



CAMP LAVERNE

41954 Jenks Lake Road West
Angelus Oaks, CA 92305

Camp Phone: (909) 794-2931

Kathy's Cell (909) 455-5841

GUEST RENTAL CONTRACT - Self-Service

The signing of this agreement by the representatives of the below named organization binds them to the following terms.

PLEASE FILL IN ALL APPLICABLE INFORMATION

Confirmation Date:

Name of Organization:

Address:

Contact Person:

Email:

Phone(s):

FEES:

Fee per person per night: \$25.00*

Number of rental nights:

Guaranteed Minimum number of campers:

Guaranteed Minimum Payment:

Date/Time of Arrival:

Date/Time of Departure:

*Campers age 5 and under are free and do not count toward minimum number

DEPOSIT:

Amount:

Please send original signed contract and deposit check made payable to:

Camp La Verne: PO Box 355 La Verne, Ca 91750

- Deposit is due in full by agreed date to hold a reservation.
- Camp La Verne reserves the right to issue an additional bill to cover any damages to the facilities.
- Your reservation is secure when the deposit and contract are received.
- DEPOSIT IS NOT REFUNDABLE IN THE EVENT OF CANCELLATION.

FINAL PAYMENT:

Amount Due:

To be arranged and determined based upon number of campers.

Due by: last day of camp

Total amount of camper fees is due at this time.

(Camp representative will present bill total.)

Final Number of Campers: Call and confirm final number of campers.

Please make check payable to: **Camp La Verne and give to camp representative.**

*Camp La Verne reserves the right to cancel a contract at any time because of natural disaster or circumstances beyond its control. A full refund will be made in such a case.

*Camp La Verne reserves the right under extreme situations to adjust the stated rates on a contract up to 30 days prior to the camp. Written notification will be made to the contact person.

Policies

1. **REGISTRATION:** The Group Leader should arrive first at camp and should check in with the camp representative in order to receive lodging assignments and other special information.
2. **PARKING:** Park in areas designated by the camp representative. PLEASE BACK IN. All Drivers need to carry their keys at all times.
3. **SUBSTANCES:** No smoking. Alcoholic beverages and illegal drugs are never permitted. Possession or use of these items by anyone associated with your group will result in removal from the camp without refund.
4. **QUIET HOURS:** 11:00 p.m. to 7:00 a.m. As a courtesy to other camps in the area and CLV staff, please no loud games or music during quiet hours.
5. **PETS:** Visitors and guests are not permitted to bring pets to camp. Seeing Eye Dogs and other animals trained for handicapped persons are permitted. Please notify the camp representative per trained animals.
6. **PERSONAL ITEMS:** Do not bring radios, TVs, or electric blankets.
7. **FIRES:** No fires may be built in camp without the permission of the camp representative. Campfires are only allowed in the outdoor fire circle and in the lodge fireplace. FIRES CANNOT BE LEFT UNATTENDED.
8. **TELEPHONE:** The telephone is for emergency use only. Please notify campers' parents that messages will only be forwarded in the case of emergency.

The camp representative reserves the right to remove from the facility any person or persons who, in the sole opinion of the camp representative, are creating a disturbance, not following Camp La Verne rules and regulations, or who are otherwise disrupting activities at camp. The camp representative also reserves the right to designate the facilities available to the group.

Medical / Insurance

The rental group agrees to:

- Carry public liability and camper medical insurance of no less than \$1 million per occurrence and provide a copy of certificate of insurance naming Camp La Verne Inc. as additionally insured, and not holding Camp La Verne and its agents, employees, or other personnel liable for any accidents, injury, or illness that may occur.
(Due on same date as deposit and contract.)
- Each camper and staff member entering camp needs to provide a medical history and release form. (Children under 18 years of age must have a consent signature for treatment of parent or legal guardian.) (Compliance with California State Law)

Health Supervision

The rental group must have:

- A full-time adult charged with health supervision, who is either a licensed medical doctor, a registered nurse, a licensed vocational nurse, or a person certified in Red Cross (or equivalent) First Aid and CPR. **(Include copies of appropriate licenses or certificates with final payment and they will be put on file.)**
- Their own First-Aid supplies.
- Health Supervisor keeps/holds medical history and release forms.
†Camp La Verne does not provide a Nurse, First Aid supplies, or transportation for sick or injured persons.

