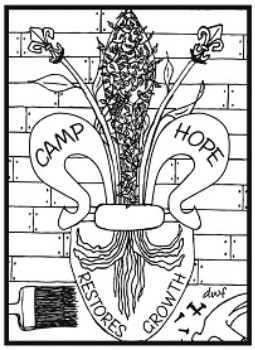


St. Bernard Parish, LA

Camp Hope Mailing Address
The Gathering
c/o Camp Hope
7265 West St. Bernard Hwy
Arabi, LA 70032
(504) 301-4497 / FAX: (504) 264-5168
Group Coordinator: Deborah Dale
camphoperes@gmail.com

CAMP HOPE POLICIES, AGREEMENT AND SIGNATURE FORM

Thank you for your desire to come and volunteer in our community! As Camp Hope staff, we want your stay to be a memorable and positive experience. In order for this to happen, we ask that each group member commit to Camp Hope's Guidelines and Policies. We would like for you to treat Camp Hope as your home away from home and ask each individual to pitch in and help keep this home running smoothly. Therefore, it is in your best interest to understand all expectations, ask questions if needed, and if you are a Group Leader, to review all policies with your team.

POLICIES

Accommodations

Community Areas

Groups are to park vehicles in the parking lot and enter/exit building through the gate entrance.

Large/Small Group Meeting Areas: We have several different spaces available for group meetings (community and dining room, stage, outdoor benches) Please let our Group Coordinator know if you wish to reserve space. Many times when a group reserves the main area for special events/speakers/music/praise and worship, other groups are often invited to participate in what is taking place. We simply ask that you respect the meeting time and place that any group reserves. Groups are welcome to use our outdoor area for games, sports, and fun. Many volunteers have made great memories on the "playground" of Camp Hope.

Meal times/Kitchen

Early hot/cold breakfast- 6am
Regular hot/cold breakfast- 6:30-7:30am
Pack lunch (during breakfast)
Regular dinner- 6-7pm
Late Dinner-7:15-8:15pm
Only staff and volunteers with permission are allowed in the kitchen, no cooking on your own.

Dorms

No guys in the gals dorms or gals in the guys
No work boots upstairs
Wear shoes at all times

No moving beds
Leave curtains closed-they help tremendously to regulate temperature in the dorm rooms.
No heat producing devices upstairs-these are to be used downstairs by the restrooms
Hang wet towels up
No food or drink upstairs
Lights out/Quiet hours from 10pm-6am (no cell phones or laptops during this time, use community room)

Bathrooms/Showers

Showers are locked from 10pm-5:30am
Go to and from showers fully dressed-not in towels
Toilets-our sewers are old, no flushing paper towels or feminine products

Accidents/Emergencies/Valuables

Call 911 in case of an emergency and then call your Camp Hope contact.
Accidents - please contact a Camp Hope Staff person to complete an accident report.
If you bring valuables, we have lockers available throughout our building. You may bring or rent a lock to keep your items safe. We strongly recommend NOT bringing any valuables to the worksite. Money for the day should be kept on your person. Things left in the vehicles should be put under the seats. We are not responsible for lost or stolen items. And we surely do not desire for anyone to lose anything during their stay at Camp Hope.

Zero Tolerance Rules

No alcohol, drugs or weapons on the premises at any time
No intoxication on site
No smoking in the building-designated smoking areas are outside
No sexual activity
No pets, with the exception of service dogs
Dress modestly.
Be respectful and considerate of others and all CH property.

Curfew

Quiet hours in dorms-10pm-6am
Quiet hours outside-8pm-6am
Curfew for minors-10pm
Curfew for those over 18-1am
Doors are locked at 10pm
Group leaders are responsible for letting their volunteers in between 10pm and 1am

Camp Chores

Each group is expected to participate in “Camp Chores”. Groups rotate each day by serving each other through completing the Camp Chores on their day(s). Responsibilities include kitchen/dining room clean up, sweeping, mopping, vacuuming, trash removal, and bathroom/shower clean up. A Camp Hope staff person will assign duties and facilitate each group’s chores for the day. Camp Chores are not considered Camp Hope projects and no group will be charged an additional cost for them.

Regarding Check-out, each group is responsible for room clean-up on their day of departure. A Check-out Checklist will be given to Individual/Group Leader. Upon approval of Check-out Inspection, your C/D Deposit will be returned to Individual/Group Leader.

