Swannanoa 4-H Center Rental Agreement
170 Woodland Drive
Swannanoa, NC 28778
VOICE: (828) 686-3196 FAX: (828) 686-7072

Please fill out completely. Sign and return to the address above. We will return a confirmation letter with directions. A deposit of 50% is required. (Deposits are refundable if cancellations are made at least 60 days prior to event.) 4-H reserves the right to utilize facilities to its fullest potential to maximize usage.

1. Name of Group: _____

   Person in charge (attending with group): _____

   Phone (1): _____ Phone (2): _____

   E-Mail: _____

   Address: _____

   City: _____ State: _____ Zip: _____
2. Purpose of Event: _____
3. Choice of Dates: 1st _____ 2nd _____
4. Date/Time Arriving: _____ Departing: _____
5. EXPECTED ATTENDANCE: (Men & Boys) _____ (Women & Girls) _____

   Please be conservative in your estimate. <u>If there is a decrease</u> in the expected attendance, the Director and/or Property Manager must be notified 14 days before arrival or the group is obligated to pay the total number specified above plus any additional attendees.

FACILITIES

<u>Full Camp Use</u> (housing not included):

$800.00 / Day	$_____ X # of days _____ = $ _____
$400 / ½ Day (Up to 6hrs)	$_____ X # of days _____ = $ _____

<u>Partial Camp Use</u>

Main Lodge (including kitchen): $350 / Day *User groups renting the kitchen facility must provide all dish wear. Groups are responsible for proper sanitation of all dish wear, kitchen surfaces and kitchen equipment. Groups are advised to clean surfaces and equipment often. Groups are reminded that all food should be stored at proper temperatures.	$_____ X # of days _____ = $ _____
Main Lodge (warming/cooling only): $300.00 / Day	$_____ X # of days _____ = $_____
Main Lodge (not including kitchen): $250.00/ Day	$_____ X # of days _____ = $_____
Activity Shelter (2 available): $50.00 / Day	$_____ X # of days _____ = $_____
Recreation Hall: $200.00 / Day	$_____ X # of days _____ = $_____
Recreation Field: $200.00/Day	$_____ X # of days _____ = $_____

TOTAL FOR FACILITIES $_____ X # of days _____ = $ _____

LODGING

SEASONAL CABINS: We have a total of 6 rustic cabins with a capacity to sleep 18 people each. Cabins are not heated, but have electricity, restrooms, and showers. Total capacity is 108. Cabins are assigned according to numbers in your group. Please check with the Center Director or Property Manager upon your arrival to see which cabins are yours.

YEAR ROUND CABINS: We have 2 cabins that are year round and can sleep up to 24 total. Each side is completely separated from the other and can hold 12 with it's own bathroom. These cabins have a large screened in porch that both sides share. To be completed mid-May.

MOUNTAIN VIEW LODGE: A large newly constructed house that sleeps up to 30. It has 8 bedrooms that have different configurations of bunk beds, 5 bathrooms, a spacious kitchen and living room area. The large wrap around deck has a grill, picnic tables and several rocking chairs for admiring the beautiful mountain view.

TENT CAMPING: Tent space is available on our recreation field.

Rates Per Night

Mountain View Lodge $300/day (sleeps up to 30)	$300 X # of days _____ = $ _____
Year round Cabins $100 for ½ cabin or $200 for whole cabin	$_____ X # of days _____ = $ _____
Seasonal Cabins: $150.00 per cabin (sleep 18)	$150 X # of days _____ = $_____
Tent Camping: $5.00	_____ # of people X $5 X ___ nights = $ _____

TOTAL FOR LODGING: $ _____

MISC

Pool (June-Aug): $150.00 / Day	$_____ X # of days _____ = $ _____
*If using the pool, user groups must have a lifeguard with nationally recognized certification present at the pool for the duration of the pool time. With prior notice Swannanoa can provide staff with appropriate certifications.	
Program Staff (If available): $15/hr	$_____ X # of hrs _____ = $ _____

TOTAL MISC: $ _____

Notes/Comments:

_____

_____

TOTAL FEE(Facilities, Lodging, Misc): **$ _____**

- ***All groups are required to provide their own certified lifeguard for the pool. One certified lifeguard is required for every 20 participants.***
- ***Unless special arrangements are made in advance, groups are responsible for all their own food service, staffing, and programs.***
- ***A $250 cleaning charge will be issued if facilities are not left in a reasonably clean condition. Please check out with the Center Director or Property Manager.***

