



SUMMARY OF AGREEMENT



Responsibilities assumed by Uskichitto United Methodist Retreat Center (URC)

- 1) To provide facilities requested except when weather, emergencies, or other conditions make changes necessary.
- 2) To provide secondary accident insurance for each person for injuries that occur at Uskichitto Retreat Center. Personnel accident and medical insurance is the 1st coverage for all groups and individuals. Groups are covered 24 hours a day while at camp. Camp coverage is 1st provider for uninsured guests.
- 3) To provide services indicated in pages 1 and 2 of your reservation agreement.

Responsibilities agreed to by groups using Uskichitto United Methodist Retreat Center Facilities:

- 1) To follow all regulations set by the campsite on this page and as posted. Please review posted emergency procedures.
- 2) To provide bedding, towels, and personal hygiene items needed by your group.
- 3) To be responsible for all damages to property by your group that are above normal usage. You will be sent a bill for damaged/broken items.
- 4) To confirm your reservation no later than 14 days prior to your group's arrival to Uskichitto Retreat Center. This includes: *The final number of persons attending *Special requests (such as: pool use & times, special table arrangement, DVD/Screen, etc.) *Final meal count for all meals (if applicable). This is what you will be charged for, even if you have less people.
- 5) It is advised that group leaders gather the following information from ALL participants - Names, addresses, emergency contact information, a list of any health conditions or allergies requiring treatment, restriction or accommodation while on site, and for minors, signed permission to seek emergency treatment waiver.
- 6) If you cancel your event less than 30 days prior to your arrival at URC, your deposit will be forfeited.
- 7) All forms of alcohol and non-prescription drugs are strictly prohibited at Uskichitto Retreat Center. All Firearms and other weapons are strictly prohibited and are never to be brought or used while at URC
- 8) Smoking is allowed outside only (not on porch areas please). Please dispose of your cigarette butts properly in the trash. If we find cigarette butts on the grounds not disposed of properly there will be a cleaning charge added.
- 9) Please leave the facilities in the condition you found them. Take all trash to dumpster behind dining hall. Brooms and mops are available. Uskichitto Retreat Center will clean restroom facilities.
- 10) Pets are not allowed- due to insurance restrictions - please leave them at home.
- 11) You will probably be sharing the campsite with other groups. Quiet hours are from 10:00pm to 7:00am.
- 12) Tent, trailer, and RV space is available - please let us know if you'll be bringing tents, trailers or RV's.
- 13) When using our pool it is mandatory to have a certified URC Lifeguard who is trained to follow all rules and regulations of Uskichitto Retreat Center. Please let us know on the Reservation Form if you will be swimming, and how many people expected so we can prepare for your group.
- 14) If you are bringing a youth group, you need to provide one adult per room (in cabins). The suggested ratio of adults to children is: 4-5 years old - 1 adult to 5 children, 6-8 years old - 1 adult to 6 children, 9-14 years old - 1 adult to 8 children, 15-18 years old - 1 adult to 10 children. The designated adult is responsible for supervising the group's behavior at all times and during any specialized activities.
- 15) Children 16 and younger, unless there are roll out guardrails installed, should only use lower bunks.

- 16) It is advised that your group bring a stocked 1st Aid Kit. One can be made available upon request - notify URC staff. Actual care and first aid is **YOUR** responsibility. We suggest that you bring someone certified in 1st Aid/CPR for your group. This includes transportation to hospital if necessary. (Nearest Emergency Room facility is Allen Parish Hospital, Kinder (About 10 minutes from URC))
- 17) When cooking your own meals in Dining Hall follow all Uskichitto Retreat Center policies and procedures regarding food handling, preparation, cleaning, and dish washing. The proper procedures are posted on the walls of the kitchen.
- 18) Sports items are available to your group. Please take care of them and put them back after use. Lost or broken items will be billed to you.
- 19) **Safety Regulations** - please review posted emergency procedures. Shoes are required to be worn at all times, do not enter cabins or buildings not rented by your group unless cleared through URC, do not walk on roads, drink plenty of fluids, do not ride in the back of trucks and/or wagons that are not meant for passengers or not equipped with protective devices. It is advised that you wear sun screen when participating in outdoor activities (winter and summer).
- 20) Specialized Program Area/Activities: Low & High Ropes course, Rock Walls and Pool area, and all the equipment meant for these activities are available for use by campers and guests only when a staff hired by URC is present and all safety rules are followed.
- 21) Uskichitto Retreat Center assumes no responsibility for personal items lost, stolen, or damaged during your retreat. This includes but is not limited to vehicles, personal sports items, and electronics.
- 22) ICE: Due to Food Safety regulations our ice machine is to be used only by URC Staff trained in food safety. Complimentary bagged ice is provided according to group size and length of stay. If more ice is needed there is a charge of \$1 per bag. If you need more ice please ask URC's staff.
- 23) A Cleaning Fee of \$25 per building will be added if buildings or grounds are not clean when you leave. (This is to help us keep our prices affordable for all groups). If smoking occurs in any of our buildings we reserve the right to charge a \$250 dollar fine for your group - please smoke outside!
- 24) **PLEASE DO NOT DRIVE ON THE GRASS** while at Uskichitto Retreat Center. Use roads only!
- 25) We recommend that if you canoe on the river that you have either a certified Lifeguard with canoe training or has a canoe certification & is certified in 1st Aid & CPR. We also recommend that you bring a 1st Aid kit with you in addition to proper rescue equipment. We recommend that you use a check out system, wear PFD's that are Coast Guard approved, proper type & size, and in good condition. We also recommend that you provide a training that includes use of life jackets, self-rescue in case of capsized, boarding, debarking, trimming, and how to move the craft.

I have read this Summary of Agreement and agree to the responsibilities and guidelines listed.

Must be signed by group leader or leaders

Please print name for group leader/contact

Date: _____

**Please return one signed copy to URC
with your Retreat Reservation Form.**