

# Rental Policies & Contract

Updated August, 2023

As you prepare to use Camp Mardela for your retreat, family gathering, or other program, we ask you to review the following policies. They will serve as the conditions of your contract with Camp Mardela. You will be expected to communicate these policies to the rest of your group.

Pages 1-4 - Policies

Page 5 - Fee Sheet

Pages 6-7 - Contract

Page 8 - Water Safety Agreement

## Property Rules

- General
  - Alcohol, smoking and illicit drugs are NOT permitted on camp property.
  - Pets are not permitted unless they are certified service animals.
  - Weapons are not permitted under any conditions.
- Vehicles
  - Vehicles must be parked in designated areas:
    - King, Krabill, Cabin, RV & Tent Parking (using tent sites in RV area).
      - Lot in front of basketball court.
      - Grassy area used for overflow parking.
    - Pavilion & Tent Parking (using tent sites by ponds).
      - Lot in front of pavilion.
    - Handicapped Parking.
      - Next to King (marked with signs).
      - Front parking spaces at pavilion (marked with signs).
      - Space in front of carpet pool table by Krabill Hall.
    - You may drive to the retreat center and dining hall to unload luggage and food and then park your car in designated lots.
    - Only drive on clear, marked roads.
    - Observe speed limits. In areas where no speed limit is posted, assume a 5 mph speed limit.
- Equipment
  - Basic sports equipment is provided
  - Watercraft equipment is available, but must be rented separately
  - Groups may bring their own equipment. Camp Mardela is not responsible for lost, stolen or damaged personal equipment.
  - Any damage to equipment or property must be reported to the Administrator. Extensive damages will be billed to your group
  - If, upon arrival, you find that the cleanliness or repair of the facility is unsatisfactory, please report to the Administrator immediately
- Multi-group Policies
  - Do not use areas of camp that you have not expressly rented (with the exceptions of common areas)
  - If you are sharing the facility with another group, schedule use of common areas such as playgrounds, campfire circles, picnic areas, and outdoor gathering areas, directly with the other group or through the Administrator



- Lost & Found
  - Check all occupied areas thoroughly for any personal items.
  - For items left behind, arrangements should be made to pick them up at the camp's convenience
  - Items that need to be mailed or shipped will require a \$5.00 service charge plus the cost of postage to have them located and mailed
- Environment
  - Do not cut/deface/remove trees or other plants/ shrubs
  - Do not litter
  - Observe and appreciate wild animals from a distance
  - Fires may only be built in designated areas. they must be attended at all times, and extinguished with water when finished
  - Check with the administrator before building a fire

**Health and Safety**

- Camp Mardele does not provide on-site medical care for groups renting facilities. Local emergency numbers are listed near the phones. 911 is available. We recommend that you consider some basic first aid needs
  - Provide at least one adult who is currently certified in first aid and CPR
  - Bring adequate first aid supplies (some First Aid kits will be available in buildings)
  - Dedicate a vehicle for emergency transportation .
- Accidents and injuries should be reported to Camp Administrator if it was a direct result of camp property or facilities, camp property or facilities were damaged in the incident, or if local emergency services were called to camp
- Leaders of children/youth events must secure and have a basic health history form for each participant that is not accompanied by a parent or legal guardian at all times
  - This form should include basic information such as allergies, medications, special needs, emergency phone numbers, and a consent statement signed by the parent or legal guardian which gives permission to provide emergency medical care if necessary
  - If participants have medicine that must be taken during the program, it must be stored under lock unless under the constant supervision of authorized personnel.

**Leadership and Supervision**

- The person in charge of the group is responsible to ensure positive group behavior, whether adults, children, or youth. If a group primarily is serving children or youth, the leader must provide adequate & qualified adult supervision for the safety of participants.
  - Participants 6 to 8 years old..... 1 adult to 5 children
  - Participants 9 to 14 old..... 1 adult to 8 children/youth
  - Participants 15 to 18 years old..... 1 adult to 10 youth
  - Participants 19 and over ..... 1 leader to 20 participants
- We recommend avoiding 1 on 1 interactions with children. The best way to prevent this is the "rule of 3". Always have at least 3 people (2 children, 1 adult, 2 adults, 1 children, etc).
- If using bunk rooms, children under 16 are NOT permitted on the top bunks.

