



CAMP RENTAL POLICIES

CAMP HOPE of SW WA
12800 NE Roper Road
Battle Ground, WA 98604

1. GROUP INSURANCE FOR ORGANIZATIONS

- a. Insurance is required for organizations sponsoring an event.
- b. A Certificate of Insurance (COI) listing Camp Hope as an additional insured is required 30 days prior to arrival date. The minimum limits of the insurance should be \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- c. Send a valid COI as an attachment to an email with Subject Line: COI for (name of organizations) to camphope@camphope-wa.org or
- d. Copy of COI may also be sent via postal mail to: **Camp Hope PO Box 2464 Battle Ground, WA 98604**

2. DAMAGE AND CLEANING DEPOSIT:

- a. A damage and cleaning deposit will be required for each overnight rental agreement. The deposit is fully refundable if final inspection reveals no damage and completion of GUEST CLEANING checklist.
- b. Cleaning cabins, shelters, patios, bathrooms, showers, sinks and latrines are the responsibility of the renter.
- c. Toilet paper, hand soap and paper towels are provided by Camp Hope and are available in each toilet area for restocking by guests.
- d. Guests who leave the facilities dirty will lose all or part of their damage and cleaning deposit.
- e. Final cleaning and sanitation will be completed by Camp Hope prior to the next guest.
- f. The following fees apply: Deposit of \$250.

3. PAYMENTS

- a. DEPOSIT: A deposit of 20% of the total rental facility fee is required to make a reservation.
- b. FINAL PAYMENT IS DUE AT CHECK-IN. Checks are accepted. Credit cards are accepted through our website or using the link on the invoice.

4. GARBAGE AND RECYCLING

- a. All trash must be removed from all rented areas and moved to the dumpster near the barn.
- b. Recycling is collected at Camp Hope. Please recycle cardboard, cans and plastic bottles.

5. COVERED FOOD PREP AREA and DINING PATIO

- a. A gazebo at the bath house is equipped as follows:
 - i. A stainless-steel counter with 3 sinks, including an overhead dish-washing sprayer
 - ii. One commercial refrigerator and one full-size refrigerator with a bottom drawer freezer space
 - iii. A small chest freezer
 - iv. Two stainless steel work counters
- b. The Dining Patio is covered with a vinyl canopy and equipped with folding tables and chairs for 100.

6. FIRE SAFETY

- a. FIREWORKS are PROHIBITED at ALL TIMES.
- b. Campfires are allowed in fire pits only. A fire extinguisher is provided and shall remain within 25 feet of

- each fire pit. Free firewood is usually available based on the efforts of local volunteers.
- c. If Clark County or WA State prohibit open fires, guests may only use portable propane fire pits.
 - d. In the event of a fire ban, only propane cook stoves or charcoal are permitted.
 - e. Smoke detectors and fire extinguishers are installed in each cabin. Tampering with either is prohibited.
 - f. A garden hose is attached to the wall and a spigot is located behind each covered shelter.

7. TRAFFIC CONTROL

- a. Roper Road is a narrow, one-way gravel road off State Route 503 north of Battle Ground, WA.
Speed Limit is 10 mph.
- b. Traffic control is not provided by Camp Hope. Staggered drop off/pick-up times for large groups are recommended. Walkie talkies are available in the camp office to coordinate traffic flow.
- c. Drivers shall maintain 5 MPH throughout the campground.
- d. Follow road direction signs; many roads are one-way on the camp.

8. MEDICAL EMERGENCIES

- a. Call 911 for emergencies. Post a member of your party at the entrance to direct emergency services.
- b. Cell phone coverage is sporadic on the grounds of Camp Hope.
- c. No nurses or medical facilities are on site. Large groups are recommended to acquire a nurse during camp to manage injuries and camper medications.
- d. Basic first aid supplies and AED are provided in the shower house.
- e. NO LIFEGUARD ON DUTY: All minors under age 16 must be supervised by an adult at the river.

9. PROHIBITED ITEMS

- a. Alcohol, marijuana, and street drugs are NOT permitted on the property.
- b. Firearms are NOT permitted on the property.
- c. Water balloon fights are NOT permitted.
- d. Swimming pools are NOT permitted.
- e. Guests may be required to leave immediately if this policy is violated.

10. PETS AND HORSES

- a. Pets must always be leashed or contained. Livestock must be tied off, corralled, or trailered when not being ridden.
- b. It is the responsibility of animal owners to clean up after their pets and livestock.
- c. The Animal Waiver form must be signed and submitted to the Camp Hope office upon arrival at the facility. The pet waiver may be found on the facility rental web page.
- d. Guests may be required to leave if this policy is violated.

11. SECURITY

- a. Camp Hope has a gate that may be locked with permission and coordination of the camp staff.
- b. Camp Hope is not responsible for any lost or stolen items.

12. CAMP Etiquette:

- a. Quiet Hours are 10:00 pm - 8:00 am. Groups with live bands or loudspeakers must finish by 10 pm.
- b. When renting a single pod your group will have sole access to the rented pod area but must share the central shower house. The dining patio and food prep gazebo will be shared with other campers unless it

has been rented.

- c. If sharing the facility with other groups, advise your group to be respectful of guests in other camping pods. Do not walk through the pods or campsites of others.
- d. Drive slowly, 5 MPH, and don't make dust on Roper Road and within the camp.

13. Check-In/Check-Out

- a. CHECK-IN is 4:00 pm for overnight guests. Earlier check-in requires day use fee and reservation.
- b. CHECK-OUT is 10:00 am unless day use has been reserved.
- c. All cabins must be cleaned and emptied by 10:00 am to allow for final inspection and camp sanitation.

14. Cleaning Responsibilities.

To ensure return of the Cleaning Deposit, each group must clean all spaces in accordance with the GUEST CLEANING CHECKLIST. Prior to check-out camp users must:

- i. Move all garbage to the dumpster near the office
- ii. Remove all personal property from cabins and common areas
- iii. Sweep all cabin floors, bunks and shelves
- iv. Clean sinks, showers, counter tops and toilets
- v. Hose down the showers and floors
- vi. Clean out the refrigerators and freezers. Do not leave any food behind for others.
- vii. Clean all camp grills or roasters used

14. CHECK-OUT FORM SUBMITTALS.

- a. Fill in the survey and report any damage on the **CHECK-OUT FORM.**
- b. FINAL guest NUMBERS are due at check-out including numbers of children (<age 12), youth (ages13-17) and adults. If your guest numbers change daily, use the maximum number of people here on any given day.
- c. Fill in the **GUEST CLEANING CHECKLIST** in the drop box outside the office.

16. CANCELLATIONS: To cancel your reservation email camphope@camphope-wa.org or call the office 360-666-9136. The deposit is nonrefundable.