



Our mission is to empower children by providing a safe place for growth and enrichment in the great outdoors.

Rental Application & Agreement

Date of Rental: ____/____/____ until ____/____/____

Time in: _____ Time Out: _____

Name/Organization: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

<input type="checkbox"/> \$100.00 Reservation Deposit	Down payment, which is part of rental fee
<input type="checkbox"/> \$100.00 Cleaning Deposit	In addition to rental fee and will be returned once checkout is complete and building and grounds are deemed in good condition.

Facilities to be Rented Fees for rentals up to 100 in attendance* (Check all that apply)	Up to 8 hours	Up to 24 hours	Up to 48 hours
Main Grounds <input type="checkbox"/>	\$35.00	\$60.00	\$100.00
Education Center <input type="checkbox"/>	\$200.00	\$325.00	\$400.00

*For groups over 100, please contact Camp Alexander for pricing information. Rentals exceeding 100 attendees must submit with application a written plan for event including building needs, parking plan, and access times. Please include any modifications needed to Camp Alexander for event. No modifications may be made to Camp Alexander by renters without written permission of the Board of Directors.

Key Use	Gate Key <input type="checkbox"/> # _____	Lost Key charge \$50.00 per key	Cost of the key and rekeying the building/gate and making new keys for board members
	Education Center <input type="checkbox"/> # _____		

Discounts are available to non-profit organizations.

Rental Rules and Regulations

Please initial each and sign below that you understand Camp Alexander's Rules and Regulations.

- _____ 1. Persons signing shall be **responsible for all persons** entering the building or grounds.
- _____ 2. It is understood and agreed by rental group that **Camp Alexander is not to be held liable for damages or injuries** on the use of the Camp Alexander grounds, and property.
- _____ 3. The consumption of **illegal substances and alcoholic beverages is strictly prohibited**, as are disorderly conduct and the use of fireworks on all areas of Camp Alexander's property.
- _____ 4. The use of **firearms is strictly prohibited** on Camp Alexander's property.
- _____ 5. **Swimming/boating on premises is prohibited** without certified lifeguard supervising.
- _____ 6. No public fishing. Groups that rent Camp Alexander's property may fish as long as it is **catch and release fishing**.
- _____ 7. A **\$100.00 refundable reservation deposit** is to be made to reserve your event on the calendar. Cancellation must take place 10 days prior to the rental date in order to receive the deposit refund. If you cancel your event any time after Camp Alexander reserves the right to keep a portion of the deposit for administrative costs.
- _____ 8. **Full payment** for rental is to be made on the day you pick up your keys. There is a **\$50.00 lost key charge** for each key.
- _____ 9. Care must be exercised in the use of all camp equipment and property. **Damage or loss will require reimbursement** to Camp Alexander that will be taken out of \$100.00 deposit fee. If damage exceeds the deposit, your group will be invoiced for the remaining amount.
- _____ 10. **\$100.00 cleaning deposit will be forfeited if facilities rented are not left in a good manner** (trash left, mud/dirt on floors, bathrooms not clean etc....) Cleaning supplies as well as extra toilet paper/hand towels are kept in the brown utility closet; brooms and dustpan are kept in storm shelter.
- _____ 11. A completed check-out and clean up sheet must be returned with the keys following an on-site inspection by Camp staff before deposits are returned.

Camp Alexander PHOTO RELEASE

I irrevocably consent to and authorize the use, publication and reproduction at any time by Camp Alexander, and its successor(s), of any and all photographs taken of me and/or my group members. For any editorial use, including composite or distorted representations, promotion, advertising, or other purpose whatsoever, and waive any claim or right arising out of such use, publication or reproduction, including any right of privacy.

Signature: _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Comments/ Notes: (is there anything we can do to make your event better)

Individual/Group Representative Name: _____

Signature: _____

Date: _____

Return completed form and \$100.00 reservation deposit to:

Camp Alexander
1783 Road P5
Emporia, KS 66801

Questions:

620-794-1830
campalexander66801@yahoo.com

Office use only:

Total Rental fee (including \$100.00 cleaning deposit): _____

*final amount due at check in

Deposit amount: _____ Received by: _____ Date: _____

Amount Due: _____ Received by: _____ Date: _____

Check #'s _____/_____/_____ Cash \$_____/_____/_____

Revised Sept 2021