



Camp Ouachita
“Gateway To The Ouachita National Forest”
(Physical) 618 Hwy 324
(Mailing) P.O. Box 1405
Perryville, Arkansas 72126
campouachita@gmail.com
Cell / Text Brad @ (501) 889-8844



Camp Ouachita Rental Agreement

Great Hall and Cabins and Commercial Kitchen

IMPORTANT NOTIFICATION: Rental guest(s) acknowledge that Camp Ouachita is a wholly owned property and natural resource of the U.S. Forest Service, a domain of the American public, and the facility is currently under the operation and maintenance by a local volunteer, non-profit group operating by the name of Outdoor Life. Rental guest(s) has been made aware of this transition of operation and further acknowledges that their reservation is only tentative until receipt of this agreement, signed and accompanying full payment. If this Camp Ouachita Agreement is not received within 30 (thirty) days, along with full payment and security/cleaning deposit, the tentatively reserved dates will be FORFEITED and made available for public rental again.

- 1) **ACCOUNTABILITY:** Rental guest(s) confirms they are at least 21 years of age, or older and is held accountable to the conduct and actions detrimental to the rules and regulations of Camp Ouachita and the U.S. Forest Service, including damage or loss of property.
- 2) **PROPERTY DAMAGE:** Rental guest(s) acknowledges and understands they are responsible for any and all property damage that may occur during the stated rental period which can reasonably be attributed to the rental party's negligence or abuse. Rental guest(s) will be invoiced for damages.
- 3) **SECURITY/DAMAGE AND CLEANING DEPOSIT:** A \$200.00 **refundable** security/cleaning deposit is required at time reservation is made for the dates requested. This deposit will be refunded within 30 days of your departure provided no damages occurred during your visit and no violations of policies were made and the site has been returned to pre-event condition.
- 4) **LOSS OF CLEANING / SECURITY DEPOSIT:** Rental guest(s) agrees, upon departure, to leave the property in the same general clean and undamaged condition it was when you arrived. Cabin guests are responsible for any damage, abuse, excessive cleanup requirements, or loss caused by any member of the cabin party to the property or its contents during cabin guest's occupancy. Any damages or violations of this agreement may result in the loss of all, or part, of the \$200.00 security/cleaning deposit and that Camp Ouachita reserves the right to further bill rental guest(s) for additional cleaning or repairs.
- 5) **DISPUTES:** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arkansas, and shall be treated as though it were executed in the County of Perry, State of Arkansas. Any action relating to this Agreement shall be instituted and prosecuted only in the Perry County, Arkansas. Guest(s) specifically consents to such jurisdiction and to extraterritorial service of process. Rental guest(s) further acknowledges the involvement of the U.S. Forest Service for dispute resolution or mediation.
- 6) **GUEST COUNT:** Rental guest(s) agrees that, should it be rented, the Great Hall shall be occupied by no more than 120 (one-hundred twenty) guests at one time. For cabin occupancy, Camp Ouachita further limits overnight cabin occupancy of up to 5 (five) guests.

7) **PAYMENT:** Full payment must be received no later than 30 days after the receipt of this rental agreement, unless other arrangements have been negotiated. **A \$50.00 service charge will be incurred for all returned checks.**

8) **CHECK-IN/CHECK-OUT TIME:** Rental guest(s) acknowledges and understands that use of the Great Hall is limited to rental times purchased. The Great Hall use hours are rented from 8am to 4pm or 4pm to 8am, or any contiguous combinations thereof. **THE GREAT HALL AND CABINS MUST BE CLEANED, RETURNED TO PRE-EVENT CONDITIONS AND FULLY VACATED BY THE END OF THE STATEMENT RENTAL PERIOD.** Cabin **check-in time is no earlier than 3:00 PM. Check-out time is no later than 11:00am** on the date stated in the rental period. Camp Ouachita volunteers need adequate time to prepare the property for the next guest. Rental guest(s) not vacated by stated check-out time, without prior permission, will be assessed a rate of an additional night's cabin rental (up to \$55.00) or time block for the Great Hall (\$300.00).

