

Bluff Springs Campgrounds Operating Policies

**Approved by the Bluff Springs Campgrounds
Board of Directors**

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Introduction

Bluff Springs Campgrounds is located approximately 30 miles north of Pensacola, Florida, off of Highway 29 and approximately five miles southeast of Atmore, Alabama, off Escambia County, Florida, Route 8. Forests cover much of the 530-acre wildlife refuge, providing a secluded atmosphere. Two lakes are also on the grounds. A map to the campground is located in the *Appendices*.

Thirty acres are developed with 10 cabins (10 beds each), a dormitory (70 beds), and trailer hook-ups. (Campground facilities are mapped in the *Appendices* with the cabin assignment sheets for the business manager of the activity.) Additional facilities include an approved, commercial grade kitchen and dining hall, activity center with assembly area and classrooms, and an outdoor assembly building. Recreation areas are available for football, softball, volleyball, horseshoes, badminton, and table tennis. All indoor facilities are heated and air-conditioned for year-round usage. The grounds can easily accommodate up to 175 persons.

Bluff Springs Campgrounds is owned by the Community of Christ and administered by a 9-member Board of Directors. Bluff Springs is operated in accordance with Escambia County Codes, State of Florida statutes, and Federal regulations.

Purpose of Campground

Bluff Springs Campgrounds was developed to provide a place conducive to enjoyment of the natural environment, play, rest, worship, spiritual development, and fellowship. Many persons have contributed to the development of the campground with the hope that it will be enjoyed to its fullest as these ideals are pursued. Keeping this objective in mind, activities should be planned in accordance with the stated operating policies.

Board of Directors

Direct control of operations is the responsibility of the Board of Directors. The Board of Directors is made up of six elected members from two Community of Christ Mission Centers supporting Bluff Springs Campgrounds. The Apostle in charge of the Southeast Field or his or her designee, and either the Mission Center President or the Mission Center Financial Officer of each Mission Center will serve as the three ex officio members.

Review of Operating Policies

These *Operating Policies* are evaluated on an as needed basis by the Board of Directors. Any suggested changes should be submitted in writing to the President of the Board of Directors by October 1st of each year.

General Information

Reservation

Bluff Springs Campgrounds is available to groups and organizations wishing to use the grounds for purposes that are in harmony with the standards to which these grounds have been consecrated. Each year the Bluff Springs Campgrounds Board of Directors review and set the fee structure. Certain weeks are **reserved for Community of Christ functions every year. Reservations are made on a first-come, first-served basis.** Please send your completed reservation form along with your deposit as soon as possible. If you have any questions call the Campground Manager at 850-256-2767. A confirmation of reservation will be mailed back to the activity director upon receipt of deposit, statement of insurance, and/or Campground Use Agreement. *Reservation Form* and *Campground Use Agreement* are in the *Appendices*.

Deposit

A non-refundable reservation deposit of \$225 is due at the time of booking. This deposit will be credited toward the activity balance. During the peak season, June-July, an additional non-refundable deposit of \$500.00 is required upon booking for all reservations. This additional deposit will be credited toward the activity balance but will **not** be refunded.

Invoice

The Campground Manager will present the activity business manager with an invoice during checkout. The invoice will include all campground use fees, meal fees, damage fees, and extra charges as needed. A sample invoice form is in the *Appendices*.

Payment

Fees are payable at the end of each activity. Fees are to be paid in the form of **one check** issued to Bluff Springs Campgrounds and given to the Campground Manager prior to leaving the grounds.

Damages

The activity is responsible for all costs associated with damages that take place during the activity. During checkout the Campground Manager will notify the activity business manager of such charges. Buildings and Equipment damage will be charged on a replacement basis, which includes labor. Broken windows and other damage will be repaired and charged to the proper parties, when that can be determined. When it cannot be specifically determined, the activity using the grounds at the time of damage will be responsible for payment. The Campground Manager in conjunction with the Activity Director will handle all cases. Charges will be assessed on the *Activity Fee Invoice*.

Insurance

Bluff Springs Campgrounds does **NOT** provide Accident Health Insurance or Sexual Abuse Insurance. Users not affiliated with the Community of Christ Mission Centers, which support this campground, must provide evidence of insurance as outlined in the *Campground Use Agreement* relieving the Community of Christ and Bluff Springs Campgrounds Inc. of any and all responsibility. Participants associated with the Mission Centers are assisted with injury costs by limited funds provided through the World Church for our members. These monies are in conjunction with personal insurance.