I have read and understand the center regulations: Signature: _____ Date: _____

Center Director: _____Date: _____

DEPOSIT DUE (50%): _____ Check#: _____ Date Received: _____

Rules for Rental Groups of the Swannanoa 4-H Educational Center

Groups using the facilities at the 4-H Center are responsible for adhering to the following guide lines:

1. If a reservation is cancelled, or the number is decreased, the director must be notified 30 days prior to the scheduled event. If not, the group is responsible for paying 80% of the contracted service. Deposits are forfeited if cancellation occurs less than 90 days prior to the scheduled event. No reservation is confirmed and binding without deposit.

2. The person listed on the reservation request form as the person in charge, must arrive in advance of the group to register with the Director or Center Representative. A walk through of facilities will be conducted to affirm the arrangements have been fulfilled. The person in charge is also responsible for registering and orienting the group upon arrival and for the conduct of the group.

3. A charge will be assessed for the breakage, damage, or loss of Center owned equipment or facilities (unless determined to be normal wear). Groups are responsible for leaving the Center in order and removing all equipment or supplies brought in by individuals of the group and lost or left.

4. The rental group must have a nationally recognized, certified lifeguard with age appropriate breathing devise training in CPR for all swimming activities. There must be a minimum of one lifeguard for every 25 people participating. The Center may be able to supply lifeguard staff, if available, for an additional charge.

    a. Lifeguards must be within the fenced area of the pool during pool swimming. If the lifeguard leaves the pool area, the area must be cleared of people and locked.
    b. The Director, Property Manager or other Center Staff may shut down the pool if they witness activity they consider to be unsafe.

5. Team building and high ropes courses and climbing wall are off limits to guests of the Center unless under the supervision of the Center's program staff.

6. Guests are not allowed to bring pets to the Center.

7. Parking is permitted in the main parking lot by the lodge as well as by the lower field area.

8. Alcohol, Drugs and illegal activities are prohibited on the premises. Smoking is not allowed in any Center Buildings. Smoking is only allowed in the patio area behind the Lodge. Smoking is not allowed in any public area while youth groups are on site. Alcohol may be considered for a function if discussed with administration prior to arrival.

9. Firearms and other weapons, ammunition, explosives, and fireworks are prohibited on the Center property.

10. The Center may serve multiple groups at the same time. Please be sure to clearly Communicate to your group which buildings are rented for their use. Other buildings on the Center are off limits.

11. The Center main number (828) 686-3196 and can be used for contacting guests from 8:00 am to 4:30 pm. Messages will be taken and an attempt will be made to deliver these messages to the person in charge of the group. If this individual or their designee cannot be located, messages will be posted in the dining hall on the bulletin board. After 4:30 pm messages can be left on the voice mail. Messages will be delivered at breakfast unless they are truly emergencies. The after hour emergency contact number is (828) 686-4838. If additional contact is needed for your group, we recommend that the person in charge arrange for a cellular telephone to be brought.

12. The Center quiet times are from 11:00 pm to 6:30 am. Groups are expected to be in their cabins or in their Group's designated buildings. Noise levels must be maintained such that they cannot be heard outside the buildings.

13. Youth groups must be supervised according to the following ages and ratios of staff to youth: 4-5 yrs. is 1/5, 6-8 yrs. is 1/6, 9-14 yrs. is 1/8 and 15-18 yrs. is l/10.

14. Groups are responsible for their own first aid needs and emergency transportation. Groups are required to have their own CPR and First Aid trained personnel. Such persons should be trained in age appropriate CPR breathing device use and blood pathogens from a nationally recognized provider. If you need additional assistance please contact the office staff. The Center has 911 service, which can be contacted 24 hours a day from the phone just inside the Lodge. Groups are required to file an Incident Report for any injuries or illnesses requiring outside medical assistance resulting from or while on residence at the Center.

15. Youth groups are required to have the following for their participants, emergency contact information to include names and phone numbers, current health history which includes current health conditions, allergies, medications or special restrictions. All youth group participants must have signed permission to seek emergency treatment for minors.

16. The Center Director's house is a private residence. Entry except in the case of an emergency is not allowed. In case of an emergency, if there is no one in the office, please contact the Center Director at 828-686-3196.