Safety / Supervision

The rental group shall provide:

- Leadership in the ratio of a minimum of one (1) person over age eighteen (18) for every ten (10) campers under age eighteen, in order to insure the proper supervision and safety of the campers. Supervise and assume control and responsibility for all persons (other than camp staff) who are, for any reason, on the camp groups by reason of the rental program.

Please sign and return Initials _____

Kitchen & Kitchenette Use

The Self-Service rental group will:

- Prepare their own meals and assume all responsibility for any and all such food prepared during the term of the rental agreement and shall hold Camp La Verne, Inc. harmless from any liability arising there from.
- Agree to assist in the dining room and kitchen maintenance and routine clean up under the direction of the camp representative.

In providing your own food services, you will need to bring the following items in addition to your own food:

- Any sugar, spices, salt, coffee and creamer, etc.
- Aluminum foil and plastic wrap
- Napkins, paper towels, and aprons
- Paper cups, paper bowls and plates, and plastic silverware

Camp La Verne provides:

- Pots, pans, mixing bowls and cooking utensils
 - Stove, refrigerator, freezer, tables, toaster, coffee maker and filters
 - Trash bags and kitchen cleaning supplies
- †Any damaged or missing kitchen items will be charged to your group.

Kitchen Clean Up Responsibilities

The Self-Service rental group agrees:

- To leave the kitchen and other camp facilities as clean and orderly upon departure as was upon arrival. If not, all or part of the clean-up and damage fee may be forfeited.
- To clean the kitchen or kitchenette in the lodge by following the cleaning list(s) located on premises.

Please Do Not

- Staple or tape decorations to any walls; only use Sticky Tac.
- Remove any of CLV plates, cups, silverware pots, pans, etc., from the dining areas.

Lodge

- Do not move tables unless otherwise arranged with the camp representative.
 - Any games or sporting equipment needs to be returned.
 - Close all doors and shut off lights upon leaving the lodge.
- †Any damaged items by your group will be charged to cover cost of replacement or repair.

Craft Lodge

- Do not move tables unless otherwise arranged with the camp representative.
- Close all doors and shut off lights upon leaving the lodge.

Cabins

Rental Group:

- Do not move beds. Any changing of the beds will be a violation of Health Department regulations and will make Camp La Verne subject to a fine, which will be passed on to the rental group.
 - Keep all mattresses on the beds.
 - Bring your own bedding (sleeping bags, pillow, blankets)
 - Food of any kind is not to be taken to the cabins because it attracts animals. Be aware that there are bears and many other types of wild animals in the area and they like food! Food will be stored in a safe area by the camp representative.
 - Do not staple or tape decorations to any walls; only use Sticky Tac.
- †Any damaged items by your group will be charged to cover cost of replacement or repair.

Camp La Verne will:

- Provide beds and mattresses in the cabins to be used.
- Keep and maintain facilities in good repair.
- * Provide brooms, dustpans, trashcans, and trash bags.

Please sign and return Initials _____

Care of Property

The Rental Group:

- Is expected to exercise proper care of camp and leave it in as good of condition as they found it. The camp's grounds are to be left clean by the rental group and will be checked by the camp representative before departure.
- Please do not take short cuts – stay on paths. Paths are designed to prevent the destruction, pollution, deterioration, or erosion of the wilderness camp.
- The stream that runs through the camp is the water supply for many people downstream. **BATHING, WADING, DUMPING OR PLAYING IN THE STREAM IS STRICTLY FORBIDDEN.**

Before Your Group Leaves Camp

- Check under all bunks and mattresses for trash and forgotten items.
- Sweep cabins and empty trash to outside trash cans. Do not sweep trash out the door.
- Pick up trash on the grounds (especially behind the cabins).
- Check the showers and bathrooms for any forgotten items and pick up trash.
- Properly return equipment to the original stated locations.

PLEASE NO NOT

Staple or tape decorations to any walls; only use Sticky Tac.

U.S. Forest Service

The U.S. Forest Service governs Camp La Verne. All national forest laws are in effect on the roads into camp, within the camp boundaries, and on the trails out of camp.

- No hunting, fireworks, or firearms are permitted.
- There will be **NO SMOKING** or **FIRES** in the forest or wilderness area without special permit.
- No tree cutting without a permit.
- Do not pick wildflowers or any other vegetation. (A \$500.00 fine will be applied to anyone picking vegetation).
- In order to do wilderness hiking or backpacking, you must obtain a wilderness permit from the Mill Creek Ranger Station. (909) 794-1123.

