



# USE OF FACILITIES AGREEMENT

111 Salvation Lane, Estes Park, CO 80517

Phone (970) 586-3311 - Fax (970) 586-0595

Group Name \_\_\_\_\_

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

\_\_\_\_\_

Contact Person \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

**This agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between The Salvation Army High Peak Camp and the User (your group).**

The Salvation Army hereby allows the User the agreed upon facilities at The Salvation Army High Peak Camp, Estes Park, CO, under the following terms and conditions:

**Purpose of use:** \_\_\_\_\_

The User will have use of certain Camp facilities from:

Arrival date: \_\_\_\_\_ Check-in time: \_\_\_\_\_

Departure date: \_\_\_\_\_ Check-out time: \_\_\_\_\_

Upon arrival, please check in at the office. Check in is at 3 pm. Charges are for calendar days.

**Check-out time is 11 am unless otherwise arranged**

Total number of meals: \_\_\_\_\_ First meal: \_\_\_\_\_ Last meal: \_\_\_\_\_

Unless otherwise arranged, **High Peak Camp requires a minimum of 50 people for food service**

Expected number of people:

Maximum: \_\_\_\_\_ Minimum: \_\_\_\_\_ (50 minimum for food service)

**Estimated cost for event:** \_\_\_\_\_

*This price includes meals, lodging, and programs.*

**Deposits and payment:** unless otherwise arranged in writing with The Salvation Army, the following payment plan will be adhered to:

- **A NON REFUNDABLE DEPOSIT OF \$750 or 50%, whichever is lesser**, is required with this agreement to be applied to the final conference bill. This deposit secures your place on our event calendar.
  - **A NON-REFUNDABLE 25% of the total estimated cost** is due ninety (90) days prior to the event. If you are booking within this ninety (90) day window, 25% is due upon signature of this contract.
  - The remainder of your bill will be paid by check or cash and will be due within thirty (30) days of conference end.
- 

**Damages:** Applicant shall be responsible for maintaining and keeping the premises in a clean, sanitary, and safe condition and agrees to surrender the same in as good of condition as when received. The User will be liable for wear and tear of the buildings, grounds, and equipment to the extent that such wear and tear is above and beyond normal usage of the facility. The User will have the opportunity to take a tour of the facilities and grounds with the Camp Director (or a representative) to ensure that the premises and buildings have been left in an acceptable manner. A clean-up fee of up to \$250 per building will be assessed if buildings are left in an unacceptable manner. The User will be liable for all missing and damaged Camp property.

---

**Policies:** The User will adhere to the following policies designed for the comfort and safety of each camper and guest:

- a. The use of tobacco and tobacco-related products is prohibited except in designated areas. A \$250 cleaning fee will be incurred per incident if this standard is violated.
- b. Weapons, fireworks, alcohol, drugs, or drug paraphernalia are not allowed on Camp.
- c. Due to the presence of black bears and other wildlife, food is not allowed in the dorms or any other building without a kitchen.
- d. Please respect High Peak property and trails signs.
- e. Please do not throw rocks or other objects into the ponds/streams.
- f. The burning of incense or candles is strictly prohibited both indoors and outdoors.
- g. Pets are not permitted in any High Peak Camp and Conference Center facility.
- h. Hunting of any type is not permitted on the camp property.
- i. Firearms, or weapons of any type, are strictly prohibited.
- j. The speed limit is 15 mph.
- k. Parking: please observe parking area signs and no parking fire lanes.

**\*\*Please initial, indicating that you have read, understood, and agreed to follow all above policies.** \_\_\_\_\_

---

**First aid and health care are the responsibility of the group.** We advise that your group provides an adult who is CPR and First-aid certified. Furthermore, we advise collecting the following information:

*Names and addresses of all participants, emergency contact names and numbers, a listing of any person with known allergies or health condition(s) requiring treatment, restriction, or other accommodation while on-site, and for minors without a parent on-site, signed permission to seek emergency treatment or a signed religious waiver.*

**Insurance:** Unless expressly waived in writing by The Salvation Army, the Applicant shall furnish evidence of liability insurance with limits of not less than \$1,000,000 as to each person and \$1,000,000 for each occurrence for personal and bodily injury and \$1,000,000 for property damage and damage to rented premises, said insurance to be kept in full force and effect at all times during the terms of this agreement, and it shall name The Salvation Army, a California corporation, its agents, employees, and volunteers as additional insured. The Salvation Army reserves the right to request higher policy limits for higher-risk activities. The Applicant shall also furnish evidence of an agreement by the insurance carrier that the policy shall be primary to any similar coverage maintained by The Salvation Army, and not be canceled or coverage reduced without first giving thirty (30) days written notice thereof to the Legal Department of The Salvation Army, 30840 Hawthorne Blvd. Rancho Palos Verdes, CA 90275.

