

Conditions of Use Form

Guest Groups:

1. During the term of this Agreement, guest group shall use the facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. Guest group shall notify Whitehall of the nature of its program, and shall promptly supply Whitehall with information concerning the program upon request.
2. Guest group agrees to assist in keeping the facility clean and shall leave the facility free of defacement.
3. The guest group contact person shall bring and have available at all times a current list of participants that includes: names and addresses, emergency contact information, and known allergies or health conditions. Also, for each participant (camper and staff member) under the age of 18 not accompanied by their parent or guardian, there must be a signed form granting permission to seek emergency treatment.
4. Guest group agrees to supervise and to assume full control and responsibility for any persons, entities or things other than Whitehall personnel or property who/which are, for any reason, on the facility by reason of guest group's program or use of the facility.
5. Guest group agrees that the total number of participants on the premises will not exceed the facility building maximum capacity at any time.
6. Whitehall reserves the right to require that the guest group remove from the facility any persons in/or in any way connected with, guest group's group who, in the sole opinion of Whitehall, are creating a disturbance or who are otherwise disrupting activities on said facility.
7. Guest group warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.
8. Whitehall reserves the right to schedule multiple guest groups during the same time period and in the same facility so as to use rooms and facilities not being used by other guest groups. Consideration is given when scheduling eating times in our dining hall so as to stagger guest group arrivals.

Payment Information

9. Guest group agrees to deliver payment in full to Whitehall prior to their departure from the facility. Exceptions must be approved by Whitehall **prior** to arrival. Guest group agrees to pay interest on any unpaid approved credit balance at the rate of 1% per month (annual percentage rate of 12%).
10. If more persons use the facility than the guest group guaranteed, they will pay Whitehall an additional fee. It will be calculated at the contracted rate.
11. Guest group agrees to pay Whitehall the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during use.

Food Preparation Guidelines:

If guest group prepares its own food, it assumes all responsibility for any foods prepared and for their preparations, and shall hold Whitehall and the facility owner harmless from any and all liability therein. Health Service suggest the following "Fundamental 5 of Safe Food Service."

- A. CLEAN HANDS- Dirty hands spread germs. Hands and fingernails should be washed thoroughly with soap and water before work, after using toilet and every time they are soiled.
- B. CLEAN SERVICE- Handling utensils the wrong way may spread disease.
- C. CLEAN FOOD- Food may be infected by coughs, sneezes, handling, dirty equipment, vermin, animals, and wastes. It should be protected during storage, preparation, display and service.
- D. RIGHT TEMPERATURE- Cold stops germs from growing; heat kills them. Cold foods should be kept chilled; hot foods should be kept hot. Prepared food never should be left standing at room temperature one unnecessary minute.
- E. HEALTHY WORKERS- Food workers must be healthy; for colds and other diseases may be passed to others. Germs from infected cuts, pimples or boils may cause food poisoning.

Rules & Regulations

1. Guest groups will prohibit smoking & illegal drugs of any kind on the Whitehall campus & in buildings
2. Guest groups will prohibit the drinking of alcohol on the Whitehall campus and in buildings.
3. Whitehall prohibits hunting, firearms, ammunition, fireworks and explosives at the facility. The use of gasoline, flammables, poisonous substances, and hand and power tools are restricted. Prior authorization from the Camp Director must be obtained.

4. **NO** pets are allowed in any buildings on the Whitehall campus: 1.Pets must be kept on a leash at all times 2. Pets must be walked in “Pet Walk” areas 3. Clean up after pets.
5. Use of vehicles at the facility is restricted to roads and parking areas designated by the Whitehall Agency. Posted speed limits shall be obeyed.
6. Being a church camp, Whitehall requests modesty of dress, appropriate behavior, vulgar free clothes and language.

Water Front Area

7. No one shall enter or use the swimming area unless a qualified lifeguard is supervising the area. During the summer camping season Whitehall shall provide all certified lifeguards. The Swimming area is generally available from Memorial Day through Labor Day.
8. When swimming proper swimming attire is needed. NO Bikini or Speedo-type of any kind.

Activities Areas

9. Specialized program activity areas or equipment that are part of facility must be staffed by a Whitehall employee.

Campfires

10. Open fires may be built ONLY in designated campfire areas. It is understood that both Whitehall & the guest groups must & will comply with all lawful orders of appropriate fire control officials.
11. NOTE: Due to state law no firewood is allowed to be brought on campus from outside of Venango County of PA.

First Aid & Emergency Regulations

1. Important phone numbers are:
 - a. **Police, fire, ambulance-** 911
 - b. **Medical:**
 - i. Clarion Hospital-814-226-9500 about a 20 min. drive, take I-80 East to exit 62, old exit 9, then turn left)
 - ii. Emlenton Family Practice Center- 724-867-1212 (about a 10 minute drive, turn left from any Whitehall exit and continue into Emlenton down the hill. At the stop sign turn right onto Main Street and continue to the Family Practice Center which is on the right)
 - c. **Don Barger-** Camp Director-Office number: 724-867-6861; Cell: 814-323-0848; **Jill Henry-** Guest Services Coordinator-Office number: 724-867-6861; Cell: 814-221-4378; **Amy Hepler –** Program Director – Office number 724-867-6861; Cell: 814-715-0343; **Dave Jordan-** Maintenance Manager-Maintenance:724-867-9194; Cell: 814-221-2758
2. Whitehall does not provide medical supervision, treatment, maintenance, or dispensing of medications for guest groups.
3. Guest groups agree to furnish or arrange for a certified adult to provide basic health supervision and First Aid.
4. Emergency transportation available through local emergency response by dialing 911. Guest group agrees to furnish own non-emergency transportation.
5. Please note that if 911 is called at anytime during your stay a Whitehall staff member needs to be contacted immediately!!

Liability Section

Guest group agrees to defend, indemnify and hold harmless Whitehall and its past, present and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with guest group’s actions and/ or failure(s) to act in respect of its use of the facility.

We the guest group agree to follow, complete, and abide by the above guidelines, regulations, & requests of Whitehall Camp & Conference Center.

Retreat Coordinator Signature: _____ **Date:** _____

****This Agreement may be altered or amended only by written agreement of both parties****