

HUS ENCAMPMENT USE AGREEMENT

Unity of the Brethren – Members Agreement

NOTICE: Hus Encampment is a smoke free, drug/alcohol free, firearms and pet free facility.

WELCOME to the Hus Encampment. This agreement has been prepared to make the use of the camp by your group more enjoyable and to ensure that the facilities are cared for in accordance with the directives of the Hus Board of Trustees.

NOTE: Keep Pages 1- 3. Fill out page 4 and mail to Kent Laza at:

Kent Laza
4913 FM 166
Caldwell, TX 77836

Encampment Responsibilities

The Caretakers are to make certain the areas needed are unlocked and clean, that equipment is in working order, that rest rooms are stocked with necessary supplies, and that necessary utilities are turned on.

Responsibilities of Groups Using Facilities

I. Designate a responsible person to:

- A. Sign this agreement and ensure its delivery to the Hus Encampment Caretakers. Verbal contact with Caretakers or Facilities Manager will tentatively place an event on the Hus encampment calendar. *All dates for events are tentative UNTIL a signed agreement form is submitted.* Any group/event that does not submit a signed agreement *eight weeks prior to scheduled activity* will have the event removed from the Hus Encampment Calendar. Events that have had tentative dates removed from the Hus Encampment Calendar may subsequently submit a signed agreement and be placed back on the calendar as long as the date has not already been booked. Events placed on the calendar within eight weeks of the scheduled event have ten days to submit a signed agreement. No event will take place without a signed agreement.
- B. Phone Caretakers a week in advance to schedule arrival: 979-255-8266 or 979-324-5560.
- C. Receive orientation for use of the facilities from Caretakers.
- D. Make all group participants aware of usage permissions and restrictions.
- E. Make all group participants aware that the Hus Encampment is NOT a FULL SERVICE facility. All buildings and the camp grounds should be left in a clean and orderly fashion. In addition, because the Hus Encampment is NOT a FULL SERVICE facility, items such as pillows, bed linens, towels, and janitorial services are NOT PROVIDED. Each group must supply these items as necessary.
- F. Contact caretakers at 979-255-8266 if any questions/problems arise or for any breakage.

If Caretakers are unavailable, contact the Facilities Manager:

Kent Laza at 979-220-1957; kent.laza@verizon.net.

- If breakage is determined by the Hus Board to have been avoidable, the group will be required to pay damages.

II. Donations or Fees for Use of Buildings

Please use the appropriate application for your event. There are different applications for Unity Based Organizations, Members of the Unity and individual Congregations, and outside entities. All applications are available from Kent Laza or caretakers and on the Unity of the Brethren Web Site: <http://www.unityofthebrethren.org>

UNITY MEMBERS BASED ACTIVITIES include family retreats, workshops, and other spiritual based and community building events sponsored by Unity of the Brethren members. These entities are *to make a payment of fees* to the Hus Operating Fund in accordance to the schedule below taking into consideration number of buildings used and length of activity.

SPECIAL NOTE: Determination as to whether a group is: (1) encouraged to make a donation, (2) required to make a contribution according to the Unity Based Fee Schedule, or (3) required to make a contribution according to the Non Unity Based Fee Schedule will be made by the Hus Encampment Facilities Manager with direction from the Board of Trustees.

III. Outdoor Facilities

- A. Pond Area – Children under 18 years of age MUST BE ACCOMPANIED by a responsible adult for any and all visits to the pond area.
- B. The ROPES Course is TOTALLY OFF LIMITS except when qualified instructors are present to give supervision and instruction.
- C. Other recreational equipment – Permission must be obtained from Caretakers prior to use of any recreational equipment including bikes. A responsible adult of the Group should be appointed to check out equipment and see that it is returned to storage before the Group leaves the facility. NO equipment should be left outside.

IV. General Indoor Facilities

- A. Floors in all areas will be swept or dust mopped. No wet mopping of laminated floors.
- B. Tables and chairs should be cleaned and left in orderly arrangement
- C. All trash should be bagged.
- D. Turn off heating/air conditioners before leaving unless advised by Caretakers to do otherwise.
- E. Turn off all lights and fans as you leave.
- F. Close and lock all outside doors when leaving.
- G. Return keys to Caretakers with a list (if any) of problems or breakage found when conducting your final clean-up.

