



2000 Aldersgate Road
Little Rock, AR 72205

501.225.1444
501.225.2019 (f)
CampAldersgate.net

Thank you for your interest in renting from Camp Aldersgate, Inc.! We offer access to our beautiful campus and its facilities during the week on an hourly basis or for longer periods of time.

Enclosed you will find our Facility Rental packet with all the information you need. To reserve our space, please complete and return the packet signed with your prepaid deposit. Your requests can be confirmed when you complete the attached forms. Please be advised we do not hold your event date unless the attached forms are completed.

Please let us know if you need additional information or have other questions. We greatly appreciate your interest in Camp Aldersgate, Inc. and we look forward to seeing you soon at your event.

Best Regards,

Camp Aldersgate, Inc.



Camp Aldersgate creates life-changing experiences for individuals with special needs.

Facility Use Form

Renter's Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Email: _____ Cell Phone: _____ Fax: _____

Event Date: _____ Setup-Times: _____ to _____

Alternate Inclement Weather Date (applicable): _____

Event Begins: _____ Event Ends: _____

Clean-Up Times: _____ to _____ TOTAL EVENT HOURS: _____

BUILDINGS/ROOMS REQUESTED: _____

EQUIPMENT/FURNITURE REQUESTED: _____

Will food/drink a part of the event? ___yes___no Food/Drink/Party-Event Vendor? _____

Details (contact name, phone, email): _____

Additional Activities/Equipment to be provided by Lessor: _____

Additional Activities/Equipment to be provided by Renter: _____

Guaranteed Minimum Participants: _____

Lessor Rates: Building/Room Fees \$ _____

Equipment Fees \$ _____

Furniture Fees \$ _____

Other Fees \$ _____

Group Discount (if applicable) \$ _____

Balance Due \$ _____ <Due Date>: _____

I, _____ representative agent of _____

(Printed name of signing individual)

(Printed name of organization)

fully understand the conditions stated above and agree to honor these conditions. I agree to the payment schedule, fees and checklist requirements described.

Representative: _____

Date: _____

Camp Aldersgate, Inc. Approval: _____

Date: _____

**On an annual basis facility use rates may change*

Credit Card Form

Type of credit card (Please circle one):

VISA Mastercard Discover AMEX

Name on Credit Card _____

Billing Address for Credit Card _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Credit Card Number _____

Expiration Date _____ CW _____

Amount _____

Signature _____

Facility Rental/Event _____

Facility Rental Use Agreement

This Rental Agreement ("Agreement") is made as of _____ day of, 20___, between Camp Aldersgate, Inc. ("Lessor") and the Renter listed below:

- I. Lessor charges fees to the _____ ("Renter") determined by the Renter's request for buildings, rooms, equipment, furniture and other items.
 - a. Rented Premises Fees – The Renter agrees to rent on the designated rental event date only the buildings, rooms, areas described on the Facility Use Form. If the Renter uses any areas not described in this Agreement, the Lessor, in its sole and absolute discretion, may cancel this Agreement and use the prepaid deposit to cover any cleaning, security and other applicable charges incurred for occupying other areas.
 - b. Equipment/Furniture Fees – The Renter agrees to rent the items described in Facility Use Form. The Renter is responsible for the care of the equipment/furniture and the deposit may be used to cover any damages incurred following the Renter's use of the facility. If the property is destroyed, a separate assessment may be required.
2. Rental Charge: The Renter agrees to pay Lessor a total rental fee of \$_____ and such other charges as may be incurred as described in the Facility Use Form. Failure to pay any amount that becomes due under this Agreement may result in a default of this Agreement. Should the Renter become insolvent or become bankrupt or breach any of the Agreement and attachments, it may also result in a default. Remedies of a default may include retention of the prepaid deposit or the rental charge or declaration this Agreement is terminated.
3. Deposit: As consideration of reserving the desired dates for Renter, a prepaid deposit of \$_____ is due at the time this Agreement is signed by the Renter and the Lessor. The deposit will be maintained by the Lessor during the term of this Agreement and is nonrefundable if the Renter cancels this Agreement. If the deposit is not needed to cover any damages, excessive cleaning expenses or for any other fees, including security or fire alarm fees, it will be applied to the total Rental Charge.
4. Prepayment of Rental Fee: The full Rental Charge fee (excluding the deposit) will be due within two (2) weeks of the rental event date or on or before _____. If the full fee is not received by this due date, then this Agreement will be considered cancelled, and the Owner will retain the full amount of the deposit. If Renter cancels within two (2) weeks of the event, the Owner will retain the full amount of the deposit. If Lessor cancels due to Covid-19 restrictions or for any other reason and the event cannot be rescheduled, then the full Rental Charge will be refunded. Any deposit will be returned unless it is needed to cover additional fees.
5. Lessor prohibits hunting, fireworks, firearms, ammunition, and explosives on the premises. Prior written approval must be obtained from the Lessor before bringing any Renter equipment (recreational, mechanical, cooking, etc.) onto the Lessor premises. The use of gasoline, poisonous substances, hand, and power tools are to be disclosed and approved by the Lessor.

6. Upon arrival, the Renter agrees to participate in a review about the Lessor checklist requirements for setup, event and cleanup brief orientation. Safety guidelines, conditions for use, and other campus requirements as described in the Agreement will be included in the review.
7. Renters will provide the appropriate supervision for individuals under the age of eighteen (18), **as outlined** in the attached Facility Use Information and Emergency Instructions. (Page 9)
8. Any organization, group, or individual reserving the facility assumes full responsibility for behavior and damages. As a result of the event, the Renter agrees to cover the repair or replacement cost for facility/equipment damages. The cleanup checklist will designate whether repairs or replacement occurred.
9. Lessor reserves the right to require that Renters to remove any persons in, or in any way connected with the Renter who, in the sole opinion of the Lessor, create a disturbance or who are otherwise disrupt activities on the campus. Renter will remove such person immediately or Lessor may terminate the event.
10. Renter agrees to use the premises for the intended purpose and to abide by the Lessor rules, attached as Exhibit __. Renter agrees to adhere to the capacity guidelines described for the event. Any damages or citations resulting from a failure to comply with the capacity limits will be the responsibility of the Renter.
11. Prior to the event, any decorations or additional properties required are to be approved by the Lessor by _____ date. There will be no decorations hung from rafters, tape used on walls and no command strips allowed. The Rental Use Form and listed on the next page are the party/event vendor names, contact, email, and phone numbers.
12. Vehicles are permitted on asphalt paved roads and parking lots only. The use of motorized vehicles in other camp areas including paved trails is only permitted with prior approval by the Lessor.

- 13. The use of campfires and fireplaces is limited. Permission to have a fire or a campfire must be obtained from the Lessor and is limited to designated areas only.
- 14. Supplemental lighting or open flames is strictly prohibited in Lessor's facilities.
- 15. The serving of alcohol must have prior approval from Camp Aldersgate, Inc. before being served.
- 16. The facility is a **non-smoking** environment. Smoking is not permitted inside any building and is allowed only in certain designated outside smoking areas.
- 17. If canoeing is pre-approved, the Lessor will oversee facilitating the activity and securing all appropriate specialized activity staff leaders and lifeguards. \$25.00 per hour per lifeguard will be added to activity cost. (See page 13)
- 18. Proof of Insurance by the Renter is required and given to the Lessor before the event. Such insurance must be in amounts approved by Lessor and if applicable, include serving of alcohol. Lessor may request a copy of the insurance certificate indicating coverage during the rental event and, also may require Lessor to be added as an additional insured. Vendor proof of insurance also may be required. Please list below the vendors, contact names, email addresses and phone numbers.

- 19. Lessor does not provide medical supervision, transportation, treatment or dispensing of medications. It is the responsibility of the Renter to furnish a qualified adult to provide basic health care supervision. A qualified adult is at least twenty-one (21) years of age and possesses at least a certificate of training in the principles of first aid and CPR. The Renter is also responsible for providing first aid supplies and equipment as well as properly storing prescriptions and non-prescription medications. Camp Aldersgate advises that all rental groups ensure that any prescription and non-prescription medications should be secured and locked under control of a healthcare provider or a qualified adult to provide appropriate supervision, storage and ensure appropriate administration and documentation. For medical emergencies there are several hospitals nearby who respond with emergency personnel and transportation by calling 911.

