



# RIVER OAKS

## CAMPS OUTDOORS RECREATION EDUCATION

*South Carolina Assemblies of God*

*Retreat Facilities*

180 Youth Camp Rd Honea Path, SC 29654  
(864)-338-8800 [riveroakscore@gmail.com](mailto:riveroakscore@gmail.com)



## TENETS OF FAITH

### WE BELIEVE:

- the Bible is the inspired and only infallible and authoritative written word of God
- there is one God, eternally existent in three persons; god the father, God the Son, and God the Holy Spirit
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection in His ascension to the right hand of the Father, in His Personal future return to this earth in pow and glory to rule a thousand years.
- In the blessed hope—the rapture of the Church at Christ’s coming.
- In only means of being cleansed from sin is through the repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation
- In water baptism by water immersion
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer
- The baptism in the Holy Spirit, according to Act 2;4, is given to believers who ask for it.
- In sanctifying power of the Holy Spirit by who’s indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the save and the lost, the one to everlasting life and the other to everlasting damnation.

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2017

## USE & GUIDELINES

### GENERAL

#### **A. Capacity**

1. River Oaks (RO) can house up to 272 persons. There are 10 cabins with 24 bunks and 1 cabin with 18 bunks. Each offers heating and air-conditioning with complete restrooms and shower facilities.
2. There are also 3 cottages. These are two, 2 bedroom cottages with a kitchen and full bath. The third cottage has an office area with a bedroom and full bath.

Cottage 1: 1 queen, 1 set of bunks

Cottage 2: 1 queen, 1 set of bunks, 1 single, office area

Cottage 3: 1 king, 2 sets of bunks.

3. Sleeping Quarters in the back of the kitchen:  
Bedroom 1: 1 queen bed  
Bedroom 2: 3 single beds

#### **B. Food Services**

1. RO reserves the exclusive right to sell snacks from the canteen located in the Activities Center (Gymnasium). Sponsoring organizations may schedule canteen during the hours 1pm-10pm.
2. Food Services are provided and reflected in our rate schedules on page 8.
3. Sponsoring organization is responsible to **provide as many persons as needed to assist in serving food and cleaning the kitchen.**

### FACILITIES

#### **A. Kitchen and Dining Hall**

1. The kitchen is under the direct supervision of DHEC. Only authorized personnel should be allowed in the food preparation areas. As a safety precaution, NO CHILDREN are allowed in the kitchen area behind the serving counter.
2. There shall be no storage of any items for any guest or staff person in the food storage area due to DHEC regulations.
3. After each meal, the sponsoring organization is responsible to assist in cleaning tables, sweeping and mopping floors, and washing all dishes, pots, pans, and cooking utensils.
4. All table and chairs are to remain in the cafeteria unless otherwise approved by the RO director. (Tables for outside use are available behind the stage in the Activities Center.)
5. The kitchen is available to be kashrut for the Jewish community with a minimum of 100 guest and 1 week's rental.

#### **B. Bunk Cabins**

1. Maximum capacity per cabin must not exceed the number of beds.
2. No food or drinks are allowed in cabins due to increased risk of infestations of pests.
3. Beds are not to be rearranged in cabins without permission from RO staff.

#### **C. Activities Center (Gymnasium)**

1. Sponsoring organizations should be responsible to keep the building clean and clear of debris.
2. Kickball is not allowed in the Activities Center
3. **Sponsoring Organizations must provide their own sound/light and video equipment**

**D. Canteen (Snack Shop)**

A canteen is available in the Activities Center for guests to purchase snacks and refreshments. Sponsoring organizations must submit a schedule for canteen hours 2 weeks prior to the event and will be responsible to **provide as many persons as needed to assist in the canteen from the hours 1pm-10pm.**

**E. Activity Schedule**

The RO Staff is to receive a complete activity schedule 2 weeks prior to the event in order to insure that the facilities are prepared. Any changes in venue will require an immediate notification to RO Staff.