**Emergency Procedures**

- Medical Emergency
  - Once an illness or injury occurs, assess the person to determine the cause, severity, and treatment needed



- As applicable, have a First Aid certified staff or volunteer perform First Aid and record treatment in the First Aid notebook with the kit
- If illness or injury is minute (small cut, small sunburn, etc), monitor the person afterwards and determine if additional help is needed
- Missing Person
  - If a participant becomes lost, do a thorough search within and around the facility being rented and the pond area
  - If the individual is not found, report to the Administrator for assistance
- Fire
  - All facilities are equipped with smoke alarms and emergency exits. Please be sure to take note of these and point them out to participants
  - In the event of an uncontrolled fire, evacuate the building immediately, call 911, and notify the Administrator
  - Additional emergency information can be found posted in King and Krabill
- Storm
  - The Administrator will monitor weather conditions and keep your group informed
  - If conditions worsen, groups should gather indoors and wait out the storm
  - If there is an impending storm and utilities, buildings, or people's lives are threatened, your group may be advised to leave
- Intruders
  - If a stranger enters your facility, or lingers in the area, you are advised to politely ask who he/she is and what their business is at camp and may ask them kindly to leave explaining that your group is renting the facility
  - If they want information about Camp Mardela, refer them to the Administrator.
  - If a stranger is asked to leave and refuses, contact the Administrator
- Loss of Electricity
  - The Administrator will immediately contact Choptank Electric. While waiting for service, build a fire and enjoy the serenity of a quiet camp
  - The well is operated by electricity. Keep water usage to a minimum and avoid flushing the toilets with just one use
  - Do not open refrigerated areas, and if power is out for more than 4 hours, move items to coolers and check that food is still being maintained at safe temperatures.
  - If the power is not restored for several hours, the Administrator will help. If necessary, you will be advised to return home and financial compensation will be arranged

## Before Leaving

Before leaving, your group is responsible to care for the following:

- Wipe down tables and chairs and return to proper storage.
- Sweep dining room floor and vacuum carpeted room, sleeping rooms and hallway
- Straighten up bathrooms—clean sinks and toilets and restock paper products as needed
- Sweep and mop kitchen areas
- Refill firewood rack if you used wood
- Put away balls, frisbees, etc.
- Turn off heat, air conditioners, and lights
- Pick-up paper, litter, etc. in and around areas used
- Double check rooms, bathrooms, coat racks, etc. for personal items



### Rental Group Kitchen Use

User groups are required to know and follow the state health code requirements when using our licensed kitchen. Please follow the postings in the kitchen. Appoint one participant to be the contact person responsible for overseeing proper use and clean-up of the kitchen.

- No unnecessary people should be in the kitchen preparing and cleaning up after meals
- The person in charge of the kitchen is responsible for checking refrigerator and dishwasher temperatures. The temperatures can be charted on forms in the kitchen:
  - Refrigerators – 40 degrees or less
  - Freezers – 25 degrees or less
  - Sterilizer wash temp – 100 degrees. If a problem arises call the Administrator
  - If temperatures are not within these thresholds, contact the Administrator
- Keep lids on garbage cans. Replace bag in the can. Do not set garbage outside. Place garbage in the dumpster by the shop
- The grill is available, but only if it is properly cleaned (top and grease trap) after use.
- Do not place hot pans/skillets on the countertops
- Clean/sanitize counters before and after every meal
- Wipe the stainless steel counter clean and dry after each meal
- Use of the kitchen includes all supplies available
- It is not advised to use the griddle in the Krabill Kitchen unless you know how to properly clean it
- Keep meals simple so you have time to enjoy your trip to camp
- Your group is responsible for bringing and taking home all of your own food items
- Damages to kitchen equipment and/or uncleanliness will be billed to your group

### Kitchen cleaning expectations

- Dishes, pots, pans, utensils are to be washed, sanitized, air dried stored
- Counter tops cleaned and sanitized
- Dishwashing area must be clean and dry, and dishwasher bins are properly stored
- Dish cloths may be placed in the basket near the laundry facilities
- Oven and exhaust fans turned off
- Garbage in the blue metal dumpster. If full, put trash in the cage in the rear of Krabill Hall

### Rental Group Waterfront Use

- Access to Swimming Pond and boats are restricted without the review and completion of the Water Safety Agreement
- Rental groups may bring their own waterfront equipment to be used on Watts Creek or at the Fishing Pond without restriction (ex. fishing poles, boats)
- A lifeguard is required for any group wanting to swim in the Swimming Pond. A fee must be paid for this service.

