



## Rental Agreement

Group \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 Type of event \_\_\_\_\_ Approximate No. \_\_\_\_\_

### A Note to you:

A Red Willow staff member will be available for orientation and to answer any questions that may arise during your stay. At Red Willow Ministries, we offer guests a "place apart" where everyone can relax, reflect and find spiritual renewal. We offer a wide range of facilities and activities to our guests.

Red Willow Ministries Mission Statement: We exist to strengthen and serve the church in its gospel mission and ministry with and through Jesus Christ to every generation.

### Lodging - PER PERSON

Tent	\$5 per night	Lodging:	
RV Electric Hook Up	\$10 per night	Number of Nights	_____
Cabin Bunk Bed	\$15 per night	Number of People	_____
Retreat Center Bunk Bed	\$20 per night		
2 or more people Themed Room	\$30 per night	Lodging:	
1 person Themed Room	\$35 per night	Number of Nights	_____
Hospitality House (not per person)	\$100 per night	Number of People	_____
Kids 2 & under	Free	<b>Lodging Total</b>	_____

### Meals Requested - PER PERSON

Meals	\$10 per meal	Number of Meals	_____
Kids 6-12	\$5 per meal	Number of Meals	_____
Kids 5 & Under	Free	Number of Meals	_____
<i>Breakfast - 8:30a.m.; Lunch - 12:00p.m.; Supper- 5:30p.m.</i>		<b>Meals Total</b>	_____

*Snack and brunch can be requested*

Breakfast	M T W TH F Sa Su
Lunch	M T W TH F Sa Su
Supper	M T W TH F Sa Su

*Please circle the meals requested.*

Notify RWM of any special dietary needs and/or food allergies at least **two weeks** prior to a retreat.

### Facilities

The facilities marked have been reserved and scheduled at your request.

Kitchen	\$100 per day (If you are paying for meals this cost is included)	
Dining Hall	\$100 per day (If you are paying for meals this cost is included)	
Upper Room	\$100 per day	
Ausland Lounge	\$100 per day	
Chapel	\$300.00 for wedding	
	\$100.00 if using other buildings	<b>Facilities Total</b> _____

**PROGRAMMING FEE**

If you request programming help and supervision by trained staff, there will be an additional charge. Programming fee will be decided on a case-by-case basis. The services below are circled at your request.

Boating            Hiking            Games            Bible Study            Arts & Crafts            Service Project  
Campfire            Team Building    Worship            Other or Additional Program Assistance: \_\_\_\_\_

**ADDITIONAL FACILITIES AVAILABLE (Provided at No Charge)**

Sauna                            Gym                            ORA: Mini Golf, basketball & carpet ball  
Sand Volley Ball            Gaga Ball                    Faith Trail & Hiking Trails            Observation Tower  
Game Field                    Cross Country Skiing            Foosball & Air Hockey            Frisbee Golf  
Bicycles

***Please be advised the use of alcohol is strictly prohibited during summer camping season (June to the middle of August) (with the exception of weddings) and during the off-season is only allowed with the appropriate documentation and approval of the Executive Director. The use of illegal drugs is strictly prohibited at all times. Smoking is not allowed in any camp buildings or on camp land.***

**Totals**

Lodging: \_\_\_\_\_ Facility fee: \_\_\_\_\_  
Meals: \_\_\_\_\_ Programming fee: \_\_\_\_\_ Approx. Price Per person \_\_\_\_\_  
Total Cost: \_\_\_\_\_

**Deposit (10% of estimated final bill, minimum \$100) \_\_\_\_\_**

This deposit is NON-refundable and is also used as a damage deposit.

Payment of the final balance is due prior to departure from the event unless other arrangements have been made. A surcharge may be added to any bill not paid prior to departure.

The group representative MUST notify the camp of the TOTAL number expected to attend at least 5 days in advance. Should the number of actual retreat participants be less than the pre-registered number of participants, the retreat group will be billed for the number of pre-registered participants. If the actual number of participants increases, the actual participant number will be used to calculate a revised retreat fee and the difference will be billed to the group.

