



CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

THANK YOU!!!

Thank you for choosing Camp Fire Camp Namanu for your event! Please submit the appropriate forms, along with your deposit to secure your dates and locations. If you have questions, please contact the Camp Namanu Registrar at rentnamanu@campfirecolumbia.org or 971-340-1608.

STEP ONE

Download the Camp Namanu Rental Guide and/or contact the Camp Namanu Registrar at rentnamanu@campfirecolumbia.org or 971-340-1608 to confirm date availability, answer any initial rental questions, and schedule site tour (tour is optional but strongly encouraged).

STEP TWO

Complete this Camp Namanu Rental Agreement & Liability Waiver.

STEP THREE

Download and complete the Rental Spaces and Activities Form to select group space, cabin/lodge overnight space, dining service or desired activities.

STEP FOUR

Submit signed Rental Agreement & Liability Waiver, Proof of Insurance, Rental Spaces and Activities Form with 40% of total rental fee to the Camp Fire Columbia main office.

Rental reservation confirmed within 5 business days after receipt of agreement and deposit.

ADDITIONAL STEPS AND DEADLINES

90 days prior to arrival date, additional 40% total rental fee deposit due to Camp Fire office.

30 days prior to arrival date, remaining balance and insurance certificate due.

14 days prior to arrival date confirm number of guests for activities (if applicable).





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Today's Date: _____

RENTAL TYPE (SELECT ALL THAT APPLY)

- OVERNIGHT/RETREAT DAY USE ONLY NAMANU RENTAL PACKAGE
- SCHOOL GROUP/NON-PROFIT CORPORATE GROUP WEDDING
- OTHER (Please Specify) _____

GROUP INFORMATION

ORGANIZATION / GROUP NAME: _____

Address: _____

City: _____ State _____

Zip: _____

GROUP LEADER CONTACT INFORMATION

FIRST NAME: _____ LAST NAME: _____

Address: _____

City: _____ State: _____

Zip: _____ Email: _____

Telephone : _____ Cell: _____

RENTAL DATES AND TIMES

ARRIVAL DATE: _____ DEPARTURE DATE: _____

RENTAL: # of DAYS: _____ # of NIGHTS: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____

(Evening check in no earlier than 5pm)

(Overnight check out no later 11am)

PARTICIPANT NUMBERS

Estimated # of GROUP PARTICIPANTS (max 300): _____

Estimated # of Participants OVERNIGHT: _____ DAY USE ONLY: _____

Estimated PARTICIPANT AGE : FROM _____ TO _____

Estimated # of VEHICLES (maximum allowed 110): _____





CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

CAMP NAMANU USE AGREEMENT AND LIABILITY WAIVER

This agreement is made by and between Camp Fire Columbia, a nonprofit corporation (“Camp Fire”) whose address is 1411 SW Morrison St #300, Portland, OR 97205 and whose telephone number is 503-224-7800 and the Rental Applicant Group/Organization “Group”.

Rental Fee and Payments. The Group agrees to pay all Rental Fees, deposits and balances in accordance with all Camp Namanu Rental payment policies and deadlines.

Oregon Administrative Rules. The Group agrees to be in compliance with the Oregon Administrative Rules, Chapter 333, Organizational Camps, with regard to food service, emergency procedures and first aid. A copy of the OAR may be obtained from the Oregon State Archives. Copies are also on file at the Camp Fire office and with the Camp Namanu Property Manager on site.

Camp Rules. The Group agrees to comply with all Camp Namanu Site Use Rules (“Rules”) and shall cause all persons with the Group’s permission or by invitation from the Group or any Group member (collectively “Permissive Users”) to comply with the Rules. The Rules have been or shall be provided to the Group on or before the Group Leader’s arrival at the Camp Facilities and are incorporated herein. The Group and its members shall be responsible for any noncompliance with the Rules by the Group, its members, or Permissive Users. Failure to comply with the rules may result in an immediate termination of the Group’s right to use the Facilities; any and all fees paid are non-refundable upon any such termination.

The Group agrees to assemble its members and all Permissive Users for a brief orientation session to be conducted by the On-Site Rental Coordinator(s) (“OSRC”) on camp procedures and the Rules; provided that any failure by Camp Fire or the OSRC to provide such orientation sessions shall not relieve the Group and its members from their obligations under this agreement.

