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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization | | | John J Audubon Elementary School | | | | | **Address** | | 3045 180th Ave NE Redmond WA 98052 | | | | | |
| **Phone** | | | 425-936-2500 | | | | | **Billing Contact (BC)** | | Joan Livesey | | | | | |
| **Principal** | | | Kimo Spray | | | | | **BC Email** | | jlivesey@lwsd.org | | | | | |
| **Camp Point (CP)** | | | Dan Anderson | | | | | | | | | | | | |
| **CP Phone** | | |  | | | | | **CP Email** | | [danderson@lwsd.org](mailto:danderson@lwsd.org) | | | | | |
| **CAMPER INFORMATION** | | | | | | | | | | | | | | | |
| **Age of Campers:** | | | 5th Grade | | **#Female Campers:** | | | |  | | | **#Male Campers:** | | |  |
| **Total Adults:** | | |  | | **# of Female:** | | | |  | | | **# of Male:** | | |  |
| **Total Number:** | | |  | | | | | | | | | | | | |
| **Group Notes:** | | | $240.00 per student. No charge for teachers | | | | | | | | | | | | |
| **TIMING/MEAL INFORMATION** | | | | | | | | | | | | | | | |
| **Arrival Date:** | **Mon 4/23/2018** | | | | | **Time:** | 11:00 AM | | | | **First Meal:** | | | Dinner | |
| **Departure Date:** | **Fri 4/27/2018** | | | | | **Time:** | 11:30 AM\*\* | | | | **Last Meal:** | | | **Lunch** | |  | **Time:** |  | **First Meal:** |  |
| **Total Meals** | *Breakfast(s):* | | | 4 | | | *Lunch(es):* | | 4 | | *Dinner(s):* | | 4 | | |
| **Meal Notes:** | Bring Lunch and drink for Arrival meal | | | | | | | | | | | | | | |
| \*\* Buses are to arrive by 11:00 to be loaded for a 11:30 Departure | | | | | | | | | | | | | | | |
| **Total Charge** | | $ | | | | | | | **Date Insurance Certificate Received** | | | |  | | |
| **Deposit** | | $ 0.00 | | | | | | |
| **Amount Due** | | $ | | | | | | |

**CERTIFICATE OF INSURANCE**: The lessee, at its own cost, shall maintain public liability insurance for bodily injuries

(including sickness or death) and property damages in the minimum amount of $1,000,000 combined single limit per occurrence, and in the minimum amount of $2,000,000 in the aggregate Employers Liability (Washington Stop-Gap) in the amount of no less than $1,000,000 per accident for owned, non-owned and hired automobiles. Prior to using the site, the lessee shall furnish the

Camp Waskowitz office with a Certificate of Insurance evidencing this coverage and naming the Highline School District as an additional insured and as the certificate holder. SEE ATTACHED CHECKLIST FOR INSURANCE REQUIREMENTS

**HOLD HARMLESS AGREEMENT**: To the fullest extent permitted by law, the lessee releases and shall defend, indemnify and hold harmless the Highline School District and its directors, agents, employees, successors and assigns from and against all claims, damages, losses and expenses, direct and indirect, or consequential, including but not limited to costs and attorneys’ fees incurred on such claims and in proving the right to indemnification, arising out of or resulting from the acts or omissions of the lessee or its agents and anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

I have read and understand the rules and regulations listed on both sides of this application and agree to abide by them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization:** | Camp Waskowitz | **Organization** | John J Audubon Elementary School/ Lake Washington SD |
| **Signature:** |  | **Signature:** |  |
| **Date:** |  | **Date** |  |

**POOL USE** *June-September only.* Any rental group using the pool is responsible for furnishing a qualified life guard while the pool is in use. A qualified life guard shall mean any person over 18 years of age, in good physical condition, having a current registered WSI, Red Cross or other approved lifeguard certification, and having no other duty to perform while in attendance at the pool. A copy of the certificate with current date must be submitted prior to pool use. Pool use shall be during daylight hours only (8:00 a.m. to 8:00 p.m.) Failure to comply with any of the rules will necessitate the closure of the pool.

**Deposit** This agreement must be accompanied by a deposit 10% of the estimated total cost or $250.00, whichever is greater, in order to assure the reservation. Retain (1) copy for your records

**Cancellation Policy**

* Notification of cancellation 60-90 days prior to scheduled date will result in loss of deposit.
* Notification of cancellation 45-59 days prior to scheduled date will result in a charge of 25% of estimated cost.
* Notification of cancellation 30-44 days prior to scheduled date will result in a charge of 50% of estimated cost.
* Notification of cancellation 14-29 days prior to scheduled date will result in a charge of 75% of estimated cost.
* Notification of cancellation less than 14 days prior to scheduled date will result in a charge of 100% of estimated cost.

Unless the Waskowitz District Office is notified of a decrease in the total number attending at least two work days before the first scheduled meal at Camp, the group will be charged on the basis of “Est. Total No. Campers” or actual number of Campers, whichever is higher.

**Billing Regulations:**

1. Rates quoted do not include bedding, linen, recreation equipment, or audio-visual equipment. Provision of these are the responsibility of the renting group. Camp equipment may be provided at an additional charge.
2. A statement of charges will be sent to the lessee shortly after the rental period ends. Prompt payment should be made to Highline School District and sent to Highline School District, 15675 Ambaum Blvd. S.W., Burien, WA 98166.
3. The rates quoted by Camp staff are arrived at on the basis that the lessee will leave the Camp in the same order and in as good condition as they found it on arrival. An added charge will be made if additional work must be done to ready the Camp for the next group.
4. The lessee will be held financially accountable for any damage to Camp equipment or facilities done by a member or members of the leasing group.
5. Adequate adult supervision must be provided for all youth groups. It is suggested that a minimum ratio for a mixed group of youth or teenagers should be 1 to 10.
6. Meal menus will be developed by Camp staff. Special requests should be arranged with the Head Cook at least 3 weeks prior to arrival.

**GENERAL RULES AND REGULATIONS**

It is requested that the “Person in Charge at Camp” go over the following regulations with his/her group before their arrival at Camp. He/she must see that all regulations are adhered to by members of his/her group. Further, it is proposed that the following general regulations will be observed:

1. Firearms, air rifles, pellet guns, slingshots, look alike weapons, alcoholic beverages, illegal drugs/substances etc, are not allowed on the grounds.
2. No smoking is allowed on Camp property.
3. No campfires will be set without permission of the Camp staff.
4. Thermostats will be regulated only by Camp personnel.
5. Absolutely no tampering with the fire protection sprinkler system or fire alarm boxes located in each cabin.
6. No material (i.e. towels, clothing, posters, etc., should be hung over or near heaters or lights at any time.
7. Fire regulations state “No vehicles shall be parked in or near the vicinity of buildings”. Vehicles are to be parked in the Camp parking lot only.
8. No Camp equipment, i.e. beds, gear boxes, mattresses, tables, chalkboards shall be moved without permission of the Camp staff. If moved, they are to be returned to the original location prior to departure.
9. Swimmers must obey pool regulations (posted at pool entrance). A pool key will be provided to the “Person In Charge”. The pool must be kept locked when qualified life guard is not on duty. The pool is open June through August.
10. Meals are served family style or buffet style in the Dining Hall at 8:00 a.m., 12:00 noon, and 5:30 p.m. Dinners after 5:30 p.m. will result in an additional charge.
11. Pets are not allowed on Camp property.
12. Guests of members of the lease group may not use the facility or will be charged as part-time users.
13. Walk only on established paths or trails.
14. No trees, plants or shrubs may be cut.
15. **The Waskowitz phones are for our business purposes. Please provide your group with a cell phone number to use while at Waskowitz.**