



## Camp Greenwood User License Agreement (Please Print, Read and Keep)

- **Description of Premises**

1. CAMP GREENWOOD agrees to permit Licensee to use certain facilities of Camp Greenwood identified in this Agreement as "Licensed Facilities" according to the following terms and conditions. The Agreement includes the use of only those portions of the Camp Greenwood facilities which CAMP GREENWOOD has expressly identified and authorized at the end of this Agreement.

- **Food Service**

1. CAMP GREENWOOD shall provide meals as specified under food service in accordance with an estimate of the number of diners furnished to CAMP GREENWOOD at least five days in advance of the service of the first meal. If licensee prepares its own food, it assumes all responsibility for any foods prepared and for all activities incident to their preparations and shall hold CAMP GREENWOOD harmless from any and all liability therein. Licensee is required to have one member working in the kitchen to have ServeSafe Certification or equivalent. Licensee agrees to assist with food service as requested by CAMP GREENWOOD and to assist with supervision over the use of the dining facilities.
2. While working with food be aware of the unsafe temperature zones 40 degree to 140 degrees, in which food borne illnesses can be produced. Quickly heat or quickly cool food to keep it from remaining in the unsafe zone, for more than four hours.
3. Dining Hall Dishwashing Procedures

1. Turn on the Hobart dishwasher well in advance, allowing it to fill up before use
  - a. Flip the switch on the bottom right of Hobart to the on position.
  - b. Make sure the level inside Hobart is in the down position
  - c. Close the door to Hobart to fill
2. Rinse all dishes thoroughly before putting them in the Hobart dishwasher
3. Thoroughly scrub and rinse pots and pans before putting into the dishwasher
4. Allow dishes and food-service utensils to be air-dried. Do not dry with towels
5. Ensure that food service utensils are protected from dust and contamination between use, by putting dishes away in cabinets

Embudo Dishwashing Procedures

1. Thoroughly rinse all dishes and utensils
2. Wash all dishes by hand with dish soap under the sink
3. Place in dish rack to air dry

- **Use of Premises and Schedule**

1. During the term of this Agreement, Licensee shall use the Licensed Facilities for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. Licensee shall notify CAMP GREENWOOD of the nature of its program, and shall promptly supply CAMP GREENWOOD with information concerning the program upon request by CAMP GREENWOOD. CAMP GREENWOOD prohibits hunting, fireworks, firearms, ammunition and explosives at the camp. The use of gasoline, flammables, poisonous substances, and hand and power tools are restricted. Prior authorization for use of such items must be obtained from the Director prior to use.
2. The use or possession of alcohol is generally prohibited but may be permitted with Prior Permission and proof of liquor liability insurance for the person who will be responsible for its distribution.
3. Pets are permitted on camp with Prior Permission; Licensee is responsible for any damage done by said pet and is responsible for cleaning up after the pet. It is advised that pets are licensed in the state of Michigan, and have current rabies shot. Pets are required to be on leash in the presence of other renters.
4. The Licensee is advised not to permit anyone to enter the lake when there is not a licensed lifeguard or other supervisory person present. The Licensee agrees that it shall have sole legal responsibility for all activities involving use of the lake during the period of time that Licensee is in possession of the Licensed Facilities and acknowledges and agrees that Camp Greenwood will not provide any lifeguard or other supervisory person during such period of time. Licensee is advised that it may, at its sole cost and expense, provide a licensed lifeguard or other supervisory person to monitor lake activities.
5. If specialized program activity areas or equipment are intended for use of the Licensed Facilities, CAMP GREENWOOD will either provide appropriately trained staff or will determine minimum qualifications for said supervision.
6. It is advised that the licensee implements a buddy system throughout camp in order to keep campers in a safe ratio, CAMP GREENWOOD can provide what is advised to be a safe ratio upon request.
7. It is advised a buddy system is implemented while at the waterfront in order to maintain awareness of which campers are present. It is advised Personal Flotation Devices (PFD's) be used any time anyone enters a watercraft.

- **Utilities**

1. CAMP GREENWOOD shall provide water, electricity, and garbage disposal without additional charge to Licensee



- **Maintenance**

1. CAMP GREENWOOD shall maintain the Licensed Facilities in good condition and repair and shall provide janitorial services to the premises and buildings. CAMP GREENWOOD shall provide beds, mattresses, kitchen utensils, dishes, and other equipment necessary for the operation of the Licensed Facilities. Licensee agrees to assist in keeping the Licensed Facilities clean, and shall leave the Licensed Facilities free of damage or destruction.

