



# RESERVATION CONTRACT FOR USE OF CAMP LEE

A Ministry of First United Methodist Church of Anniston, Alabama  
 70 Camp Lee Main Road, Anniston, Alabama 36207  
 Office Phone (256) 238-8941; Office Fax (256) 238-1711  
 www.camplee.org; camplee@camplee.org

Please complete, sign, and return this contract along with your deposit check to the above address. A signed copy will be mailed to you for your verification and deposit receipt. A reservation is placed on the Camp Lee books after a completed contract and \$800.00 deposit are received. (Camp Lee can not verbally hold dates for any group.)

Sponsoring Church/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Church Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Name of Camp Group (Youth, Children, Leadership, etc.) \_\_\_\_\_

Adult in Charge: \_\_\_\_\_ e-mail: \_\_\_\_\_

Work # (\_\_\_\_\_) \_\_\_\_\_ Home # (\_\_\_\_\_) \_\_\_\_\_ Emergency Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Name of Church Pastor \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_

**ARRIVAL TIMES:** If first meal is BREAKFAST, arrive between 7:00 – 8:00 a.m.; LUNCH, 10:00 a.m. – noon; SUPPER, 4:00 – 6:00 p.m. No groups are allowed to arrive after 11:00 p.m. (Please call if there are schedule delays.)

**DEPARTURE TIMES:** If last meal is BREAKFAST, depart camp at or before 10:00 a.m.; LUNCH, before 2:00 p.m.; SUPPER, before 8:00 p.m.

*\*\* Special arrival and departure times may apply for groups during summer months (June, July and August)\*\**

**DATES REQUESTED:** Please note: We are in Central Standard Time.

ARRIVAL \_\_\_\_\_ (mm/dd/yyyy) at \_\_\_\_\_  AM/  PM. First Meal \_\_\_\_\_

DEPARTURE \_\_\_\_\_ (mm/dd/yyyy) at \_\_\_\_\_  AM/  PM. Last Meal \_\_\_\_\_

**GUARANTEED NUMBER:** \_\_\_\_\_ (minimum 20, except summer minimum is 25). Groups are required to pay the guaranteed number. Group leader will pay the balance of payment due for the guaranteed or actual number of campers, whichever is greater, upon arrival. A 5% late fee is charged to groups who do not pay balance before departing Camp Lee. (No exceptions)

**Camper Supervision Ratios are as follows:** For 9-14 years old youth/children--1 chaperone for every 5 campers. For 15-19 years old--1 chaperone for every 8 campers. Chaperones must be at least 19 years old and must be six or more years older than the oldest child/youth to be supervised.

**DEPOSITS** – A deposit of at least \$800 must accompany your contract to secure your requested dates.

**SUMMER** (June, July and August) 4-night minimum stay during weekdays; 2-night min in summer weekends

**WINTER** (September- May) 2-night minimum stay required

Group Size	Send with contract	30 days later	60 days later	Total
20-50	\$800	---	---	\$800
51-100	\$800	\$800	---	\$1,600
101-150	\$800	\$800	\$800	\$2,400
150-300	\$1,500	\$1,500	\$1,500	\$4,500

**\*\*ALL DEPOSITS WILL BE APPLIED TO GROUP'S TOTAL BILL AND ARE NONREFUNDABLE\*\***

Camp Lee Office Use Only

Contract received \_\_\_\_\_ Contract signed and sent \_\_\_\_\_

Deposit #1 \_\_\_\_\_ Activity Form received \_\_\_\_\_

Deposit #2 \_\_\_\_\_ Arrival info received \_\_\_\_\_

Deposit #3 \_\_\_\_\_

Final Payment \_\_\_\_\_

**CAMP LEE RATES and POLICIES** Effective January 2008: Prices subject to change without notice. If rate chart is not attached, please visit our web site at [www.camplee.org](http://www.camplee.org) for rates and fees. The largest group attending Camp Lee will be using the Ark (multi-purpose meeting building). **NO EXCEPTIONS.** If a group of less than 80 uses the Ark, an additional fee of \$150.00 per day will apply. A signed Reservation Contract for 220+ will book up the entire camp. **BALANCE IS DUE UPON ARRIVAL. ADULT IN CHARGE IS TO PAY FOR ADDITIONAL (NON-GUARANTEED) CAMPER MEALS AND OVERNIGHT FEES UPON ARRIVAL. A 5% late fee is charged to groups who do not pay balance before departing Camp Lee.**

**MANDATORY LIABILITY INSURANCE REQUIREMENTS**

READ THE PROVISIONS ABOUT LIABILITY, INDEMNITY, & INSURANCE REQUIREMENTS BELOW AND FILL IN THE REQUESTED INFORMATION BEFORE SIGNING.