Arrival & Check-out Time

Arrival Time – 4:00 P.M. the first day of the activity

Checkout Time – 1:00 P.M. the last day of the activity

Any other arrangements must be approved by the Campground Manager and put in writing with the

Reservation Confirmation. These times **MUST** be followed faithfully to allow time for preparation of facilities between activities to insure a smooth transition between activities. Additional fees may be incurred if times are not adhered to.

Regulations for Activities

Requirements of the Activity Director

An Activity Director is to be appointed for each activity. This person will be responsible for the total operations of this activity, and personally accountable for all financial arrangements, for participant conduct, and for the safety and well being of the participants and staff.

The Activity Director is to coordinate all functions of the activity, make application for the reservation for the activity, and be the one who received the confirmation. The Activity Director is to establish the number of participants who will be at the activity and the menu selections requested. The Activity Director must notify the Campground Manager of the number attending and menu selections at least two weeks before the activity.

The Activity Director is to be familiar with all facilities and responsible for keys to such facilities. Upon arrival, the first priority is to meet with the Campground Manager, who will take Activity Director on a tour of the grounds and provide an official check-in. The Activity Director is also the person who will tour the grounds at the end of the activity and be responsible for any and all cleaning not done by the participants before leaving. The Activity Director is responsible for signing the fee invoice and making sure all fees are paid to Bluff Springs Campgrounds.

The Activity Director is responsible for providing the following staff members for their activity:

Business Manager/Registration Coordinator

The Activity Director is encouraged to have a Business Manager who is responsible for knowing how many persons are on the grounds, their names, how long they are on the grounds, what dorm or cabin they are in, as well as collection of monies and paying of bills. Bluff Springs Campgrounds requires a completed *The Record of Participants* and *Dormitory/Cabin Assignment* sheets in the *Appendices*. If the activity chooses not to have a business manager, the Activity Director will be responsible for all above responsibilities.

Kitchen Staff

Each activity is required to furnish **two** (three if registration is over 150) full-time kitchen staff members to assist the Cook. The Kitchen staff members are to be in the kitchen at least two hours before the mealtime. Kitchen staff are considered volunteers for the campground and will not be charged for their meals or lodging. If the activity is unable to provide this staff, the campground will employ the necessary persons. Any cost associated with employing kitchen staff will be charged to the event.

KP Director

The KP Director will be provided by Bluff Springs Campgrounds. If one is not provided by the campgrounds, the Activity Director must appoint one to serve in this role. The KP Director insures that seven servers show up ten minutes before each meal as well as seven KP persons who are first in the line for each meal. The KP Director coordinates and helps with the cleanup of the kitchen, trays, utensils and dishes following each meal. The KP Director must be PRESENT to see that each KP person shows up to clean up after each meal. KP duties for each of the seven positions are posted in the kitchen, and included in the *Appendices*.

Nurse/Medical Assistance

Each activity is required to have medical assistance on staff. This person must be a Florida licensed MD, RN, LPN, or EMT. A nurse's cabin is provided in a central location if the activity desires to use it. This person is responsible for medical attention to all injured persons, referring to a medical doctor when necessary, keeping all health and insurance forms during any youth activity, and keeping a record of all injuries and illnesses in the medical logbook provided in the nurse's cabin. A list of supplies kept in the medicine cabinet is contained therein; if supplies are missing the medical person should notify the Campground Manager. This person will be considered a volunteer for the campground and there will be no charge for their meals or lodging.

Waterfront Director Assistants

Each activity desiring to utilize the waterfront MUST have at least five Waterfront Director Assistants (approximately one for each 12 swimmers). These assistants will help with Buddy Board Supervision, distributing life vests for all boating activities, and serving as "look outs" at the swimming area. The assistants will need to review the Waterfront Rules and the Buddy Board System. The Waterfront Director will be provided by Bluff Springs Campgrounds. The Waterfront Director must be at least 21 years old, as well as be certified in Red Cross Senior Lifesaving and C.P.R. This Director/Lifeguard has ABSOLUTE control and responsibility of the waterfront activities and RULES by direction from the "Waterfront Rules." Swimming and water activities are allowed **ONLY** in the waterfront area marked for such activities. Life jackets are required for all boating activities. See the *Waterfront Director Handbook* policies for more on this subject.

Suggested Additional Staff for Activity Directors:

CAMPFIRE COORDINATOR: Responsible for getting approval from Campground Manager, building and lighting campfire, putting out campfire and site clean-up at the end of the activity.

