

## **NEICSC FACILITY USE POLICY**

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the NEICSC's faith and practice.
2. The group or person seeking facility use must submit a signed "NEICSC Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by Northeast Iowa Christian Service Camp's rules of conduct for facility use, as stated below and as described in any additional instructions by camp staff.

### **Facility Use Hours**

Facilities are available between the hours of 6 a.m. and 11 p.m. for day use. Use outside these hours may be approved by the Camp Director or official designee.

### **Scheduling Events**

Facility use requests shall be made to the camp director, by submitting the "NEICSC Facility Reservation Request and Agreement" form. The event will be reserved and placed on the camp calendar only when the Camp Director or Executive Board president approves the use.

### **Fees**

Use of NEICSC facilities is subject to a use fee found on the *Camp Use Fees* document. A supporting member church is not required to pay a fee for usage because maintenance of the facilities is derived from member church support throughout the year. All prices are subject to change.

### **Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served in camp facilities or on campgrounds.
2. Smoking Policy: Smoking will be allowed in designated areas only. Smoking in any indoor camp building is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Camp equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. All lights must be turned off and doors closed upon departure.
6. Clean-up is the responsibility of the group/person/persons using the camp during the period of time they are allotted. All buildings and grounds that are used will be left as clean, or cleaner, than they were at the beginning of the time of use. (See: *Use of Camp* on pages 25-26 in Policies & Procedures Manual @ NEICSC.org).
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on camp premises. Any person exhibiting such behavior will be required to leave the premises.
9. There will be a \$50 cleaning fee on all stains left by guests on the carpets. There will be a \$150 replacement fee for any section of carpet where the stain cannot be removed.
10. NEICSC's "Policies & Procedures Manual" is available on the website @ NEICSC.org under Volunteer, then Reference Documents.