

HUS ENCAMPMENT USE AGREEMENT Non-Unity Events/Groups

NOTICE: Hus Encampment is a smoke free, drug/alcohol free, firearms and pet free facility.

WELCOME to the Hus Encampment. This agreement has been prepared to make the use of the camp by your group more enjoyable and to ensure that the facilities are cared for in accordance with the directives of the Hus Board of Trustees. The current policy for the Hus Encampment states that Non-Unity Groups DO NOT have a CONFIRMED RESERVATION until six (6) weeks prior to event. The Hus Board of Trustees understands that this policy places a burden on the outside group to have an alternative site for your event until you receive a CONFIRMED DATE (six weeks prior to event). However, this policy is necessary to ensure that members of the Unity of the Brethren have adequate access to the Hus Encampment facilities.

NOTE: Keep Pages 1-3. Fill out pages 4 and 5, detach and mail to Kent Laza at:

Kent Laza
4913 FM 166
Caldwell, TX 77836

Encampment Responsibilities

The Caretakers are to make certain the areas needed are unlocked and clean, that equipment is in working order, that rest rooms are stocked with necessary supplies, and that necessary utilities are turned on.

Responsibilities of Groups Using Facilities

I. Designate a responsible person to:

- A. Sign this agreement and ensure its delivery to Facilities Manager, as listed above. Verbal contact with Caretakers or Facilities Manager will not be sufficient to place a Non-Unity Event on the Hus Encampment calendar. *No Non-Unity Group will have a date placed on the calendar UNTIL a signed agreement form and \$250 Security Deposit are submitted. Non-Unity Groups DO NOT have a CONFIRMED RESERVATION until twelve (12) weeks prior to event.*
- B. Security Deposit is refundable after inspection of property following event. Cleaning fees will be subtracted from Security Deposits if the facilities are not left in clean and usable condition.
- C. Receive orientation for use of the facilities from Caretakers.
- D. Make all group participants aware of usage permissions and restrictions.
- E. Make all group participants aware that the Hus Encampment is **NOT a FULL SERVICE** facility. All buildings and the camp grounds should be left in a clean and orderly fashion. In addition, because the Hus Encampment is **NOT a FULL SERVICE** facility, items such as pillows, bed linens, towels, and janitorial services are **NOT PROVIDED**. Each group must supply these items as necessary.
- F. Contact caretakers at 979-324-5560 if any questions/problems arise or for any breakage.

If Caretakers are unavailable, Facilities Manager:

Kent Laza 979-220-1957; kent.laza@verizon.net

- If breakage is determined by the Hus Board to have been avoidable, the group will be required to pay damages.

II. Donations or Fees for Use of Buildings

Non-Unity Events – Events held by Groups/Organizations not affiliated with the Unity of the Brethren will be scheduled/confirmed by the Facilities Manager no earlier than twelve (12) weeks in advance of proposed event date, provided there is no conflict with Unity scheduled functions. A signed agreement and \$250 Security Deposit will be required for events are placed on Hus Encampment Calendar. Event sponsors will be expected to make monetary contributions to the Hus Operating Fund in accordance with the **Non-Unity Based Fee Schedule** for the number of buildings and length of time used. Applications must be approved by the Facilities Manager. After approval and confirmation of date, cancellations require 72 hours notice. Failure to cancel prior to 72 hours in advance will result in a \$100.00 fee being charged. Groups may re-schedule on a case to case basis.

III. Outdoor Facilities

- A. Pond Area – Children under 18 years of age **MUST BE ACCOMPANIED** by a responsible adult for any and all visits to the pond area.
- B. The ROPES Course is **TOTALLY OFF LIMITS** except when qualified instructors are present to give supervision and instruction.
- C. Other recreational equipment – Permission must be obtained from Caretakers prior to use of any recreational equipment including bikes. A responsible adult of the Group should be appointed to check out equipment and see that it is returned to storage before the Group leaves the facility. NO equipment should be left outside.

IV. General Indoor Facilities

- A. Floors in all areas will be swept or dust mopped. No wet mopping of laminated floors.
- B. Tables and chairs should be cleaned and left in orderly arrangement
- C. All trash should be bagged.
- D. Turn off heating/air conditioners before leaving unless advised by Caretakers to do otherwise.
- E. Turn off all lights and fans as you leave.
- F. Close and lock all outside doors when leaving.
- G. Return keys to Caretakers with a list (if any) of problems or breakage found when conducting your final clean-up.

V. Kitchen Area

- A. Food service paper goods should be provided by families, congregations, and ALL other gathering groups. This includes large gatherings sponsored by the State BYF and the Christian Sisters' Union.
- B. The Kitchen Area will be a secured location. Authorized individuals should receive keys at check-in.
- C. Use appliances properly and clean them after their use.
- D. Be sure stove burners/oven controls are in OFF position when you are finished using them.
- E. Wash all dishes, pots and utensils and store in MARKED areas.
- F. Please do not leave any items in the refrigerator or ovens. Also, do not use/borrow Encampment pots or containers to take home left-overs.
- G. Food scraps may be taken to compost pile, or left covered in kitchen pail if group members do not know location of compost pile.
- H. Wet towels are to be left in marked basket provided by camp.
- I. Kitchen floor should be wet mopped, if needed.

VI. Bathrooms

- A. Before leaving, make sure all commodes/urinals are flushed.
- B. After flushing, please make sure all commodes/urinals have stopped running.
- C. Turn off all lights.

VII. Dorms and Cabins

Policies outlined above apply. Straighten bedspreads, sweep floors, clean bathrooms, and turn off lights.