A copy of this liability insurance must be provided to The Salvation Army no later than thirty (30) days prior to the event. Failure to provide this document will result in the cancelation of the event, and the Applicant will incur any cancelation penalties as listed in this document.

---

**Indemnification:** The Applicant agrees, to the maximum extent permitted by law, to defend, indemnify, and hold harmless The Salvation Army, a California corporation, its agents, employees, and volunteers and each and every one of its officers and employees, and to hold it and them harmless from and against all claims, actions and suits and all liabilities, losses, damages, costs, attorney's fees, and other expenses of every nature and character arising from the use of the premises by the group, and the group agrees to defend any action brought against The Salvation Army or any of its officers or employees arising from any claims, liabilities, losses or damages in connection with the use of the premises by the group, its agents, employees, or guests.

Without limiting the foregoing, the group further agrees, to the maximum extent permitted by law, to waive and release The Salvation Army, a California corporation, its officers, directors, employees, agents, and volunteers from any and all liability, claims, demands, suits, including without limitation any injury, loss, or damage to property or person, including death, arising from or in connection with the use of the premises by the group. With its signature below, the group understands that they give up their right to sue The Salvation Army.

---

Applicant agrees to inform High Peak Camp and Conference Center, no later than fourteen (14) days preceding the event, the number who will attend. *Applicant understands that this represents the minimum number of individuals they will be billed for,* and will be held accountable to in the event of a group having fewer attendants than expected.

---

The agreement shall be binding when a copy bearing signatures of both parties has been mailed to Applicant's address above.

The Salvation Army reserves the right to refuse rental to any group incompatible with the goals, aims or Mission Statement of The Salvation Army.

**GROUP APPLICANT**

I hereby certify that I have the authority to sign this agreement for the organization identified above.

Signature \_\_\_\_\_

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

Print Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

**THE SALVATION ARMY**

Signature \_\_\_\_\_

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

**THE SALVATION ARMY MISSION STATEMENT:** The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

# LODGING RATES:

## Rocky Mountain Lodge

The Rocky Mountain Lodge is a hotel-style accommodation with 24 available rooms. Rooms generally have one queen and two twin beds. Linens and towels are provided for your convenience.

Use of the Lodge requires a **minimum of 7 rooms** and comes with the living area, kitchen, and lodge meeting space.

LODGING	Notes	#	Cost	Qty	Nights	SUBTOTAL
<b>Lodge Room</b> First 7 rooms	Up to 3 persons per room. Minimum 7 rooms at \$980 per night total.	7	\$140			
<b>Lodge Room</b> Additional rooms	Up to 3 persons per room.	17	\$120			

## Dorms

Our dorm-style lodging are large buildings with two sleeping rooms, two shared bathrooms, and two private "counselor" rooms. Each side sleeps 18 people. If you need to split your group, the building can be divided.

Dorms are booked per building. Linens are not provided.

LODGING	Notes	#	Cost	Qty	Nights	SUBTOTAL
<b>Dorm</b>	building capacity is 36 - 18 per side	5	\$960			

## Cabins

Our cabins provide additional private lodging. Generally, these spaces come with a kitchenette, and linens are always provided for your convenience. Please note, seasonal units are marked with an asterisk. The cost is per night.

LODGING	Notes	Cost	Qty	Nights	SUB TOTAL
<b>*Alder</b> (seasonal)	1 queen bed, full bath, kitchenette, sitting room.	\$140			
<b>Birch</b>	2 twin beds, full bath, microwave, minifridge.	\$100			
<b>Cedar</b>	1 queen bed, full bath, microwave, minifridge.	\$100			
<b>*Cottonwood</b> (seasonal)	1 queen bed, full bath, kitchenette, sitting room.	\$120			
<b>Mapel</b>	1 queen bed, full bath, microwave, minifridge.	\$120			
<b>Oak</b>	2 twin beds, full bath.	\$100			
Mapel and Oak	Maple and Oak connect via an interior door.	\$200			
<b>Ponderosa</b>	1 queen bed, full bath, kitchenette, sitting room.	\$140			
<b>Nurse</b>	1 queen bed, full bath, microwave, minifridge.	\$100			
<b>Chalet North</b>	1 queen, 2 twins, full bath, kitchenette, living room, laundry.	\$120			
<b>Chalet South</b>	1 queen, 2 twins, full bath, full kitchen, living room, laundry.	\$120			
<b>Chalet East L</b>	2 twin beds, full bath	\$100			
<b>Chalet East U</b>	2 twin beds, full bath	\$100			
<b>Chalet West L</b>	2 twin beds, full bath	\$100			
<b>Chalet West U</b>	2 twin beds, full bath	\$100			
<b>Multi-night Discount</b>	Discount applied for 3 or more nights for ALL lodging	20%			

**LODGING SUB TOTAL**

# MEETING FACILITIES:

Please mark usage, including the number of days requested.