COMMUNICATION COORDINATOR: Responsible for use and care of PA system and projection equipment.

DINING HALL COORDINATOR: Responsible for setting up and taking down all dining hall tables and chairs, sweeping dining hall once per day and mopping dining hall and kitchen as needed or twice per week.

HEAD CUSTODIAN: Responsible for setting up and taking down of all chairs, tables and other materials.

NURSERY COORDINATOR: Responsible for nursery laundry, floors swept and mopped at the end of activity, and cribs wiped down with disinfectant.

RECREATION DIRECTOR: Responsible for all recreational equipment not associated with the waterfront area; reports broken or worn out equipment to the Activity Director. Knows rules and how to use equipment.

SECURITY PERSON: Responsible for shutting off lights, turning off equipment, securing buildings, etc., at the end of each activity day.

General Rules

ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES— Use of these items are **not** permitted on the campgrounds.

BEDDING, TOWELS, TOILETRIES – Each camper is to furnish his/her own.

CAMP VEHICLES, MACHINERY, TOOLS, EQUIPMENT – Use of these will be by PERMISSION and under the direction of the Campground Manager. Tables and chairs are to remain in the locations where they have been distributed unless given specific permission by the Campground Manager. When moved, they are to be returned to the original location at an agreed upon time.

CAMPFIRES – Campfire sites have been stocked with wood for building fires. Lighting fluid is available from the Camp Manager. Use of Gasoline Lighting Fluid is **not** allowed. Only material provided by the Campground Manager is to be used for burning at campfires. Never leave a campfire unattended or build fires in any locations except the designated sites. Fires will be allowed only in designated campfire areas and only by permission of the Campground Manager. In times of drought, the County or State may require a ban on fires.

CAMPGROUND CLEANLINESS – Litter is to be controlled continually throughout the duration of the activity. It is also important that all water areas be free of pollutants. All facilities must be kept clean and neat for the comfort of each camper and in recognition of health regulations.

CLEANING OF CAMPGROUND AT END OF ACTIVITY – It is the responsibility of the Activity Director to make sure all buildings and areas are clean at the end of the activity. An inspection walk through will be made by the Activity Director with the Campground Manager at the close of the activity. Bluff Springs Campgrounds reserves the right to charge any activity for cleaning that has to be done when the activity leaves an area or building dirty.

COMMODOES – Flush only toilet paper. Other kinds of paper, cloth, or sanitary napkins will plug the drain. Disposal containers are provided for these.

CONDUCT – Behavior should be reflective of the intent of these grounds: considerate of others and reverence for all of God's creation represented at Bluff Springs Campgrounds.

DAMAGES – Damages or maintenance issues should be reported to the Campground Manager immediately. Each activity is responsible for paying for any damages caused by participants.

FIREARMS, FIREWORKS, AIR GUNS, DANGEROUS TOYS- Use of these items pose a dangerous risk and can cause bodily harm and are **not** permitted on the campgrounds.

HEAD COOK AND MENUS – Bluff Springs Campgrounds provides a head cook for each activity. A request for a specific head cook should be made when the reservation is placed. Menus must be determined at least two weeks before the event in order that food may be purchased. A menu selection guide is located in the *Appendices*.

HUNTING – This is a wildlife preserve and there will be **NO** hunting. Firearms are prohibited on this site. Anyone violating the no hunting policy will be prosecuted.

PARKING – All vehicles are to be parked in the designated parking areas (main entrance and dorm area), except for unloading and loading on days of arrival and departure. This rule is to ensure that emergency vehicles can get close to the area needing assistance.

PETS – Pets are **only** allowed in the RV designated areas of the campgrounds that are located away from the regular camping facilities and areas. Provisions for the pet-friendly RV area are contained

within the Appendices. Pets are **NOT** allowed on or near the regular camping facilities. Seeing-eye companions are considered as an exception to this rule.

REGULATIONS – As a public facility, Bluff Springs Campgrounds must meet many requirements at local, state and federal levels. Please see the regulations page for those requirements. Your cooperation is kindly requested.

SEXUAL MISCONDUCT ALLEGATIONS –World Church ministers who become aware, in their official capacities, of allegations of sexual misconduct involving church members have the responsibility to initiate a report. Contact Legal Services immediately to report the details of the allegation: Karen Minton, 1-800-825-2806, ext. 2222. -updated: 10/04/2012

SMOKING – As a woodland area, Bluff Springs Campgrounds, is a SMOKE-FREE FACILITY. In accordance with Florida law, this facility will prohibit smoking in all enclosed areas. Bluff Springs does provide designated areas located near the dining hall where smoking is permitted. These areas are clearly marked and are away from the woodlands.

