



CAMP LANE RENTAL AGREEMENT

Check-In is 3:00 p.m. or later and Check-Out is before 11:00 a.m

Check-In: Day _____ Date _____ Time _____

Check-Out: Day _____ Date _____ Time _____

TOTAL PEAK NUMBER OF USERS EACH DAY *(use this number to calculate rate):*

Day 1: _____ Day 2: _____ Day 3: _____ Day 4: _____ Day 5: _____ Day 6: _____
 Day 7: _____ Day 8: _____ Day 9: _____ Day 10: _____ Day 11: _____ Day 12: _____

Approximate Number of Campers Staying Overnight *(for planning & safety purposes):* _____

Organization: _____ Phone: _____

Contact Person _____ Phone: _____

Mailing Address _____

INSTRUCTIONS:

1. Please read this form and agreement in its entirety.
2. Fill out this Camp Lane Rental Agreement Form
3. Sign the Camp Lane Rules and Regulations Agreement within fourteen (14) days from receipt of this agreement and send a check, or mark the Credit Card box to indicate you would like to be contacted to pay for your reservation by credit card, in the amount according to the Reservation Payment section below to:

**Lane County Parks
 Camp Lane Reservations
 3050 N. Delta Highway
 Eugene, OR 97408**

4. The Certificate of Insurance **must be received a minimum of thirty (30) days prior** to the date of your reservation.
5. A Reservation Confirmation and Receipt will be sent to you within forty-five (45) days from receipt of your payment and signed agreement.

Method of Payment: Check Credit Card *(Parks will contact you for information)*

Reservation Payment				
	Daily Rate	Quantity	# of Days	TOTAL
Minimum Per Day <i>(up to 50 persons)</i>	\$ 450			
Additional 1-25 persons per day	\$ 125			
Additional 1-25 persons per day	\$ 125			
Camp Lane Reservation Fee		-		\$ 10
Telephone Rental <i>(optional)</i>	\$ 15		FLAT RATE	
5 Gallon Water Container <i>(each)</i>	\$ 6			
Security Deposit <i>(refundable)</i>		-		\$ 250
TOTAL AMOUNT DUE				\$

Camp Lane Rules and Regulations

Reservations

Use of Camp Lane is by reservation only and is available for use from April 2 through October 31. If weather conditions permit and it is financially feasible, the Parks Manager has the authority to extend the camping season. Currently, reservations can only be made by phone by contacting the Lane County Parks Office at 541-682-2000.

Reservations for the next season may be made beginning October 3 through October 15 for groups with current year reservations. Beginning October 16 reservations may be made by any group for the following season.

Camp Managers are the official representative of Lane County and have been given authority to inspect facilities at all times, to interpret regulations, to judge the acceptability of sanitation and clean-up, and to determine the manner in which charges shall be assessed.

Rental Information

Fees and Check-in/Check-Out:

Reservation payment in the amount according to the number of persons each day and duration of days, reservation fee, optional add-ons, and a Security Deposit of \$250.00 is **due in full within fourteen (14) days of booking your reservation and required to confirm your reservation.** The Security Deposit will be applied to charges incurred, if any, by renter including, but not limited to, breakage or loss of equipment, repairs required because of damages caused by renter, and clean-up costs due to inadequate clean-up by renter. **Failure to receive Reservation Application and payment in full within 14 days of booking your reservation, will result in forfeiture of your reservation dates.**

The minimum rate for Camp Lane is \$450.00 per day, which includes up to fifty (50) people who visit or participate in events at the camp, regardless of overnight stays, and applies to all persons over two years of age. Each additional 1-25 visitors of the camp is an additional \$125.00 per day. If you are unsure of the total number of guests for your event at time of reservation, you may mark 50 for reservation purposes and the actual number will be determined during your stay. No more than 160 persons shall be on the premises at any one time.

An attendance sheet accounting for all persons, including visitors and all latecomers, will be filled out daily by the Camp Manager and will also include the estimated number of overnight campers. The Camp Manager retains the right to establish the official daily attendance.

Check-in time is no sooner than 3:00 p.m.

Check-out time is no later than 11:00 a.m. Any group which remains at the camp after the check-out time will be charged another full day rental based upon the previous day's attendance figure.

Reservations require a minimum two-day consecutive stay. No one-day only reservations will be accepted.

Cancellations:

Reservation cancellations should be made as early as possible to enable use of the camp by others and to avoid additional fees. **Reservation cancellations made at least ninety (90) days or more prior to the scheduled event will incur a cancellation fee of \$100.00. If a reservation is cancelled within ninety (90) days of your scheduled event, \$450 of the reservation payment will be retained.** In cases of emergency, the Parks Manager has the authority to return 100% of the deposit.

