



# Facility Use Agreement

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**Dates are NOT reserved until this Agreement & a Security Deposit are received.**

## Organization Information

Name: \_\_\_\_\_

- Type:  Church of Christ  School  
 Church, Denomination  Scouts  
 Community Group  Business  
 Sojourners  Family  
 Other \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

Event Name: \_\_\_\_\_

- Type:  Retreat  
 Meeting/Workshop  
 Wedding  
 Reunion  
 Other \_\_\_\_\_

Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Check-In** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM / PM Approx. # of Campers: \_\_\_\_\_

**Check-Out** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM / PM Total Days: \_\_\_\_\_

*Note: A "Day" consists of an overnight stay (3:00pm to noon the next day) OR early morning until late night on the same day/date if no overnights are involved.*

## Agreement & Release of Liability

The undersigned has been given authority to act for and be responsible for the Organization/Event (GROUP) making this application. The GROUP will see that (1) Central Florida Bible Camp's (CFBC) facilities are not misused or abused, (2) that there is proper adult supervision of children at all times, (3) that all facilities are used in conformity with all Rules & Policies of CFBC (see page 4), and (4) that all other terms of this Facility Use Agreement (FUA) are adhered to and followed.

The undersigned understands and agrees that the GROUP's Event is neither a conducted event nor a sponsored event of CFBC nor does this FUA establish an employer-employee relationship between the GROUP and CFBC. In addition, it is understood that CFBC will not exercise any physical or other control or supervision over the activities or operation of the GROUP's event, except when CFBC's Facilitators have been requested for specific activities. If such requests are made (see Page 2-Facilities & Services and Page 3-Other Instructions), then the Facilitators' control and supervision will be limited to the activities contracted for.

The GROUP agrees to save, indemnify, and keep harmless CFBC against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (GROUP's employees, volunteers and Event participants included) and damage to property in which CFBC shall be named a defendant and which involves claims arising directly or indirectly from, as a result of, or in connection with the GROUP's use of the premises. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to CFBC for CFBC's own acts of passive negligence that solely or contributorily cause liability to CFBC, but the GROUP is not indemnifying CFBC for CFBC's own acts of active negligence that solely or contributorily cause liability to CFBC.

\_\_\_\_\_  
Printed Name of GROUP's Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

# Facilities & Services

Please Check the Facilities & Services You Wish to Reserve "Per Day" charges cover 3pm until noon the next day.  
 (Note: The one-time Cleaning Charge is optional. If you do NOT select Cleaning Charges, then your group is responsible for all cleaning.)

West Campus Cabins	
Bunk beds, A/C & heat, 2 full restrooms	
	Per Day
Eagle's Nest	<input type="checkbox"/> \$100
Holly Hill Hut	<input type="checkbox"/> \$100
Eustis Manor	<input type="checkbox"/> \$100
Concord Hilton	<input type="checkbox"/> \$100
Northwest Nook	<input type="checkbox"/> \$100
Highland Hacienda	<input type="checkbox"/> \$100
RockLodge	<input type="checkbox"/> \$100

Cleaning Charge	Sleeps
<input type="checkbox"/> \$50	6
<input type="checkbox"/> \$50	18
<input type="checkbox"/> \$50	16
<input type="checkbox"/> \$50	18
<input type="checkbox"/> \$50	18
<input type="checkbox"/> \$50	18
<input type="checkbox"/> \$50	18

**Additional Description**  
Two private rooms with 3 twins each

**NOTES:**

- (1) Each unit may be reserved individually or the entire camp may be reserved for **\$2,500/day** (a \$415 savings over the individual pricing). CFBC will provide cleaning for **\$1,200** (an additional \$245 savings).
- (2) Unless the entire camp is rented, more than one group may be on campus at a time. If so, Common Facilities & Services may need to be scheduled & shared.
- (3) Facilitated activities require an Activities Release of Liability form to be completed for each participant.