**F. Decorating/Posting**

No tape or adhesives of any kind may be used on any painted surface (doors, walls, moldings, etc.) Decorations, posters, flyers, etc. may be displayed only with approval from the RO Staff. Damage caused by violations to this policy will be assessed and charged to the sponsoring organization.

**G. Damage and Vandalism**

Any damage to the RO grounds and /or its facilities resulting from willful abuse or neglect will be assessed and charged to the sponsoring organization. RO reserves the right to evict from the premises anyone who willingly and wantonly causes undue damage or injury to the RO facilities or its staff.

**H. Departures and Protocol**

Upon termination or expiration of this agreement, the premises are to be left in a clean and sanitary condition. A final checkout list will be provided to the on-site event coordinator and/or designated contact persons. The RO grounds and facilities will be inspected jointly by the contact persons in charge of the event and RO Staff to insure that the camp checkout list has been satisfied. **Any cleaning not completed will result in a surcharge at the rate of \$25.00 per hour, with a minimum charge of \$100.00; minimum charge for the Activities Center (Gymnasium)-\$200.00.**

**I. Lost and Found**

**River Oaks is not responsible for items left behind, lost, or stolen. After 48 hours' items become the property of River Oaks and will be given to a charitable organization.**

**RECREATIONAL FACILITIES**

**A. Pool**

1. Sponsoring organizations must submit a swimming schedule to the RO Staff 2 weeks prior to event
2. NO FOOD OR DRINKS in the pool area.
3. All posted pool rules must be followed.
4. The pool will be closed briefly each day for cleaning.
5. **Sponsoring organizations' will need to assist RO staff with monitoring non-swimmers at all pool and lake activities. A buddy board and swim test will be completed for each activity.**

**B. Lake**

1. The lake offers a zip-line, water slide, canoes, pedal boats, BLOB, and kayaks.
2. **Life jackets ARE REQUIRED for ALL lake activities.** Sponsoring organization must supply life jackets or make arrangements to secure them from RO.
3. **Sponsoring organizations' will need to assist RO staff with monitoring non-swimmers at all pool and lake activities. A buddy board and swim test will be completed for each activity.**

- C. **River**
  - 1. **OFF LIMITS!!!!!!**...to swimming, wading, kayaking, canoeing, and all other water activities.
- D. **Low Ropes Challenge Course**
  - 1. The RO Director must authorize use of the low ropes challenge course.
  - 2. **Sponsoring Organization must assist the qualified RO instructors to utilize the low ropes challenge.**
- E. **Recreational Vehicles**

ATV's and other recreational vehicles are not allowed on the RO property; golf carts are an acceptable means of transportation.

**TELEPHONE USAGE**

Phone service is provided for cottage 1 and is made available to the event sponsor.

**SERVICES & SUPPLIES**

<b>Services</b>	<b>Supplies (provided by RO)</b>
24hour access to the RO Director	<ul style="list-style-type: none"><li>• Brooms</li><li>• Mops</li><li>• Brushes</li><li>• Cleaning products</li><li>• Toilet paper</li><li>• Hand Soap</li><li>• Paper Towels</li></ul>
<ul style="list-style-type: none"><li>• Dumpster Disposal</li><li>• Building and grounds maintenance</li><li>• Water systems and electrical operations</li><li>• Local telephone service</li></ul>	

**SALES & PROMOTIONAL MATERIAL**

- 1. RO will allow the sales of t-shirts and promotional items; however, RO will not be responsible for lost items
- 2. RO reserves the right to offer promotional items including, but not limited to, t-shirts, hats, water bottles and other apparel.