20. Lessor does not provide medical supervision, transportation, treatment or dispensing of medications. It is the responsibility of the Renter to furnish a qualified adult to provide basic health care supervision. A qualified adult is at least twenty-one (21) years of age and possesses at least a certificate of training in the principles of first aid and CPR. The Renter is also responsible for providing first aid supplies and equipment as well as properly storing prescriptions and non-prescription medications. Camp Aldersgate advises that all rental groups ensure that any prescription and non-prescription medications should be secured and locked under control of a healthcare provider or a qualified adult to provide appropriate supervision, storage and ensure appropriate administration and documentation. For medical emergencies there are several hospitals nearby who respond with emergency personnel and transportation by calling 911.

By signing this Agreement and using the Lessor premises, Renter hereby agrees to indemnify the Lessor and its officers, agents, and employees (collectively, the "Indemnified Parties") and hold the Indemnified Parties harmless against and with respect to any damage, liability, deficiency, loss, cost, expense or claim arising out of or resulting from Renter's use of the facility, any breach by the Renter, the non-fulfillment of any undertaking of Renter agreement contained in this Agreement, any damage to persons or property, and all reasonable costs and expenses (including attorney's fees) incurred by the Lessor in connection with any action related to the enforcement of this Agreement.

Renter has the obligation of mitigating risks of exposure to COVID-19 for its staff, chaperones and participants. Renter must follow and enforce all applicable orders or regulations in place at the time of Renter's use of the facility. Renter acknowledges and agrees that there are certain risks associated with hosting events at the facility, including exposure to or contraction of COVID-19. Renter acknowledges the highly contagious nature of COVID-19 and voluntarily assumes the risk that Renter or members of its group or organization, may be exposed to or infected by COVID-19. Notwithstanding, Renter desires to rent and occupy the facility and, in consideration thereof voluntarily and willingly assumes sole and complete responsibility for the above-described risks of exposure to or contraction of COVID-19 on behalf of Renter and members of its group or organization. Further, Renter agrees to indemnify, hold harmless, and defend Indemnified Parties for any reason Lessor may suffer directly or indirectly from any of Renter's exposure to or contraction of COVID-19 by Renter or members of its group or organization.

If any one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect under the law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

Any dispute or controversy between the parties arising out of or otherwise relating to this Agreement shall be settled by arbitration to be held in Little Rock, Arkansas, in accordance with the rules then in effect of the American Arbitration Association or its successor. This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with the laws of the State of Arkansas.

Approved and Accepted:

Lessor: Camp Aldersgate, Inc.

Renter: _____

Signature

Signature

Printed Name

Printed Name

Facility Use Checklist 2023

PRIOR TO RENTAL DATE

- Complete and return facility rental Agreement and forms to Camp Aldersgate office
- Pay deposit once rental date is confirmed
- Pay balance ten (10) days prior to rental date
- Discuss logistics of rental and allowable items into facilities
- Submit list of food/rental items for approval
- Submit final number of attendees for rental
- Determine who will oversee parking and security on the day of event.

SET-UP/CHECK-IN

- Please arrive no earlier than the starting time of your rental unless prior arrangements have already been made with a Lessor staff member. The start time on your rental agreement is the time you will be given access to rooms. Dropping off items before your reserved time is not allowed.
- Check in at camp office upon arrival, review rental details, and check out any rented equipment
- Enter rental room with a staff member and perform walk-through with checklist
- Set up equipment (if any) with a staff member
- If kitchen in use, review and confirm appliance and readiness instructions

