

2020 Rental Agreement

West Kentucky 4-H Camp

Administrative use only:

Date Received	
Date Approved	
Deposit Check Number	
\$100/Day	
\$200/Overnight	
\$500/Wedding	

Make Check payable to:

West Kentucky 4-H Camp

Mail to:

Camp Director

West Kentucky 4-H Camp

600 4-H Camp Dr.

Dawson Springs, KY 42408

Are you a Cooperative Extension Group? Yes _____ No _____

If yes, name and county of supervising Extension Agent: _____

Name of Group: _____

Person in Charge: _____

Complete Address: _____

Cell Phone: _____

E-Mail Address: _____

Purpose of Event: _____

How did you hear about us? _____

When do you plan to arrive? Date: _____ Time: _____

When do you plan to leave? Date: _____ Time: _____

Insurance is the responsibility of the rental group. Is your group covered by short term event insurance or other insurance?

YES _____ NO _____

*We advise your group to identify at least one person who is CPR/First Aid certified (from a nationally recognized provider) to be on call for emergency care while on property.

As the person submitting this application for the group named above, I have read and agree to follow the attached Group Rental Guidelines and Rules. Furthermore, I assume responsibility for supervision of the group, its behavior, and any specialized recreation activities. I will provide orientation to the camp's safety procedures and regulations as outlined in the attached Guidelines and Rules and the Rental Group Information Booklet. We understand that there are inherent risks involved in the use of this facility and being in an outdoor setting. We release the University of Kentucky, 4-H, its members, trustees, officers, and employees from any liability for accidents or injury that any of our group may experience while renting the facility. Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national status, or physical or mental disability. Signing this rental form is indicative of your compliance with these regulations.

Signature of Group Leader: _____

Date: _____

Signature of Supervising Agent: _____

Date: _____

(for Extension Sponsored Event)

Cooperative Extension Service
 Agriculture and Natural Resources
 Family and Consumer Sciences
 4-H Youth Development
 Community and Economic Development

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 LEXINGTON, KY 40546



Disabilities accommodated with prior notification.

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Buildings & Outdoor Areas - Non-Exclusive use unless noted (other groups may be scheduled during your time)

EXCLUSIVE USE OF FACILITY* - Single Day Use (No other groups will be scheduled during your time) \$1200 per day

_____ Outdoor Areas with bathroom access \$300/Day

_____ Dining Hall \$300/Day OR \$150/Half Day (No use of kitchen)

_____ Sparks Hall & Kitchen \$150/Day

_____ Dock Fishing \$100/3 Hours (lifejackets provided)

_____ Day use of outdoor stalls, covered arena, and trails \$75/Day

_____ Photo Session \$25/Hour (Outdoor areas only)

Start Time: _____ End Time: _____

_____ Golf Cart Rental \$100/Day

_____ I would like to bring my own golf cart, ATV, RV

* Exclusive single day use of facility includes buildings and grounds. There are additional charges for cabins, meals, ropes, boating, ranges, and pool

Activities

_____ Canoes \$200/3 Hours

Start Time: _____ End Time: _____

_____ Low Ropes \$200/3 Hours (Recommended group size 8 - 14)

Start Time: _____ End Time: _____

_____ Extra Low Ropes Time \$25/Hour

_____ High Ropes \$300/2 Hours (Recommended group size 20)

Start Time: _____ End Time: _____

_____ Extra High Ropes Time \$100/Hour

_____ Range Use \$50/Per Range/Day

_____ Firewood \$10/Fire

Pool Rental Options

_____ 1 - 25 Swimmers - Includes 1 Lifeguard \$225/3 Hours

_____ 26 - 50 Swimmers - Includes 2 Lifeguards \$270/3 Hours

_____ 51 - 75 Swimmers - Includes 3 Lifeguards \$315/ 3 Hours

_____ 75+ Swimmers - Includes Lifeguard Call for Pricing

_____ Extra Swim Time - Includes Lifeguard(s) \$75/Hour

Start Time: _____ End Time: _____

Wedding Package

_____ 2 day exclusive use of facility; please see rental guide for all that is included \$2000/2 Days

Set-Up Time: _____

Ceremony Time: _____

Day-Of Arrival Time: _____

Departure Time: _____

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Overnight Rental - Minimum charge of 20 people per night

50% of each cabin is required to be full

_____ Rustic tent camping - Includes access to bath houses	\$10/Person	Group provides tents
_____ Cabin rental - Includes AC/Heat and access to bath houses	\$20/Person	Sleeps 16 -36
_____ Staff Cabin - Includes AC/Heat bathroom and kitchen	\$30/Person	Sleeps 8

Males	Youth:		Females	Youth:	
	Adults:			Adults:	

Meal Pricing/Person	
Breakfast	\$ 7.50
Lunch	\$ 9.50
Dinner	\$ 9.50
Snacks	\$ 2.50

Use of the dining hall is included with purchase of meals. Overnight rentals include use of the dining hall with or without meals. Meals and snacks must be ordered at least 10 days in advance of your event. Minimum charge of 20 people per meal.