**GUESTS**

RO welcomes all visitors, however, in order to maintain our standard of safety, the following procedures are in effect and will be strictly enforced. Please make sure potential visitors are aware of the following guidelines:

All visiting guest are required:

- Sign in at the event sponsor's office prior to proceeding to any other location
- Provide current state ID
- Sign out at the event sponsor's office prior to departure
- Obtain authorization from the event sponsor prior to departing with a child under the age of 18

**FIRST AID & MEDICATION**

- 1. Neither RO nor any of its staff are responsible for the collections or distribution of medications to guests, including counselors or staff persons. Neither RO nor any of its staff are responsible for

- administering First Aid to any guests, counselor or staff person except for an emergency which falls into the RO EAP (Emergency Action Plan) protocol.
2. Sponsoring organization must secure a registered nurse or person certified with First Aid and CPR training to be available 24/7. A certificate verifying training must be received in the RO office at least 2 weeks prior to event.
  3. Sponsoring organization is responsible to provide its own first aid supplies and arrange emergency medical transportation if needed for any group members.
  4. **Any incident that occurs on RO property that requires emergency medical assistance must be reported to the RO Director immediately. Please use Addendum F for any accident/incident reports. (This form is required for our insurance carrier.) (Copies will be made available).**

#### **FIRE & GUEST SAFETY**

Greenville County Fire Safety Regulations require the following guidelines be met:

1. There can be no plastic wall coverings or the use of any other such materials that may cause toxic fumes or rapid acceleration of flame in the case of a fire.
2. Windows must be clearly marked and can only be covered by a temporary method.
3. Doors cannot be blocked, covered, or otherwise made inaccessible to staff of guests.
4. Parking in designated areas **only** is required.
5. **Campfires shall be allowed by permit only.** If you are planning campfires and fireworks, please notify the RO Director 2 weeks prior to your event that the sponsoring organization has notified the local fire department and a permit has been obtained.
6. **The facility is subject to unannounced fire and safety inspectors by the Greenville County Fire Marshall's office, health and food safety inspections done by DHEC, and safety inspections by OSHA. Please be aware that these organizations can revoke our permit and thus close the facilities without warning!!!**

#### **HUNTING, FISHING & FIREARMS**

1. Hunting and fishing are only allowed with special permission from the RO Director
2. A SC state fishing license is required to fish in the Saluda River. No fishing license is required to fish in the lake located on the RO property.
3. No hunting is allowed on the RO property during events.
4. **NO Firearms** (this includes CWP's) are not permitted on RO property except by authorized Law Enforcement Officers or those engaged in Firearms Safety Courses or Marksmanship Courses.
5. **Anyone who willfully violates the above will be subject to arrest by local authorities.**

#### **INSURANCE**

1. Sponsoring Organization must submit a **Certificate of Liability Insurance** showing River Oaks and South Carolina Assemblies of God as Certificate Holder and as **Additional Insured**. Certificate must show limits of at least **\$1,000,000 per occurrence for bodily injury and property damage and should include at least \$5,000 of medical payments coverage**. In addition, **Sexual Abuse and Molestation coverage of at least \$1,000,000 must be indicated**. The certificate of Liability Insurance must be received in our office at least **two weeks prior to the event to occupy the RO facilities**.
2. RO and the South Carolina Assemblies of God are not liable for injuries, etc. during rental experience.

**LAW ENFORCEMENT**

Please note that our facilities are under the Jurisdiction of the following Law Enforcement Agencies:

- Greenville county Sheriff's Department (Front Desk: 864-467-5300/NonEmergency:864-271-5210)
- South Carolina Constable's Office (SLED-803-896-7015)
- South Carolina Fish and Wildlife Enforcement (864-654-1671)
- South Greenville Fire Department (864-243-5650)

The RO Director must be consulted for advice and instructions on any activities involving the swimming pool, lake, bonfires, timber, or use or movement of recreational equipment. NO equipment, furniture and/or beds shall be moved from any of the buildings. Sponsoring organizations may not interchange beds, furniture and/or equipment from other buildings. If additional furniture and/or equipment are needed for any reason in any building, the RO Director must be contacted.