Arrival Date and Time \_\_\_\_\_ Departure Date and Time \_\_\_\_\_

**LIABILITY INSURANCE:**

**Some user groups will be required to either show a Certificate of Liability Insurance from their own insurance company, or be required to pay for a rider to the Red Willow Ministries Liability Insurance. This cost will be added to the cost of the retreat/group use contract. Talk to the Hospitality Manager for more information. Note: Church groups affiliated with the ELCA may be covered by their church Liability Insurance. We require a copy of this Certificate of Liability Insurance.**

**A completed Retreat Participant Roster, including the names and addresses of all retreat participants must be turned in upon check-in.**

I represent the rental group and have read, understand, and will be the responsible agent for all policies, responsibilities, and fees listed in this agreement as well as the Policies & Guidelines which I received as a separate document. Further, I understand and acknowledge that my group will be responsible for general cleaning of the facility (i.e. removing used bed linens, cleaning tables, picking up trash, etc.). If my group does not do this, I understand there may be an additional charge for cleaning. I further agree that Red Willow Ministries shall not be liable to the rental group for any damages from any cause to its members or to the property owned by the group. To the fullest extent permitted by the law, the rental group shall hold harmless Red Willow Ministries and its representatives, agents, and employees from and against all liabilities, claims, damages, losses, expenses, and other costs including but not limited to costs of attorney's fee arising out of, or resulting from, or in connection with the use of the Camp by the rental group, its members, agents, employees, invitees, licenses, guests or representatives.

**\*\*Please review the Policies & Guidelines attached. You are expected to ensure your group abides by them. By signing below you are acknowledging receipt of said Policies & Guidelines.\*\***

\_\_\_\_\_  
Date \_\_\_\_\_  
Group representative signature

***Please make a copy for your records and mail the signed original and deposit to:***

Red Willow Ministries, 1651 Jacob Drive, Binford, ND 58416

**Please advise your group to not move any furniture in the sleeping areas. Furniture is currently placed according to ACA Guidelines, insurance requirements and for general safety.**

Any questions concerning your contract can be directed to the Hospitality Manager at 701-676-2681 or DeAnna@redwillowbiblecamp.org. If you find that we have missed something, please let us know.

Office Use Only:  
Balance Owed

Deposit check #  
Payment Check #

Eval Sent Eval Rec'd  
Revised 04/01/2018

**GENERAL:**

1. RWM programmed events have priority use of facilities.
2. We retain the right to refuse any group.
3. This is an ELCA affiliated camp, and preference for scheduling will be given to ELCA entities.
4. Reservations may be requested 13 months in advance of the requested date, however **no reservation will be held if the required deposit is not paid.**
5. A Rental Agreement will be mailed/emailed promptly following a verbal reservation.
6. A deposit is required to hold your reservation date. The minimum deposit is \$100 or 10% of the estimated final bill. This deposit is NON-REFUNDABLE. It will also be used as a damage deposit. This deposit is transferable if RWM or an Act of God cancels a retreat, or State Officials have issued travel advisories/warnings.
7. Payment of the final balance is due **prior to departure** from the event unless other arrangements have been made. A surcharge may be added to any bill not paid prior to departure.
8. A minimum group size of 15 is required to reserve the Ofstedal Retreat Center and contract for meals. Contact us for information about smaller group accommodations.
9. How we calculate your final balance: The group representative must notify the camp of the total number expected to attend at least 5 days in advance. Should the number of actual retreat participants be less than the pre-registered number of participants, the retreat group will be billed for the number of pre-registered participants. If the actual number of participants increases, the actual participant number will be used to calculate a revised retreat fee and the difference will be billed to the group.
10. Arrival and Departure: Summer weekend retreats: check in is after 4 p.m. on Friday and check out is by 1 p.m. on Sunday. You must be moved out of your cabins/rooms by 9 a.m. in order for staff to prepare for the next group. Retreats held at the camp when summer camping is not in session can negotiate check in and check out times.
- 11. A completed Retreat Participant Roster, including the names and addresses of all retreat participants must be turned in upon check-in.**

**FOOD SERVICE:**

- 1. Notify RWM of any special dietary needs and/or food allergies at least two weeks prior to a retreat.**
2. During orientation a staff member will explain meal and clean-up procedures. You will be asked to clear the tables and put dirty dishes in containers. You will need to sweep floors and wipe off tables.