- Generally, one meeting room is included with any multi-day stay for a group over 50 with lodging.
- The prices shown are based on your group doing a thorough clean-up before leaving.
- No food or drink will be allowed in meeting rooms unless specifically arranged.

FACILITY	Capacity	Cost	Notes	Days	SUBTOTAL
<b>Day Use Fee</b>		\$200	This fee applies if your group is not lodging at High peak Camp.		
<b>Chapel</b>	425	\$250	Includes use of projectors and 1 microphone. Additional needs will be charged.		
<b>Chapel - sound system</b>		\$300	includes use of soundboard, multiple mics, and all the sound equipment you may need (subject to availability), as well as a trained staff person to help run your event.		
<b>Chapel Side Room</b>	30	\$0	Included with the Chapel rental.		
<b>Lodge Conference Room</b>	60	\$0	Only available to groups renting 7 or more Lodge rooms.		
<b>Side Dining Hall</b> WITH MEAL PLAN	75	\$0	Includes use of projector and 1 mic. May only be used with groups under 150.		
<b>Dining Hall</b> WITHOUT MEAL PLAN	350	\$250	Rented as a meeting room only if no meals are being provided by High Peak Camp.		
<b>Upper Mill Meeting Room</b>	40	\$100			
<b>Craft Room</b>	40-50	\$100			
<b>Coach Stop</b>		\$100	Rustic building with game tables inside and bathrooms.		
<b>Fort</b>	75	\$150	This outdoor space is mainly used for recreation.		

**MEETING SPACE SUB TOTAL**

# MEALS:

Breakfast is to be served at 8:00 or 8:30 AM; Lunch to be served at 12:00 or 12:30 PM; Dinner to be served at 5:30 or 6:00 PM. High Peak Camp must pre-approve any changes in serving times in writing. All meals are served for 30 minutes, after which the serving line will close. Please be on time during your assigned serving times.

**Preferred meal times:**

_____	_____	_____
<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>

The rates below represent standard meals. Additional cost may apply for special dinners, like steak or salmon. Please reach out to High Peak Camp for any special requests.

*Pricing for meals is per person. A minimum cost of 50 people is required for meal service. Guest Groups under 50 are welcome to meals but will be charged for 50.*

MEAL	Cost	Notes	Qty	# Guests	SUBTOTAL
<b>Breakfast</b>	\$9				
<b>Lunch</b>	\$11				
<b>Dinner</b>	\$15				
<b>Steak or Salmon Dinner</b>	Variable	Cost depends on size, type, and market			
<b>Specialty Meal</b>	Variable	Please work with our Kitchen Manager			
<b>Snack</b>	\$3-8	Cost varies on snack choice			
<b>Coffee service</b>	\$30	Please work out specifics with High Peak Camp			
<b>* Additional coffee pot</b>	\$15				
Coffee service includes two 1.5 gallon pots of coffee, cups, and creamers. May choose hot water/tea and/or decaf					

**MEAL SUB TOTAL**

# MILL COFFEE SHOP:

At High Peak Camp, we can offer your group a coffee and gift shop during your stay. The coffee shop serves handcrafted lattes, cappuccinos, americanos, and hot chocolate, along with all of your other typical espresso drinks. We stock regular milk and many milk alternatives. Our coffee shop is housed in our gift shop, where High Peak gear can be purchased to help your group remember their stay.

To secure the opening of our coffee and gift shop, we ask that you purchase 30 pre-paid drinks each day. You have the option to purchase additional coffee tokens or allow your group members to purchase their own drinks.

