



Rental Policies and Procedures Manual

Welcome to Living Waters Camp. We hope you enjoy your visit with us. Please advise the Camp Director if you require any assistance. We would ask that you take a few minutes to read the following items.

Mission Statement:

Living Waters Camp exists to provide an oasis for people of all ages to build their Christian faith in a relaxed and healthy environment.

1. Registration

All persons staying in LWC accommodations or renting a tent/recreational vehicle site, are required to register with the Camp Director upon arrival, and to inform the Camp Director of their departure. This will assist us in locating persons in the event of an emergency. All tents and recreational vehicle must be located in their respective designated areas. To reach the Camp Director call or text 306 260 9530 or email livingwaterscampsk@gmail.com

2. Overnight Accommodations

I. What is Included

When staying in either our cabins, our cottages, our lodge, or renting a RV/tent site you will have full access to our beach, our beach equipment (ie. canoes, beach toys, life jackets, etc), the playground, walking/ biking trails, and our outdoor recreational structures such as the basket ball court. We have serviced (*30amp with water or 15amp with water*) and unserviced RV/tent sites and a shared washroom and shower facilities for our sites. Each cabin comes with furniture, a full bathroom, power, and running water. Our cottages comes with furniture, a half bath (*sink and shower*), power, and running water. Our lodge rooms come with furniture, shared washroom and shower facilities, and access to a kitchen and dining space. Bedding, linens, and laundry facilities are not available during your stay. Use of all of our equipment and facilities must be done in a respectful and responsible manner and put back how it was found or better.

Please note that Living Waters Camp reserves the right to rent out other facilities this rental group is not using.

II. Deposits

i. Group Rentals

Peak Season (May long weekend to September long Weekend):

Any booking made **before 90 days** of your desired booking date, you must put down the required 25% deposit at the time of your booking. The full invoiced amount is **due in full 90 days before** your retreat; if it is not paid in full by 90 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 90 days**, you will be required to pay your invoiced amount **in full** at the time of your booking.

Off Season:

Any booking made **before 30 days** before your desired booking date, you must put down the required 25% deposit at the time of your booking. The full invoiced amount is **due in full 30 days before** your retreat; if it is not paid in full by 30 days, your booking will be void and you will lose your deposit. If your retreat is booked **after 30 days**, you will be required to pay your invoiced amount **in full** at the time of your booking.

ii. Check In/Out Times

Peak Season: Check-In is at 3:00PM, Check-Out is at 11:00AM

Off Season: Check-In is at 3:00PM, Check-Out is at 1:00PM

At your check in time, your accommodation will be unlocked and you will have access to everything that is included with your stay. The check in and out times are firm and non-negotiable. You may arrive after your check in time, but you are expected to be fully packed and moved out of your accommodation before or at your check out time or you will be charged for another night. You may stay on the grounds after your check out time and use the beach and other outdoor facilities.

3. Recreational Facilities

I. What is Included

When renting any of our Recreational Facilities (*Tabernacle, Chapel, Dining Hall, Canteen*), you will have full access to our beach, our beach equipment (ie. canoes, beach toys, life jackets, etc), the playground, walking/biking trails, and our outdoor recreational structures such as the basket ball court. When renting the Tabernacle or the Chapel, you will have access to the sound system and when renting the Canteen or Dining Hall, you will have access to the full kitchen. When booked, the building will be available for 24 hours on the date of the rental. Use of all of our equipment and facilities must be done in a respectful and responsible manner and put back how it was found or better.

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4. Cancellation Policies

I. Group Rentals

If you cancel your booking **30 days before** your rental date, you will receive your money back including your deposit. If you cancel your booking **anytime after 30 days**, you will lose your deposit.

II. Single Rentals

You have **2 weeks before** your booking to get full refund. At 2 weeks, you will be entitled to a 50% refund and at 1 week, you will not be entitled to a refund.

Rental dates are non-transferable; if you cancel, you must re-book and go through the same process.

5. Damaged or Misplaced Property

Except for normal wear and tear, rental groups shall be responsible for all willful or accidental damage to buildings and equipment. Any breakage, damage, or misplaced items are to be reported to the Camp Director immediately. Damage will be assessed by the Camp Director and the rental group will be charged accordingly. Note that there is a \$40.00 penalty for any missing keys and a \$60.00 penalty for missing or damaged mattress covers in the lodge.

6. Cleaning

Rental groups shall keep the camp grounds clean and leave all facilities as they were found upon arrival. No housekeeping services are hired. All cleaning will be done by the rental group. This includes grounds garbage pick up. All garbage is to be taken out and put into one of the three red dumpsters located behind the Dining Hall or on the way out of camp. An inspection of cleanliness will be performed with the Camp Director prior to the departure of the rental group. Any furniture (pews, chairs, dividers, pulpits, tables etc.) moved in the Tabernacle, Chapel, Dining Hall or the Canteen must be put back in place. An extra cleaning fee will be charged to the rental group if extra cleaning is required of LWC staff after a group leaves.