**FIRST AID & EMERGENCY CARE:**

1. Groups are advised to provide their own adults who are currently certified in first aid and age appropriate CPR; the use of an AED that includes the use of breathing devices such as a pocket mask; training on bloodborne
2. Groups are responsible for gathering and maintaining information on all members of the group that includes:
  - i. Name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions.
  - ii. For minors without a parent on the site, group leaders should have signed permission to seek emergency treatment.
  - iii. Group leaders are responsible to inform camp of any allergies or restrictions of anyone in their group that may affect camp services provided (e.g., food service, program activities).
3. Groups and individuals must bring their own medications and be responsible for dispensing them. RWM can provide a secure area for medications to be locked up.

4. Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics, and hospitals are provided during orientation, and also posted near all phones available to groups.
5. Groups may use the camp's first aid supplies and equipment.
6. The camp has an AED (defibrillator) located in the entry way of the Ofstedal Retreat Center. Please advise camp staff if this has been utilized.
7. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency. An emergency would include but is not limited to, tornados, fire, severe weather.
8. If you need any OTC medications or first aid supplies, please let a camp staff person know.
9. If you have any medical concerns or injury, please notify our camp staff.

#### **LIABILITY INSURANCE:**

1. Some user groups will be required to show a certificate of their own Liability Insurance, or be required to pay for a rider to the Red Willow Ministries Liability Insurance. This cost will be added to the cost of the retreat/group use contract. This rider is based on the number of participants and use of high risk facilities, i.e. waterfront, swimming pool.
2. Church Groups affiliated with the ELCA may be covered by their church liability insurance. It is up to the rental group to check on this coverage.

#### **TOBACCO & CONTROLLED SUBSTANCES:**

1. This is a smoke free camp. Smoking is not allowed in any camp buildings or on camp land.
2. Controlled substances, except for medication prescribed by a doctor, are prohibited for all retreat users regardless of age.

#### **ALCOHOL CONSUMPTION:**

1. Alcohol use on camp property will be limited by our policies and written permit. The Board of Directors does not judge use of alcohol as either good, or evil. We expect any camp users to be responsible for their behaviors and help reflect a Christian image of the camp to its constituents and the public. An Alcohol Use Permit must be obtained by any group or individual wanting to use or serve alcohol while using Red Willow Bible Camp and will be issued at the discretion of the Executive Director. An individual of legal age must take responsibility for the entire group to ensure responsible and legal use of alcohol, no loud noise or partying behaviors, no littering of grounds and no drunkenness.
2. Alcohol consumption is prohibited during all youth retreats, regardless of guest age.
3. If multiple groups are on site, an adult group's consumption of alcohol is limited to their reserved lodging. During Adult or Family Retreats, alcohol may be consumed in a socially responsible manner by adults 21 years and older. Respect must be shown to the views of others in attendance.
4. Wedding parties use of alcohol is permitted only from 5 p.m. to 1 a.m. Beer and wine are the only alcohol that is permitted. Hard liquor is not permitted.
5. RWM will not assume the liability for any mishap or problematic incident that results from any group or individual that abuses this policy.
6. Any abuse of this policy may result in the immediate removal of individuals from camp property, referral to law enforcement, and/or loss of future privileges at the camp.
7. A damage deposit will be required.

**CAMP LAND:**

1. Red Willow Ministries owns approximately 500 acres of beautiful wetlands and upper prairie that is home to many wildlife species. We encourage camp user groups to hike, mountain bike, horseback ride, snowmobile or cross country ski the trails. **Dirt Bikes and ATV's are not allowed due to their noise and harsh impact on the environment.**
2. One feature of the trails is a self-guided hiking trail that begins behind the camp house. (Approximately 1.5 mile hike.) Another shorter hike is to Cross Hill where you will get a birds view of the camp land and Red Willow Lake. (Approximately ¼ mile hike.) Ask staff for maps/directions.