Amenities

I. **KITCHEN STAFFING**

NON-UNITY BASED EVENTS

Non-Unity Based events will be **REQUIRED** to have an approved Hus Encampment Kitchen Attendant on duty in order to reserve the Kitchen facilities. Please note: a Kitchen Attendant is **NOT** a **COOK**. The attendant is simply available to assist and inform you concerning Hus Encampment kitchen equipment and procedures.

Contact Facilities Manager for assistance in locating a Kitchen Attendant:
Kent Laza at 979-220-1957 or email: kent.laza@verizon.net

II. **ROPES COURSE AND ARCHERY COURSE**

- A. Ropes Course/Archery Course may **ONLY** be used with *Hus Encampment approved instructors*.
- B. Please contact Kent Laza for more information at 979-220-1957; kent.laza@verizon.net

Non-Unity Based Fee Schedule for Use of HUS ENCAMPMENT FACILITIES

(PER 24 hour Period – events lasting more than three days should request a quote)

DONATIONS AND FEES

Non-Unity Events will be expected to provide a \$250 deposit and to make a monetary contribution to the Hus Operating Fund in accordance with the Non-Unity Based Fee Schedule for the number of buildings and length of time used.

NON-UNITY BASED FEE SCHEDULE

Main Building and use of New Rest Rooms	\$ 300.00
Main Building and 1 Dorm (includes restroom in dorm)	\$ 500.00
Main Building and 2 Dorms (includes restrooms in both dorms)	\$ 600.00
Staff Cabin I (with kitchenette)	\$ 75.00
Staff Cabin II (with medical room)	\$ 60.00
Staff Room III (attached to Annex)	\$ 40.00
Family Quarters (per room – Next to Caretaker's House)	\$ 40.00
New Classroom/Conference Building	\$ 400.00
New Classroom/Conference Bldg. and Kitchen/Dining in Main Bldg.	\$ 500.00
All Buildings	\$ 1,200.00
Ropes Course (includes person for SUPERVISION ONLY)	\$ 200.00

Checks for Donations and Fees should be made payable to HUS Operating Fund

Send checks and application to: Kent Laza
 4913 FM 166
 Caldwell, TX 77836

Event _____ Date/Time _____

HUS ENCAMPMENT USE AGREEMENT - Non-Unity Based Activity

NOTICE: Hus Encampment is a smoke free, drug/alcohol free, firearms and pet free facility.

WELCOME to the Hus Encampment. This agreement has been prepared to make the use of the camp by your group more enjoyable and to ensure that the facilities are cared for in accordance with the directives of the Hus Board of Trustees.

Name of Group: _____ How Many Individuals Attending _____

Name of Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Day-Time Phone # _____ Evening Phone # _____

NON-UNITY BASED FEE SCHEDULE: The buildings which will be needed and made available to groups will be:

G Main Building and use of New Rest Rooms	\$ 300.00
G Main Building and 1 Dorm (includes restroom in dorm)	\$ 500.00
G Main Building and 2 Dorms (includes restrooms in both dorms)	\$ 600.00
G Staff Cabin I (with kitchenette)	\$ 75.00
G Staff Cabin II (with medical room)	\$ 60.00
G Staff Cabin III (attached to Annex)	\$ 40.00
G Family Quarters (per room – Next to Caretaker’s House)	\$ 40.00
G New Classroom/Conference Building	\$ 400.00
G New Classroom/Conference Bldg. and Kitchen/Dining in Main Bldg.	\$ 500.00
G All Buildings	\$ 1,200.00
G Ropes Course (includes person for SUPERVISION ONLY)	\$ 200.00

Checks for Donations and Fees should be made payable to HUS Operating Fund

Send checks and applications to: Kent Laza
4913 FM 166
Caldwell, TX 77836

I, the undersigned, and on behalf of the Group that I represent, do hereby waive any and all responsibility for personal injury or accident from the Hus Encampment, its officers and personnel. The above policy requirements are understood and will be observed by our Group.

Date: _____

_____ for _____
(Responsible Person) (Group)

Address: _____

Phone: _____ Email: _____

Approval of this Agreement: _____
(Name of Encampment Representative)

HUS ENCAMPMENT - Kitchen Request Form

NOTICE: Hus Encampment is a smoke free, drug/alcohol free, firearms and pet free facility.

WELCOME to the Hus Encampment. This Kitchen Request Form has been prepared to make the use of the camp by your group more enjoyable and to ensure that the facilities are cared for in accordance with the directives of the Hus Board of Trustees. Please note that the Hus Encampment is NOT a FULL SERVICE FACILITY. Kitchen staff is not retained on a permanent basis.

NON-UNITY Based Events are required to have a Kitchen Attendant present at your function. A Kitchen Attendant is **NOT** a **COOK**. The attendant is simply available to assist and inform you concerning Hus Encampment kitchen equipment and procedures. All fees for Kitchen Attendant will be forwarded to the Kitchen Attendant for their services. There may or may not be any qualified individuals available for your function. Notice of availability will be confirmed with facility request confirmation.

Name of Group: _____

Name of Contact Person: _____ Email: _____

Day-Time Phone # _____ Evening Phone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Type of Activity: _____

Date of Arrival: _____ Day of Week: _____ Time: _____

Date Leaving: _____ Day of Week: _____ Time: _____

Number of Individuals in Attendance: _____ Ages of Individuals in Attendance: _____

Number of Adults: _____ Number of Children: _____

Check one:

G Our group would like to have the following Unity of the Brethren Member approved to be our Kitchen Attendant: _____. This individual is volunteering their services and we will incur no additional charges for their services. Contact information for the above named individual is: Phone: _____ Email: _____

G Our Group would like an approved Hus Encampment Kitchen Attendant for supervision purposes only: we will actually provide all food and paper products as well as cook and clean up after our own meals.