Camp Condition. The Group shall walk through the Facilities with the OSRC upon arrival at and departure from the Facilities to check the condition and cleanliness of the Facilities to be used by the Group. The Group agrees to leave the Facilities in the same condition found at arrival and to reimburse Camp Fire for all costs of repair or cleaning of the Facilities as a result of the Group’s use of the Facilities. Cleaning costs for unfinished cleaning will be billed at \$50 per hour. Group agrees to clean any and all facilities used by the group, including and not limited to group activity buildings, lodges/cabins, bathrooms and common areas. There is a \$250 fee for late check out.

Insurance. The Group agrees to provide a certificate from an insurance carrier in form and substance and from a carrier reasonably acceptable to Camp Fire 30 days prior to the Group Arrival Date stated on the Group Rental Application stating that the Group is insured under a comprehensive general liability policy with limits of not less than \$2,000,000. Camp Fire must be named as an additional insured on such policy of insurance. In addition a copy of the endorsement shall be provided. Receipt of the foregoing is a condition to the Group’s use of the Facilities. Non-compliance will immediately void rental application and forfeit any deposit funds paid.





CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

Assumption of Risk, Indemnification and Hold Harmless, Waiver, Release.

The Group, each Group Member, and each Permissive User assumes all risks of loss, damage, or injury to persons or property which arise out of the Group's, each Group Member's, or each Permissive User's use of Camp Namanu and the Facilities (including, without limitation, equipment) and agrees to indemnify and hold harmless Camp Fire and its officers, employees, directors, representatives, and agents (collectively "Indemnities") from and against any and all judgments, losses, expenses, liabilities, damages, claims, liens and expenses, including but not limited to attorney's fees (at trial, on appeal, and otherwise) which indemnities may suffer, incur, or sustain, as a result of or arising from or connected with any operations, activities, or use of Camp Namanu and the facilities and equipment by the Group, each Group Member, each Permissive User, and any of the Group's officers, directors, employees, agents, and subcontractors, or any other representatives (collectively "Claims"). The Group, each Group Member, each Permissive User, and each of the Group's officers, directors, employees, agents, subcontractors, and other representatives hereby waive any and all known and unknown Claims it has or may have against Camp Fire and hereby releases Camp Fire from any and all judgments, losses, expenses, liabilities, damages, claims, liens, and expenses which Camp Fire may suffer, incur, or sustain, as a result of or arising from or connected with any operations or activities, or use by user of Camp Namanu and the facilities and equipment by the Group, each Group Member, each Permissive User, and any of the Group's officers, directors, employees, agents, subcontractors, or other representatives.

_____ Group Leader Initials

Sponsor's Responsibility. The Group agrees that it is responsible for all persons using the Facilities under this agreement (including, without limitation, Permissive Users) and for the breach of any provision of this agreement.

Attorney Fees. In any arbitration or litigation concerning or arising out of this agreement, the prevailing party shall be entitled to recover all expenses of arbitration or litigation including, without limitation, reasonable attorney fees at arbitration, at trial, on any appeal or petition for review. In addition, Camp Fire is entitled to recover any attorney's fees or costs incurred in connection with collecting any amounts owed by the Group hereunder whether or not litigation is initiated.





CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

CAMP NAMANU SITE USE RULES

The following rules apply to all users of Camp Namanu and the recreation facilities. Failure to comply with the rules will result in termination of your Camp Namanu Rental.

HEALTH AND SAFETY

Camp Namanu requires medical supervision for each Group on site. Each Group agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at a minimum a certificate of training in the principles of first aid and CPR from a nationally recognized provider. Group must bring its own first aid supplies and equipment and store them in an appropriate fashion.