**Check-in: Noon**  
**Check-Out: 11:00 am**  
**Weekend events extending through Sunday require a 2:00pm check-out unless otherwise approved by the RO Director.**

**River Oaks is a drug, alcohol, and tobacco-free facility. There is absolutely no sexual fraternization allowed at any time while using River Oaks facilities and campus. Violations of these policies will result in immediate eviction.**

**Cancellation Policy**

- 180 + days from the confirmed event date: 100% deposit returned, minus \$100 fee.
- 150-179 days: 75% of deposit returned, minus \$100 fee.
- 90-149 days: 50% deposit returned, minus \$100 fee.
- 30-89 days: 25% deposit returned, minus \$100 fee.
- 29 days or less: 100% deposit forfeited.

**This agreement contains no provisions for subleasing River Oaks facilities.**

**REQUEST FORM**

_____	_____	
Sponsoring Organization	Contact	
( ) _____	( ) _____	
Contact Daytime Phone	Contact Cell Phone	
( ) _____		
Contact fax #		
_____	_____	
Contact E-mail	Web Address	
_____		
Mailing Address		
_____	_____	
City	State	Zip

First Request:	Arrival Date: __/__/__	Departure Date __/__/__
Second Request:	Arrival Date: __/__/__	Departure Date __/__/__
Third Request:	Arrival Date: __/__/__	Departure Date __/__/__

**Event Total (from page 8) \$ \_\_\_\_\_**

This is to certify that I have read this document thoroughly, I accept the terms and conditions as described herein, and I agree to abide by all rules and regulations contained herein. Furthermore, I will insure that all staff and counselors do the same. I understand that before any requested dates can be considered, the Request Form, the original initialed use & Guidelines pages, a \$50 administrative fee, and a \$1,000/\$500 deposit must be received by the River Oaks Director at least 30 days prior to the confirmed event date.

_____	_____
Authorized Signature (Event Sponsor)	Date
_____	_____
Authorized Signature (CEO or Treasurer of Organization)	Date



- Deposit amount: \$1,000/\$500-**Deposit must be received at least 30 days prior to the confirmed event date.**
- Requested rental dates are confirmed only when requesting organization has received a signed and dated confirmation letter from River Oaks Director.
- River Oaks and South Carolina District Assemblies of God reserve the right to cancel or change dates, but no later than 60 days prior to the confirmed event date.
- Event fee balances are to paid the date of arrival.
- Deposit will be returned within 7-10 business days following your event, provided there are no cleaning fees, damages or other miscellaneous charges.

**To submit a request for reservations, return the original initialed Use & Guidelines pages, signed Request Form, \$50 administrative fee, and \$1,000/\$500 deposit to:**

***River Oaks***

***Attn: Alan Sweet, Director***

***180 Youth Camp Road***

***Honea Path, SC 29654***

***Make checks payable to: River Oaks***

***All major credit cards accepted through PayPal. (A processing fee of 3% will be added.)***

***American Express***

***Discover***

***Master Card***

***Visa***

***The deposit must be received 30 days prior to the confirmed event date.***

**RATE SCHEDULE**

CABIN GROUP RATES								
Includes use of the Dinning Hall, Pool, and Lake: If using Activities Center, a minimum # of 81 guests must be met or the daily rate applies								
	12-20 guests	21-50 guests	51-80 guests	81-120 guests	121-170 guests	170+ guests	# of guests	TOTAL
1 nt/3 meals	\$60.00	\$58.00	\$56.00	\$54.00	\$53.00	\$52.00		
2nts/6 meals	\$100.00	\$96.00	\$93.00	\$89.00	\$88.00	\$86.00		
3 nts/9 meals	\$160.00	\$154.00	\$148.00	\$143.00	\$140.00	\$137.00		
4 nts/12 meals	\$200.00	\$193.00	\$185.00	\$178.00	\$175.00	\$172.00		
5 nts/15 meals	\$225.00	\$217.00	\$208.00	\$201.00	\$197.00	\$193.00		
You will be charged for the guaranteed number of guests: add'l guests will be charged at the chosen plans rate								

