

Agreement for use of Shelter Neck UU Camp Property, Burgaw, NC
Owned and maintained by the Universalist Convention of North Carolina. www.shelterneckuucamp.org

Reserving use:

This agreement must be signed by the renting party or representative and returned to name and address below with appropriate rental fees and deposits within five days of verbal reservation.

Reservation is NOT assured until form and fees are received.

Fees: *A.* A cleaning deposit of \$100.00* is required with reservation and will be credited or returned when property is left properly cleaned. We have NO staff. Shelter Neck is volunteer/participant operated.

B. The property rental fee for Shelter Neck is \$100.00* per day (5PM-5PM) or \$50.00 per day for UCONCI member congregations, **(This rental fee is waived for scheduled "work" weekends.)**

Plus *C.* Per person property use fee \$5.00 per person, per day, which provides access to facilities, activities (some activities require extra fees), and overnight stay.

NOTE: Property rental fee only covers part of the overhead: insurance, maintenance, repairs, grounds care, etc. Per person use fee covers gas, electric, telephone, cleaning materials, tissue, and other consumables.

Out of respect for our churches, fellowships, congregations and neighbors and for safety reasons Shelter Neck has the following **Rules and Code of Conduct:**

1. The renting group is responsible for leaving buildings and grounds clean. Sweep and damp mop floors, wash and put away all dishes, silverware, pots, etc in plastic storage bins.
2. Remove all garbage and trash when leaving. (There is no trash pick up at Shelter Neck)
3. Remove all opened, perishable food from the pantry, and refrigerators. Leave Dry foods such as Coffee, Pasta, Grains, Etc. in airtight containers.
4. The renting party is liable for damage to the property and the cost of repairs.
5. Midnight to 8am. Is quiet time.
6. Outside fires (campfires) permitted in designated areas, only when not banned by the Burgaw Fire Dept. 910 259-1212
7. Drunkenness, illegal conduct, illegal substances, weapons of ANY kind, and public nudity is not permitted.
8. No smoking in any building. Smokers are responsible for ashes and butts outdoors.
9. Candles or other open flames, are prohibited in any building. (Old and very dry structures)
10. The Chapel is a sacred place and should be used accordingly.
11. Follow Open and Close procedures posted on refrigerator.

Parties not following the above policy will be asked to leave by the caretaker and/or member of the UCONCI board, will not be refunded rental or deposits, and will not be allowed to rent again.

Print or type information below:

I have read, understand, and agree to follow, the above rules.

Group Name and Responsible Person and title (please print)

Signature of above person renting for group

Address

Phone: day _____ evening _____ Email: _____

Second contact person for renting Group:

Name _____

Phone _____

Address _____

Renting Party's Treasurer / Responsible party

Name _____ Phone _____

Address _____

Email: _____

From _____ / _____ To _____ / _____ (Date / time Date / Time)

Estimated number of Camp occupants _____

For fee purposes, a rental day begins at 5pm one day and ends at 5pm the next, but does not include opening or cleaning times if needed.

Due with reservation:

A. Cleaning deposit \$100.00

B. Deposit of half of property rental fees, i.e. \$50 of \$100

(or \$25 of \$50 for UCONCI members) _____ X # _____ days = \$ _____

(This deposit is not refundable if event is cancelled with less than two weeks notice.)

C. Estimated # daily attendees _____ X \$5 each, = _____ X # _____ Days = \$ _____

Total Due with reservation: \$ _____

Balance due within ten days of end of event:

B. Second 1/2 rental fees \$ _____

C. difference in # daily attendees _____ X \$5 each = _____ X # _____ nights = \$ _____

Deposit may be credited to next event or subtracted. Less cleaning deposit \$ _____

Total balance due \$ _____

On site telephone (910) 259-5392 for incoming calls during events.

Burgaw Fire Dept. (910) 259-1212 Burgaw Police Dept. (910) 259-4924

Burgaw Medical Center (910) 259-3377 Burgaw Town Hall (910) 259-2151

**For mechanical problems with our facility during an event,
call Andy Wasilewski (919) 523-6303 or (919) 523-6301**

Notes or Questions:

Return both pages of this form with *deposits and estimated fees to:*
Susan Wasilewski, Registrar: 7305 Fiesta Way, Raleigh, NC 27615
(919) 523-6301 <mailto:swasilewski1@me.com>

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