- a. Group Member List: The Group Leader is advised to bring and have available at all times a current list of group members that includes: names and addresses, emergency contact information, any known allergies/special needs/restrictions, and (for minors under the age of 18 whose parents are not accompanying them at Camp Namanu) a signed Permission to Treat form (sample can be obtained from the Camp Fire Office).
- b. Participation waivers are required for certain special Namanu activities.
- c. Adult Staff and Volunteers: Groups are advised to complete background checks on all adults working with minors on the site, including a National Sex Offender Public Registry (www.nsopr.gov) check, the completion of a voluntary disclosure statement (sample can be obtained from the Camp Fire Office or campnamanu.org), reference checks, and a personal interview as well as comprehensive hiring policies for staff and volunteers.
- d. Emergency Transportation: Available through local emergency medical system (EMS) by dialing 911. Group agrees to designate a vehicle for emergency transportation.
- e. Incident Reports: Group agrees to report any incidents of injury to the Rental Manager, Director of Facilities and Programs, Resident Camp Director, or Property Manager.
- f. Group Orientation: The group will be provided with an orientation to Camp Namanu within 1 hour of arrival by a member of the camp staff in which basic rules and procedures for camp will be provided, along with emergency procedures. Any failure by Camp Fire or the OSRC to provide such orientation sessions shall not relieve the Group and its members from their obligations under this agreement.
- g. Youth Supervision: Groups shall utilize the buddy system for all youth participants. Youth will not be unsupervised at any time and the group is responsible for group member supervision and adherence to the Site Rules. Groups are advised to supervise minors with staff/volunteers that are at least 18 years of age. There should always be at least two adults (18+) during aquatic, challenge course, climbing tower, or outdoor cooking activities. Rental groups must follow proper ratios of adults to children while conducting activities: for every six children that are 5 years old or younger there must be 1 adult (1:5), children that are 6-8 years old require a ratio of 1:8, children ages 9-14 must have a ratio of staff that is 1:10, and children the ages of 15-18 require a ratio of 1:12.

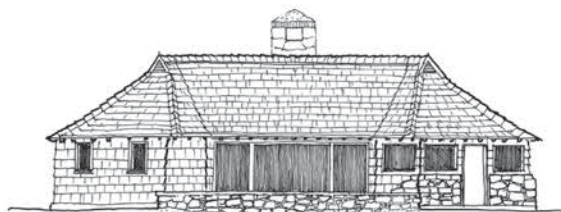




CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

SITE USE RULES: HEALTH AND SAFETY CONTINUED

- h. Smoking at Camp Namanu is Prohibited and Camp Fire Hazard: The Group will prohibit smoking anywhere on site and shall warn all persons of the hazards of indiscriminate smoking. Open fires may be built only in established campfire rings. All campfires will have available and immediate a means of extinguish. Minimally, there is a full bucket of water and a shovel is required. Indoor use of liquid fire starter and or candle wax is prohibited. Fires in open fireplaces must have screens in place at all times. Doors to wood stoves must remain in the closed position. No fire may be left unattended. It is understood that both Camp Namanu and the Group will comply with all lawful orders issued by appropriate fire control officials.
- i. Alcohol on site is permitted only for wedding rentals, and under OLCC regulations. All servers must have a current OLCC permit and documentation must be provided to site staff prior to the day of event. Group must assume all liability related to serving alcohol and must have event insurance that covers alcohol in its terms. The party must provide the site staff with a schedule of when alcohol is being served and when service is ending. Guests cannot bring their own alcohol to site. See Camp Namanu Alcohol Policy Document for details.
- j. Vehicle Traffic: Use of vehicles is restricted to roads and parking areas designated by the Property Manager. All fire lanes must be clear at all times. Posted speed limits shall be obeyed. Posted camp road speed limit is 15 miles per hour, and 5 miles per hour on any road in camp. The 5 mile per hour speed limit begins when you see the first building. Camp Road is very narrow; beware of walkers and vehicles traveling in the opposite direction. Be alert and drive slowly. All vehicles must be parked in the upper parking lot at the top of the Grand Staircase with the exception of the 3 - 5 vehicles that have been identified for parking in the lower camp area. Vehicle parking is limited to 110. All vehicles must stay on paved or gravel roads and shall not drive or park on grass.
- k. The possession and or use of fireworks, firearms, ammunition, explosives and other weapons are prohibited. The use of gasoline, flammables, poisonous substances, and hand and power tools are also prohibited.
- l. The possession and/or consumption of alcohol with out site permission (see section i), and marijuana (recreational or medicinal) or the use of illegal substances are prohibited.
- m. Shoes and socks must be worn at all times except when showering and swimming.
- n. Pets and animals are prohibited except for those trained and endorsed as service animals for persons with disabilities. Please have the service animal owner check in with the Rental Manager, Director of Facilities and Programs, Property Manager, or Resident Camp Director prior to, or soon after, arrival at Namanu. See Camp Namanu Service animals Policy at campnamanu.org for more information.