Lake Front Use

In order to use Jenks Lake swimming area, canoes, and organized camping area:

- All rules and regulations by the Barton Flats Camp Association (BFCA) apply and are enforced by the Lakefront coordinator. Camp La Verne is part of the BFCA and must abide by their rules. If violated by Camp La Verne or its rental groups, Camp La Verne will lose the privileges, and your group will be held liable for the total sum that Camp La Verne has paid this year in lake front fees.
- No more than 50 person can occupy the combined swimming and canoe area at one time.
- A swim test is required to swim in the lake. If swimmers do not pass the test, they must wear lifejackets in the swimming area.
 - The test requirements are: 120 ft. swim without stopping.
1 minute treading water without stopping.
- Jenks Lake is open to the public from approximately **Memorial Day through Labor Day**. The lake season may be extended dependent on weather.
- Camp La Verne shares lake front space with other camps. Please check with the camp representative for the time schedule when you may swim or canoe.

Fishing

- A state fishing license is required to fish. Licenses are available at your local sporting goods store.
- Fishing is allowed at Jenks Lake between sunrise and sunset.

Please sign and return Initials_____

Cabin Selections

Winterized – Fully enclosed cabins:

- C1: Sleeps 8 Next to Bath House
- C2: Sleeps 8 Next to Bath House
- C3: Sleeps 8 Next to Bath House
- C4: Sleeps 6 Next to Bath House
- C5: Sleeps 8 Next to Bath House
- A3: Sleeps 8 Next to Bath House
- A4: Director's Cabin: Sleeps 8 Next to Bath House / has sink and partition
- S2: Sleeps 6 Next to Kitchen / has sink (currently unavailable)
- S3: Sleeps 6 Next to Kitchen / has sink (currently unavailable)
- S4: Sleeps 12 Next to Kitchen / has sink and partition (currently unavailable)

Summerized – Open air cabins:

- C6: Sleeps 8 Next to Bath House
- C7: Sleeps 8 Next to Bath House
- C8: Sleeps 8 Next to Bath House
- C9: Currently unavailable
- C10: Sleeps 8 Next to Bath House
- C11: Sleeps 8 Next to Craft Lodge
- C12: Sleeps 8 Next to Craft Lodge
- C13: Sleeps 8 Next to Craft Lodge
- C14: Sleeps 8 Next to Craft Lodge

**Please select desired cabins (list under added arrangements) and return form with contract.*

CHECKLIST

INITIAL MAILING:

- **DEPOSIT**
Date Due:
Make Deposit check payable to:
Camp La Verne: PO Box 355 La Verne, Ca 91750
- 1- Copy of Contract (Include Cabin Selection Form)
- 1- Copy of camper medical insurance verification indicating date of coverage, policy name, and number.
- 1- Copy of certificate of public liability insurance of no less than \$1 million per occurrence naming Camp La Verne Inc. as additionally insured.

FINAL NUMBER OF CAMPERS:

- Call and confirm final number of campers ASAP.

DUE UPON ARRIVAL:

- **FINAL PAYMENT:** Total amount of camper fees is due at this time
(Please make check payable to Camp La Verne.)
- Copy of Health Supervisor's current First-Aid and CPR and other certificates or licenses
- Medical history and release forms for Staff and Campers
- Medical consent form for children and youth (under 18 years of age) who are attending without parents

Directions from the 10 Freeway

Take the **10 freeway east** to Redlands (east of the 15 and 215 freeways).

Exit **University Ave**, go left toward the mountains.

Make a right onto **Lugonia** (turns into **CA38**).

Stay on **CA38** (towards Big Bear).

After Angelus Oaks (@ 30 min), go 5 miles to **Jenks Lake Road WEST**, make a right.

Go 2 ½ miles to our sign:

Camp La Verne/Church of the Brethren/Jenks Lake Recreation Area, turn left.

Pass through one metal gate.