COTTAGE RATES (meals not included)			
Cottage rates are included in the group rate of 170+			
	1-2 Guests	# Of Guests	TOTAL
1 Night	\$135.00		
2 Nights	\$255.00		
3 Nights	\$340.00		
4 Nights	\$445.00		
Each add'l guest over 12yrs. Old	\$15/per guest		
		TOTAL	

MISC. DAILY/NIGHTLY RATES			
	Rate	# of Days/Nights	TOTAL
Tent Camping *	\$5/guest		
RV Sites*	\$25.00		
*Does not include use of any other facilities			
Restroom/Shower Facilities	\$3/guest		
Internet Service	\$5/day		
Activities Center	\$250.00		
Dining Hall	\$200.00		
Lake	\$150.00		
Pool	\$150.00		
Pavillion	\$200.00		
Lifeguard	\$15.00 per hour/per person		
Challenge Course Operator	\$15.00 per hour/per person		
Certified Trail Guide/Recreation or Team Building Guide	\$25.00 per hour/per person		
		TOTAL	

DAY-GUEST MEALS RATE (If kitchen is open)			
MEAL	RATE	QTY	TOTAL
Breakfast	\$6.00		
Lunch	\$7.00		
Dinner	\$8.00		
		TOTAL	

DAILY FACILITY RENTAL			
1/2 Day (4 hrs)	\$250.00		
Full Day	\$500.00		
Does not include use of Activities Center, Dining Hall, Pavillion, Pool or Lake.			

TOTAL CALCULATIONS							
CABINS							
COTTAGES							
MISC.							
DAY-GUEST MEALS							
DAILY FACILITY RENTALS							
TOTAL							

**RENTAL CONTRACT ADDENDUM A**

**HOLD HARMLESS RELEASE**  
**RENTAL OF FACILITIES AND RELEASE OF LIABILITY**

The undersigned Individual/Lessee in consideration of the rental of the recreation facilities and equipment of River Oaks, Lessor, releases the Lessor of liability from or arising out of the use of the leased premises, including but not limited to, swimming pool activities, other water activities, indoor and outdoor sports, basketball, volleyball, football, baseball/softball, walking/hiking trails, ropes courses, archery, showers and bath equipment in connection therewith.

Individual/Lessee and members of Individual's/Lessee's group, shall be permitted to use such recreational facilities and equipment at each person's own risk, with the knowledge, understanding and agreement that the Lessor's shall be exempt from liability from injuries to any person or property on or about such recreational facilities and the individual/Lessee, and members of the Individual's/Lessee's group, hereby, release the Lessor from any and all liability for damages which may be sustained or incurred by Individual/Lessee or members of the Individual's/Lessee's group, resulting from use of such recreational facilities or equipment on or about the leased premises. The Individual/Lessee, or members of Individual's/Lessee's group, further hereby agree not to file a lawsuit against the Lessor at any time for or because any claim for personal injuries, death or property loss, arising or resulting from use of any such recreational facility or equipment on or about the leased premises.

The Individual/Lessee agrees to be responsible for all damages caused by any member of the group under supervision of such Individual/Lessee. The Lessor is not required to provide supervision for any facilities, equipment, or recreational activities, engaged in or used by the Individual/Lessee, or members of Individual's/Lessee's group, and the Individual/Lessee hereby agrees to provide its own supervision for the group under the control of the Individual/Lessee.

The undersigned Individual/Lessee will use the premises for the event of \_\_\_\_\_, and will use the premises for this event with an arrival date of \_\_\_\_\_ and a departure date of \_\_\_\_\_.

