

# Camp Lee Reservation Contract

A Ministry of First United Methodist Church of Anniston, Alabama  
70 Camp Lee Main Road, Anniston, Alabama 36207  
(256) 499-6160  
[camplee@camplee.org](mailto:camplee@camplee.org)

Please complete, sign, and return this contract to Camp Lee. It may be emailed to [camplee@camplee.org](mailto:camplee@camplee.org).

This contract along with a deposit of \$15 per person registered is required to complete your reservation. A reservation is placed on the Camp Lee books after a completed contract and deposit are received. Camp Lee cannot verbally hold dates for any group.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Adult in Charge \_\_\_\_\_ Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

## Dates Requested (Please note, we are in Central Time Zone)

Arrival \_\_\_\_\_ (mm/dd/yy) First Meal (circle one) Breakfast Lunch Dinner

Departure \_\_\_\_\_ (mm/dd/yy) Last Meal (circle one) Breakfast Lunch Dinner

**Anticipated Number** \_\_\_\_\_ (minimum is 20 – if you are expecting less, please discuss with Camp Lee)

Your final number is due 30 days prior to your arrival at Camp Lee.

***You will be held responsible for the number you provide 30 days before your arrival.***

You may not decrease after that date. If you need to increase your number, please contact the camp in order to see if we still have space available.

Your final payment is due upon your arrival at camp. You may pay via check made out to Camp Lee or by card through our website [www.camplee.org](http://www.camplee.org).

***A 5% late fee is charged to groups who do not pay their balance before departing Camp Lee. No exceptions.***

### **Camper Supervision**

Chaperones must be at least 19 years old and must be six or more years older than the oldest child/youth to be supervised. We recommend that appropriate screening measures be used for anyone who will be responsible for or have access to campers. *At no time should any of your staff or adults be alone with a camper.*

We ask that there always be chaperones present during all activities. These chaperones are responsible for supporting the Camp Lee program staff, maintaining the Camp Lee rules, and guiding the campers from one activity to the next. We ask that all groups maintain the following chaperone ratios while at Camp Lee:

- 9-14 years old children – 1 chaperone for every 5 campers.
- 15-19 years old youth – 1 chaperone for every 8 campers.

There must be two adult chaperones present in sleeping quarters when campers are present.

### **Respect Camp Lee Property**

We ask that you and your campers respect Camp Lee property. This includes all buildings, equipment, nature, and wildlife that reside at Camp Lee.

- Pick up all rubbish that your group may have and put it in the appropriate trash can/recycling bin around camp property.
- Clean up your lodging prior to leaving camp. Sweep and vacuum the space and make sure that all trash has been placed in a bag and all trash bags are placed outside the front door of the building.
- Be kind to the wildlife. There are many wild animals that call Camp Lee home, and we want to be good stewards of them. Please do not allow your campers to chase and play with any of the animals.
- If you place any signs or decorations around camp, please make sure they are taken down prior to your departure. Please do not use nails, staples, or glue of any kind to hang signs or decorations on camp property. If you need assistance hanging a sign, please notify a member of Camp Lee's staff.

***Failure to follow these rules may result in a damages fee. Breakage and damage to any equipment/facilities must be reimbursed at the replacement price.***

### **Camp Lee Safety Guidelines**

Your group is expected to follow all Camp Lee Safety Guidelines. These guidelines can be found on our website [www.camplee.org](http://www.camplee.org). Additionally, any participant with high fever, other signs of infections, or with uncontrollable behavior problems will be asked to return home.

### **Camp Lee Release Form**

We require that each person coming to camp has a signed and completed Release Form that will be turned into the Camp Lee Office upon arrival. These forms can be found on our website [www.camplee.org](http://www.camplee.org).

**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 the 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 pool, rockslide, low elements, zip line and climbing towers 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. (1) Public liability insurance in the minimum amount of \$1,000,000 combined bodily injury/property damage.
  2. (2) Fire and extended coverage insurance on Camp Group and Sponsoring Church's fixtures, goods, and personal property 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 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, CPR and emergency care. User group must store and lock all medications (both prescription and over-the-counter) when not administering them. User Group is responsible to maintain an emergency vehicle at camp at all times. One emergency vehicle may remain outside of each cabin.

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.

Signature: \_\_\_\_\_ (User Group Representative)

Date: \_\_\_\_\_