East Campus Cabins	
Bunk beds, A/C & heat, 2 full restrooms	
	Per Day
Greeson Cottage	<input type="checkbox"/> \$190
Bartow Cottage	<input type="checkbox"/> \$100
Langford Cottage	<input type="checkbox"/> \$100
Brackett Cottage	<input type="checkbox"/> \$375
Outdoor Kitchen	<input type="checkbox"/> \$150
Staff Bunkhouse, Staff #1	<input type="checkbox"/> \$65
Staff Bunkhouse, Clinic Bedroom	<input type="checkbox"/> \$65
Staff Bunkhouse, Staff #2	<input type="checkbox"/> \$65

Cleaning Charge	Sleeps
<input type="checkbox"/> \$95	20
<input type="checkbox"/> \$50	20
<input type="checkbox"/> \$50	20
<input type="checkbox"/> \$190	40
<input type="checkbox"/> \$75	
<input type="checkbox"/> \$35	3
<input type="checkbox"/> \$35	2
<input type="checkbox"/> \$35	7

**Additional Description**  
Residential-size kitchen & small general purpose room

2 private bunk areas, each with 9 bunks, 2 twins & bathrooms; common room  
Sink, gas appliances (oven, grill, griddle, 4-burner stove)—no pots

1<sup>st</sup> Floor, twin beds, refrigerator

1<sup>st</sup> Floor, twin beds, refrigerator

2<sup>nd</sup> Floor, twin beds, refrigerator

**NOTE:**

Bunkhouse 1<sup>st</sup> Floor is generally reserved for CFBC caterers., if needed Exceptions can be made with prior consent.

Common Facilities & Services	
	Per Day
Dining Hall	<input type="checkbox"/> \$250
Kitchen	<input type="checkbox"/> \$250
Deep Fryer Usage Surcharge	<input type="checkbox"/> \$65
Barton Chapel	<input type="checkbox"/> \$250
Barton Chapel A/V System	<input type="checkbox"/> \$65
Craft Pavilion	<input type="checkbox"/> \$125
Concession Stand	<input type="checkbox"/> \$40
Swimming Pool	<input type="checkbox"/> \$125
RV Sites	<input type="checkbox"/> \$20
Tent camping	<input type="checkbox"/> \$15
Sports Pavilion	<input type="checkbox"/> n/c
Sports Pavilion Lights	<input type="checkbox"/> \$50
Eva Brackett Gazebo	<input type="checkbox"/> n/c
Pavilions (4 available)	<input type="checkbox"/> n/c
Campfire Circle (3 available)	<input type="checkbox"/> n/c

Cleaning Charge	Capacity
<input type="checkbox"/> \$125	200
<input type="checkbox"/> \$125	
<input type="checkbox"/> \$50	
<input type="checkbox"/> \$125	200
<input type="checkbox"/> \$65	
<input type="checkbox"/> \$65	80
<input type="checkbox"/> \$40	
<input type="checkbox"/> \$65	60
<input type="checkbox"/> \$20	33
<input type="checkbox"/> \$15	
<input type="checkbox"/> n/c	
<input type="checkbox"/> \$50	
<input type="checkbox"/> n/c	35
<input type="checkbox"/> n/c	25
<input type="checkbox"/> n/c	

**Additional Description**  
Tables & chairs for 200, sound system

Commercial kitchen. Ice machine, walk-in cooler & freezer, 4 convection ovens, 4-burner stove, 1 grill, steamer, warmer, large sinks, serving counter, heavy-duty mixer, dish sanitizer; 2 deep fryers (extra charge)

A/C & heat, ceiling fans, chairs

Sound system, video projector

Sheltered area for picnics, crafts or classes

Ice machine, chest cooler

Safety equipment, men's & women's showers & restrooms.  
Pool hours: 8:00 a.m. – 10:00 p.m. **LIFEGUARD NOT PROVIDED BY CFBC.**

Water, sewer & electric hook-ups.

Per 4-person tent

10,000 sq. ft., covered, basketball & volleyball courts

Octagonal shaped gazebo with fan & light.

Covered, with benches

Firewood available; responsible adult must supervise until extinguished

**Facilitated Activities** must be led by a certified CFBC facilitator. May need to be scheduled & shared, if more than one group is on campus. Minimum 1 Hour charge.