Insurance

A Corporate Participant will maintain commercial general liability insurance, including bodily injury, personal injury and property damage, with combined single limits of not less than $500,000 per claim and $1,000,000 per occurrence. Coverage shall be occurrence coverage and The Gathering shall be named as an additional insured. The Gathering reserves the right to require higher limits of liability if in its judgment they are warranted because of the nature of the Participant’s activities.

A copy of Certificate of Liability Insurance will be due to our office no later than two weeks prior to arrival.

A Non-corporate Participant will provide a copy of Health Insurance card and Driver’s License along with Agreement Form.

Waiver and Release Form

A signed Waiver and Release Form is required by ALL Participants. Minors will also provide a signed Parental Consent Agreement Form. These forms can be found on our website and can be turned in upon arrival.

Changes/Cancellations

Any changes needing to be made regarding dates of stay or group #’s need to be made in writing via email. Final # is due two weeks prior to arrival.

Notice of cancellation must be made in writing and submitted to the office of Camp Hope at least (30) days prior to the date of arrival via mail, email or Fax # 504-264-5168, Attn: Deborah Dale

Refunds will not be issued after the final # of participants is given two weeks prior to arrival.

The Gathering/Camp Hope reserves the right to cancel the event if any of the payments, deposits or insurance specified in this Agreement are not received by the dates set forth.

Dispute Resolution

Any dispute regarding or arising under this Agreement will be subject to and resolved in accordance with the laws of the State of Louisiana.

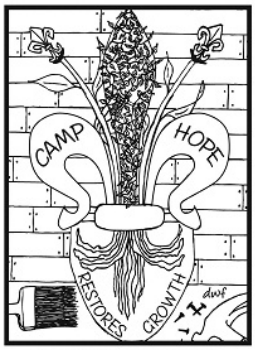
Arrival

Arrival times for groups arriving at Camp Hope on Saturday or Sunday will be from 2-4pm or 7-9pm. Please plan your arrival around these times and be sure to let the Volunteer Coordinator know which time beforehand.

Upon arrival, there will be a short Orientation and Q/A Time. Groups arriving Saturday or Sunday, please plan to attend Orientation 8-9pm.

Other Obligations

- Signature Form (last page of this document) is DUE within two weeks of Reservation Date.
- Reservation Deposit (50% of Total) is DUE along with Signature Form.
- A separate check for Cleaning/Damage Deposit ($250) is DUE along with Signature Form
- Final Guaranteed # of Participants is DUE two weeks prior to arrival.
- Balance of invoice is DUE two weeks prior to arrival.
- General information needed from Group Leader two weeks prior to arrival: # adults/minors, # females/males, any food allergies/vegetarians, arrival/departure times.
- Participants must abide by Camp Hope rules and policies. Group Leaders are responsible for assuring that participants are aware of and abide by all rules and policies. Failure to adhere to rules and policies can result in the immediate removal from the grounds of Camp Hope.
- Group Leader shall review all Camp Hope Policies with group prior to arrival.
- Upon departure, the individual/group shall leave Camp Hope in the same condition in which it was found.



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AGREEMENT AND SIGNATURE FORM

Today's Date: _____ **Trip Dates:_____**

Name of Individual/Group/Event:_____

Individual/Group Leader Name:_____

Please check all that apply upon agreement:

- ☐ **As an Individual/Group Leader, I have read and agree to all policies and obligations as outlined in the Camp Hope Policies document.**
- ☐ **As a Group Leader, I have printed a copy of the Waiver Release Form (Adult and/or Minor) to be signed individually by all participants in our group (and a legal guardian for minors) and will turn these copies in upon arrival.**
- ☐ **As a Group Leader, I agree to review these guidelines and policies with all of my group participants before arriving at Camp Hope**
- ☐ **As an Individual/Group Leader, I agree to participate in Camp Chores.**
- ☐ **As a Group Leader, and on behalf of my group, we agree to participate in Camp Chores on our group's assigned day(s)**
- ☐ **Reservation Deposit of 50% is included or being mailed separately.**
- ☐ **Separate Cleaning/Damage Deposit of $250 is included or being mailed separately.**

SIGNATURE OF AGREEMENT

The duly authorized representative of the party above has executed this agreement on the day and year set forth below:

_____ _____
Signature of Authorized Participant Representative Date

_____ _____
Printed Name Title