

**SKY CAMP RETREAT CENTER  
(SPRINGFIELD/KIWANIS CAMP Ground)  
Managed by Springfield Public Schools**

**RENTAL AGREEMENT**

1. Rental agreements will be made only with adults 21 years or older. The renters shall have on-site adequate adult supervision to provide protection and safety of camp users and facilities, and a vehicle for possible emergencies. The **lodge** phone **(541-937-8564)** is for renter use. One adult per chalet is recommended minimum for youth supervision.
2. Check-in and checkout shall occur with the SKY Camp Caretaker. Prior to any use of the camp, conditions of facilities are reviewed during a check-in by renter and caretaker. Access to cleaning supplies is arranged during check-in. Check-out and a concluding review of facilities by renter and caretaker must occur prior to the renter's departure. All facilities should be cleaned. Floors are to be swept and mopped, and restrooms cleaned. All utensils and equipment are to be returned to storage areas. Renter assumes responsibility for diminished conditions or damages to facilities and grounds attributable to renter. Such responsibility may result in additional charges as appropriate, to restore camp to pre-existing conditions as determined by the camp.
3. Vehicles will be kept on gravel drives and parking lots. With the exception of needs for deliveries and unloading, vehicles will be parked in designated parking areas away from the lodge and chalets, except designated handicapped parking.
4. Amplification and production of sound must be made with sensitivity for the surrounding natural environment especially after 10:00 pm and other **Fall Creek Reservoir** users.
5. **Alcohol use must be approved by the District first (Additional Liability Ins will be required. No tobacco products or smoking** are allowed at SKY camp.
6. **Additional charges may also be assessed for cleaning up chewing gum left under tables, or food left in the chalets.**
7. Domestic animals will be kept out of all buildings and on a leash when present, on campgrounds. Owners will be responsible for cleaning up waste left by their pets.
8. Renter is responsible for all arrangements required for food preparation. Food is not permitted in buildings other than the lodge.

*Springfield Public Schools SKY Camp  
Facilities/Maintenance  
1890 42<sup>nd</sup> Street  
Springfield, OR 97477  
Business Office: 541-937-3355*

9. Fires are permitted in designated areas. **Restrictions may apply during the fire season, as directed by the Oregon Department of Forestry.** Restrictions may include charcoal barbecues; check with camp officials prior to bringing barbecues to SKY Camp. The renter is responsible for bringing all firewood. Gathering firewood from the natural areas of SKY Camp is prohibited. Open fires should be tended and extinguished before renters leave the fire area.
10. Renter is responsible for all first aid supplies and medical attention.
11. SKY Camp directors are **not** liable for the possible loss or theft of personal articles, physical injury, or property damage incurred by any party using SKY Camp. Renters shall hold SKY Camp and Springfield School District harmless from any liability for such possible occurrence during use of SKY Camp and also **provide a copy of a Certificate of Liability Insurance (\$2,000,000 umbrella).**
12. SKY Camp has no lifeguards for swimming, for boating, or for other water activities renter may conduct. Such activities are conducted at renter's own risk.
13. All renters using SKY Camp are obligated to comply with all local, state, and federal laws and regulations and SKY Camp rules.
14. Springfield Public Schools reserves the right to refuse or revoke any rental agreement as may seem to be appropriate or to be in the best interests of SKY Camp. Exceptions to this rental agreement may be made with approval by the Springfield Public Schools administrator serving as camp director. We welcome communication in support of improving and ensuring the future of SKY Camp. Business office phone: **(541-937-3355).**
  - A. **Warning:** Any tampering with fire safety equipment is cause for the expulsion of the whole group.
15. SKY Camp is rented to only one group at a time. The basic camp rental fee includes the use of the main lodge, kitchen, and 130 acres on Fall Creek Reservoir, if staying more than one day will also include the use of the chalets and the bathhouse.
16. All arrangements for camp use are made through the SKY Camp business office, **(541-937-3355).** A completed copy of the **Rental Agreement** with your signature are required to reserve SKY Camp. The rental deposit, a **75 percent** estimate of the total rental costs based on group number, length of stay, and facility use, is to be paid by check or money order or online payment **30 days** before the date of the camp rental to confirm the event. Any exceptions to such payment will be pre-arranged with the business office.

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17. Notice of cancellation shall be received at least ninety **(90) days** prior to the rental date. The rental deposit may be forfeited if a cancellation occurs less than ninety (90) days prior to the rental date. In compliance with the rental agreement, the deposit will be refunded within thirty, (30) days
18. Final payment is expected at checkout time.
19. **F.Y.I.** The neighbors have asked us to minimize the number of trips on the dusty gravel road by asking that groups using SKY Camp to make arrangements to carpool. If you have a large group and can facilitate car pools or bus transportation, we would appreciate it. **5 MPH at all time! NO vehicles are allowed in the field, if you violate you will be charged a fine!**

Signature of Agreement: \_\_\_\_\_

Date: \_\_\_\_\_