*I have read and I agree to the terms listed in this Addendum.*

\_\_\_\_\_  
*Authorized Signature (Event Sponsor)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized signature (CEO or Treasurer of Organization)*

\_\_\_\_\_  
*Date*

**RENTAL CONTRACT ADDENDUM B**

**STATEMENT OF MEDICAL COVERAGE**

We understand that River Oaks does not provide medical staff or medical coverage for guests or groups utilizing the facility. This includes treatment for all general illnesses, accidents that may be considered the fault of RO, or accidents incurred while participating in a scheduled group activity.

We also understand and agree to the following:

1. Neither RO nor any of its staff are responsible for the collection or distribution of medications to guests, including counselors or staff persons. Neither RO nor any of its staff are responsible for administering First Aid to any guests, counselor or staff person except for an emergency RO's EAP (Emergency Action Plan).
2. Sponsoring organizations must secure a registered nurse or person certified with First Aid and CPR training to be available 24/7 to administer all first aid treatment and to supervise medical emergencies. A certificate verifying training must be received in the RO office at least 2 weeks prior to event.
3. Sponsoring organization is responsible to provide its own first aid supplies and arrange for emergency medical transportation, if needed, for any group members.
4. **A Certificate of Insurance** must be obtained by the sponsoring organization in the amount of **\$1,000,000 liability and \$5,00 medical coverage**. In addition, **Sexual Abuse and Molestation coverage of at least \$1,000,000 must be indicated**. River Oaks and South Carolina Assemblies of God must be listed as the certificate holder and as addition insured on the sponsoring organization's general liability policy, along with the dates of the event. **The Certificate of Insurance must be received in our office 2 weeks prior to the event to occupy the RO facilities.**
5. RO and South Carolina Assemblies of God are not liable for injuries, etc. during rental experience.

*I have read and I agree to the terms listed in this Addendum.*

\_\_\_\_\_  
*Authorized Signature (Event Sponsor)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized signature (CEO or Treasurer of Organization)*

\_\_\_\_\_  
*Date*

**RENTAL CONTRACT ADDENDUM C**

**RULES FOR RENTAL GROUPS**

1. All Sponsoring organizations are required to attend a one hour safety orientation meeting prior to the start of camp/event.
2. If you anticipate the use of light systems in any building, advanced permission is required. Due to the risk and safety of our guests, no candles, pyrotechnics, smoke or fog machines are permitted.
3. Due to Fire & Safety Codes, electrical appliances such as crock-pots, toasters, griddles, electric skillets, toaster ovens, hot plates, etc. are not permitted in any building at RO. Cooking or preparing of meals is NOT permitted.
4. Because RO is a commercial facility, public health codes that require that all snacks brought in by groups are to be commercially prepared, pre-packaged and ready-to-eat.
5. For your safety, guests must wear footwear always while on the grounds, inside and outside.
6. Motorcycles are allowed on as primary transportation to and from RO. The posted speed limit of 10mph throughout RO property must be adhered to.
7. Pets are only permitted in the RV park are ONLY, not on other parts of the property. Pet owners are responsible for the sanitary and safe keeping of their animal. Pets must be leashed and confined to the individual RV site and confined in the camper while pet owners are away. If pet's exhibit aggressive, excessive noise/barking, or are improperly cared for, the owners will be addressed and appropriate action shall be taken. If you have a 'guide dog', please contact the RO Director for more information.
8. Charges will be assessed for any damage incurred during a retreat. Proper care of equipment and facilities is mandatory. Decorations, posters, flyers, etc. may not be posted on ceilings, walls, doors, or windows of the RO facilities.
9. Furniture is not to be rearranged in cabins or cottages without permission from the RO Director.
10. Tables and/ or chairs are not to be removed from cafeteria without permission from the RO Director. If tables are needed for outdoor activities, use the tables stored behind the stage in the activities center.
11. Use of sports balls inside buildings, other than the gymnasium, will result in fines and/or damage fees. Kickball is not allowed in the Activities Center.
12. Smoking in Room's infractions: \$200 cleaning charge will be assessed per room/building.
13. For safety reasons, campfires are permitted in designated areas and by special permission ONLY. To request permissions to build a campfire, contact the RO Director. Firewood and match-ready fires can be provided for a fee of \$20.  
Prior to checkout, please inspect all buildings for personal belongings. After 48 hours' items become the property of River Oaks and will be given to a charitable organization.
14. Guests are to be attired modestly at all times. While comfort is important, all shorts, pants, shirts, and dresses are to be size appropriate with no objectionable or suggestive slogans, artwork, or revealing style.
15. Modest swimwear is required. A cover-up or beach towel is to be worn to and from the pool area. Only those who pass the swimming test and have a valid wristband are permitted in the diving area of the pool. A complete list of pool rules is posted.
16. RO regularly takes photos, shoots film, and videos on site as a means to gather materials for media purposes. Accordingly, you and any of your guests may be photographed while participating in the site events. Therefore, every guest acknowledges and agrees that these photos may be used for RO purposed. Please advise your guests of this agreement.