Meal Selection Info	Arrival Day	Day 2	Day 3	Day 4	Day 5	Day 6
Breakfast Meal #						
Time						
Lunch Meal #						
Time						
Dinner Meal #						
Time						
Snack #						
Time						

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RENTAL AGREEMENT RULES AND REGULATIONS

- A. 4-H camp facilities, operated under the direction of the College of Agriculture, Food, and Environment Cooperative Extension Service and 4-H Programs, are not available for use when:
1. The intended use is for fund-raising efforts
 2. The applicant opens its activities at the camp site to the general public
 3. The intended use is for partisan or non-partisan political purposes
- B. Should a non-extension rental group user be bumped by an Extension event, then that outside group will be offered an available open date. If none is available, this group goes to the top of the waiting list.
- C. All Extension and non-extension groups must file an application with the camp:
- Camp Director
600 4-H Camp Dr.
Dawson Springs, KY 42408
- D. Dates are not confirmed until approved by the Camp Director.
1. Extension groups must complete an application.
 2. Non-Extension groups must complete an application and include a deposit check (non-refundable). Applications from non-extension groups for the following year can be taken at any time, but dates cannot be confirmed until after summer camp dates for the following year have been set. 4-H Summer camps always have priority.
- E. If a previous group desires a change in facilities or a change from their previous corresponding day, they must accept what is open and available at that time.
- F. Non-Extension rental groups submitting an application for the first time will be placed on a waiting list on a first come, first served basis and will be notified as dates become available.
- G. The person submitting the application for a group will be held responsible for the care of the facilities and the conduct of the group. The person submitting the application for the group should arrive in advance to assist in the registration and orientation of the group.
- H. Day use of camp is defined as 8 hours between 8:00 am and 10:00 pm. If a group remains over eight (8) hours while renting the campgrounds for a one day activity, they will be required to pay an additional \$25.00 per hour for every hour beyond 8 hours. In addition, groups must arrive



within one (1) hour of their indicated arrival time or they will be charged an additional \$25.00 per hour for every hour they are late.

- I. Parking is permitted only in designated areas. The camp is not responsible for personal vehicles being used or parked on the property.
- J. Groups must leave the facilities clean and in good order.
- K. An invoice will be presented for payment to the person in charge of the group before they leave the grounds. Payment is due within 30 days. If payment is not made in a timely manner, late fees may apply. (After 30 Days: 5%, After 60 Days: 10%, After 90 Days: 15%.)
- L. Groups are responsible for any damages caused by individual members of the group. Appropriate charges will be assessed and added to the group's bill or billed at the earliest possible date. Failure to pay these charges will result in no future rentals to that group or organization.
- M. Renters requesting meals prepared by the camp foodservice staff must report the number of meals needed (minimum 20 per meal) to the Camp Director at least 10 days prior to the camping date. You are allowed a 10% deviation.
- N. Cancellation policy for meals: If a group has requested meals to be prepared and then cancels a meal 10 days or less prior to their arrival or cancels during the time they are on the grounds, they will be responsible for payment for all milk and perishable foods ordered for that meal(s). Examples are fresh foods such as lettuce that cannot be frozen or held for later use. Deposit is nonrefundable in the event a group must cancel use of the property/facilities.
- O. **Absolutely no alcoholic beverages, drugs, explosives, or firearms** (unless prior written approval has been obtained by camp management for the purpose of education or police marksmanship) are allowed on camp premises.
- P. **No smoking** is allowed in any building or wooded areas. Smoking is permitted only in designated area.
- Q. **No RV'S, golf carts, or ATVs** are allowed on camp grounds without prior written approval by camp management.
- R. West Kentucky 4-H Camp is University of Kentucky property, which allowed University officials to check the facilities at any time.
- S. Swimming or canoeing activities require a lifeguard to be on duty on deck (**absolutely no exceptions**). The camp may assist in securing a lifeguard. You may provide your own properly



certified lifeguard. A current lifeguard certificate is required. A copy of the certification must be presented for our records. A life jacket MUST be worn, at all times for any lakefront activities.

- T. In addition to the lifeguard certification, for youth groups a canoe lifeguard must show proof of waterfront rescue training. A copy of the certification card must be presented for our records.
- U. Fishing is permitted for persons registered at the camp. A current Kentucky fishing license is required for persons 16 or older.
- V. If the group needs any additional services, equipment or changes, the person submitting the application for a group must work with camp personnel prior to arrival at camp. Camp is not responsible for any personal equipment brought on to the property.
- W. No pets are permitted anywhere on the camp grounds. Service animals are allowed and must remain on leash for the entire time they are on property. Animals involved in projects or demonstrations under supervision of project leader are allowed. Prior notice is appreciated. The owner/handler is responsible for picking up waste products. If waste is not picked up, a fee may incur.
- X. If food is being brought on the campground for consumption or cooking classes, we advise the group to minimize the time that food is in the danger zone (40 to 140 degrees F). We recommend the use of coolers/meat thermometers as needed (not provided).
- Y. If food is being prepared at camp, e.g. cooking classes, we advise the group to follow the dish washing procedures that are posted in the kitchen. We advise the group to use only clean and sanitized utensils and equipment. Main kitchen rental is only available to extension groups with prior approval.

Name of Group: _____

Dates of Use: _____

Name of Responsible Person: _____

Please initial here _____ to indicate that you have read and agree to adhere to these Rules and Regulations as found in this User Agreement. Your full signature should be provided on Page One (1) of this application.