POST-RENTAL BEFORE YOU LEAVE

- Return all Lessor equipment checked out and dispose of any leftover decorations.
- Wipe down tables and chairs and return room to basic setup (see picture)
- Throw away and dispose of all trash, compost and garbage and take to corresponding dumpsters. Make sure to replace all trash can bags. If you have a large amount of leftover food, we highly encourage donating to the local food bank or nonprofit.
- Remove all personal items (including any catering items) from the premises.
- If kitchen was in use, follow the cleaning instructions posted on each appliance (refrigerator, freezer, dishwasher, stovetop, oven, and microwave); Wipe down all countertops; Clean out sinks and any leftover food in drains.
- Perform final walk-through with Camp Aldersgate representative staff and sign checklist. Cleaning fee policy (Page 4)

Camp Aldersgate Representative *Date*

Rental Representative *Date*

Facility/Equipment Use - Emergency Instructions:

It is important that your time at Lessor is safe, pleasant and that the facilities meet your needs. Please take a few moments to read the following information.

Phones: There are landline telephones located in the Administration Building, Commons Center, Healthcare Center, and Cabins. Please refer to the instructions for use located next to the phones in each of these buildings.

Emergency: In the event of any injury or emergency situation, including any unauthorized or suspicious persons on the campus, please contact the office at (501) 225-1444 or the Lessor staff listed below.

Kevin Reilly (Maintenance Team)

Cell Phone:501.281.3796

Katie Jenkins (Program Manager)

Cell Phone: 501.773.0911

If not available call:

Mimi Hyatt (Facility Rental Coordinator)

Cell Phone: 501.960.7178

Fire: Each exit has evacuation instructions for the Renter in the event of a fire. A call to a staff member or to 911 should be placed from a cell phone or a landline phone in a different campus building.

Severe Weather/Tornado: If severe weather threatens, specific safe locations are designated in each building on campus. Please follow the instructions provided in the orientation.

Security Alarm Sounds: If an alarm goes off, contact one of the above staff if someone does not respond immediately.

Lake Policy/Pool: Restricted areas around campus include the lake and area surrounding the lake and the pool. A certified lifeguard must be present when Renters are at the restricted areas. Unless prior arrangements are made with the Lessor, Renters are not allowed at the restricted areas.

Power Outage: If the power goes out, the phone service may be disconnected. Flashlights are provided in each cabin. Please contact staff for assistance.

Gates: Please be aware that the electric gates are locked before 7:00 am and after 4:30 pm from Monday through Friday. Renters who need to be on the campus outside of regular business hours are to contact staff to get temporary electric gate authorizations.

Garbage: Trash is to be deposited where Lessor designates as part of the Renter clean-up requirements.

Animals: Many animals call the campus home. Please do not try to feed them or touch them. Stray dogs are at the Lessor’s location from time-to-time. The Lessor staff is to be contacted if an animal issue happens.

Other Information: The Lessor may request from the Renter a list of participant names, addresses, emergency contact information, and known allergies and health conditions. For each participant under the age of eighteen (18) and not accompanied by their parent or legal guardian, a signed form which grants permission to seek emergency treatment is recommended.

Facility Use Information/Specialty Camp Rules

Should an incident occur that results in injury and/or property damage, Lessor will prepare an Incident Report that describes what occurred and is signed by those involved.

Lessor advises that Renters screen their staff/chaperones including interviews, reference checks, and background checks. **We recommend Renters have written participant supervision policies for staff to participant ratios according to the guidelines listed below.** Exceptions for certain segments of the day may occur for greater or fewer of the staff required for supervision. Staff/chaperone ratios on duty with participants in units or living groups and in general activities are to meet the following recommended minimums:

Participant Age	Staff	Overnight Participants	Day-only Participants
4 – 5 years	1	5	6
6 – 8 years	1	6	8
9 – 14 years	1	8	10
15 – 18 years	1	10	12

Lessor further advises groups that at least 80% (100% if program primarily serves persons with special needs) of the staff/chaperones are eighteen (18) years of age or older and all staff is at least sixteen (16) years of age and at least two years older than the minors they are working with. **In addition, there must always be two staff/chaperones present during shower time or when personal care issues are addressed and while sleeping or overnight. Staff members are required to stay with the participants in cabins.**

Kitchen Use Policy and Contract *

The following food/drink procedures are to be used in the kitchen food preparation areas when food or drink are pre- approved by the Lessor. Only caterers/Renters pre-approved by the Lessor may use the kitchen. **The caterer must provide a health department certificate and must sign this Kitchen Use Policy prior to the event.** Other kitchen requirements are described in the attached checklist.