**GROUP REPRESENTATIVE:**

1. There should be a representative from the retreat/event/conference group who is in charge of the event: This person should handle pre-registration and all arrangements with RWM. They should arrive early and be last to leave in order to supervise their group attendees.
2. Upon arrival, the representative will check in at the Ofstedal Retreat Center and receive a camp orientation packet. A RWM staff person will do an orientation for the group upon arrival.
3. The group representative is responsible to ensure that qualified persons with first aid, age appropriate AED and CPR certification and training in blood borne pathogens are available to provide care for members of the rental group. Further, the group representative must ensure that emergency transportation is available. Camp emergency procedures are included in the orientation.
4. The group representative is responsible for "specialized recreation activities" and supplying supervision by persons with specialized training and skills unless otherwise noted in the contract. Adult supervision of youth and children is required at the rate of one adult to every 8 youth for 9-14 year olds, and 1 adult to every 10 youth for 15-18 year olds. **RWM retreat staff members are not responsible for the supervision of participants.**
5. User groups must sign a waiver of responsibility form to use certain RWM activities areas. See attached. This is a camp requirement for risk management and safety. An instructional session by our staff will precede any use of the pool, lakeside area, challenge course, mountain bikes or other defined areas.
6. User groups are advised to have background checks completed on staff and volunteers working directly with children.
7. Before departure, the site manager or other camp staff person will have the group representative complete a Facility Checkout Checklist, to report any damage, breakage, or anything not in working order.
8. The group will also be asked to complete a retreat/camp evaluation survey to help us continue to improve our service.

**PETS:**

1. Pets are allowed with prior permission and documentation of required immunizations. Pets must be under continuous control of owner at all times and pet waste picked up and disposed of. **Pets are not allowed to stay in the Ofstedal Retreat Center**, but are free to stay in the cabins and the Hospitality House.
2. Horses brought to camp for specialty events must be under the control of the owner at all times.
3. Dogs brought to camp for specialty events, i.e. dog sledding, must have proof of proper immunization and be under the control of the owners at all times.

**RESTROOMS:**

1. Let us know if any supplies are needed. If toilets are not working, let a camp staff or chaperone know right away. If there is no hot water, notify the camp staff.
2. If your group is using one of the bathhouses: please note there are two sides and they can be designated for boys or girls. Also, each bathhouse has a handicap accessible toilet/shower.

**SAUNA:**

Full Sauna instructions are posted by the sauna which is located at the end of the gym inside the recreation storage room. Must be 18 or over to use the sauna without camp staff supervision.

**ACQUATICS:**

1. If you request an activity that involves swimming in the pool, you are advised to have your own Lifeguard with current training from a nationally recognized certifying body, or other acceptable certification or license.
2. If you request an activity that involves swimming in the lake or use of watercraft, you are advised to have current instructor with rating in the appropriate watercraft from a nationally recognized certifying body, or current lifeguard training from a nationally recognized certifying body, or other acceptable certification or license.

**We reserve the right to select the time frame for these activities.**

**POOL RULES:**

Our heated outdoor pool is in use from mid June to mid August.

The pool depth ranges from 3 ft. to 9 ft.

There is no diving allowed in the shallow end.

No swimming alone.

A certified lifeguard must be present when the pool is being used. In some situations, a waiver may be used when a lifeguard is not available. This must be completed prior to use of the pool/waterfront.

No glass containers in the pool area.

If in doubt, check with a camp staff person.

**WATERFRONT RULES:**

Our waterfront is located by the campfire area.

Personal flotation devices are mandatory and are in the boathouse as well as oars & paddles.

Canoes, paddle boats, kayaks and funyaks can be used with permission and with the proper supervision.