Insurance Requirements

General Liability Insurance in the amount of \$500,000 aggregate is required. **Proof of insurance must be received in the Parks Office no later than thirty (30) days prior to your arrival date.**

General Rules

Facilities of the entire camp are available to renters with the exception of the area around the Camp Manager's residence and maintenance areas. Rental of Camp Lane includes electricity, water, garbage pick-up, basic restroom and kitchen supplies, cots and mattresses.

Mattresses are provided and will be checked out to you upon arrival and checked back in upon departure. Please arrange specific check in times with the Camp Manager.

Alcoholic beverages are permitted by special use permit (\$125.00) only. Renter shall prevent the possession and use of illegal drugs in camp during the period of occupancy.

Smoking shall not be permitted in the sleeping quarters and is not permitted in any buildings.

Temporary outlets, lights and extension cords are not allowed without Camp Manager consent.

Dogs (except service dogs) and pets are not permitted at camp.

Camp notices and signs are allowed only on surfaces that will not be damaged by the use of tape. All other fasteners are prohibited.

Campers may not climb trees or on camp structures.

Unless an exception is granted by the Camp Manager, games will be held only in the sand area, basketball court, soccer field, and baseball field.

Due to Camp Lane's irrigation system being turned on overnight, tents may not be set up on lawns, nor may campers sleep on lawns without prior Camp Manager consent.

Open fires are allowed only in the outdoor fire-pits. During periods of high fire danger, all fires will be prohibited. Candles, fuel lamps and other flames shall not be permitted in the sleeping quarters.

The river can be hazardous for swimmers. No unsupervised swimming or water play for persons under 18 years of age unless supervised by an adult.

Supplies and Services Provided by Renter

It is the renter's responsibility to comply with Federal, State, County, and other local laws and regulations applicable to organizational camps. Renting organizations need to provide adequate camp staff, food, medical and program supplies, and bedding and kitchen supplies not provided by Camp Lane. No supplies, including firewood, may be delivered prior to check-in time unless an exception is granted by the Camp Manager.

Renters must have established emergency procedures for handling injuries and conducting an evacuation in case of fire. The renter's medical personnel are responsible for requesting ambulance or paramedic services. The Camp Manager will provide you with information concerning fire alarms and fire fighting equipment.

Native firewood may not be cut at the camp. Renters are welcome to bring their own supply or may purchase firewood from the Camp Manager.

Out-going mail may be deposited in the mailbox by the A-frame no later than 11:00 a.m. Incoming mail will be delivered to the Camp Manager or the kitchen in the lodge as soon as it is sorted.

Camp Lane has a phone that can be used by groups for the duration of their stay for \$15.00, which includes local calling access. No collect calls can be accepted and all long-distance calls must be collect, charged to your home phone or charged to your credit card. Incoming calls concerning emergency situations will be accepted by the Camp Manager.

Groups can purchase 5-gallon bottled drinking water for \$6.00 for each container. When making your reservation, please inform the Parks staff how many containers you would like in order to have them available.

Vehicles & Parking

Due to the limited parking available and the need to retain a cleared emergency access lane at all times, a maximum of 30 cars are permitted in the marked spaces. Reserved spaces are for the Camp Manager's use. A limited number of trailers and campers will be permitted (no hook-ups available) if arranged with the Camp Manger prior to arrival.

I have received, read, and fully understand the Camp Lane Rules and Regulations included with this application. I certify and pledge to comply with all Camp Lane Rules and Regulations as they have been outlined. Furthermore, I certify that I will comply with all instruction and requests made to me by Lane County, Camp Lane Manager, or any other authorized agent or public safety official that relate to conduct and usage of Camp Lane granted upon application receipt. I understand that non-compliance can result in fines, penalties, or loss of use privileges including forfeiture of payment. I agree to indemnify, defend and hold Lane County, its Commissioners, agents, officers, and employees harmless and defend all damages, losses and expenses included but not limited to attorney's fees and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the fault of my conduct in relation to the use of Camp Lane and any of my guests associated with its use.

As a duly authorized representative of the above named organization, I agree to rent Camp Lane at the above named times in accordance with the Camp Lane Rules and Regulations of this agreement. I further agree to convey these regulations to the organization and its associates, and to incorporate them into our residential camp program at Camp Lane.

Authorized Signature

Date

**If submitting this application electronically, type your name in the Authorized Signature box for your signature.*

Thank you for choosing Camp Lane!

