



# Camp Indogan Operational Documentation

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1/1/2009

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# Code of bylaws of Camp Indogan, Inc.

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*(An Indiana Not-For-Profit Corporation)*

## Article I

### Name and Object

Sect. 1. The name of this corporation is Camp Indogan, Inc. (hereafter referred to as the "Corporation").

Sect. 2. The purpose of this organization is to establish, promote, and perpetuate a Christian camp in northeastern Indiana to provide for youth a wholesome environment and recreation under the guidance and supervision of Christians while instructing the youth in the knowledge of God's word. To fulfill these objectives the Directors shall arrange a camp of at least two (2) weeks each fiscal year.

## Article II

### Principal Office

Sect. 1. The principal office of this organization shall be at Camp Indogan, Angola, Indiana.

## Article III

### Resident Agent

Sect. 1. The resident agent of the corporation shall be named by the board of directors and the first resident agent shall be Dean Hoggatt, LaGrange, Indiana. The second and current resident agent shall be Carl Marcussen, South Bend, Indiana.

Sect. 2. The name of the resident agent may be changed at any time by the board of directors by filing with the Secretary of State, on or before the day any such change is to take effect, or within 5 days after the death of the resident agent, or other unforeseen termination of his agency, a certificate signed by the President or Vice President and Secretary of the corporation, and verified under oath by one of such officers signing the same.

## Article IV

### Seal

Sect. 1. The corporate seal of this corporation shall be a round metal disc with the word "Seal" across the center thereof, and the words "CAMP INDOGAN, INC." around the outer edge thereof.

## Article V

### Fiscal Year

Sect. 1. The fiscal year of the corporation shall begin at the beginning of the first day of October in each year and end at the close of the 30<sup>th</sup> day of September next succeeding.

## Article VI

### Meetings of the Corporation

Sect. 1. **Annual Meetings:** The annual meetings of members of the group comprising the corporation from the election of Directors and for the transaction of such business as properly may come before such meeting shall be held on the first Saturday of October, at 1 p.m. of each year, if not a holiday, or if a legal holiday, the the succeeding Saturday, not a legal holiday. The said meeting may be held when or where the board by resolution may otherwise appoint. The first annual meeting to be held in November, 1958

- Sect. 2.        Special Meetings:        Special meetings may be called by (1) the President, (2) or by a majority of the board of Directors, (3) or shall be called by the President, Vice-President or any other member of the board of Directors, upon written request of more than one-tenth (1/10<sup>th</sup>) of the voting members of the corporation
- Sect. 3.        Notices:        A written or printed notice stating the place, day and hour of the meeting, and in case of a special meeting, the purpose for which such meeting is called, shall be delivered or mailed by the Secretary, or by the officer or person calling the meeting, to each member of record entitled by the Articles of Incorporation to vote at such meeting, at such address as appears upon the records of the Corporation, at least ten (10) days before the date of meeting. Notice to any member of record of any meeting of members may be waived by such in writing filed with the secretary.
- Sect. 4.        Quorum:        The presence of at least ten (10) or such large number of members entitled to vote as the Directors may from time to time determine, or one-half of the members entitled to vote, whichever shall be the fewer, shall be necessary to constitute a quorum at general meetings.
- Sect. 5.        List of members:        A list of voting members shall be maintained in the corporation office at all times. Such list shall be open at the office of the corporation at least ten (10) days before such meeting and shall be available at the place holding the meeting for examination of any member eligible to vote.
- Sect. 6.        Voting Power:        The voting membership of this corporation shall consist of:
1. Those persons who from time to time constitute the board of directors of the corporation and
  2. All persons over the age of eighteen (18) years, who are faithful members of the Church of Christ and who have purchased a lifetime membership , the amount of which is fixed hereinafter by Article VII, Sect. 1. Of the bylaws of the said corporation and
  3. All persons over the age of eighteen (18) years, who are faithful members of the Church of Christ, and who from time to time have purchased an annual membership, the amount of which is fixed hereinafter by Article VII, Sect. 1, of the bylaws of the said corporation.
- Each member shall have one (1) vote.
- Sect.7.        Chairman:        The President of the Corporation, or in his absence the Vice President, if any, shall preside as chairman at every general meeting of the corporation. If at any meeting neither the president nor the Vice President , if any, is present within thirty (30) minutes after the time appointed for the holding of the meeting or if each of them shall intimate that he is not willing to act as chairman, the members present and entitled to vote at such meeting shall choose someone of their number to be chairman.
- Sect. 8.        Tie:        In case of an equality of votes, the chairman of the meeting shall be entitled to a second, or casting vote.
- Sect.9.        Order of Business at Meeting of Members:        The order of business at the meetings of the members shall be as follows:
- a. Call to Order
  - b. Reading of notice and proof of mailing
  - c. Reading of minutes of last meeting
  - d. Report of President
  - e. Report of Secretary