## Camp Marдела Rental Fee Sheet

Use this sheet to estimate your total rental fees based on your needs. An official invoice will be sent based on the items on this sheet and will be adjusted as needed.

### King Retreat Center

Kitchen, Dining Conference	\$130/Dy or \$12/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Bedrooms (6)	\$75/Rm/Nt	x____ rms	x_____ nts = \$_____
Dorm Rooms (2)	\$75/Rm/Nt	x____ rms	x_____ nts = \$_____
Other Lodging			
Cabins (6)	\$75/Cbn/Nt	x____ cbn	x_____ nts = \$_____
House of Esther/Infirmary (1)	\$75/Nt		x_____ nts = \$_____
Camping Sites - RV (9)	\$30/Site/Nt	x____ site	x_____ nts = \$_____
Camping Sites - Tents (1-6 ppl/tent)	\$15/Tent/Nt	x____ tent	x_____ nts = \$_____

### Krabill Hall

Dining Hall Only	\$150/Dy or \$15/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Dining Hall AND Kitchen	\$250/Dy or \$25/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Other Buildings			
Craft House (seats 40)	\$75/Dy or \$8/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Nature Lodge (seats 20)	\$75/Dy or \$8/hr (1-6 hrs)	x_____ dys/hrs	= \$_____

### Outdoor Use

Pavilion Area w/ Kitchen (seats 100)	\$125/Dy or \$12/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Pavilion Area (seats 100)	\$75/Dy or \$8/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Lifeguard (req. for swimming - 50>)	\$25/Hr	x_____ hrs	= \$_____
Archery (12 ppl max/class-10 min age)	\$2/class (1 hr class)	x_____ class	= \$_____

### Transportation

Camp Van (limited availability)	\$100/Dy or \$10/hr (1-6 hrs)	x_____ dys/hrs	= \$_____
Hay Wagon	\$20/Use	x_____ uses	= \$_____
Kayaks (12 - up to 6 hrs)	\$20/Boat	x_____ boat	= \$_____
Canoes (8 - up to 6 hrs)	\$30/Boat	x_____ boat	= \$_____
Other Amenities / Services			
Food Service (limited availability)	\$5/Prsn/Meal	x____ prsn	x_____ meal = \$_____
Insurance	\$1/Prsn/Dy	x____ prsn	x_____ dy = \$_____
Linens (sheet, blanket, pillow, towel)	\$5/set		x_____ sets = \$_____

**Estimated Total** = \$\_\_\_\_\_

**Deposit (25%)** = \$\_\_\_\_\_

**Remaining** = \$\_\_\_\_\_

**Group Reservation Information:** \_\_\_\_\_

Description of Event: \_\_\_\_\_

Application Date: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

Estimated Arrival Time: \_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_

Approximate Guests Attending: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Requested Facilities		
King Retreat Center	[ ] Conference Room/Kitchen/Dining Room	
	[ ] Bedrooms (6)	[ ] Dormitories (2)
Krabill Hall	[ ] Dining Hall	[ ] Kitchen
Cabins	[ ] Number of Cabins (6)	
Tent/Trailer Sites	[ ] Number of RV Sites (10)	[ ] Number of People/Tents
Watercraft Rental	[ ] Number of Kayaks (12)	[ ] Number of Canoes (8)
	Other	
[ ] Swimming Pond	[ ] Craft House	[ ] House of Esther
[ ] Other	[ ] Hayride Rental	[ ] Pavilion Kitchen
[ ] Nature Lodge	[ ] Pavilion	[ ] Primitive Camp

Estimated Rental Fees: \_\_\_\_\_ Invoice #: \_\_\_\_\_

**Rental Confirmation Instructions**

- Paperwork
  - Send the contract form along with your deposit to Camp Mardela.
    - Keep the first 4 pages of this contract for your reference
    - Water Safety Agreement must be completed for use of pond or watercrafts
    - A new contract must be completed each year
- Payment Policies
  - Camp Mardela requires a 25% deposit of your invoice to finalize your reservation
  - The minimum deposit accepted is \$50.00 for any event
  - Full payment is due upon receipt of rental (the day your group arrives)
- Refund Policies:
  - 60 days or more prior: Full refund
  - 30-59 days prior: Full refund minus deposit
  - 5-29 days prior: 50% refund minus deposit
  - 0 - 3 days prior: Groups will not receive a refund
    - If you cancel for health or emergency reasons, you'll receive a full refund minus deposit
    - For weather-related cancellations, you'll receive 50% refund minus deposit



**Insurance**

Does your group have Liability Insurance? \_\_\_\_\_

If yes, Name of Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Supplemental insurance coverage is \$1/person if liability insurance is not held by the group

**Contact Information**

Group Contact Name: \_\_\_\_\_ Billing Contact Name: \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_ Billing Contact Phone: \_\_\_\_\_

Group Contact Email: \_\_\_\_\_ Billing Contact Email: \_\_\_\_\_

Group Contact Address: \_\_\_\_\_

*If group contact is the same as billing contact, only fill out the left side.*

<b>Rental Agreement</b>	
	The RENTER has read the Rental Policies included in this packet, and understands that they constitute the terms of this contract with Camp Mardela. The RENTER agrees to abide by, convey, and enforce ALL of these guidelines to each participant attending the contracted event
	The RENTER agrees to assume full responsibility for all activities and participants during the contracted period
	The RENTER agrees to exercise utmost care of the facilities, and will arrange payment for all damages caused during contracted use
	The RENTER understands that failure to follow these guidelines constitutes a breach of contract with Camp Mardela, and may result in denial of applicable refunds, limitations on use of facilities, early departure from the camp, additional bills for damages, and/or refusal of future use of camp property according to the discretion of the OWNER
	The RENTER agrees to indemnify and defend OWNER, and all of OWNER's officers, agents, and employees, from and against all liability for injuries to or deaths of person or damage to property caused by RENTER'S use, occupancy, or operations upon the premises and use of equipment.
	The RENTER has read and understands the payment policies, and by completing this contract the RENTER agrees to the terms of payment and refund policies.

RENTER	OWNER
Signature	Signature
Print	Print
Date	Date

Thank you, and we hope you enjoy your stay at Camp Mardela!

# Water Safety Agreement

Updated January 2022

Access to Pond and Dock will be restricted unless this agreement is understood and signed.  
Hazards will be removed and equipment will be ensured of usability and good repair.

## Swimming Pond Rules

- A trained lifeguard must be present for swimming activities.
- Children under 18 must not be in the pond without the supervision of an adult
- There must be one adult designated watcher supervising for every 10 children swimming
- No one may swim without the presence of one lifeguard for every 25 swimmers.
- All swimmers must wait for the lifeguard's signal to swim
- No diving anywhere in the pond
- No horseplay
- No running on the dock
- No glass containers, food or gum are permitted at the pond

## Boat Rental Policies

- A trained instructor must be present for boating activities.
- For adult groups lacking a trained instructor, complete the checkout system for use of equipment
- Don't dig paddles in the sand. Rest on your foot
- Everyone must wear a lifejacket that fits them properly
- There must be one adult present for every 2 boats in the water
- Every canoe must have at least one person 13 years old
- No more than 3 people in a canoe at one time, regardless of age
- Individuals must remain seated at all times
- No horseplay, splashing, tipping, or ramming
- Return all equipment to their designated locations
- Keep a count of all boaters

## Emergency Response

- The lifeguard will blow one long whistle in an emergency to clear the pond
- Designated watchers assist in clearing the pond while lifeguard performs rescue procedures
- A designated watcher will call the camp office to alert emergency personnel as needed
- A certified CPR/First Aid person will perform emergency response tasks as needed
- Please provide a person certified in lifeguarding, CPR/First Aid at all aquatic activities.
- First Aid kits can be found in the kayak shed and the pond shed, as well as other rescue equipment that may be needed in an emergency
  - Consult posted rules at Pond or Dock for further clarification.

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## Rental Group/Event:

1. The RENTER agrees to communicate, abide by, and enforce swimming pond rules, boat rental policies, and emergency response procedures, if necessary.
2. The RENTER agrees to indemnify, and defend OWNER, and all of OWNER's officers, agents, and employees, from and against all liability for accidents or injuries.

**RENTER** \_\_\_\_\_ **OWNER** \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

\*Lifeguard certifications and signed water safety agreements must be received before any aquatic activities. (\*checkout system for all-adult boating groups).