9) **NO FIREARMS – NO FIREWORKS – NO ATVs – NO PETS:** Consistent with the requirements of the U.S. Forest Service, the occupancy and use of the premises shall not be such as to place the property in danger of damage or to disturb and/or offend area neighbors or residents. We reserve the right to terminate this agreement and request loud or unruly guests to vacate the premises immediately. Said discharge shall not result in the refund of any rental fees. Rental guest(s) agrees to the condition that no firearms, fireworks, ATV's and pets are permitted at Camp Ouachita.

10) **EARLY DEPARTURE/LATE ARRIVAL POLICY:** No refunds will be made for early departures or delayed arrivals. No refunds or schedule changes will be made due to inclement weather.

11) **NO SMOKING: Camp Ouachita is a non-smoking facility, with the exception of one designated area – located under the Great Hall breezeway by the commercial kitchen entry.** No smoking is permitted at any other point within Camp Ouachita. Discovery of cigarette butts about the Great Hall or Cabin areas will be documented and may result in loss of the security/cleaning deposit. As partners and stewards with the U.S. Forest Service, Camp Ouachita and all Rental guest(s) must do their part in preventing forest fires.

12) **LOCAL HAZARDS:** Camp Ouachita is home to a historically significant Girl Scout Camp, with structures dating back to the late 1930's. The site is listed in the National Register of Historic Places. Though many historical buildings and structures remain about the 60 (sixty) acre campus, the Rental guest(s) are encouraged to avoid fallen buildings and hazardous rocky areas. **AT ALL TIMES, RENTAL GUEST(S) MUST BE AWARE OF ACTIVITIES OF CHILDREN TO KEEP THEM SAFE FROM SOME OF THE LOCAL HAZARDS.** The Rental guest(s) will not hold Camp Ouachita, nor the U.S. Forest Service, responsible for any accident or injury within the facility boundaries and beyond.

13) **PLANTS AND WILDLIFE:** Camp Ouachita is the Gateway To The Ouachita National Forest, and as such, we intentionally partner with the U.S. Forest Service and the Arkansas Game and Fish Commission to promote and protect the habitats of native flora and fauna of Arkansas, specifically those within the boundaries of Camp Ouachita. The Rental guest(s) will help support the protection and promotion of these sensitive habitats by using only designated trails, paths and parking; carry out all that you carry in; and not engage with wildlife or disturb their habitat. Further, Rental guest(s) will remain keenly aware of their stewardship in maintaining a healthy forest ecosystem. Do not cut down, chop on or remove any tree or plant within Camp Ouachita.

14) **HOLD HARMLESS:** Rental guest(s) and all occupants acknowledge and understand that each and every guest, or guardian, is solely responsible for any accident or injury to any person while in-residence, and that the Camp Ouachita, Outdoor Life and the U.S. Forest Service accepts **NO** legal or

financial responsibility. Rental guest(s), and guardians, assume all risk of injury or other loss resulting from any recreational activity and will hold the above harmless with respect thereto.

15) **LOSS OF PERSONAL ITEMS:** Rental guest(s) acknowledges and understands that each guest, or guardian, is solely responsible for any loss by any person while in residence including the loss of money, jewelry or any other personal item. If discovered, Camp Ouachita will make every reasonable effort to locate and return found items at guest's expense.

16) **FIREPLACE(S):** Fireplace(s) inside the Great Hall are currently inactive. No burning of wood, wood or paper products, chemical or gas logs are permitted at any time. Rental guest(s) may utilize low wattage lighting or small candles to decorate the fireplace(s).

17) **GREAT HALL AND CABIN FURNISHINGS, EQUIPMENT, ETC.** – Rental guest(s) must ensure that ALL tables, chairs, equipment, furnishings and fixtures are returned to their pre-event condition. Failure to return Great Hall, Kitchen and Cabin(s) to their pre-event condition will automatically result in a loss of \$100.00 Cleaning Deposit. Loss of these items, as well as damage to any property or furnishings in excess of normal wear and tear will be charged to you, the guest(s).