- f. Report of Treasurer
- g. Report of Directors
- h. Communications and Bills
- i. Report of Committees
- j. Election of Directors
- k. Unfinished Business
- l. New Business
- m. Adjournment

The business of each meeting shall be governed by Roberts Rules of Order. In the absence of any objective, the presiding officer may vary the order of business at his discretion.

## **Board of Directors Committee Descriptions**

The following is a list of committees and their respective assignments. Appointments shall be made and modified as board members change. This list is for reference purposes and to be used as a guideline to help committee chair persons know their areas of involvement.

### **Education Committee**

#### **Scheduled Deadlines**

*Suggest class themes ----- February Board meeting*

*Printed material to board ----- April Board Meeting*

*Disk or file of material to Webmaster --- April Board Meeting*

*Printed material to session directors ---- June 1<sup>st</sup>*

*Printed material at camp ----- June 15th*

- Ensures camp class materials is written accordingly to the standards set by the bylaws/board of directors.
- Ensures class material is written printed and delivered to the board for approval during the April meeting
- Ensures the class material is delivered to the sessions directors in a timely fashion prior to the session start (4 weeks Prior)
- Ensures material is delivered to the webmaster (in word or suitable format) for web publication by the April meeting.
- Offers suitable theme for approval by the board no later than the February meeting

### **Staff and Operations**

#### **Schedule Deadlines**

*Calendar Schedules ----- February Board Meeting*

*Applications Printed ----- April Board Meeting*

*Food Lists Menu Requirements ----- April Board Meeting*

*Session Director Packets Distributed ----- April Board Meeting*

*Awards Order and distributed ----- June Board Meeting*

- Manage documentation for staff handbook, staff applications, session director's packets and supplying these to all directors and staff members.
- Monitors overall physical operations of camp functions as related to sessions and rallies
- Orders all awards and distributes to the session directors
- Ensures all camp photos are taken or assigned to be taken during each session.
- Develop and implement food distribution and purchasing. Works with LACI's to procure food.
- Correlates all dates for camp activities, sessions, dinners, and events for printing by December 1st
- Ensures applications are printed and ready for distribution by April Meeting
- Review and suggest changes to forms, bylaws, handbooks to remove or change out of date information

## Public Relations

### Schedule Deadlines

<i>Mail camp schedules</i>	-----	<i>By Mid April</i>
<i>Write and Distribute Newsletter</i>	-----	<i>April 1<sup>st</sup> / September 30<sup>th</sup></i>
<i>T-Shirt Theme</i>	-----	<i>April Board Meeting</i>
<i>T-Shirts Ordered</i>	-----	<i>June Board Meeting</i>

- Ensures mailings go out on a timely basis for all camp activities
- Promotes fund raising opportunities
- Enlists and promotes speaking engagements to area churches to promote camp awareness
- Promotes Development projects through the awareness of local churches
- Develops and mails camp newsletter on a bi-annual basis to all known churches and individuals in our data base
- Will assist in seeking grant funds
- Helps develop T-shirt yearly theme
- Orders camp T-shirts

Finance (Shall include and be overseen by the elected treasurer)

### Schedule Deadlines

<i>Budgets Submittal</i>	-----	<i>December Board Meeting</i>
<i>Budget Reports</i>	-----	<i>Each Board Meeting</i>
<i>Cash to session directors</i>	-----	<i>June 1<sup>st</sup> – July 15<sup>th</sup></i>
<i>Session Reports</i>	-----	<i>October Board Meeting</i>

- Develop and implement budgets based on camper and event income
- Submit a budget for approval by December Board meeting for following year
- Track spending on each event
- Track income from each event
- Track all donated monies
- Manage contracts with outside contractors and insurance agencies.
- Track all monies donated and used for special projects
- Prepare and submit financial reports at each board meeting

### Treasurer Assignments

- Pay or arrange to pay all bills in a timely fashion
- Collect and handle all monies and place them in proper accounts
- Reports all expenditures to the board
- Limits paying of bills to \$200.00 (unless an approved contract) until approved by executive committee
- Forward expected session up front money to session directors 1 month in advance of camp session
- Financial contact person for all state and legal requirements affecting the camp.

## **Building and Grounds**

### **Schedule Deadlines**

<i>Open Camp for spring Usage</i>	-----	<i>April Board Meeting</i>
<i>Winterize camp</i>	-----	<i>November 1<sup>st</sup></i>
<i>Suggestions for Next year's Improvements</i>	-----	<i>October Board meeting</i>

- Keep board informed of condition of camp buildings and grounds
- Maintain infrastructure of buildings and equipment
- Maintains electrical and plumbing systems
- Winterizes and opens camp by season
- Aid in overseeing building upgrades and projects
- Ensures grounds are kept groomed and maintained
- Ensures all equipment is placed in storage during winter months
- Manages relationship with caretaker and the assigned responsibilities

## **Assignments by Elected Position**

### **President**

- Will adhere to all functions set forth in bylaws
- Act as ex-facto of all committees
- Make assignments to all committees and positions of the board of directors

### **1<sup>st</sup> Vice President**

- Address delinquent board members based on meeting attendance
- Review, follow up on and make recommendations of new or prospective board members
- Preside over board meetings in the absence of the President

### **2<sup>nd</sup> Vice President**

- Preside over board meetings in the absence of the president and 1<sup>st</sup> Vice President

### **Secretary**

- Preserve votes taken on all motions and candidates for office for future reference
- Take and maintain minutes for each board meeting
- Assign in his absence a suitable replacement for taking minutes
- Distribute meeting minutes to all current board members prior to the following board meeting

### **Treasurer**

- Will adhere to all functions set forth in bylaws
- See assignments under Finance Committee
- Oversees finance committee acts as chief financial officer for Camp Indogan

### **Care Taker – (Hired position)**

- See position requirements under Caretaker requirements
- Reports to building and Grounds committee



The following form must be filled out by all staff members prior to camp sessions or youth rallies. The information will be gathered by an outside agency and any reports given will be of strictest confidence. Should you have any questions please contact staff and operations. This document will remain on file and will be used only as needed to insure our camp sessions and youth rallies are managed in a safe and stress free environment. Camp Indogan has taken steps to prevent the potential for mistreatment of its campers. This form is a part of those precautionary steps. For more information see our Bylaws and handbook.

## Adult Information and Background Check Release Form

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address \_\_\_\_\_

Drivers License No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

Have you ever been convicted or professionally treated for a child related crime or misdemeanor? \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested or convicted of any crime related to assault or civil disorder . (Including DWI) \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_

I hereby give Camp Indogan and its directing staff permission to run an official background check and understand that any information found from that check will be kept confidential. Your determination note to sign this document does not preclude any guilt, but will prevent you from serving as a member of our camp staff.

Signed (x)

Date:

Rules for acceptance and participation in the program are for everyone without regard to race, color, gender, age, handicap, or national origin. Any person who believes he/she has been discriminated against in any USDA- related activity should write the Secretary of Agriculture, Washington, D.C. 20250

## Session Director Financial Responsibilities and Reporting

It is the combined goal of Staff and Operations and our Finance teams to assist you in receiving, recording and delivering the funds received by campers to our associated banking firm. Please review and take note of the following Guidelines:

- All received funds need to be placed in the envelope for pickup by a finance team member on Tuesday night of your week. Do not use any of these funds for camp or any other related expenses.
- It is your responsibility to request a check (\$600.00) from the treasurer in advance of your week of camp for camp expenditures.
- All registrations received prior to your camp session will be recorded by our caretakers and the documentation forwarded to you on the first day of camp. Upon **receiving this you need to verify the amount of money** received and forwarded to the treasurer agrees with the amounts noted on the registration forms and the “Camp Indogan Session Camper Fees Income Statement” “Pre-registration Session Income” portion that will be **filled out by the caretakers.**
- As you receive registrations and monies, please attach the check or cash by means of a paper clip to the registration form. In this way if an accounting error the money will not be separated from the registration until all accounting is done (Tuesday evening). In the case of a single check for multiple registrations, attach the check and all applied applications together.
- Once all monies have been received, complete the remainder of the income statement and have it ready for review and pickup on Tuesday evening.
- All expenditures must have receipts to be credited or reimbursed by camp treasurer.
- Complete the **“Camp Indogan Session Flow Statement”** as you progress through your week and mail to Tom McCurdy once your session is ended and all spending is completed. Your accuracy is important as it will be reflected on the final statements submitted to the board for review at our August 18<sup>th</sup> Board Meeting.
- **NO FUNDS ARE TO LEAVE THE CAMP GROUNDS** – All session monies received are to be kept on site. No director or any member of staff is to remove these funds from camp. All accounting is to be done by the director and a member of the finance team and all funds will be delivered to that team member on Tuesday evening. **Any funds received after Tuesday night are to be called in to that team member and arrangements made for their recording and deposit.**
- Unpaid campers are the responsibility of the session director. Each session director is allowed 2 unpaid campers. Funds for the remainder of unpaid campers are the responsibility of the session director to acquire.
- A copy of this document and financial statements will be available on the camp registration lap top available at camp.

**Camp Indogan Session Camper Fees Income Statement**

Session Name: \_\_\_\_\_

Session Date \_\_\_\_\_

Director Name: \_\_\_\_\_

**Pre-Registration Session Income**

Number of full paying campers \_\_\_\_\_

A1. Total Checks Received \$ \_\_\_\_\_

A2. Total Cash Received \$ \_\_\_\_\_

Number of partial paying campers \_\_\_\_\_

B1. Total Checks Received \$ \_\_\_\_\_

B2. Total Cash Received \$ \_\_\_\_\_

Number of registered Staff kids \_\_\_\_\_

Number of registered staff \_\_\_\_\_

Total campers/staff \_\_\_\_\_

C. Total funds received \$ \_\_\_\_\_ (A1+A2+B1+B2)

**Session Registration Income**

Number of full paying campers \_\_\_\_\_

D1. Total Checks Received \$ \_\_\_\_\_

D2. Total Cash Received \$ \_\_\_\_\_

Number of partial paying campers \_\_\_\_\_

E1. Total Checks Received \$ \_\_\_\_\_

E2. Total Cash Received \$ \_\_\_\_\_

Number of paid camper-ships \_\_\_\_\_

Number of unpaid camper-ships \_\_\_\_\_

Number of registered Staff kids \_\_\_\_\_

Number of registered staff \_\_\_\_\_

Total campers/staff \_\_\_\_\_

F. Total funds received \$ \_\_\_\_\_ (D1+D2+E1+E2)

**Session Totals**

Total number of Camper/Staff \_\_\_\_\_

G. Total funds received \$ \_\_\_\_\_ (C + F)

Form completed by (Session Director) \_\_\_\_\_

Form checked by (Finance Team) \_\_\_\_\_

**NOTES:**

1. All checks must be attached to the registration forms
2. All pre-registration cash shall be turned over directly to the finance team on Tuesday night or deposited in the camp account and a slip provided to the finance team on Tuesday night. Each deposit must be recorded on the application for accounting purposes.
3. All director received cash should be stored in a safe place and turned over to the finance team on Tuesday night.

**Camp Indogan Session Cash Flow Statement**

Session Name: \_\_\_\_\_

Session Date \_\_\_\_\_

Director Name: \_\_\_\_\_

**All session fees will be picked up by a member of the finance team on Tuesday night. The director will only have \$600/\$300 (full session / Rally) that is forwarded by the treasurer. Do not use funds from camper's fees to fund any session costs. Any necessary spending above the \$600/\$300 forwarded must be approved by a member of the finance committee or the camp President. Any funds approved the \$600/\$300 must be paid by the director to be refunded within 7 days by the treasurer.**

Receipts for expenses (Attach all receipts to form before turning in to the finance team).

Supplier    Receipt #                          Description (ie: Food, Crafts, Medical)                          Cost

Supplier	Receipt #	Description (ie: Food, Crafts, Medical)	Cost

List any additional receipts on back side

- A. Total of receipts from this side \$ \_\_\_\_\_
- B. Total of receipts from back side \$ \_\_\_\_\_
- C. Total of all Receipts (A+B) \$ \_\_\_\_\_
- D. Funds forwarded by Treasurer \$ \_\_\_\_\_
- E. Balanced Owed/Due (Subtract C from D) \$ \_\_\_\_\_

\_\_\_ I am owed money \$ \_\_\_\_\_

\_\_\_ I am returning money \$ \_\_\_\_\_

\_\_\_ I had receipts in excess of funds available to spend  
and am donating the additional funds to camp \$ \_\_\_\_\_

**T-shirt ordering**

**Order your t-shirts by calling Garth Sponseller at 260-466-1358 by Monday noon.**

Have an accurate count of the sizes needed

Small \_\_\_\_\_

Medium \_\_\_\_\_

Large \_\_\_\_\_

X- Large \_\_\_\_\_

XX-Large \_\_\_\_\_

**We pay for every t-shirt ordered so please count accurately and order only what you need. Every year we spend extra and have extra shirts due to poor ordering by our directors.**

## **Milk Ordering**

Milk ordering is done by Thursday Noon

The session directors responsible should check the amount in stock and order as many as needed to take the total to 6 - White milk and 6 - Chocolate milk.

Each session director must order milk for the coming week of camp.

The phone number for Milk Delivery is on the bulletin board next to the clothes washer.

## **CANDY and POP for Canteen**

A bulk purchase of candy has been made and an allotment of candy has been assigned to each session. These can be found in the walk-in cooler with your session name on them. Please try and use only your amount. We suggest you use natural treats in the evening verses high sugar treats. Popcorn is in the pantry and icicle cooler are in the freezer for those hot days. If your canteen allotment is not enough, switch to cookies or homemade treats or use a portion of your funds to obtain more. Please be cost conscious.

**Each session director will need to appoint someone to purchase the pop for your session. The food committee and LACI's have decided not to purchase these ahead of time due to the amount of room available for storage. Please buy generic or low cost soda whenever possible.**

## Camp Registration

This year we will have a Dell Laptop on site to accommodate the registration and printing of mailing lists. A new printer has been supplied as well. **Please understand that these are not camp property and should only be used for registration and printing of mailing lists.**

To access the program follow the listed steps.

1. Plug laptop power supply into outlet
2. Plug mouse into back of laptop
3. Open laptop and turn on by pushing the on button in the top left corner.

At this point the screen will light up and load Windows

1. Once Windows is loaded 2 icons will appear. Choose the one for directors registration with the mouse cursor and double click with the left mouse button to enter the desktop.
2. Above the Camp Indogan banner you will see a camp registration database icon. Move mouse over it and double click with the left mouse button.
3. Windows Access will open and then after a few moments a screen will appear with each of the sessions listed.
4. Move the mouse over your session and double click to open the database.
5. Here you have four options:
  - 1). Enter campers
  - 2). Modify camper entries
  - 3). Print Report
  - 4). Return to main menu

The rest is self explanatory and easy to use. Note that if you make a mistake it's ok.

You can modify mistakes by using the 2<sup>nd</sup> option

To exit just click on the X button in the top left corner

Should you have problems please call Dennis Rainsberger @ 260-463-1826 or 260-768-4557

## Camp Photos

Camp photos are your responsibility. You must arrange someone to do these ahead of time. The camp has not assigned this responsibility to any single person. If you cannot find an individual to take this you need to contact Dennis Rainsberger at least 2 weeks in advance of your session to have these taken.

Mejers / Walmart / Staples can develop your digital photos. Please call in advance for best pricing

It usually takes about 48 hours to get the photos developed

## New Mess Hall Floor – Please review this with all staff members

Our new mess hall floor will pose some new challenges this year. We are asking all directors to keep the arts and crafts up at the Dilgard pavilion or possibly in one of the smaller cabins. In order to keep this new floor looking good and protected we need to **keep all paints and glues away from it**. We are sorry for any inconvenience this may cause you. Please plan crafts that will accommodate this request.