CAMP NAMANU RENTAL AGREEMENT & LIABILITY WAIVER

SITE USE RULES CONTINUED

PROGRAM AND USE OF PREMISES

- a. During the Rental term, Group shall use Camp Namanu for conducting a program of its own design and shall comply with all applicable laws, codes and regulations. Rental Application Group Leader shall notify the Rental Manager, or Director of Facilities and Programs the nature of the Group's program, and shall promptly supply any additional requested information about the program to the Rental Manager, Director of Facilities and Programs, Property Manager, or Resident Camp Director.
- b. Only registered Group Permissive Users are permitted on Camp Namanu property. No unregistered Group Permissive Users are allowed on Camp Namanu property without Camp Fire's prior written consent. Any unauthorized person on the premises should be reported to Site Staff immediately.
- c. Food is allowed only in designated eating areas and outdoors.
- d. Permissive Users may not exceed the maximum number of people per facility or activity as stated in the Camp Namanu Rental Application, and/or Rental Spaces and Activities Form.
- e. Living and program areas, other than those which the Group is authorized to use, are off limits. Please respect the privacy and property of site staff, other Groups and Camp Fire.
- f. All programs conducted by the Group shall comply with safety and supervision standards as specified by the American Camp Association. If specialized program activity areas or equipment are used, Camp Namanu will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the Group. Groups providing their own leadership in this area may do so with the approval of Camp Namanu staff and are recommend to have qualified individuals leading specialized activities. The Group is advised to verify the skills of the leader for each specialized activity.
- g. The Group shall provide all of its own program equipment and materials, which will be stored safely and appropriately.
- h. The Swimming pool and Duck Pond is limited to authorized and supervised events. Availability of the pool or duckpond is at the discretion of the Rental Manager, Director of Facilities and Programs, Resident Camp Director, or Property Manager. No one shall enter the pool or duck pond area unless a qualified lifeguard (s) is/are in the pool or duck pond area. The minimum qualifications for said lifeguard(s) will be a Lifeguard Certificate from the American Red Cross. Additionally, one person must be present holding certification in First Aid and CPR at all aquatic activities. Lifeguards will be provided in a ratio of 1 to every 25 persons in the pool or duck pond area. In addition, the Group will provide adult lookouts in a ratio of 1 to every 10 swimmers/boaters in the pool or duck pond. Groups must use PFDs (Personal Flotation Devices) at the duck pond. Groups providing their own lifeguard are advised to verify the skills of the guard to ensure that best practices are followed. Information on how to do this can be provided by Camp Namanu staff.





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SITE USE RULES: PROGRAM AND USE OF PREMISES CONTINUED

- i. Camp will be left clean and free of litter and micro-trash. All garbage shall be removed and placed in the identified garbage cans and dumpsters. All rental facilities will be swept unless directed otherwise. Kitchen and bathroom facilities used by the group will be cleaned according to posted directions
- j. All used lodge kitchens must be cleaned thoroughly. The food contact surfaces must be sanitized, floors swept and mopped, and sink cleaned out. Refrigerators need to be emptied of remaining food and the daily temperature chart must be filled out accordingly. If the temperature of a refrigerator is not maintaining a safe temperature, report it to staff immediately. If guests use the mechanical dish washer, they must record the temperature on the chart daily. Temperatures in the mechanical dishwasher should be at least 100°F for the wash and 180°F for the rinse . If guests hand wash dishes, they must wash (with soap) and rinse at a temperature of 100°F, do a second rinse with sanitizer, air dry the dishes and return them to the cupboard
- k. To ensure food safety, every person working in the kitchen must have a valid Oregon Food Handlers Card. They are also required to use only clean and sanitized utensils and equipment during food preparation, they must clean and sanitize all food preparation surfaces, and ensure that food does remains within safe temperatures (40°F-140°F)
- l. Parking is limited to designated parking areas only. A maximum of 110 vehicles are allowed on site at any time.
- m. Cancellations must be received in writing.
- + 50% of deposit is forfeited if cancelled 90 days or more prior to rental arrival date
 - + 100% deposit is forfeited if cancelled within 30 to 90 days of rental arrival date
 - + Reservations cancelled within 30 days of rental arrival date receive no refund.

See <https://campnamanu.org/rentals/rates-policies/> for Cancellation and Refund Policy, and information about Damage Deposit charges.

I certify that I have read Camp Namanu Use Agreement & Waiver and incorporated Camp Namanu Site Use Rules and assume full responsibility for the Group, each Group Member, and the Permissive Users adherence to the terms of this agreement. I further certify that I am duly authorized to execute this agreement on behalf of the Group.

Name of Organization/Group _____

Group Leader Name _____

Group Leader Title _____

Signature _____

Date _____

