



400 Holiday Trails Lane  
 Charlottesville, VA 22903  
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## SITE RENTAL RIGHTS & RESPONSIBILITIES

As a Site Rental at Camp Holiday Trails, you have the <u>Right</u> to:	As a Site Rental at Camp Holiday Trails, you have the <u>Responsibility</u> to:
<b>ARRIVE and DEPART</b> with some flexibility based on the event you are hosting.	<b>Please let CHT know your plan in advance</b> so that proper arrangements can be made to open facilities.
<b>PARK the CARS</b> you need to load and unload for your event. <b>IMPORTANT:</b> a limited # of parking spaces are available. <b><u>If you anticipate more than 25 cars for your event, please provide a volunteer to direct parking.</u></b>	Protect our natural environment. <b>Parking space is limited.</b> Please carpool to Camp, fill every seat in each car, and preserve our beautiful site! You may also park by the Camp Office and hike or carpool to the top of Camp.
<b>CAMP</b> in your pre-reserved cabin, tent or under the stars!	<b>Camp only in designated areas and as agreed upon in advance in your contract.</b> See Rental Facilities Description and Pricing document.
<b>Build a CAMPFIRE.</b> Small campfire rings are located beside the Pavilion and at Waterfront. CHT will try to provide wood for your use but wood availability varies depending on the season. Please call ahead.	<b>Be safe with your campfire.</b> No other fire pits besides the Pavilion and Waterfront pits are allowed. Please be sure to completely extinguish your fire before leaving and return any unused firewood to the woodpile. <u>Use of campfires must be outlined in the FACILITY USE AGREEMENT.</u>
<b>COOKOUT.</b> A BBQ pit is located beside the Pavilion and a grill is available in the Pavilion. Small campfire rings are located beside the Pavilion and at Waterfront.	<b>Be safe with your cookout.</b> No other fire pits besides the Pavilion and Waterfront pits are allowed. Please be sure to completely extinguish your fire before leaving and return any unused firewood to the woodpile. <b><u>Remove all food items.</u></b> <u>Use of campfires or BBQs must be outlined in the FACILITY USE AGREEMENT.</u>
<b>Rent our KITCHEN FACILITIES.</b> Share cooking duties, cater in – up to you!	<b>Use our Kitchen safely and according to Department of Health guidelines.</b> <u>Use of Kitchen must be outlined in the FACILITY USE AGREEMENT.</u> Groups that use the kitchen facilities must adhere to the following sanitary guidelines: <ul style="list-style-type: none"> <li>▪ Minimize time that potentially hazardous foods remain in the temperature danger zone of 40°F and 140°F.</li> <li>▪ Wash and sanitize dishes and utensils by using rinse water at least 180°F or an approved chemical sanitizer.</li> <li>▪ All dishes and utensils shall be air dried and stored from dust and contamination between use.</li> <li>▪ Clean and sanitize food contact services after each use with a bleach solution or commercial sanitizer.</li> </ul>

