

## SCCA Facilities and Grounds Usage Policy

The following policy applies to those who use the Shelby County Christian Assembly (SCCA) facilities and grounds. Please read the following policy, fill out the SCCA Facilities and Grounds Usage form and mail the form along with the deposit to the Facilities Manager (address below). Checks should be made out to Shelby County Christian Assembly or SCCA. If you have any questions please call SCCA Facilities Manger, Adam Roush at (573) 248-4694 (cell) or email rentscca@gmail.com.

### **Rules for use of the facilities and grounds**

- Facilities and grounds must be left in the same condition when you arrived. If any damage is noticed upon arrival, the Facilities Manager must be notified immediately. If you wait until you depart to mention the prior damage, a portion of the deposit may be withheld, as we would be unable to determine who caused the damage.
- All furniture must be returned to place found at the beginning of the event. Facilities used for said event must be left in the cleanliness they were found or better. If the facilities are left dirty and furniture misplaced of the deposit will be kept for facility cleaning.
- No alcohol or tobacco is permitted in the facilities or on the grounds.

### **Usage Policy**

- Member churches may use the facilities and grounds at a discounted charge for Church sponsored activities only. Examples may be youth retreats, elder's retreats, women's retreats and special church activities. This is a benefit of being a member church of the SCCA Corporation. The discounted use of the facilities does not apply to individual or family related activities from member churches such as hunting parties, family reunions, birthday parties, etc.
- The fee structure for the SCCA facilities and grounds is as follows. Please note that fees help the SCCA corporation offset utility, maintenance and liability expenses, and also help provide for the general upkeep of the facilities.

#### Non-Member Fee Structure

\$100.00 deposit upon reservation  
Retreat Center  
Day Usage: \$150  
Overnight Usage: \$5 per person, per night (\$100 minimum)  
Pool: \$125 per event\*  
Cafeteria: \$200 per event  
Dorms: \$100 per event  
Chapel: \$100 per event  
RV Sites: \$25 per night  
Cabins 1 & 2: \$25 per cabin per night  
Cabin 3: \$50 per night

#### Member Fee Structure

\$75.00 deposit upon reservation  
Facilities  
Day Usage: \$75  
Overnight Usage: \$5 per person, per night  
Pool: INCLUDED  
Cafeteria: INCLUDED  
Dorms: INCLUDED  
Chapel: INCLUDED  
RV Sites: INCLUDED  
Cabins: INCLUDED

*"Member" as referred to in this policy pertains to a Church or Christian organization that has agreed to abide by the camp by-laws, been approved by the camp leadership and has paid a yearly camp membership fee.*

- Non-Member with fee total of over \$500 must pay \$500 deposit.
- Camp Facilities usage form along with said deposit must be received in order to be placed on the reservation calendar.
- All fees must be collected prior to facility and grounds usage.
- A deposit of \$100 will be paid at the time the reservation is made. The deposit must be sent as a separate check that will be held until the completion of the event. At that time, if no damages are incurred or left unclean, the check will be returned. If damage is found and the cost of the damages exceeds the amount of the deposit, the responsible party will be billed for the balance. If damage costs equal only a portion of said deposit, the remainder of the deposit, after repairs, will be returned.
- If the reservation is cancelled within 30 days of the event, the deposit will not be returned.
- Work groups will are not required to pay a facility rental fee. Work groups will be required to pay a deposit.
- Pool Usage:
  - ◆ You will swim at your own risk. There will not be a lifeguard on duty paid for or sponsored by SCCA.
  - ◆ All persons entering the pool area must obey the posted pool rules.
- No SCCA audio/visual equipment is to be used by outside organizations.

## SCCA Facility and Ground Rental Agreement

Please fill out this form and mail to the SCCA Facilities Manager along with the appropriate deposit. Please make checks payable to "Shelby County Christian Assembly" or "SCCA". If you have any questions, refer to the SCCA Facilities and Grounds Usage policy or call the SCCA Facilities Manger, Adam Roush at (573) 248-4694 (cell) or email at rentscca@gmail.com. Send form and deposit to:

Adam Roush  
SCCA Facilities Manager  
4770 Camp Rd  
Clarence, MO 63437

Name of renting Organization: \_\_\_\_\_

Reservation Check in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check in Time \_\_\_\_\_ [ ]AM [ ]PM

Check Out Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check out Time \_\_\_\_\_ [ ]AM [ ]PM

Member Organization [ ]      Non-Member Organization [ ]

Function of Rental: \_\_\_\_\_

Renting Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of expected people at event: \_\_\_\_\_

Please check desired facilities

[ ] Retreat Center (\$150/day usage) + Overnight usage (\$5 per person per night)

[ ] RV Sites (\$25/night)

[ ] Pool (\$125/event)

[ ] Chapel (\$100/event)

[ ] Cafeteria (\$200/event)

[ ] White Cabin (\$50/night)

[ ] Dorms (\$100/event)

[ ] Cook/Dean Cabin (\$25/night)

Total Expected Rental TOTAL: \_\_\_\_\_

*\$100 Deposit for Total under \$500. If \$500 or over, Deposit increases to \$500.*

I/we have read in its entirety the Shelby County Christian Assembly Facility and Grounds Policy. I/we understand that as the renting party to respect the property and leave all property in the condition it was found upon arrival. I/we understand that any damages occurred during the duration of our use will be first covered by our submitted deposit and then I/we will be billed for remaining damage cost.

Renting Party Signature: \_\_\_\_\_

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

### FOR OFFICE USE ONLY

Deposit Amount Submitted \$ \_\_\_\_\_

Total Rental Amount Submitted \$ \_\_\_\_\_

Date Rental Agreement Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Deposit Returned [ ] Yes on \_\_\_\_/\_\_\_\_/\_\_\_\_      [ ] NO-Reason: \_\_\_\_\_