18) **CLEANING REQUIREMENTS:** Rental guest(s) acknowledges and understands Camp Ouachita, including use of the Great Hall, Kitchen and/or any of the Cabins must be returned to their pre-event condition. All trash must be removed and gathered and disposed of. Floors must be swept, and mopped. Restrooms must be cleaned, swept and mopped. All equipment and furnishings must be returned to their original locations. The commercial kitchen, if used, must be entirely cleaned, swept, mopped and stainless steel surfaces must be wiped down. Grills, griddles, vats and ovens must be cleaned. No food waste, dishes or utensils can be left in the kitchen area. All stainless steel carts, if used, must be cleaned, wiped down and returned to the kitchen area. Failure to fulfill these cleaning requirements will result in loss of the security/cleaning deposit.

19) **PARKING LOT AND PAVED CABIN PATHWAY:** Rental guest(s) must keep all motor vehicles on the paved parking lot. Under no condition can any motorized vehicle park or travel on the paved asphalt path to the cabins.

20) **WASTE DISPOSAL:** Camp Ouachita provides two large waste bins located in the back of the Great Hall. All trash and waste must be contained within trash bags, tied, and placed within these trash bins. Waste disposal is limited to typical waste products (food items, utensils, cabin or restroom trash, etc). Under NO CIRCUMSTANCE will the Rental guest(s) dispose of wedding props, decorations or event displays, event fixtures or furnishings. Untypical waste products found in the waste disposal bins will result in loss of the security/cleaning deposit AND any additional waste disposal fees incurred from the Perry County Waste Transfer Station. Trash in excess of the two large trash bins provided at the Great Hall must be removed by rental guests.

21) **KEYS:** If rental guest is provided with a key set, all keys must be deposited into the brown drop box at the main gate upon final departure. Please be sure that all exterior doors of the Great Hall, Kitchen and Cabin(s) (including deadbolts) are locked, all lights are off, heat/air units are off. Rental guest(s) are responsible for cost of re-keying if locksmith is required to come out due to lost or non-returned keys.

22) **THERMOSTATIC CONTROLS:** The Rental guest(s) will not tamper with any of the thermostatic controls within the Great Hall, Cabins or Kitchen, unless previously coordinated with the Camp Ouachita volunteer staff. Manipulating any of the thermostatic controls may result in loss of the security/cleaning deposit.

23) **NO SWIMMING:** No swimming in Lake Sylvia is permitted from the Camp Ouachita shore line. Lake Sylvia has a great recreational swim area, and is open from 8am to 8pm during the open season. Lake Sylvia is managed by the U.S. Forest Service.

24) **CANCELLATION POLICY:** Camp Ouachita holds to, and rental guest(s) agrees to, the following Cancellation Policy: **Full 100%** Refund of payment(s) for the Great Hall and/or cabin(s) will be available if Cancellation is made more than 90 days prior to arrival. A **50% Refund** of payment(s) for the Great Hall and/or cabin(s) will be available if Cancellation is made more than 60 days prior to arrival, but less than 90 days. **No Refund** of payment(s) for the Great Hall and/or cabin(s) will be available if Cancellation is made less than 60 days of arrival. Rental guest(s) acknowledges that such late Cancellations make it improbable for Camp Ouachita to rent the facility to another party or recover opportunities having turned away interested rental parties at the accommodation of their own.

**** PLEASE SIGN AND MAIL ENTIRE AGREEMENT WITHIN 30 DAYS of RECEIPT, along with FULL PAYMENT, and payment for the SECURITY/CLEANING DEPOSIT. Include a copy of a valid driver's licenses of the primary renter. FAILURE to return signed rental agreement and full payment may result in loss of tentative reservation dates.**

PAYMENT MUST BE MADE OUT TO: Camp Ouachita

MAIL SIGNED AGREEMENT AND PAYMENT TO:

Camp Ouachita – P.O. Box 1405 – Perryville, Arkansas 72126

Rental Guest: _____ Phone #: () _____

Email Address: _____

Signature: _____ Signature Date: _____

Mailing Address: _____

Estimated Number of Persons Occupying The Great Hall : _____

Estimated Number of Persons Occupying Cabin(s): _____

Camp Ouachita - Rental Fee Calculations Form

This Rental Fee Calculations Form will help you determine your total costs for renting Camp Ouachita's Great Hall and/or any of the Cabins.

The U.S. Forest Service has established the following rental arrangements for the Great Hall.