ITEM	Cost	Notes	Qty	SUBTOTAL
<b>Mill Coffee Shop</b>	\$97.50	Per Day. Includes thirty drinks	1	
<b>16oz Coffee Token</b>	\$3.25	Non-refundable		

**ESPRESSO SUB TOTAL**

**The Coffee Shop is opened 1 hour before breakfast and can be requested for two additional hours during the day.**

## ACTIVITY RATES:

ACTIVITY	Capacity	COST	Notes	QTY	SUBTOTAL
Gaga Ball		Complimentary.			
Sports Field		Complimentary.			
Disc Golf		Complimentary with your own discs.			
Disc Golf Rental		\$1 per disc.			
Archery	16 participants per hour.	\$75 per hour.			
Zip Line	30 participants per hour.	\$175 per hour.			
Climbing/Ice Tower	25 participants per hour.	\$125 per hour.	The tower is iced in winter.		<b>COMING SOON!</b>
Adventure Course	24 participants per hour.	\$200 per hour.			<b>COMING SOON!</b>
Canoeing	10 boats.	\$100 per hour.			<b>COMING SOON!</b>
Mini Golf		\$100 per day.			
Guided Hike in the Rocky Mountain National Park	10 participants.	\$75 per hour.	Does not include park entrance fee or transportation.		
Fishing pole rental	10 poles.	\$10 per day.	Subject to fishing policy. Rate includes all poles.		
Fishing		Complimentary with your own gear.	Subject to fishing policy.		

### WINTER ONLY

Broom Ball	12 players per match.	Complimentary.	Helmets must be worn.		
Ice Skate Rental	30 at a time.	\$50 per day.			
Snowshoe Rental	40 at a time.	\$50 per day.			
Guided Snowshoe Adventure	25 participants.	\$75 per hour.			

### TEAMBUILDING

Teambuilding is any programming where the desired outcome is improving relationships between group members. This often includes activities and initiatives (low or high elements) designed to present a challenge to overcome together and always has time for debriefing as a group.

Half Day (4< Hours)	5-15/Group	\$350			
¾ day price (4-6 Hours)	5-15/Group	\$450			
Full Day Price (6-8 Hours)	5-15/Group	\$500			

**ACTIVITIES SUB TOTAL**





# GENERAL POLICIES FOR USER GROUPS – Keep this Page!

These General Policies for User Groups are in accordance with the **American Camping Association Accreditation Standards**. If you have any questions or concerns, please contact the Camp Director.

**1. NON-DISCRIMINATION** - The User and High Peak Camp abide by the non-discrimination policies of The Salvation Army.

**2. GENERAL** - The High Peak Camp and Conference Center agrees to permit the User to use the property identified in the contract, according to the following terms and conditions. The User understands that the High Peak Camp and Conference Center staff have final authority on all matters reflecting the Camp, the grounds, and the users of the facility. High Peak Camp and Conference Center reserves the right to inspect and control all activities. High Peak Camp and Conference Center reserves the right to interrupt and/or discontinue any functions in violation of the Camp policy and/or federal, state, or local laws. In the event of discontinuing, no refunds will be made. The User is responsible and liable for any missing or damaged Camp property.

## 3. GENERAL SAFETY REGULATIONS FOR USER GROUPS

- Respect should be given to all camp visitors, staff, and campers. Respecting differences in the thoughts, ideas, and personalities of others is the foundation for which the camp community is built.
- Respect should be given to all wildlife. All wildlife, both plants, and animals should not be destroyed, teased, and/or tormented. Camp visitors, staff and campers, should slowly, calmly, and quietly move away from an encounter with any wildlife.
- Respect should be given to all facilities and grounds. Graffiti and vandalism (including the use of toilet paper or paper towels) are not allowed. Litter should be placed in appropriate containers. Mattresses and bedding must stay in cabins.
- Horseplay inside any building is not allowed. Horseplay includes running, jumping, screaming, pushing, etc.
- Durable footwear should be worn for all activities.
- Established trails should be used for walking. Walking off established trails may result in accidents and damage to the environment.
- All personal sports equipment should be stored under lock when not in use.
- The use of tobacco and tobacco-related products is prohibited except in designated areas. A \$250 cleaning fee will be incurred per incident if this standard is violated.
- Weapons, fireworks, alcohol, drugs, or drug paraphernalia are not allowed on Camp.
- Obey all laws.

## 4. BEHAVIOR AND SUPERVISION FOR YOUTH GROUPS

- The User is responsible for all supervision and behavior of participants and the program.
- The User agrees to provide supervision based on the following ratios:

Camper age	Number staff	Overnight Participants	Day-only participants
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- At least 80% (100% for camps primarily serving persons with special needs) of the supervisory staff shall be 18 years of age or older. All supervisory staff should be at least 16 years of age and at least two years older than the minors with whom they are working.
- Any member of the User's organization is not allowed in camp staff quarters without invitation.
- A minimum of two supervisory staff should be present on overnights, near showers, trips, and cabin checks.

**5. USE OF PREMISES AND SCHEDULE** - During the term of this contract, the User shall use the facilities for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations.