

CAMP RENTAL AGREEMENT
HASTINGS LAKE BIBLE CAMP



****EFFECTIVE AS OF JUNE 15 2025****

This agreement is between:

(Name of Rental Group)

(Person signing the agreement)

(Street Address)

(City, Province, Postal Code)

(Day Phone) (Evening Phone) (Cell Phone)

@

(Email Address)

(Hereinafter referred to as the "Renter")

-And-

The Hastings Lake Lutheran Bible Camp Association
135 - 51268 Range Road 204
Sherwood Park, AB T8G 1E9
(Hereinafter referred to as the "Camp")

(HLBC Executive Director or Designate)

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1) The Intent:

This agreement is to identify the respective responsibilities of The Hastings Lake Lutheran Bible Camp Association (Camp) and the Rental Group / Individuals (Renter), who have indicated the desire to rent the facilities.

The Hastings Lake Lutheran Bible Camp Association is a Christian camp is operated by an elected Board of Directors, and is located on Hastings Lake at #135 - 51268 Range Road 204, Sherwood Park, AB T8G1E9 hereinafter referred to as "the Camp".

All interpretations of this agreement should reflect the Christian faith and all actions at the Camp should honor the Christian faith and its practices. Refer to G017 Hastings Lake Bible Camp General Policy 17 - Rental Refusal Policy and G001 Hastings Lake Bible Camp General Policy 1 - Ends Statements.

2) The Rental Term and Dates:

Under this rental agreement, the Renter shall be entitled to use of the agreed portions of the camp between the following times and date(s):

From: _____ at: _____
(Arrival Date) (Arrival Time*)

To: _____ at: _____
(Departure Date) (Departure Time)

Estimated attendance Number: _____

***Summer season Check-in & Check-out times:**

Setup & Check In: Fridays no earlier than 6:00 P.M.

Take down & Check Out: Sundays no later than 12:00 Noon.

Off-season Check-in & check-out times:

Setup & Check In: No earlier than 3:00 P.M.

Take down & Check Out: No later than 6:00pm.

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3) Camp Rental Inclusions:

This rental includes use of the following indicated facilities:
 ✓ Mark = access and use is to be included in the rental

	Main Camp	Includes dining hall & main kitchen, Solomon's Lodge, cabins, chapel, Noah's Ark, campgrounds, main washrooms, canoes, outdoor spaces, fire pits***
	Trinity Lodge* (extra cost)	Includes Trinity Lodge, main washrooms, canoes, outdoor fire pit*** and outdoor spaces
	Pool** (extra cost)	Included pool, main washrooms and outdoor spaces. <i>Renter must provide provincially certified lifeguard.</i>

* Adding Trinity Lodge to your booking will require payment for it even if you decide not to use it during your rental.

** The use of the swimming pool and waterfront equipment are governed by Alberta Law. Use of these amenities signifies acceptance of the Renter's responsibilities to comply with these laws.

*** No fire pit (indoor or outdoor) or wood-burning stove shall be used by any of the Renter's members or guests if a fire ban is in effect or if it is otherwise unsafe to do so.

4) Camp Rental Exclusions:

- o Rental fees do not include certified people for swimming. Staffing those positions is the responsibility of the renter.
- o Rental fees do not include provision for meal preparation and cost of food for the Renter(s).
- o Rental fees do not include first-aid supplies.
- o Rental fees do not include use of sporting goods equipment such archery equipment, etc. Canoes, including lifejackets and paddles are provided.
- o No wedding ceremony bookings will be accepted.
- o Camp rental does not include staff buildings.

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5) Camp User Guidelines:

The Renter acknowledges receipt of a copy of the "Camp Rental Rules and Guidelines" that is attached at the end of this document and are to be read, signed and returned as these rules and guidelines form a part of this Camp Rental Agreement.

The Renter further acknowledges its responsibilities in ensuring that all those participating in the Renter's use of the Camp will be informed of the Camp Rental Rules and Guidelines.

6) Conduct and Eviction:

The Rental Rules are posted in the Dining Hall, Trinity Lodge and Solomon's Lodge.

The Camp reserves the right to evict, without refund, any person who has violated the Camp Rental Rules and Guidelines.

It is the responsibility of the Renter's official representative to draw them to the attention of the Renter's members and guests.

The Renter will be held accountable for the actions of all people who are on the Camp's property as a result of this rental, including damage, misuse, vandalism, etc.

7) Liability and Insurance:

The Renter acknowledges that activities carried out in an outdoor setting, such as the Camp; carry with them a risk of injury or death. The Renter, the Renter's official representative, and the Renter's members and guests accept responsibility for all such risks incurred by their members, and by all people who are on the Camp's property as a result of this rental.

The Renter and the Renter's official representative indemnify and save harmless the Camp and the Camp's Board of Directors, staff, and volunteers from any legal liability arising out of the use of the Camp by the Renter's members and guests.

The Renter will take all necessary and appropriate actions, as may be deemed necessary and reasonable in an outdoor setting, to prevent incidents that might incur injury and or legal liability.