<i>(cont'd.)</i> <b>Rights:</b>	<b>Responsibilities:</b>
A <b>CLEAN</b> Camp.	<b>Help us keep costs to you down by cleaning up all trash and following the Check-Out guidelines.</b> Each cabin has a cleaning bucket and supplies and additional supplies and trash bags are located in the Kitchen.
Serve <b>ALCOHOL</b> <u>with an</u> <b>ABC permit</b> .	<b>Obtain an ABC permit. Apply online at <a href="http://www.abc.state.va.us/enforce/banquet.htm">http://www.abc.state.va.us/enforce/banquet.htm</a> or call the Central Office's Enforcement Division in Richmond at (804) 213 - 4624.</b> Renters must remove from the property all beverage containers (no glass bottles allowed.) We strongly discourage drinking and driving. CHT strictly prohibits the use of illegal drugs – anyone using or bringing such illegal substances on CHT property will be asked to leave immediately with no refund or fees returned.  CHT prohibits the consumption of alcoholic beverages while camper or other youth programs are in session.
<b>NOT SMOKE</b> (sorry.)	<b>Smoking is NOT permitted</b> inside or outside any of the buildings or anywhere on camp property due to health and safety concerns.
<b>Use candles</b> ... in the Dining Hall with proper holders (candles may not be placed directly on the tables) and when monitored. Use of candles in the Dining Hall or outside areas must be noted in the FACILITY AGREEMENT.	<b>Do not use candles in any other Camp building</b> or without notifying Camp staff.
<b>Have access to a TELEPHONE.</b> There is a telephone inside the Dining Hall located at the desk in the kitchen. This phone may be used for emergency and local calls. The number is (434) 970-2010. Please notify people in your group of this number in case there is a family emergency.	<b>Pay for any long distance calls</b> using a phone card or credit card. This phone line is to be kept free for emergency use.
<b>Enjoy Camp regardless of weather. AC and HEATING available.</b> The Blue Ridge Cabins have both AC and heating. The Blazer Cabins have only AC. The Dining Hall has heat and AC.	<b>Conserve energy.</b> Please do not leave the AC on when you are not in the cabins and please turn AC, heat and lights off when you leave. If you must leave the AC or heat on while you are not in the building(s), please make sure the door(s) are shut.
<b>A COMFORTABLE stay.</b>	<b>Come prepared!</b> All participants should plan to bring their own bed linens, blankets, sleeping bag, pillow and towels. We strongly recommend that each participant bring a flashlight for night travel around the property. Sunscreen and bug repellent are recommended in the spring and summer.
Bring a <b>SERVICE ANIMAL</b> .	Service animals are permitted in all areas. <b>Please contact CHT in advance if you have questions about pets.</b>
Bring <b>PERSONAL PROPERTY</b> as needed.	<b>Be safe at Camp.</b> Group members may not bring firearms, knives, hunting bows or fireworks. CHT assumes no responsibility for personal possessions of any group members.

<i>(cont'd.)</i> <b><u>Rights:</u></b>	<b><u>Responsibilities:</u></b>
<p><b>Enjoy our RECREATIONAL FACILITIES.</b> Hiking trails are available. Note that the Ragged Mt. Natural Area adjoining Camp is managed by Albemarle and Charlottesville Park and Rec. departments and the Ivy Creek Foundation. Please follow their posted rules including no dogs on trails.</p>	<p><b>Rent additional facilities if needed. <u>Additional facilities must be outlined in the FACILITY USE AGREEMENT.</u></b></p> <ul style="list-style-type: none"> <li>• Challenge Course</li> <li>• Sport Court</li> <li>• Pool &amp; Waterfront (fishing, kayaking, canoeing) – may NOT be used without a certified lifeguard to be provided by the Renter. (<u>Copies</u> of certification from nationally recognized certifying body provided to CHT prior to rental. CHT advises renter to have lifeguard demonstrate rescue skills.) No swimming is permitted in the lake.</li> <li>• Horses – contact Eleyne Fitzgerald, ph. (434) 882-3610 to arrange for lessons or trail rides. Please do not feed the horses or travel inside the enclosed areas where the horses are grazing. Please drive slowly as horses may be grazing along the fence line outside of enclosed areas.</li> </ul>
<p>Have an <b>EMERGENCY PLAN.</b> In case of emergency use the phone located inside the Dining Hall and dial 911 or the local rescue squad at 295-1191. Tell them you are at Camp Holiday Trails on Reservoir Rd./Rt. 702 off Fontaine Ave. Extended, just past the old Chinese Dragon Restaurant. Camp is exactly 2 miles up Reservoir Rd. Upon arrival, each group will be given a list of emergency contacts and CHT staff.</p>	<p><b>Be proactive and prevent accidents and emergencies.</b> Please immediately notify CHT staff in case of emergency or of intruders or suspicious persons on Camp property.</p>
<p>Have a signed <b>FACILITY USE AGREEMENT.</b> Groups renting facilities or services at CHT are required to sign a contract.</p>	<p>Provide the signed <b>FACILITY USE AGREEMENT</b> to CHT no less than 60 days in advance of event date. Agreement should be accompanied by a deposit of \$250.</p>

We know you will enjoy your stay at our facility and will consider using Camp Holiday Trails again in the future. Should you have any questions or concerns, please contact us!

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I have read and understand the Policies and Procedures for renting Camp Holiday Trails and as Representative for my *Organization/Group* will ensure that my group follows all guidelines.

Organization/Group Name: \_\_\_\_\_

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