

**Duffield Camp and Retreat Center, Inc.**  
**Rental Guidelines for Camp Duffield**

Duffield Camp and Retreat Center, Inc. facilities (referred to as “Camp Duffield ” or just “Camp” below) are available to rent for recreational, educational, faith based activities, reunions, sport teams, group events, environmental and ecological study outings, camping, picnics, retreats and other Camp appropriate recreational activities. We will rent to churches, faith based groups, schools, youth, young adult and adult groups and clubs, families and other similar groups.

Rental rates are as stated below:

**Summer      Apr. 15 to Oct. 15**

**Keeler Lodge** - \$25.00 per night per person – minimum of \$200.00 per night

**Cabins** - \$25.00 per night per person – minimum of \$100.00 per night per cabin

**Janeway** – Is available for summer use only starting May 5 through October 5 and can be included in large group day rentals or large group overnight rentals if the rental is generating an average daily rent of \$350.00 per day and Janeway does not have a conflicting rental.

**Outpost** - \$10.00 per day per person for either day or overnight rentals, Outpost is typically available to rent May 5 through October 5

**Overton, Betty Brown**- \$25.00 per night per person – minimum of \$50.00 per night

**Winter      Oct. 16 to Apr. 14**

**Keeler Lodge** - \$25.00 per night per person – minimum of \$200.00 per night

**Cabins** - \$25.00 per night per person – minimum of \$100.00 per night per cabin

***Cabins are currently unavailable for winter use. Cabins are currently planned to be available for winter use in 2016.***

**Day Rates for partial or full camp. (Generally considered to be between the hours of 7:30 am and 9:30 pm.**

\$10.00 per person – minimum \$100.00

Use of Janeway can be included with Day rentals if the gross daily rental is greater than \$350.00 per day – subject to availability.

Use of Keeler Lodge can be included with Day rentals if the gross daily rental is greater than \$200.00 – subject to availability.

**Duffield Camp and Retreat Center, Inc.**  
**Rental Guidelines for Camp Duffield**

**Discounts**

- **Church, school, and youth groups** –For each 10 renters needing supervision, 2 adult counselors/chaperones aged 21 or older may stay free as long as they:
  - Are in attendance the entire duration of the rental and
  - Are under the supervision of the rental organization.
- Discounts are available to repeat rental groups with over fifty (50) paid renters.

**Payment Terms** for rentals are normally

- \$100.00 deposit due with the signed rental contract to hold the date on the camp calendar.
- The balance of any rental deposit (defined in rental contract) is due within 45-days of the initial deposit.
- The balance of the total estimated rental fees are due thirty (30) days prior to the first day of the rental.
- Any additional fees or costs incurred by a rental group during a rental are due and payable at the time the cost is incurred but no later than 30-days after a rental has concluded.
- If the renter has overpaid for a rental, a refund can be requested and will be refunded (generally within 60-days after the last day of the rental). Please note: minimum rental fee requirements are a factor in computing final rental amounts due.
- The rental agent shall have some discretion in payment terms but under normal circumstance all rentals should be paid in full prior to the beginning date of the rental.

**Duffield Camp and Retreat Center, Inc.**  
**Rental Guidelines for Camp Duffield**

**Special Rentals**

Camp Duffield can be made available for commercial or industrial activities on a limited basis but requires Board approval based upon plan of use submitted by the proposed user prior to entering any negotiations for a contract for those activities. The final negotiated contract shall include at a minimum:

1. Written details of the use of camp facilities,
2. Written Safety Plan while on camp property,
3. insurance and liability issues,
4. Dates of use,
5. rates to be paid including deposits and refunds in the event of cancelation
6. any other requirements the board may specify.

The final contract which, shall include the negotiated commercial or industrial activity, must be approved by a formal Board approval process.

Commercial and industrial activities shall be loosely defined as activities run for the purpose of commercial profit by any entity, individual or by a private or public for Profit Corporation.

**Contracts**

The Camp Duffield Rental manager is authorized to negotiate with renters within the above guidelines.

Recreational use Contracts for the rental of the entire Camp for Overnight or Day rentals must be approved by the board via a simple majority vote in favor of such a rental; e-mail voting is acceptable for such a vote and the result of such a vote should be included in the next month Board minutes.

*Rev gg board approved.*

*Rev h is gg published.*