7. Black and Grey Water Disposal

Yearly and seasonal site holders, renters, guests and visitors who wish to dispose of grey or black water can do so at the sewage disposal site right by our RV Bathroom building where the hose is located. Dispose of grey and black water here and nowhere else on camp grounds.

8. Liability Insurance

Living Waters Camp will not be held responsible for any personal injury, death or property damage incurred while the camp is being rented by the group. The rental group is required to provide proof of your own liability insurance as Living Waters Camp is not responsible for insurance for you.

9. Code of Conduct

When on the grounds of Living Waters Camp, you are to respect the buildings, the landscape, and all others who are on the grounds as well. Willfully disrupting others and/or causing damage to our grounds and/or buildings will result in immediate eviction. LWC quiet time is from 11:00 PM to 8:00 AM. Groups wishing to hold activities after 11:00 PM must have permission from the Camp Director. This means that all seasonal site holders, renters, guests and visitors must respect others and minimize the noise level, including speaking, parties, rowdyism and the operation of equipment. **Living Waters Camp does not permit the use of alcoholic beverages or non-prescription drugs by any person or rental group.** No smoking or burning substance is allowed in any of the buildings. Living Waters Camp has the right to evict any person or group in violation of these rules.

10. Fire pits, Fire wood and Fireworks

I. Campfires/Firepits

Campfires will be built only in designated places and are subject to fire bans when mandated by the Rural Municipality. Please put out your fire completely when you are done with it to prevent a forest fire. Firepits on sites have to be approved by the Camp Director and are subject to the same Rural Municipality rules regarding fire safety and fire bans.

II. Fire Wood

Living Waters Camp does not provide chopped fire wood for groups or rentals. There is a wood pile on site which seasonal site holders, renters, guests and visitors can use. You are responsible for chopping your own firewood and LWC is not liable for any injury that occurs.

III. Fireworks

The use of fireworks has to be approved by the Camp Director prior to coming on camp grounds. LWC is not liable for any injury caused by fireworks or use of fireworks.

11. Pets

Only domestic/household dogs and cats are permitted on the campgrounds. The following regulations apply:

- i. Seasonal site holders, renters, guests and visitors are required to keep pets under control at all times.
- ii. All pets must be kept on a leash on camp property at all times.
- iii. All pets must be kept tied up, caged or contained at all times while outside of premises.
- iv. Pets are not allowed inside the dining hall, canteen, chapels, or any public camp buildings.
- v. Pet owners are responsible to clean up after their pets and placing waste in a sealed bag and then discarded in appropriate garbage bin/dumpster.
- vi. Pet owners must keep their pets from bothering other campers by making nuisance or continuance of barking.
- vii. Pets are not allowed on the beach.
- viii. Pets should be up to date on all shots/vaccines. Owners are required to provide proof of vaccines if requested.
- ix. Pet owners are liable for their pets, the actions of their pets and injury/damage caused by pets.

12. Rental Contract and Community Life Standards

The Community Life Standards form found on the Living Waters Camp website and Rental Contract at the end of this manual are to be signed and sent in either with your application or before your booking. If the forms are not signed and received by administration before your booking, you will not be permitted to enter the grounds.

13. Safety Protocols

Due to fire regulations and camp policies, the number of people staying in cabins, the lodge or cottages is limited by the number of beds available. A maximum of two adults per bed (*i.e. 1 bed cabin = two adults*). Mattresses are not to be placed on the floor to accommodate more people. Travel cots for infants are permitted. Violation of these regulations may result in additional charges to the rental group.

14. Staff Contact

If anything is needed while on site, please contact our Camp Director by calling or texting 306 260 9530 or email us at livingwaterscamps@gmail.com

Note of Interest:

I. Tap Water

Please note that our water system is connected to Prince Albert city water. All water from a tap on camp ground is **Safe Drinking Water**.

II. LWC Policy

As circumstances and situations change, Living Waters Camp and Council reserves the right to make amendments to the policies, procedures and community standards as necessary.

Rental Contract

I, _____ have read and understand the Living Waters Camp Rental Policies and Procedures Manual in its entirety. I understand that Living Waters Camp reserves the right to take any necessary action, even to the point of dismissing individuals or groups from the camp grounds should the above policies not be adhered to. I have read and signed the Living Waters Camp Community Life Standards Form and will send it to the camp administration before my rental date.

Date: _____

Printed Name: _____ **Signature:** _____