- \$300.00 for each time block (8am to 4pm or 4pm to 8am) for the Great Hall / Lodge

**Access to the kitchen is included with any rental of the Great Hall.*

The U.S. Forest Service has established the following rental arrangement for the Rustic Cabins*

- \$55.00 for the sole two-room cabin (ADA compliant)
- \$45.00 for each of the six single-room cabins

**Each rustic cabin is equipped with two twin bed frames and mattress, heat/air, shower and restroom, dorm fridge, microwave, Keurig K-pod coffee maker, charcoal grill and porch seating. All cabins are rustic, and therefore are NOT equipped with bedding, or bath towels. Rental guest(s) must bring their own bedding supplies, pillow, soaps / shampoos, towels, wash cloths and necessary items to cook, or grill and eat.*

A Refundable Security/cleaning Deposit of \$200.00 has been made for all Great Hall rental accommodations. See separate Refundable Security/cleaning Deposit Form.

WRITE YOUR DATES IN BELOW	TIME BLOCK	RATE (\$300 per block)
/ /	8am to 4pm (day)	
/ /	4pm to 8am (night)	
/ /	8am to 4pm (day)	
/ /	4pm to 8am (night)	
/ /	8am to 4pm (day)	
/ /	4pm to 8am (night)	
TOTAL FEE FOR GREAT HALL		\$

**Camp Ouachita is unable to provide free use or early access to the Great Hall or Kitchen without paid rental of that time. Plan your event well. Rent the total time you will need, including set up & clean up.*

CHOOSE YOUR CABIN	RATE/HOURS	# of Cabins	# of Nights	SUBTOTAL
2-Room Cabin - #1	3pm to 11am @ \$55	1		
1-Room Cabins - #2 thru #7	3pm to 11am @ \$45			
TOTAL FEE FOR CABINS				\$

*It is our assumption that cabin rentals will correspond to the Great Hall rental. If not let us know.

GREAT HALL \$ _____ + CABIN \$ _____ = TOTAL \$ _____

All check payment must be made out to: Camp Ouachita

Refundable Security/Cleaning Deposit

INSTRUCTIONS: A \$200.00 **Refundable** Security/Cleaning Deposit is required for all renters of the Great Hall and/or access to the Commercial Kitchen. The Security/Cleaning deposit does not hold or guarantee reservation. Since Camp Ouachita is operated and maintained by a volunteer, non-profit organization, this security/cleaning deposit will help incentivize clean up and return of Camp Ouachita facilities to pre-event conditions. If any terms of this rental agreement are not fulfilled, related to security and cleaning, the Rental guest(s) agree to forfeit their security/cleaning deposit, in total. Additional billing may be incurred upon verification of any loss or damage to equipment untypical of rental use. Refund determination of the security/cleaning deposit is at the sole discretion of Camp Ouachita and volunteer staff of Outdoor Life.

Rental guest(s) must include this form along with full payment and signed rental agreement.

Renters are encouraged to provide a separate post-dated check, paid to the order of Camp Ouachita, in the amount of \$200.00. If rental fee is paid via on-line, it can be bundled with the rest of the fees.

Renter agrees to the following or forfeit \$200 Security / Cleaning Deposit (initial each line):

- _____ All floor surfaces in the great hall / kitchen will be swept and mopped after use.
- _____ Never operate AC/Heat units with doors or windows left open, at any time.
- _____ All trash will be removed from each waste can, bagged, sealed and placed in gray dumpsters.
- _____ Trash in excess of the two gray dumpsters must be hauled off from Camp Ouachita.
- _____ All furniture, tables, chairs, benches and trash cans will be returned to pre-event locations.
- _____ Do not throw any broken glass away in the trash cans or gray dumpsters, haul it off.
- _____ Fireworks, glitter and confetti will not be used at any time.
- _____ Do not leave anything behind, if you bring it in you must take it out or throw it away.
- _____ Before locking up, all lights must be off, AC/Heat units turned off.
- _____ Drop all keys into the brown drop box located on the main gate.

Sign Here: _____

Renter responsible for complying with requirements must sign above

\$200.00 Security/Cleaning Deposit
(Payment by check must be made to Camp Ouachita)

_____ Paid On-Line
_____ Paid by Check # _____

Renter Address: _____

City: _____ State: _____ ZIP: _____
Text/Cell: _____ Email: _____