver

Camp New Journey Site Use Rules Program & Use of Premises

- m. During the Rental term, Group shall use Camp New Journey for conducting a program of its own design and shall comply with all applicable laws, codes and regulations. The Group Leader shall notify Camp New Journey of the nature of the Group's program and shall promptly supply any additional requested information about the program if requested.
- n. Only registered Group Permissive Users are permitted on Camp New Journey property. No unregistered Group Permissive Users are allowed on Camp New Journey property without prior written consent. Any unauthorized person on the premises should be reported to Camp staff immediately.
- o. Food is allowed only in designated eating areas and outdoors.
- p. Living and program areas, other than those which the Group is authorized to use, are off limits. Please respect the privacy and property of site staff, other Groups.
- q. All programs conducted by the Group shall comply with safety and supervision standards as specified by the American Camp Association and the Christian Camp Association. If specialized program activity areas or equipment are used, Camp New Journey will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the Group. Groups providing their own leadership in this area may do so with the approval of Camp New Journey staff and are recommend having qualified individuals leading specialized activities. The Group is advised to verify the skills of the leader for each specialized activity.
- r. The Group shall provide all of its own program equipment and materials, which will be stored safely and appropriately.
- s. The Swimming pool and Lake Jackson is limited to authorized and supervised events. Availability of the pool is at the discretion of the Camp new Journey. No one shall enter the pool area unless a qualified lifeguard (s) is/are in the pool area. The minimum qualifications for said lifeguard(s) will be a Lifeguard Certificate from the American Red Cross. Additionally, one person must be present holding certification in First Aid and CPR at all aquatic activities. Lifeguards will be provided in a ratio of 1 to every 25 persons in the pool. In addition, the Group will provide adult lookouts in a ratio of 1 to every 10 swimmers in the pool. We suggest use of PFDs (Personal Flotation Devices) at Lake Jackson. Groups providing their own lifeguard are advised to verify the skills of the guard to ensure that best practices are followed.



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Camp New Journey Site Use Rules Program & Use of Premises

- t. Camp New Journey will be left clean and free of litter and micro-trash. All garbage shall be removed and placed in the identified garbage cans and dumpsters. All rental facilities will be swept unless directed otherwise. Kitchen and bathroom facilities used by the group will be cleaned according to posted directions.
- u. All used lodge kitchens must be cleaned thoroughly. The food contact surfaces must be sanitized, floors swept and mopped, and sink cleaned out. Refrigerators need to be emptied of remaining food and the daily temperature chart must be filled out accordingly. If the temperature of a refrigerator is not maintaining a safe temperature, report it to staff immediately. If guests use the mechanical dish washer, they must record the temperature on the chart daily. Temperatures in the mechanical dishwasher should be at least 100°F for the wash and 180°F for the rinse . If guests hand wash dishes, they must wash (with soap), rinse, dry the dishes and return them to the cupboard.
- v. To ensure food safety, every person working in the kitchen must have a valid California Food Handlers Card. They are also required to use only clean and sanitized utensils and equipment during food preparation, they must clean and sanitize all food preparation surfaces, and ensure that food does remains within safe temperatures (40°F-140°f)
- w. Propane use will be an additional cost to groups that are preparing their own food in the Lodge kitchen. Per gallon cost and delivery fees will be advised upon request of use of the Lodge kitchen. All propane cost will be paid two weeks prior to beginning of session to ensure delivery of propane.
Group Leader Initials: _____
- x. Cancellations must be received in writing. 50% of deposit is forfeited if cancelled 90 days or more prior to rental arrival date. 100% deposit is forfeited if cancelled within 30 to 90 days of rental arrival date. Reservations cancelled within 30 days of rental arrival date receive no refund.

I certify that I have read Camp New Journey Use Agreement & Waiver and incorporated Camp New Journey Site Use Rules and assume full responsibility for the Group, each Group Member, and the Permissive Users adherence to the terms of this agreement. I further certify that I am duly authorized to execute this agreement on behalf of the Group.

Name of Organization/Group: _____

Print Name _____

Title _____

Signature _____

Date _____