Please also note that there is a permanent log set in the indoor fire place. **No one should remove these or burn logs in the indoor fireplace.**

**Also refrain from dragging items across floor (IE: Large Fans should be picked up – sharp edges will cut floor)**

## Session Closure Checklist

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### Cabins

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- Remove all personal items
- Sweep the floors and remove the trash
- Pick up trash around the cabins
- Shut and lock doors
- Check window sills and close windows
- Remove clothing from clothesline
- Turn off lights

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### Bath Houses

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- Remove all clothing left in the shower area.
- Clean all toilets and stalls
- Store all clothing on patio of mess hall and sort it to the rightful owners
- Clean sinks
- Restock toilet papers and hand towels
- Sweep all floors
- Remove all trash, empty trash containers
- Store cleaning supplies by corner sink
- Hose down shower and sink areas
- Turn off lights and lock doors

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### Grounds

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- Store boats in pole barn
- Return all sporting equipment to storage bin on patio of mess hall
- Make a sweep of the grounds and pick up trash
- Clean and sweep Dilgard pavilion and empty trash
- Remove all toys from sand box area and store in bin on patio of mess hall.

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### Mess Hall

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- Remove all personal items and sort to rightful owners
- Sanitize all tables and fold chairs up
- Sweep and mop entire floor
- Close and lock all windows and doors
- Turn off all lights

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### Kitchen

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- Remove all perishable items from walk-in refrigerator
- Date code items left in walk-in for following week
- Remove perishables from other refrigerator and freezer
- Store all dry goods in store room area (Nothing on floor)
- Clean all pots, pans, dishes and store them in their proper place
- Clean and sanitize all trays, stack upside down on cart
- Clean all table tops with disinfectant
- Wash mats in dishwasher and dry flat on table top
- Remove all trash to dumpster
- Remove all personal item from upstairs
- Clean bathroom, empty trash, turn off lights`
- Clean downstairs bathroom, empty trash, turn off lights,
- lock all kitchen and Mess Hall doors



## Camp Indogan Rental Policy

### Deposit

A \$150.00 deposit shall be paid in advance of any reservation being made to use the camp. This shall be refundable to the user at the end of the agreement less any costs for cleaning or repairs caused by the user or their associated parties. Damages or cleaning charges in excess of the \$150.00 will be billed to the user and shall be binding upon the user as part of the signed rental agreement.

### Rental Rates – Use of cabins – mess hall – rest rooms (does not include kitchen or staff quarters)

Single per day use of Camp (12 hrs or less) ----- \$2.00 per person

Single per night use of camp (8:00 pm to 8:00 am) ----- \$5.00 per person

Each day and night (24 hr period) ----- \$7.00 per person

Kitchen use and staff quarters ----- \$125.00 per day

*Use of kitchen and staff quarters will be available to camp board and sponsoring congregations at no extra charge (Sponsoring meaning those who have made a contribution of \$200.00 or more in the calendar year)*

**Rental Agreement**

All renters are subject to approval by the caretakers / camp board of directors

Camp Rules and regulations shall be followed by all users

The caretaker / camp board will have authority to execute eviction on all parties who have been deemed to be destructive, unruly, unsafe, and unlawful or refuse to follow camp policies or requests by the camp board or their appointed agent(s). This action shall in no way relieve the user/renter from cost incurred or rental agreement costs.

Deposits must be made available to the camp caretaker / board of directors prior to occupying the camp. Please give enough time for checks to clear the bank.

Camp policies prohibit the use of tobacco, alcohol, fireworks, guns and ammunition and language unbecoming a Christian.

Renter shall not post any signs, make any modifications to buildings, camp layouts or equipment.

All equipment or building problems must be reported when identified. The renter shall in no way assume responsibility or choose to make repairs unless so directed by the building and grounds committee or a representative from the board of directors. Any self assumed repairs shall be considered as a donation to the camp but does not relieve the user from compensating the camp for outstanding repairs or issues extending from these repairs.

A key for entry will be made available at the onset of this contract and must be returned at the closer prior to deposits being returned.

Camp Indogan assumes no responsibility for indemnifying the user or parties associated with the user for reimbursement of medical or legal costs associated with their stay on property. Property damage incurred by an act of God will be subject to our property insurance company, all other property damage shall be at risk of the user. Camp Indogan does not offer renter insurance as a part or as a condition of the agreement.

\_\_\_\_\_  
I, \_\_\_\_\_ representing the group known as \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ do acknowledge and understand all parts of this contractual agreement and agree to its terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Use from _____ to _____		Expected attendance _____ people			
Use of	___ Mess hall	___ Cabins	___ kitchen /staff quarters	___ Other (explain)	
Deposit	_____	Total Cost	_____	Balance due	_____
Approved and monitored by _____					