1. It is understood and agreed that Sponsoring Church & Camp Group's liability insurance polic(y)(ies) shall be the primary coverage policy and Camp Lee/First United Methodist Church of Anniston's liability insurance policy shall be secondary. Neither the Camp Director nor any other Camp Lee employee has the authority to modify this paragraph; modification is ineffective without the written consent of Camp Lee/First United Methodist Church's insurance carrier and the Camp Lee Board.
2. Camp Group and Sponsoring Church shall at all times indemnify and hold harmless Camp Lee, First United Methodist Church, and the United States Fish and Wildlife Service, their officers, agents, servants, and employees from and against any and all claims and expenses, including attorney's fees, arising in whole or in part by any act or omission of the Camp Group and Sponsoring Church (or their agents or employees), including those arising from use of the "rockslide" or "waterfall" located on United States Fish and Wildlife Service land.
3. Camp Group and Sponsoring Church to have Liability Insurance. As further protection to Camp Lee, First United Methodist Church, United States Fish and Wildlife Service, and their officers, agents, servants, and employees, but without in any way limiting the release and indemnity set forth above, Camp Group and Sponsoring Church agree to and shall at all times have and keep in full force and effect, from responsible insurance companies legally authorized to transact business in the State of Alabama, the following insurance coverage relating to their activities while at Camp Lee:
  - (1) Public liability insurance in the minimum amount of \$1,000,000 combined bodily injury/property damage.
  - (2) Fire and extended coverage insurance on Camp Group and Sponsoring Church's fixtures, goods, and personality in or on Camp Lee with coverage in an amount of not less than \$25,000.
4. Camp Group and Sponsoring Church to Furnish Camp Lee Certificate of Insurance. Camp Group and Sponsoring Church agree that they will furnish Camp Lee with a Certificate of Insurance confirming insurance coverage as set forth above and naming, Camp Lee, A Ministry of the First United Methodist Church as Certificate Holder.

**THE FOLLOWING MUST BE COMPLETED:**

**NAME OF INSURANCE CARRIER:** \_\_\_\_\_

**Policy #** \_\_\_\_\_ **Agent or Broker** \_\_\_\_\_

**Phone number (\_\_\_\_)** \_\_\_\_\_

**Liability Limits: \$** \_\_\_\_\_ **Bodily Injury: \$** \_\_\_\_\_ **Property Damage: \$** \_\_\_\_\_

**Certificate naming of Camp Lee, First United Methodist Church, as additional named insured**

**enclosed with this contract? \_\_\_\_ yes \_\_\_\_ no.**

**\*\*\*If no, please explain (i.e. already on file at Camp Lee) :** \_\_\_\_\_

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 Camp Lee requires that the User Group must have each camper's name, address, parent(s) name(s) and addresses, and home and emergency telephone numbers with them on-site. The User Group is also required to have medical treatment authorization forms (containing health insurance and any other medically relevant information) signed by a parent for each camper. User group is responsible for first aid and emergency care. User Group is responsible to maintain an emergency vehicle at camp at all times. One emergency vehicle may remain outside of each cabin. Camp Lee does not allow smoking except in designated areas. Camp Lee rules must be presented to campers prior to arrival and no one is allowed to leave the parking area without a Camp Lee staff-led orientation of rules.

**I, THE ADULT IN CHARGE, HAVE BEEN DULY AUTHORIZED BY OUR CHURCH/USER GROUP TO SIGN THIS CONTRACT AND TO AGREE TO ITS TERMS. WE/I ASSUME FULL RESPONSIBILITY FOR OUR GROUP'S PROGRAMS AND ACTIONS WHILE AT CAMP LEE.**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ (User Group Representative)

<b>OFFICE USE ONLY</b> <b>Date:</b> _____ <b>Signed:</b> _____ (Camp Director)
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