A certified lifeguard must be present when the waterfront is being used. In some situations, a waiver may be used when a lifeguard is not available. This must be completed prior to use of the pool/waterfront.

If in doubt, check with a camp staff person.

**PONTOON RULES:**

**The camp pontoon may only be driven by certified camp staff over the age of 21.**

The pontoon may only be operated by trained camp staff members.

The pontoon boat has a limit of nine people, including the driver and lifeguard.

Anyone using the pontoon boat must be accompanied by a certified lifeguard.

All passengers who are not certified lifeguards must wear personal flotation devices at all times while on the pontoon boat.

All passengers must be seated while the boat is in motion.

Traffic on Red Willow Lake travels in a counter-clockwise direction.

**LAUNDRY & FURNACE ROOMS:**

1. Extra towels, pillows & bedding are available in the laundry room.
2. Please do not enter the furnace/mechanical room.

**CHAIR LIFT:**

1. If anyone in your group would like to use the chairlift, contact a camp staff person or follow these instructions:
  - A) The power switch is located in the switch box on the east end of the gym. The switch is labeled. Turn to On. You can control the chair from the wall mounted switch, or on the arm of each chair.
  - B) Swivel the chair so that the person can enter it from the landing. Turn it back so that the person is facing away from the wall.
  - C) Use seat belt.
  - D) Transfer person from one chair to the other on the landing.
  - E) Reverse this procedure to go back up the stairs. See full instructions posted at both end of the stairs. Also, please do not allow children to play on this piece of equipment.
  - F) We have a wheel chair available if needed. It is located in the Health Center.

**CHECK OUT & CLEAN UP:**

1. Your group will be given a check list to complete before leaving the camp.
2. Please clean up after using an area of the camp/retreat center. Leave any dirty bedding or towels in the hallway. Please place the garbage outside the room, next to the bedding.
3. Let us know of any damage, supplies needed or anything else we should be aware of to keep the Ofstedal Retreat Center in good repair.
4. Please close windows before you leave.
5. Check showers/bathrooms for any towels, personal items, etc.
6. If you need any cleaning supplies, additional toilet paper etc., they are stored in the large closet near the restrooms in the Ofstedal Retreat Center dining room.
7. Please make sure you have turned off the heat in all of the cabins you used.

**LOST & FOUND:**

Property left at RWM will be kept for 30 days, so contact the camp as soon as possible if you believe you have left items with us. After 30 days any unclaimed property will be considered abandoned and will be disposed of or may become the property of RWM.

**PERSONAL & GROUP CONDUCT:**

1. Be respectful of all program equipment issued for your use, and return it to the proper place when done.
2. Any camper or guest bringing personal sports equipment, (i.e. archery, bikes) must secure that property to protect others from misuse.
3. Keep camp property and grounds clean and orderly. Defacing or damaging buildings or trees, and littering is not permitted.
4. Any damage to camp property, buildings or equipment, over and above normal wear and tear is the responsibility of the group. The group will be responsible for the cost of any damage.
5. Any person conducting themselves in a disruptive manner will be asked to leave camp property. Organizations/ persons/groups using our facilities may also be asked to leave if violations occur.





# Pool, Waterfront, Land, Facility and Services Waiver

**Waiver and Release of all Claims and Assumption of Risk** Please read this form carefully and be aware that in signing this waiver, you will be expressly assuming all risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with Red Willow Ministries. This includes use of the swimming pool, waterfront, land, facilities and services, on or off camp property.

I recognize and acknowledge that there are certain risks of physical injury to participants in any event at Red Willow Ministries, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims, I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in activities against the Red Willow Ministries, including its officials, agents, volunteers and employees.

I have read and fully understand the above waiver and release of all claims and assumption of risk. If registering on-line or via facsimile, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

**PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not on this waiver.**

DATES EFFECTIVE: \_\_\_\_\_

Names of Minor Children and Adults:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsible Agent Signature: \_\_\_\_\_

(18 years or older or Parent/Guardian)

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

Red Willow Ministries  
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Binford, ND 58416

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www.redwillowbiblecamp.org  
701/676-2681