

BONCLARKEN RULES AND POLICIES

Bonclarken Conference Center is a ministry of the Associate Reformed Presbyterian Church. Bonclarken Conference Center is a private, Christian conference center. Other groups not affiliated with the Associate Reformed Presbyterian Church are welcome to utilize the facility as long as they do nothing by word or act while on our grounds that will in any way detract from or be contradictory to our beliefs. Bonclarken reserves the right to limit or deny use of the facility.

The Renting Organization is aware that Bonclarken's mission is to provide and promote a Christian environment for inspiration and renewal, worship, education, fellowship, and recreation by the power of the Holy Spirit.

The Renting Organization agrees to abide by the rules and policies set forth below as part of the terms of the Group Rental Contract. The Contact Person agrees to communicate these rules and policies to the Renting Organization and the persons attending the event.

Please note the following policies:

1. HOUSING RELATED

- a. Check-in time is 4:00 p.m. 4:00 p.m. is when housing will be available.
- b. Check-out time is 10:30 a.m. Bonclarken expects all personal belongings to be out of each guest room by 10:30am.
- c. Bonclarken may book several groups at the same time. Bonclarken reserves the right to assign housing, meeting, and recreation space to each group.
- d. Quiet Time is from midnight to 7am. We ask guests to be in their rooms and keep noise to a minimum during these hours.
- e. Damage done to the facilities or property of Bonclarken will be paid for by the Renting Organization.
- f. Room Replacement Policy: At Bonclarken, we take all the proper measures to ensure that our facilities are in excellent operating condition prior to the arrival of a rental group. If an issue arises during your stay that renders your housing or that of a group member unusable, we will do the following:
 - Offer you or your group member alternative housing from our available housing inventory.
 - Correct the issue as soon as possible. We will not rent or return the room to inventory until the issue is addressed.

2. FOOD SERVICE

- a. Promptness to meals is essential to maintain the quality of food. Meals are generally served at 8:00 a.m., noon, and 6:00 p.m. However, our Director of Guest Relations may ask visiting groups to adjust meal times to ensure quality food service for all. Meals are served buffet-style. No refunds will be given for persons who miss meals.
- b. The Renting Organization may be sharing the dining room with other guests of Bonclarken.

3. GENERAL INFORMATION

- a. Bonclarken recommends that the Renting Organization use the following guidelines when determining staffing needs for youth groups: Adult to child supervision ratios should be as follows: 1:5 (adults per child) ages 5 years and younger, 1:6 ages 6-8 years, 1:8 ages 9-14 years, 1:10 ages 15-18 years. Any exceptions or situations requiring a minimum of two adults should be given careful consideration. All chaperones/staff accompanying youth groups should be eighteen years of age or older and at least two years older than the minors whom they are supervising. The Renting Organization should use appropriate screening policies for all chaperones/staff with responsibility for or access to campers and provide training to all staff to minimize the potential of personnel being in a one on one youth/personnel situation when out of sight of others. The responsibility for following these guidelines rests solely on the Renting Organization.
- b. Bonclarken is not responsible for the conduct or discipline of youth attending a camp or conference. Bonclarken relies upon those in charge to stress the Christian nature of our conference center and acceptable standards of behavior.
- c. The Renting Organization is expected to make payment in full upon departure by one check or cash.
- d. Any unpaid balances will be charged a monthly 1.5% late fee (minimum of \$5) beginning 30 days after departure. Subsequent reservations will not be made until unpaid balances (plus any late fees) are paid.
- e. Bonclarken provides limited assistance for some expenses related to accidental injuries of a guest attending a retreat, camp, or conference. This assistance, considered on a case by case basis, is for costs not covered by the injured party's primary insurance.
- f. All injuries and/or accidents must be reported to the Office or Manager on Call prior to the group's departure. An Incident Report must also be filed with the Office prior to the group's departure.
- g. Each group is advised to have one non-swimming adult per 25 participants at the swimming pool at all times.
- h. The group leader should remind participants that only the areas indicated as Bonclarken property on the map of grounds are accessible to our guests and make sure group members respect the boundary lines of private property and homes.
- i. All vehicles, including all motor vehicles and golf carts, must be driven by licensed, responsible drivers. Right of way should always be given to the pedestrian. Our streets are also our sidewalks. All drivers and passengers must observe all traffic laws and posted signs while on Bonclarken property. Children riding in vehicles should be supervised at all times in the appropriate ratios.
- j. Media Release: This contract gives permission to Bonclarken to photograph and/or take video footage of your group members to be used for Bonclarken promotional purposes.

4. SAFETY RELATED

- a. All Bonclarcken adventure, challenge, and aquatic facilities and/or equipment may only be used when staffed and supervised by a qualified Bonclarcken staff member who is trained and/or certified to do so. For adventure and challenge activities, all participants must have a signed and current activity release on file with Bonclarcken to participate.
- b. Bonclarcken encourages the Renting Organization to provide a qualified adult to provide basic health supervision. This person should possess current, age-appropriate certification in first aid, CPR/AED, and blood borne pathogens by a nationally recognized provider. The Renting Organization is solely responsible for verifying these qualifications.
- c. The Renting Organization is advised to provide its own first aid supplies and equipment and to develop appropriate emergency preparedness plan and communicate those to the group.
- d. The Renting Organization is advised to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them
- e. The Renting Organization is responsible for gathering and maintaining information on all members of the group. This information should include name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. For minors or adults with cognitive impairment without a parent/guardian on site, group leaders are also advised to have readily available on-site signed permission to seek emergency treatment or a signed waiver refusing permission to treat based on religious grounds.
- f. In case of serious medical emergency, contact 911 immediately and inform the Bonclarcken Office as soon as possible.
- g. The Renting Organization is responsible for its own emergency transportation. Information on Pardee Hospital will be given to group leader upon check in.
- h. All personal equipment/property (including sports equipment) brought into/onto Bonclarcken's facilities and grounds by a guest is to be used only by the owner of the equipment/property. At no time can Bonclarcken be responsible for theft, loss, damage, or misuse of personal property. Equipment should be handled and stored with caution to prevent injury to guests or staff members.
- i. All vehicles, including all motor vehicles and golf carts, must have no more passengers than there are seats. In vehicles equipped with safety belts, there must be one safety belt per passenger and safety belts should be worn at all times. There should be NO passengers riding atop a vehicle, holding onto the back of a vehicle, or riding in the bed of a vehicle at any time, for any reason.
- j. The Renting Organization is asked to alert Bonclarcken of any group members that may suffer from allergies. A copy of the Bonclarcken Allergy Policy is available on our website or through the mail by request.
- k. Guests are asked to observe reasonable precautions when interacting with the Bonclarcken natural environment and wildlife. Guests should report any hazardous or unusual situation they encounter to the office.

5. PROHIBITIONS

The following items and actions are not allowed at Bonclarcken:

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| a. Alcoholic beverages | e. Firearms and other weapons |
| b. Smoking of any form (including use of electronic smoking/vaporizing devices) | f. Fireworks (unless permission granted by President of Bonclarcken) |
| c. Illegal drugs and/or illegal use of drugs | g. Pets inside any building (exception for service animals) |
| d. Swimming in the lake | |
- h. Other activity/materials deemed damaging or disruptive by Bonclarcken