High Ropes Courses	<input type="checkbox"/> \$100/hr. each element
Low Ropes Course	<input type="checkbox"/> \$100/hr.; max. 12ppl/hr.
Hay Rides	<input type="checkbox"/> \$80/hr.
Archery Games	<input type="checkbox"/> \$100/hr.; max. 20/ppl/game
Laser Tag	<input type="checkbox"/> \$100/hr.; max. 20/ppl/game
Axe Throwing (2 lanes)	<input type="checkbox"/> \$100/hr.
Slingshot/Air Soft Target Range	<input type="checkbox"/> \$100/hr. each range

Circle which element: Zip Line, Giant Swing, Leap of Faith

Team-building activities, approx. 1 hr. duration for each group

Approx. 12/ppl/ride; Rides last 15-20 mins. each

More people can participant if willing to rotate in & out

Upward Bound Retreat Center	
	Per Day
Not included in Entire Camp Rental	<input type="checkbox"/> \$320

Cleaning Charge	Capacity
<input type="checkbox"/> \$160	20

**Additional Description**  
Full kitchen, 3 bedrooms (bunk beds), 2 baths, living area, chapel

# Estimated Costs

**Cost of Units Reserved:** \$ \_\_\_\_\_/day x \_\_\_\_\_ days = \$ \_\_\_\_\_  
 \$ \_\_\_\_\_/day x \_\_\_\_\_ days = \$ \_\_\_\_\_  
 \$ \_\_\_\_\_/day x \_\_\_\_\_ days = \$ \_\_\_\_\_  
 \$ \_\_\_\_\_/day x \_\_\_\_\_ days = \$ \_\_\_\_\_

**Cleaning <sup>2</sup>**             by Group       by CFBC            \$ \_\_\_\_\_

**Catering requested? <sup>3</sup>**     Yes       No  
 Estimated catering charges (see Catered Meals List):            \$ \_\_\_\_\_

**Facilitated Activities & Other Services:**

	Qty: _____	Rate: _____ =	\$ _____
	Qty: _____	Rate: _____ =	\$ _____
	Qty: _____	Rate: _____ =	\$ _____

**Estimated Event Total:** \$ \_\_\_\_\_

<u>Payments Made</u>	<u>Method</u>	<u>Amount</u>	<u>Balance Due</u>
___/___/___	_____	\$ _____	\$ _____
___/___/___	_____	\$ _____	\$ _____
___/___/___	_____	\$ _____	\$ _____

**Notes:**

- 1) **Security Deposit:** A Security Deposit of 20% of the Estimated Event Total will be held until after all facilities have been inspected by CFBC.
  - a) **Refund: Additional charges** for damages incurred, cleanup not performed, keys not returned, etc. will be deducted from the Security Deposit. The remaining balance will be refunded within 7 business days following your Group's departure.
  - b) **Cancellation & Forfeiture:** The Security Deposit will NOT be refunded if the GROUP cancels their reservation less than 30 days prior to the event start (check-in) date.
- 2) **Cleaning:** Facility cleaning by CFBC's staff can be requested by paying a one-time fee for each unit rented. The GROUP can avoid the fee by cleaning the facilities themselves. All facilities must be inspected by CFBC's staff before the Security Deposit will be returned. Cleaning or damage charges may be deducted from the Security Deposit before being refunded.
- 3) **Catering:** If CFBC's catering services are used, a Catered Meals List must be completed in consultation with CFBC's Food Service Manager. The estimated balance due will be adjusted to reflect the exact number of meals served.

<b>Security Deposit</b>		
<b>Deposit Paid <sup>1</sup></b> Date: ___/___/___ \$ _____ Via: _____	<b>Additional Charges (Deductions from Security Deposit): <sup>1a</sup></b> _____ Amount: \$ _____ _____ Amount: \$ _____ _____ Amount: \$ _____ <p style="text-align: right; color: red;">Total Additional Charges: \$ _____</p>	<b>Deposit Refund</b> Date: ___/___/___ \$ _____ Check # _____

## Other Instructions

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## Rules for Users of CFBC Facilities

1. Any conduct deemed out of harmony with Christian ideals will not be tolerated.
2. Modest apparel shall be worn at all times. Shoes must be worn.
3. The use of tobacco, alcoholic beverages, illegal drugs, vape products, fireworks, or profane language is not permitted.
4. Carrying weapons, including BB or pellet guns, is not permitted.
5. Minors must be adequately supervised at all times. Boys and girls should not be in cabins or secluded areas alone.
6. Driving on campus is a privilege: Speed limit = 5 mph. Drive on marked roads only. Park in designated parking areas only.
7. All amplified music must be turned off from 10:00 p.m. to 9:00 a.m.
8. Willful or careless damage or destruction of camp property must be paid for by Group/Renter.
9. Bunks, tables, chairs and other furniture, including kitchen equipment and mattresses, must not leave its current location without permission from the Camp Director. If permission is granted, items moved must be returned to their original location before Group/Renter leaves the camp.
10. Rules posted in the Pool area must be followed. Do not swim alone or allow children in pool without a certified lifeguard. Latch the shower house doors that lead to the pool area when pool is not in use; exit through the fence gate and lock it.
11. No boats or swimming in the lake. An adult must accompany any minors when around lake or on the dock.
12. Fishing is permitted; however, ALL FISH caught MUST BE released back into the lake.