*I have read and I agree to the terms listed in this Addendum. I will be responsible to communicate and enforce these rules to all members of my group*

\_\_\_\_\_  
Authorized Signature (Event Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signature (CEO or Treasurer of Organization)

\_\_\_\_\_  
Date

**RENTAL CONTRACT ADDEMDUM D**

**FOR YOUTH GROUPS RENTING RIVER OAKS**

The following policies apply to all youth groups holding retreats at RO and are considered a part of the rental contract. No contract for youth groups will be accepted without the receipt of the Addendum signed by the group leader.

1. Adequate adult leadership will accompany all youth groups at a ratio of at least one adult per ten young people. Criteria for adult leaders are as follows:
  - A. Know when to say "NO" or to correct behavior.
  - B. Can enforce his/her word.
2. Adult leaders will closely and actively supervise the behavior of their charges. There may be other groups sharing the facilities while you are here. These other groups have a right to expect peace and quiet late at night, a pleasant atmosphere in the dining hall, and a trash free environment.
3. Adult leaders are responsible for ensuring that property is neither destroyed nor defaced. It is not enough to be willing to pay for damages caused by your youth; we expect your young people to accept the responsibility of respecting not only people, but property.
4. Adult leaders are responsible for the safety of their group. Adults are required to bunk in the cabin with their group, supervise them at all activities, and make certain that they are where they are supposed to be at all times.

*We agree to closely supervise our youth group, providing adequate, mature leadership to ensure a successful retreat for our group, a pleasant stay for other guests, and the absence of vandalism while at RO. We understand that if we do not adhere to the terms described herein, we may be requested to vacate the premises but will be charged the full fee for which we have contracted. In addition, we agree to promptly pay for any damages caused by our group.*

***I have read and I agree to the rules listed in this Addendum. I will be responsible to communicate and enforce these rules to all my members of my group.***

\_\_\_\_\_  
Authorized Signature (Event Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signature (CEO or Treasurer of Organization)

\_\_\_\_\_  
Date

## RENTAL CONTRACT ADDENDUM E

### CAMPFIRE SAFETY

*A roaring fire is both a success and a responsibility. It is your job to properly maintain and extinguish your campfire so that future guests can do the same.*

#### **MAINTAINING YOUR CAMPFIRE**

**As you're enjoying your campfire, remember these safety tips:**

1. Once you have a strong fire going, add larger pieces of dry wood to keep it burning safely.
2. Keep your fire to a manageable size.
3. Make sure your children are closely supervised when near the fire.
4. Never leave your campfire unattended.
5. Never cut live trees or branches from live trees.
6. Do not burn hazardous items.
  - **Never burn aerosol cans or pressurized containers. They may explode.**
  - **Never put glass in the fire pit. Glass does not melt away; it only heats up and shatters. Broken slivers of glass are extremely dangerous.**
  - **Aluminum cans do not burn. In fact, the aluminum only breaks down into smaller pieces. Inhaling aluminum dust can be harmful to your lungs.**
  - **Never put plastics into fire. Dangerous fumes will develop and can be harmful to your lungs.**