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8) Camp Staffing:

The Camp will provide staff:

- o To orientate the Renter to the facilities of the camp and their appropriate use.
- o To ensure that the Camp User Guidelines (rules) are followed.
- o To assist with emergencies, when available.
- o To provide regular and routine maintenance and operations.
- o To perform an inspection of the Camp, in conjunction with the Renter, prior to the departure of the Renter.

9) Agreed Rental Rates:

The Renter will remit the rental fee amount based on their attendance numbers and facility usage. Refer to Rate Schedule provided on www.hastingslake.com for current years rates. Call for future rates.

10) Booking Deposit / Payment of Rental Charges:

In order to guarantee the Camp booking, for the rental dates specified and agreed, the Renter must enclose a Booking Deposit in the amount specified on the Rental Rate schedule in the year corresponding to the year of the booked rental. The deposit only applies to the rental dates written in this document.

This deposit must be submitted at the time that the Camp Rental Agreement is signed by the Renter and forwarded to the Camp. Failure to remit the required deposit may result in the cancellation of the rental by the Camp. This deposit is intended to cover noncompliance with this agreement.

SUMMER SEASON DOWN PAYMENT: 50% of total estimated fees due 70 days prior to rental date, based upon attendance estimate at the time of booking. This applies to rentals occurring between June 1st and Oct. 1st.

11) Cancellation/Re-scheduling ***NEW FOR 2026***

The Booking Deposit is refundable up until 180 days prior to the planned arrival date. In the event the renter wishes to re-schedule their booking, this request must be submitted in writing and must be approved in writing by an authorized camp staff member. Failure to provide the required notice will result in the "Booking Deposit" being forfeited.

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12) Non-Compliance

If the Renter is deemed to have areas of non-compliance, the Executive Director or designate will determine whether the deposit will be refunded in part or withheld in full from the Renter as a result of the non-compliance. This process will be completed within 30 days of the departure date. The decision will be communicated in writing to the Renter.

13) Final Payment of Fees

Payment of all rental fees is required in full within 30 days of departure from the camp.

14) Amendment:

This Agreement may be amended only by a written agreement signed by both parties.

15) Agreement Execution:

Signed on behalf of the Renter:

Signed on behalf of the Camp:

(Signature)

(Signature)

(Print Name)

(Print Name)

(Position)

(Position)

(Date)

(Date)

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NOTE: THE FOLLOWING MUST BE READ AND EACH ITEM INITIALED BY THE RENTERS AUTHORIZED REPRESENTATIVE.

1. Alcohol and Street Drugs:

Excepting communion wine used at church services, alcohol and illegal drugs are not permitted on the camp property, including all buildings and campground areas. Noncompliance will be grounds for termination of the rental agreement and immediate eviction of the rental group.

Agreed: _____

2. Smoking:

Smoking is not permitted inside any of the camp buildings, within the swimming pool compound, or at the fire pit(s). Smoking is permitted by adults in the designated areas outside of the buildings.

Smoking refuse must be placed in the ashtrays or containers.

Agreed: _____

3. Use of Campfires/Wood Burning Stoves:

Permission must be obtained from the Executive Director (or other designated personnel) prior to use of campfires, or wood burning stoves in cabins. Safety rules require that a responsible adult must be present at all times while a fire is burning. Fires must be properly extinguished prior to being left. Fires are not permitted during periods when the County of Strathcona imposes fire bans.

Agreed: _____

4. Swimming Pool Use:

The following Rules and Regulations apply to Swimming Pool use and will be strictly enforced:

- The Camp requires that Renters secure the services of Certified Lifeguard(s), who hold current and valid Alberta Accreditation, to supervise and oversee their swimming pool use.

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- There should be a sufficient number of lifeguards considering the number of people in the pool. Any costs associated with the hiring of certified lifeguard(s) are the sole responsibility of the Renter.
- The camp assumes no responsibility or liability for accidents, injury or illness, incurred by individuals or groups, resulting from the rental of the swimming pool. Rental groups must provide their own first aid supplies and equipment.
- At no time are children under the age of 18 years (age of majority), to be permitted in the swimming pool, or pool compound, without adult supervision. This applies to both swimmers and non-swimmers.
- Rental use of the swimming pool by any person is at all times on an “at your own risk” basis.
- Swimmers are required to shower and rinse their feet prior to entering the pool compound.
- When swimming is over, the water and deck area must be cleared of all water toys and floatation devices, and the gate locked by the adult in charge of the rental group.
- Swimming is not permitted during thunder and lightning storms. Swimming is not permitted during pool maintenance or cleaning periods.
- Food, beverages or candy are not permitted inside the fenced pool compound.

Agreed: _____

5. Rules for Use of Watercraft:

- A record must be kept of all persons on the lake in watercraft; to include departure as well as anticipated return time.
- All watercraft are to be used in daylight hours only. The camp power boat is for emergency use only. Canoes and Paddleboats must be properly stored after use.
- Personal floatation devices (lifejackets) must be worn at all times, while using all watercraft.
- Use of all watercraft is not permitted during thunder and lightning storms.
- Lifejackets and paddles must be returned to the equipment room after use.
- Children under the age of 18 years are not to be permitted to use all watercraft unless accompanied by or supervised by a responsible adult.