Dish Washing - Lessor requires that only clean utensils and equipment used during food preparation. Dishes and food service utensils are to be washed, rinsed, and dried after each use according to the following procedures.

Procedures - mechanical dishwashers:

- Wash water will be 120 degrees F to 150 degrees F.
- Rinse water will be 180 degrees F.
- Temperatures are to be recorded daily on a Temperature Log Sheet when dishwasher is being used.

For dishes and food service utensils washed by hand:

- First rinse will be 100 degrees F with bleach sanitizer.
- Second rinse will be 100 degrees F with clean clear water.
- All dishes and food service utensils are to be air dried and protected from dust and contamination between uses.

Food service utensils include dishes, silverware, and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse process.

Food contact surfaces - Lessor requires that all food contact surfaces are cleaned and sanitized after use.

Food Temperatures - Lessor requires for foods to remain refrigerated or at the appropriate temperatures as required by the health department.

- All hot food is to be kept at a temperature of 140 - 160 degrees F during holding on stove or steam table.
- Food temperature thermometers are to be provided and used properly.
- Cool foods is to be kept refrigerated until serving time.
- Frozen foods will be thawed by moving items from freezer to walk-in refrigerator.

Renter Signature

Date

Food/Drink Vendor Signature

Date

**<To be signed at least two (2) weeks before event>*

Camp Aldersgate, Inc. 2023 Facility Rental Rates

	Monday – Friday Rates *		Saturday & Sunday Rates *	
	Half Day (4 hours)	Full Day	Half Day (1-4 hours)	Full Day
Commons Building				
Main Room	\$675	\$1075	\$775	\$1125
Classroom 1 or 2	\$150	\$225	\$225	\$450
Classrooms	\$275	\$450	\$450	\$900

	Monday – Friday Rates *		Saturday & Sunday Rates *	
	Half Day (1-4 hours)	Full Day (More than 4 hours)	Half Day (1-4 hours)	Full Day (More than 4 hours)
Ala Carte Rentals				
Activity Center	\$225	\$450	\$350	\$675
Grite Pavilion/Playground	\$100	\$150	\$150	\$225

*Note: Rates may change depending on the user group.

Overnight Lodging

Building	Price Per Person/Per Night
Cabins	\$25
Outdoors	\$10
Healthcare Center	\$35

The following items are included in your rental rate and are provided when available.
 Additional fees may apply to the specific items needed and described below.

Banquet Equipment- Commons/Activity Center

- Chairs
- Tables
 - 60 in. rounds
 - 8 ft. rectangular
 - 6 ft. rectangular
 - 5 ft. rectangular

AV Equipment-Commons

- Speakers – no charge
- Microphone - \$15
- Projector & Screen - \$30
- Podium – no charge

Other Rental Options

Lakefront Rental

- \$350/day
- \$175/day additional for rental of Commons building
- Renter provides own tables and chairs
- State lifeguard policy and prices listed below under Staff.

Activities

- \$20 per person/per activity
- Archery, Arts & Crafts, Canoeing, Disc Golf, Fishing, Nature, Zip-lining
- Swimming: \$125 minimum fee
- Carousel: \$125 flat fee

Team Building

- 4 hours: \$1,000 for 20 people. \$50.00 per person for additional participants.
- 8 hours: \$1,500 for 20 people. \$75.00 per person for additional participants.

Staff

- Lifeguard/Specialty Staff required for fishing, canoeing and pool: \$25 per staff/per hour (Minimum of 2 hours)
 - *Number of staff required varies by activity
 - *Lifeguard ratio: 1 guard per 20 participants

*Exclusive use of Camp: \$2500/day (limited to 50 people; if capacity increases; fee will be adjusted accordingly) Thank you for choosing Camp Aldersgate, Inc. to host your event.

Contact 501-225-1444 or rentals@campaldersgate.net with any additional requests.