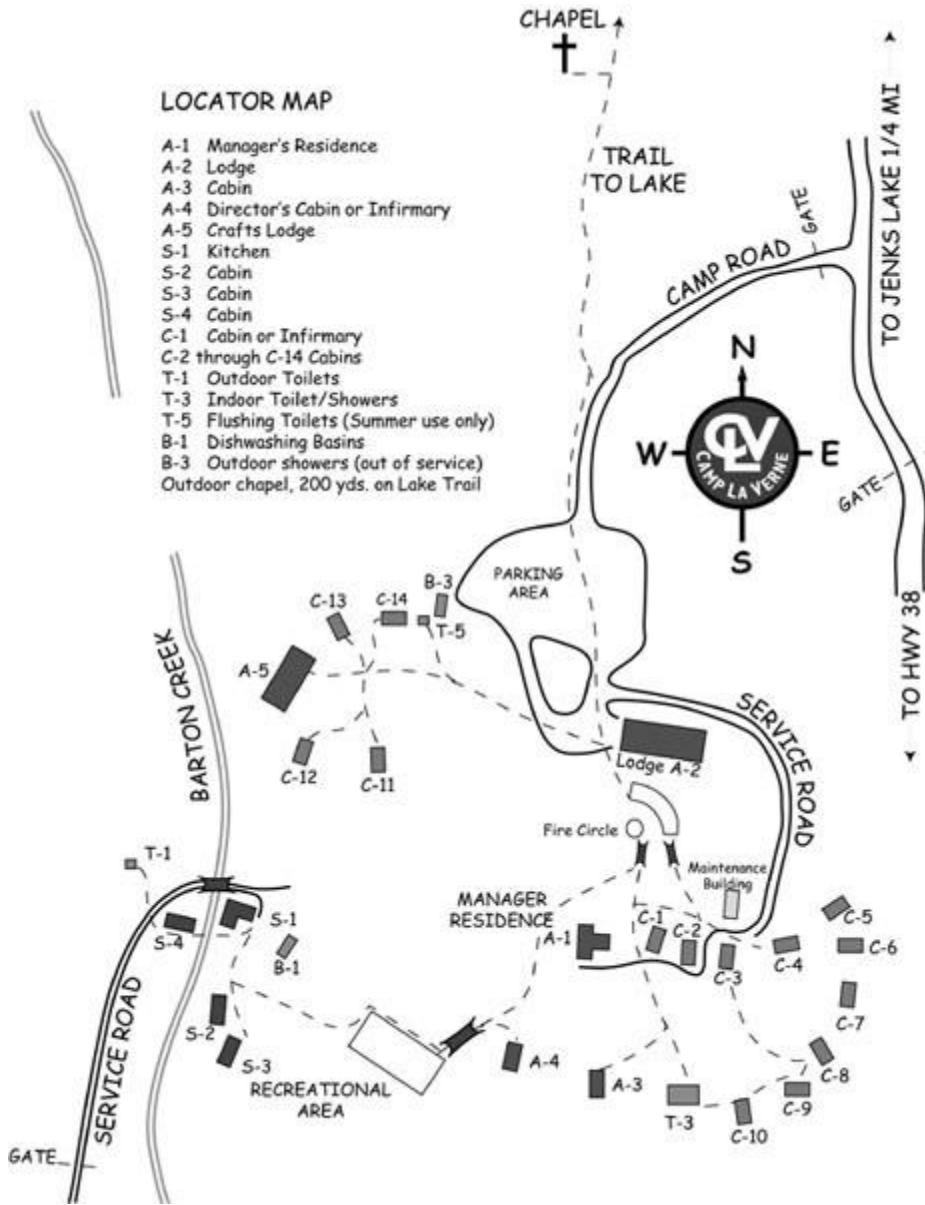
Look for the forest service sign at the top of our driveway on the left reading “Camp La Verne”.

Parking lot is where the basketball court is.

Our onsite phone is (909) 794-2931, Kathy's cell is (909) 455-5841.

According to fire regulations, please back all vehicles in.

LOCATOR MAP



Camp La Verne

Suggested Summer Packing List

Sleeping bag
Swim suit
Pillow
Towel/washcloth
Soap/shampoo
Tennis shoes (bring extra pair)
Jacket (bring an extra)
Pajamas
Flashlight
Extra batteries
Clothes (bring extra)
Toothbrush/toothpaste
Camera
Bug spray
Sun block
Hat/sunglasses
Lip balm/lotion
Water bottle
Alarm clock

No food allowed in the cabins! Bears and critters like to rummage for goodies.