

# Roanoke Christian Camp

## Reservation Form – NSC Day Use Only

*Complete this form & return to RCC with your Reservation/Damage Deposit of \$100.*

*Please write your event date on the memo line of your check.*

*We suggest that you copy all forms for your own records.*

\*\*\*\*\*

Date(s) of Event: \_\_\_\_\_ Initial Contact: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

Estimated Number of Attendees: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ (must not arrive before 12:00 p.m.)

Departure Time: \_\_\_\_\_ (camp closes at sundown)

\*\*\*\*\*

### Day Event Cost:

Reservation/Damage Deposit \$ 100.00

1 - 25 people	\$150
26 - 50 people	\$250
51 - 75 people	\$350
76 - 100 people	\$450
101 - 125 people	\$550
126 - 150 people	\$650
151 - 175 people	\$750
176 - 200 people	\$850
200 + people	\$950

Cost based on attendance: \$ \_\_\_\_\_

<b>Rental includes:</b>	
Multipurpose Building	
Pavilions/Picnic Shelters	
Playground	
Camp Grounds	
Swimming Pool (when available)	
<b>Rental DOES NOT include:</b>	
Kitchen	

(deposit + attendance cost = total cost)

**TOTAL COST FOR YOUR EVENT \$** \_\_\_\_\_

### Conditions of Agreement:

**This reservation is TENTATIVE until RCC receives reservation form, signed policy form and deposit.**

I (we) agree that a **\$100 deposit will be paid prior to our event to hold the reservation.** This deposit will also serve as a “damage” deposit. If no damage is found, your deposit will then be returned.

I (we) agree to be fully responsible for the proper use of the facilities and grounds in a Christian manner.

I (we) agree to leave the camp the way it was found and will be financially responsible for any damages.

I (we) agree that I (we) will *not* hold Roanoke Christian Camp liable for any injuries.

**I (we) agree that all children will be properly supervised at all times and that an adult will always be present in the pool area if anyone is swimming.**

I (we) agree that Roanoke Christian Camp is a smoke-free, alcohol-free and pet-free facility.

User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.

\_\_\_\_\_

**Signature**

# Roanoke Christian Camp

## Rental Policies

### DEPOSIT POLICY

If you have spoken to the camp management and requested a date, that date will be held for you for *two weeks*. Your request will be dated and placed on our calendar as Tentative at the time of your initial contact. To guarantee your date on our calendar return the signed Reservation Form, a signed Rental Policies form and Deposit in a timely manner. If the above forms and deposit are not returned with 2 weeks, your requested date becomes open.

At the time of your event, this “Reservation Deposit” will become a “Damage Deposit”. It is not to be deducted from your rental invoice (which is to be paid in full at the time of your event). The Deposit will be returned 2-3 weeks following your event if the camp is left in good, clean order, with nothing broken or damaged. In the unlikely event that there is a concern, we would contact you immediately. The deposit (in part of the whole) would be applied and remaining funds would be sent to you. If damages are found that exceed the amount of the deposit the additional charge(s) will be added to your invoice.

### REFUND POLICY

Cancellation 60 days or more, prior to your event, ensures a full refund of your Deposit. Cancellation less than 60 days, prior to your event, forfeits any refund of your Deposit. Deposits for reservations made within 60 days of the event are non-refundable if cancelled.

### RULES & EXPECTATIONS

***\*\*\*Failure to follow these guidelines will forfeit your deposit\*\*\****

- The neighborhood speed limit is 25 MPH. The campus wide speed limit is 5 MPH. To insure safety please adhere to both.
- Park in the areas designated by the camp staff.
- Do not move mattresses. This includes moving them from room to room or from bunk to bunk.
- Out of respect for our neighbors please keep noise to a minimum from 9pm to 9am. (i.e. No loud music or shouting)
- Absolutely NO food, snacks, or drinks (with the exception of water) in the dorms.
- **Kitchen appliances are off limits, with the exception of the ice makers, coffee maker, refrigerator, and microwave. You may bring in grills, camping stoves, etc. and cook outside but you will not have access to our kitchen.**
- All food, snacks and drinks in our refrigerators and freezer are off limits.
- Do not deface or alter the property or buildings. (i.e. staples, paint, screws, etc.)
- Please inform a staff member at least an hour in advance of use of the swimming pool so they can unlock the facility for your group.

## **CLEAN UP POLICY**

- All trash bags in cans and trash should be picked up over entire camp and deposited in dumpster located behind the Dining Hall.
- Floors swept and mopped.
- Sports equipment, carpet balls and basketballs should be returned to the door of the Sports Equipment Storage room.
- Chairs in Gym and Dining Hall should be stacked neatly along the sides.
- All posters, schedules, etc. removed from buildings and grounds.
- Tables in Dining Hall, if used, wiped off with a solution of warm soapy water.
- All pool equipment and chairs placed neatly along the inside perimeter of the pool area.

### **Thank you for preparing for the next group.**

Your group is responsible for leaving the camp the way you found it.

**We reserve the right to retain the Reservation/Damage Deposit if cleaning not done properly or if property damage has occurred. If damage done is in excess of the \$100 deposit you will be billed for the additional costs.**

**I have read and understand the above Rental Policies:** \_\_\_\_\_  
**Signature**

If you have any questions contact the office at (252)946-5329 or  
[office@roanokechristiancamp.com](mailto:office@roanokechristiancamp.com)