- **Health and Safety**

1. CAMP GREENWOOD does not provide medical supervision, treatment, maintenance, or dispensing of medications for campers. These responsibilities belong to the Licensee.
2. It is advised that the Licensee furnishes a qualified adult to provide basic health supervision. It is advised the qualified adult possesses at least a certificate of training in the principles of first aid and CPR. Licensee must provide their own first aid supplies and equipment.
3. It is advised that Licensee's contact person shall have available at all times a current list of camp attendees and participants that includes: names and addresses, emergency contact information, and known allergies or health conditions. Also, for each participant (camper and staff member) under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment.
4. It is advised that Licensee furnishes at least one counselor, age 18 years or older, who is trained in the principles of first aid, for each ten campers under 17 years of age.
5. Emergency transportation is available through local emergency response groups by dialing 911. Licensee agrees to furnish non-emergency transportation.
6. Smoking is prohibited at all locations of Camp Greenwood, including the Licensed Facilities. Open fires may be built only in the campfire area. It is understood that both CAMP GREENWOOD and Licensee must comply with all lawful orders of appropriate fire control officials.
7. Use of vehicles at the camp is restricted to roads and parking areas designated by the Director. Posted speed limits shall be obeyed.
8. Prior to use of the Licensed Facilities, the Licensee shall participate in a brief orientation to CAMP GREENWOOD safety regulations, environmental hazards, and emergency procedures, led by the Director of Camp Greenwood or designee.
9. In the case of an emergency requiring outside intervention, Licensee is required to notify the Director with-in 24 hours of the event.
10. Licensee acknowledges that during winter or cold weather the lake may not be a safe location due to thin ice.
11. In an emergency situation, evacuation policy can be found on all bulletin boards. During orientation with the Camp Director or Designee the CAMP GREENWOOD official will advise a meeting location in case of an emergency.

- **User Fees and Costs**

1. Guaranteed Minimum Fee- the Guaranteed Minimum Fee is based on the number of persons guaranteed by Licensee. It will be charged to Licensee even if fewer persons use the Facility than Licensee guaranteed, or if Licensee terminates this Agreement without using the Facility.
2. Additional User Fees- If more persons use the Licensed Facilities than the Licensee guaranteed, Licensee shall pay to CAMP GREENWOOD an additional fee. This fee will represent the use of the Facility by the additional persons, and will be calculated by totaling the individual charges for each additional person's lodging or day use fee, meal charges, and other person fees where applicable.
3. Breakage and Damage- Licensee agrees to pay CAMP GREENWOOD the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee's use.
4. Payment Terms- Licensee agrees to deliver payment in full to a representative of CAMP GREENWOOD prior to or upon Licensee's arrival at the Licensed Facilities. Any exception to this provision must be approved by CAMP GREENWOOD prior to arrival.

- **Liability for Injury to Persons or Property**

1. Licensee agrees to supervise and to assume full control and responsibility for any person, other than CAMP GREENWOOD personnel, who are for any reason present at the Licensed Facilities at the invitation or with the approval of the Licensee and for any event or program conducted or authorized by the Licensee.
2. Licensee agrees to defend, indemnify and hold harmless CAMP GREENWOOD and it's past, present and future members, directors, officers, employees, agents and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim of damages made by any third party arising out of or in any way connected with Licensee's actions and/or failures to act in respect of its use of the Licensed Facilities or any other portion of Camp Greenwood.
3. For the purpose of this section "any person" includes, but is not limited to, Licensee's agents and employees, participants in Licensee's program and Licensee's visitors.

- **Miscellaneous**

1. Licensee warrants that the person signing the Agreement has the authority to execute the agreement on its behalf.
2. This Agreement may be altered or amended only by written agreement of both parties
3. CAMP GREENWOOD reserves the right to require that the Licensee remove from the camp any persons in, or in any way connected with Licensee's group who, in the sole opinion of CAMP GREENWOOD are creating a disturbance or who are



otherwise disrupting activities on the Licensed Facilities or are otherwise not complying with the terms and provisions of this Agreement. Licensee agrees to permit only authorized persons to enter the Licensed Facilities and shall take all necessary steps to remove unauthorized persons.

4. Licensee agrees that the total number of participants using or present on the Licensed Facilities will not exceed the Facility Building Maximum capacity at any time.
- **Termination**
    1. CAMP GREENWOOD may terminate this Agreement without any liability upon 10 days prior written notice to Licensee either 1) without cause, or 2) upon determination by CAMP GREENWOOD in its sole and exclusive judgement, that the requirements of the State Fire Marshal, the Department of Health and Safety or any statute, rule or regulation of any federal, state or local body, imposes undue requirements or hardship on CAMP GREENWOOD.
    2. In the event of cancellation by Licensee, Licensee will be released from payment of the Guaranteed Minimum Fee not including the Non-Refundable deposit provided CAMP GREENWOOD receives written notice of the termination no later than 90 days prior to the time reserved by Licensee for use of the Licensed Facilities.



1. Requesting Camp Use:		
Group Name:		
Address:		
Telephone:		
Leader Name:		
Leader Phone Number:		
Email:		

2. Requested Rental:	Dates:	Price:

3. Extra Services:	Price:

For a full list of pricing and rental fees, please visit our website

4. Total		
Non-Refundable Deposit:		Due by:
Total Fee:		Due by:

Camp Greenwood Authorized Signature:	Krista Botting, Assistant Camp Director	Date:
Licensee/Leader Signature:		Date:
Please sign above indicating agreement to Camp Greenwood's User Rental Agreement and Rental Fees.		

Payment Date:	Check:	Cash:
Payment Amount:		