

## Forest Lake Camp and Conference Center

11731 Copperhead Rd. Bloomfield, Ia. 52537

Phone (641) 684-8908

Email: [forestlake@mid-abc.org](mailto:forestlake@mid-abc.org)

Website: [www.forestlakecamp.org](http://www.forestlakecamp.org)

### Rental Agreement

#### A. Rental Group Information (Complete for Reservation)

1. Church/Group Name: \_\_\_\_\_
2. Church/Group Address: \_\_\_\_\_  
Church/Group Phone: \_\_\_\_\_ Email: \_\_\_\_\_
3. Contact Name: \_\_\_\_\_
4. Contact's Home Ph. \_\_\_\_\_ Cell ph. \_\_\_\_\_
5. Rental Dates: Arrive: \_\_\_/\_\_\_/\_\_\_ Depart: \_\_\_/\_\_\_/\_\_\_ Nights at FLC: \_\_\_\_\_
6. Estimated Time of Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
7. Age Group: (circle applicable groups) Family, Adult, College, Teen, Children
8. Estimated Number of People Staying: \_\_\_\_\_

To reserve rental dates for Forest Lake Camp, please complete this form and mail it along with a minimum of \$100.00 (address listed above). Rental dates are only confirmed upon receipt of completed Rental Agreement and Deposit. The deposit will be applied to your final bill once the property has been inspected for cleanliness and damage before you leave.

We agree to contact the camp by \_\_\_\_\_ at least two weeks in advance of the date to confirm the number that will be attending.

**Full payment of rental is due prior to your check-out unless other arrangements have been made.**

**Meals: Breakfast \$6.00 Lunch \$7.00 Dinner \$9.00 Snacks \$3.00 per person**

Lodging Rental Fees based on Check-in time after 4:00 pm and Check-out time before noon.

Arriving before 4:00 pm or Departing after noon; there may be an additional charge of \$50.00 per hour.

Please check the space you desire to use:

- \_\_\_ Dining Room \$100.00 \_\_\_ Kitchen \$100.00 \_\_\_ Exclusive use of Camp \$400.00  
\_\_\_ Gym \$150.00 \_\_\_ Cabins \$15.00 person/night (4 and under free) \_\_\_ Chapel \$100.00  
\_\_\_ Chapel Kitchen \$50.00 \_\_\_ Beach \$50.00 \_\_\_ Tent Site \$10.00/night  
\_\_\_ RV Site with Electric hook up \$15.00/night  
\_\_\_ RV Site without Electric \$10.00/night

We, the undersigned, agree to comply faithfully with the terms and the policies of this contract.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Rental Policies

#### Rental Fees

We agree to make a complete and full payment of the rental fees due to Forest Lake Camp prior to departure.

#### Deposit/Post-Rental Clean-Up

We understand a minimum deposit of \$100.00 is required to reserve the above dates. Upon arrival, a camp administrator will provide a camp orientation with the group leader. All groups are responsible for cleaning the facilities prior to departure. Prior to your departure, a camp administrator will review the grounds with your leader to ensure the camp has been cleaned and that no damage was incurred. Upon this confirmation, the deposit will be applied to your bill. A fee for damages or clean-up not completed may be deducted from the deposit, if necessary.

**Cancellation Policy**

We agree that 100% of our deposit will be refunded if a notice of cancellation occurs at least 6 months prior to the scheduled rental dates; 50% of the deposit 60 days prior to the scheduled rental dates. If less than 60 days' notice of cancellation is given, we understand no refund will be made and will be considered a donation to the camp.

**Indemnity Clause**

We hereby agree that Forest Lake Camp and its officers, agents, and employees shall not be responsible for any injury to the property or person of any individual, adult or child during the rental dates described above. We agree to hold Forest Lake Camp and its officers, agents, and employees harmless and indemnified from any claim or loss arising out of injury to person or property during our retreat at the camp. **The camp does not provide lifeguards for swimming, boating, or fishing is at your own risk.**

**First Aid Supplies**

We agree to provide our own first-aid equipment and medical insurance coverage for any injuries incurred by any individual, adult or child, described above. We understand that Forest Lake Camp will not provide any first-aid equipment and/or care. We understand that the nearest area hospital is Ottumwa Regional Medical Center, in Ottumwa, Ia., approximately 20 minutes away.

**Pets**

We understand that pets are not permitted. Registered service animals will be permitted with prior written permission from the camp manager.

**Tobacco/Alcohol**

We understand and agree to abide by Forest Lake Camp's Tobacco-Free, Alcohol-Free policy. Tobacco use is not permitted on our campgrounds. Alcohol, illegal drugs, fireworks, and illegal firearms are not permitted. Any one with legal firearms needs to notify the manager when you arrive.

**Phone/Internet Service**

We understand that there is marginal cell phone service and the only internet service available is at the main lodge due to the terrain. Please contact the camp manager if you need phone assistance.

**Noise/Volume**

We agree to abide by the noise policy that outdoor sound systems should be kept to a moderate level and that all outdoor sound systems must be turned off by 10:00 pm.

**Vehicles**

No recreational vehicles (atvs, golf carts, 4-wheelers, etc.) will be brought in without prior written permission from the camp manager. No vehicles of any kind will be driven on the grounds by anyone under the age of 21. If anyone under 21 is caught driving on the grounds, they will be removed.

**Conduct**

We agree to appropriate behavior while at Forest Lake Camp and give our best efforts in leaving the camp facilities in better condition than when we arrived. We agree that Forest Lake Camp reserves the right to ask us to leave if we do not follow this contract without refunding our fees.