## Challenge Course/Zip Line

The Zip Line and all other Challenge Course elements are off-limits unless supervised by a certified Central Florida Bible Camp facilitator. All participants must sign an **Activities Release of Liability Form** prior to entering any Challenge Course area. For participants under 18 years of age, the Release form must also be signed by a parent or guardian. Failure to follow instructions of facilitators can result in participants being removed from the Course with no refund of fees being issued.

The Challenge Courses are operated on a Challenge by Choice basis. Each participant will be encouraged to try each element, but is free to choose their own level of participation and will not be forced or coerced to participate in any element against their will.

## What to Bring

Each cabin has beds, mattresses, and toilet paper. Renters must provide their own linens (or sleeping bags), pillow, blankets, towels and personal toiletries. If CFBC cleaning services are NOT used, garbage bags and cleaning supplies are available from the Kitchen supply room or upon request.

## Emergency Medical Care

CFBC does NOT have on-site medical personnel. Rental Groups must provide their own first aid kit and first-responders. EMS is available by calling 911.

## Kitchen & Dining Hall

Please check this closely so you will bring what you need. For forgotten items, there is Publix (5 minute drive), Wal-Mart (Mt. Dora—20 minute drive) & Sam's Club (Sanford—40 minute drive).

We DO provide:

1. Ice (for Dining Hall & Canteen use only);
2. Pots & pans for cooking;
3. Mixing bowls;
4. Cooler, freezer & refrigerator space. (*Do NOT use our inventory*);
5. Thermos drink coolers;
6. Air pots into which coffee is brewed;
7. Dish soap;
8. Garbage can liners (large or tall kitchen).

*Do NOT remove kitchen utensils or tables and chairs from the Kitchen & Dining Hall.*

We DO NOT provide:

1. Eating utensils (knives, forks & spoons);
2. Plates, bowls, beverage cups (hot or cold), napkins;
3. Seasonings, spices, baking ingredients, flour, sugar, cooking oil, frying oil, etc.;
4. Coffee, tea, Kool-Aid or lemonade, etc.;
5. Creamers, sweetener packets (sugar, Sweet 'n Low, etc.);
6. Any items on our dry goods shelves, whether grocery or equipment;
7. Any disposable items: Zip lock bags, plastic wrap, baking pan liners, aluminum pans & foil, roll paper towels, etc.

## Clean-Up Procedures for Facilities & Grounds

*Please leave our campus as orderly and clean as you found it.*

### Cabins

- Remove all luggage & personal items.
- Clean off top mattresses, then bottom.
- Clean commodes, sinks & showers.
- Remove all litter from under beds, on floor, & bathrooms.
- Sweep all floors, porches, steps, decks, sidewalks, etc.
- Mop shower & bathroom floor. Mop cabin floor, if needed.
- Take all trash to dumpster near the camp entrance.

### Dining Hall & Kitchen

- Clean & put away all equipment, utensils, cookware, etc.
- Wipe off tables & chairs, then fold & stack neatly on the rolling storage carts.
- Clean commodes & sinks in restrooms.
- Sweep entire facility including porch, sidewalks, storage rooms & restrooms.
- Pick up any litter swept out onto lawn.
- Mop dining hall & kitchen.

### Barton Chapel

- Stack chairs 7 high & move stacks to east corners.
- Pick up all trash, inside & out, & take to dumpster near the entrance.
- Sweep floor clean.

### Craft Pavilion

- Put benches on tables & sweep floor.
- Take all trash to dumpster near the camp entrance.

### Sports Pavilion, Gazebo & Small Pavilions

- Pick up all trash, inside & out, & take to dumpster.
- Sweep clean.

### Concession Stand

- Clean equipment & dispensers according to posted instructions.
- Sweep the floor & take trash to dumpster.

### Shower House & Pool

- Remove all personal items.
- Take all trash to dumpster near the camp entrance.
- Clean sinks, commodes & showers.

### General Campus Grounds

- Pick-up all trash from the grounds.
- Empty all trash cans into dumpster near the camp entrance.
- Return all sports equipment to the storage sheds at the ball field or behind the Concession Stand.