V. Kitchen Area

- A. Food service paper goods should be provided by families, congregations, and ALL other gathering groups. This includes large gatherings sponsored by the State BYF and the Christian Sisters' Union.
- B. Use appliances properly and clean them after their use.
- C. Be sure stove burners/oven controls are in OFF position when you are finished using them.
- D. Wash all dishes, pots and utensils and store in MARKED areas.
- E. Please do not leave any items in the refrigerator or ovens. Also, do not use/borrow Encampment pots or containers to take left-overs home with you.
- F. Food scraps may be taken to compost pile, or left covered in kitchen pail if group members do not know location of compost pile.
- G. Wet towels are to be left in marked basket provided by camp.
- H. Kitchen floor should be wet mopped, if needed.

VI. Bathrooms

- A. Before leaving, make sure all commodes/urinals are flushed.
- B. After flushing, please make sure all commodes/urinals have stopped running.
- C. Turn off all lights.

VII. Dorms and Cabins

Policies outlined above apply. Straighten bedspreads, sweep floor, clean bathrooms, and turn off all lights.

Unity Members Based Fee Schedule for Use of HUS ENCAMPMENT FACILITIES

(ALL FEES PER DAY)

UNITY BASED FEE SCHEDULE

| | |
|-----------------------------------------------------------------|-----------|
| Main Building and use of New Rest Rooms | \$ 150.00 |
| Main Building and 1 Dorm (includes restroom in dorm) | \$ 250.00 |
| Main Building and 2 Dorms (includes restrooms in both dorms) | \$ 300.00 |
| Staff Cabin I (with kitchenette) | \$ 50.00 |
| Staff Cabin II (with medical room) | \$ 40.00 |
| Staff Room III (attached to Annex) | \$ 25.00 |
| Family Quarters (per room – Next to Caretaker’s House) | \$ 25.00 |
| New Classroom/Conference Building | \$ 200.00 |
| New Classroom/Conference Bldg. and Kitchen/Dining in Main Bldg. | \$ 250.00 |
| All Buildings | \$ 600.00 |
| Ropes Course (includes person for SUPERVISION ONLY) | \$ 100.00 |

Checks for Donations and Fees should be made payable to HUS Operating Fund

Send check and application (page 4) to:

Kent Laza
4913 FM 166
Caldwell, TX 77836

Event _____ Date/Time _____

HUS ENCAMPMENT USE AGREEMENT
Unity Members Based Activity
(ALL FEES PER DAY)

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WELCOME to the Hus Encampment. This agreement has been prepared to make the use of the camp by your group more enjoyable and to ensure that the facilities are cared for in accordance with the directives of the Hus Board of Trustees.

Name of Group: _____ How Many Individuals Attending _____

Name of Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Day-Time Phone # _____ Evening Phone # _____

UNITY BASED FEE SCHEDULE: The buildings which will be needed and made available to groups will be:

| | |
|-------------------------------------------------------------------|-----------|
| G Main Building and use of New Rest Rooms | \$ 150.00 |
| G Main Building and 1 Dorm (includes restroom in dorm) | \$ 250.00 |
| G Main Building and 2 Dorms (includes restrooms in both dorms) | \$ 300.00 |
| G Staff Cabin I (with kitchenette) | \$ 50.00 |
| G Staff Cabin II (with medical room) | \$ 40.00 |
| G Staff Cabin III (attached to Annex) | \$ 25.00 |
| G Family Quarters (per room – Next to Caretaker’s House) | \$ 25.00 |
| G New Classroom/Conference Building | \$ 200.00 |
| G New Classroom/Conference Bldg. and Kitchen/Dining in Main Bldg. | \$ 250.00 |
| G All Buildings | \$ 600.00 |
| G Ropes Course (includes person for SUPERVISION ONLY) | \$ 100.00 |

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Send checks and applications to: Kent Laza
4913 FM 166
Caldwell, TX 77836

I, the undersigned, and on behalf of the Group that I represent, do hereby waive any and all responsibility for personal injury or accident from the Hus Encampment, its officers and personnel. The above policy requirements are understood and will be observed by our Group.

Date: _____

_____ for _____
(Responsible Person) (Group)

Address: _____

Phone: _____ Email: _____