#### **EXTINGUISHING YOUR CAMPFIRE**

**When you're ready to put out your fire and call it a night, follow these guidelines:**

1. Allow the wood to burn completely to ash if possible.
2. Pour adequate water on the fire, drowning all embers, not just the red ones.
3. Pour until hissing sound stops.
4. Scrape the sticks and logs to remove embers.
5. Stir the ashes and embers to make sure everything is wet and embers are cool to the touch.
6. If you do not have water, use dirt. Mix enough dirt or sand with the embers. Continue adding and stirring until all materials are cool.  
**IMPORTANT: DO NOT** bury the fire as it will continue to smolder and could ignite tree roots. The roots will eventually burn to the surface and start a wildfire.

#### **CLEAN UP**

1. Clean up and return all tools or items you used at the campfire location.
2. Dispose of all trash.
3. If your campfire clean-up is not completed, you will be charged a surcharge at the rate of \$25.00 per hour, with a minimum charge of \$100.00.

*I have read and I agree to the rules listed in the Addendum. I will be responsible to communicate and enforce these rules to all members of my group.*

\_\_\_\_\_  
Authorized Signature (Event Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (CEO or Treasurer of Organization)

\_\_\_\_\_  
Date

## **EVENT RENTAL CHECK LIST**

### **Mail the following to request desired rental dates:**

- Initialed and signed Use & Guidelines
- Signed and dated Request Form
- \$50 administrative fee
- \$\_\_\_\_\_ Security Deposit to be received at least 30 days prior to event.

### **Copies of the following must be received in RO office at least two (2) weeks prior to event:**

- Certificate of Insurance
- Daily activity schedule (including canteen hours, swimming schedule, campfire date)
- Lifeguard Certificate
- First Aid and CPR Training certificate
- Rappelling tower instructor's contact info

### **Day of check-in:**

- Present confirmation letter
- Confirm exact count of guests and attendees
- Submit payment for event fee balance (payment does not include security deposit)

### **Day of check-out:**

- Joint inspection with event sponsor and RO Staff

### **7-10 business days after event:**

- Deposit check will be returned, minus damage or cleaning fees, if any.

**River Oaks**  
**Attn: Alan Sweet, Director**  
**180 Youth Camp Road**  
**Honea Path, SC 29654**  
**Checks Payable to: River Oaks**



**Rental Contract Addendum F**

River Oaks C.O.R.E

Accident/Incident Report Form

(Fill out 1 on each incident or person)

Program Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Street & Number City State Zip

Name of Person Involved \_\_\_\_\_ Age \_\_\_\_ Sex \_\_\_\_\_  Camper  Staff  Visitor

Last First Middle

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Type of Incident  Behavioral  Accident  Epidemic Illness  Other (describe)

Date of Incident/Accident \_\_\_\_\_ Hour \_\_\_\_\_  a.m.  p.m.

Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time \_\_\_\_\_

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Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury?  Yes  No If so, what activity? \_\_\_\_\_

Any equipment involved in accident?  Yes  No If so, what kind? \_\_\_\_\_

What could the injured have done to prevent injury? \_\_\_\_\_

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Emergency procedures followed at time of incident/accident \_\_\_\_\_

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By whom? \_\_\_\_\_

Submitted by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_

**\*No medical attention was required and or needed.**

\_\_\_\_\_  
Signature of Injured party

\_\_\_\_\_  
Date

**Return this form to River Oaks Director completed within 24 hours of incident.**

**River Oaks**

**Attn: Alan Sweet, Director**

**180 Youth Camp Road**

**Honea Path, SC 29654**