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- All use of any watercraft by the Renter's members and guests is on an "at your own risk" basis. The Camp assumes no liability for any loss or injury arising from the use of any watercraft.
- No watercraft is to be used by any of the Renter's members or guests if conditions on Hastings Lake make it dangerous to do so. Dangerous conditions include, but are not limited to, strong or unpredictable winds and waves. Should conditions become dangerous while any person is using a watercraft, that person is to immediately seek shelter at shore.
- Watercraft are not to be used for renters to swim in the lake.
- Misuse of watercraft will result in losing the use of the watercraft.

Agreed: _____

6. General Rules:

- Buildings not included in the rental agreement are not to be used or entered.
- Food and beverages are not permitted in the Chapel at any time.
- Lights are to be turned off when not in use. Also ensure that water taps are not left running and all exterior doors are closed.
- In the interest of water conservation, the length of showers is not to be excessive.
- Pets (with the exception of service animals) are discouraged at the camp. If pets are present, they must be leashed at all times and animal waste must be picked up and disposed of. Pets are not permitted inside any camp buildings or the pool enclosure at any time.
- Parking for automobiles is permitted in the designated parking lot area only. Roadways must not be obstructed to allow for caretaker and emergency vehicle access.
- Camping is not permitted in the parking lot, except with permission from the Executive Director for extraordinary circumstances.
- The Renter's members and guests are to refrain from any unsafe practice or behaviour not specifically enumerated in these Rules.

Agreed: _____

7. Camp Orientation:

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The Renter's Authorized representative may be required to be present at the Camp for an orientation before other renters arrive at the Camp.

Agreed: _____

8. Camp Clean-Up:

Prior to "Departure", Renters are required to ensure that all camp buildings and grounds areas used, are left clean and tidy. All equipment used must be properly stored.

Agreed: _____

9. Final Inspection:

The return of the "Booking / Damage Deposit" may be subject to an inspection with an authorized camp representative, to ensure that all rented facilities have been properly cleaned and are undamaged, by the renters. If all rented facilities are found to have been properly cleaned and are undamaged the deposit will be returned to the renter in full within 30 days. Any and all costs associated with necessary clean-up or repairs, by camp representatives, will be deducted from the "Booking / Damage Deposit". Should the costs of clean-up or repair exceed the amount of the deposit, the renter will be billed for the differential. Graffiti or Vandalism of any form will not be tolerated by the camp.

Agreed: _____

10. Acceptance:

This is to certify that I have read and understand the foregoing "Camp Rental Rules and Guidelines" and accept the implied responsibilities and liabilities on behalf of the renter.

(Name of Rental Group) _____

(Person signing the agreement) _____

(Rental Dates) _____

(Today's Date) _____

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Rental Refusal Policy

PURPOSE

HLLBC exists for the promotion of the Christian faith, therefore this policy exists to ensure that those entering into a rental agreement with the camp are conducting activities that do not conflict with the Christian faith.

POLICY

The actions and activities of those entering into a rental agreement with HLLBC shall do so with the intent of using the facilities in a manner that does not directly or indirectly oppose and/or contravene HLLBC's ends referred to in the Ends Statement (G001).

PROCEDURES

- Upon review of the Rental Form Description of Activities, as well as past experience of the renters' activities, the Executive Director will determine if the renters are intending to conduct activities that do not contradict or conflict with the Ends Statement.
- When the Executive Director determines that a renter is intending to perform activities on camp property that contradict the Christian faith, refusal of the rental will be communicated.
- When refusal of rental has been issued, the Executive Director will inform the Board of Directors Executive Committee (Board Chair and Vice Chair).

RELATED DOCUMENTS

- Ends Statements, Policy G001
- Rental Form
- Camp Rental Agreement

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APPROVED BY BOARD ON May 23, 2023

ENDS STATEMENTS

PURPOSE

To ensure clarity and consistency in its purpose and priorities, (i.e. the “ends”), Hastings Lake Lutheran Bible Camp, HLLBC, has described the key areas in which it desires to see results. This policy ensures that these ends are understood and upheld by the Board of Directors and employees of HLLBC.

POLICY

All members of the Board of Directors and employees of HLLBC acknowledge and understand that HLLBC is a Christian ministry and operates based on statements of Beliefs, Mission, Vision, Values, and Core Commitments. Members of the Board of Directors and employees agree to uphold these statements, unless specified otherwise in their employment agreement. In the event that an employee is not required to uphold these statements, they agree not to directly or indirectly oppose and/or contravene these statements as they fulfill the duties and requirements of their employment. Further, without limiting the scope of the above statement by the following list, members of the Board of Directors and employees acknowledge and understand that HLLBC has defined its ends using its statements of Beliefs, Mission, Vision, Values, and Core Commitments.

RELATED DOCUMENTS

- Employment Agreements, Policy HR003
- HLLBC Constitution

APPROVED BY BOARD ON May 23, 2023