TELEPHONE – Only local calls are to be made on the phone in the kitchen unless the caller uses his/her credit card or reversal of charges.

WATERFRONT AREA – The waterfront is not to be used without a Waterfront Director on duty.

WILDERNESS AREA USE – Use of this area for camping by groups is to be negotiated by the Campground Manager.

WOODLANDS – We are a designated animal refuge and work with forestry specialists to protect our acreage. There will be no damage to trees or wildlife permitted. The ground is not to be disturbed by digging ditches or holes or removing topsoil and sod. Trees and shrubbery are not to be cut or defaced.

State, Campground & Federal Regulations

The State of Florida requires that all the counselors and youth workers at all children activities be screened. For details please contact: Florida Department of Law Enforcement, P.O. Box 8420 Pensacola, Florida 32505. This is not the responsibility of Bluff Springs Campgrounds but if it is not done, Bluff Springs Campgrounds can refuse to allow a person not screened to stay or work at the campgrounds.

The Community of Christ **requires** that all counselors and youth workers be screened and certified by their originating jurisdiction. For details please contact Forefront Ministries, Congregational Services Division, 1001 W. Walnut Independence, MO 64050. Again this is not the responsibility of Bluff Springs Campgrounds but a requirement that can be enforced by Bluff Springs Campgrounds.

Bluff Springs Campgrounds **requires** insurance. Bluff Springs Campgrounds does not provide insurance. *Proof of Insurance* and/or a *Hold Harmless Clause* must be sent in with the deposit and request for rental. Monies held by the World Church for its' members assist with injury costs for participants to be used in conjunction with personal insurance. The limit of assistance is \$1000 on any one injury.

Justice for All Disclaimer is on all Community of Christ camper registration forms. It reads: “This facility is operated in accordance with U.S. Department of Agriculture policy which does not permit

discrimination because of race, color, sex, age, handicap or National origin.” If your activity does not use this disclaimer or is not able to meet these conditions, it will be impossible for you to rent the property. Further information may be obtained from the Office of Equal Opportunity, USDA, Washington, DC 20250.

Head Lice Treatment

If head lice are found during screening of the participant, the following procedures are recommended:

- Immediately remove the camper from the camp setting by sending the camper home. Bedding should be washed if provided by the camp.
- Treatment should occur immediately at the camper’s home, and the camper should remain out of the camp setting for at least 24 hours after treatment.
- Before re-admittance to the camp, camper must be nit free.
- To assure effectiveness of treatment, previously treated campers should be checked daily for any evidence of new infestations for 10 days after treatment.

Camps will need to comply with local health department regulations concerning head lice. Please note that local regulations may supersede camp policies. For complete diagnosis procedures and treatment option, contact your local health department.

–Updated 3/17/2008

Lifeguard Requirements for ALL water activities.

Lifeguard Requirements

All water-related activities must be guarded by enough certified lifeguards to ensure safety. There should be NO "unguarded areas" during water activities. A staff member who serves as lifeguard must be certified through one of the following:

- American Red Cross Lifeguard Training or Advanced Lifesaving
- YMCA Lifeguard
- Lifeguard BSA
- The National Lifeguard Service’s registered lifeguard certificate (Canada)
- The Royal Life Saving Society’s Canada Bronze Medallion and aquatic instructor’s certificate
- Water Safety Instruction (WSI) certification
- Equivalent Certification

A current certification must be verified at the event with a copy of the certification document.

NOTE 1: Lifeguards must be registered youth workers over age 21. A 15 to 20 year old may be a lifeguard only if they are a “Registered Youth Worker Assistant” (special registered youth worker designation for 15–20 year olds).

NOTE 2: Personal Flotation Devices (PFDs) must be worn at all times while participating in rowing, boating, water skiing, windsurfing, canoeing, floating, or tubing activities. In addition, PFDs must be worn by all participants while in any boat less than 26 feet in length. All PFDs should be U.S. Coast Guard or Canadian Coast Guard approved proper size, type, and fit for each user. These must be Type I, II, or III PFDs designed to support the weight of each user.

LAKE ACTIVITIES: While rowing, boating, water skiing, windsurfing, canoeing, floating, or tubing on a lake, a certified lifeguard must be present and all participants must wear their PFD at all times while in the boat or in the water and must maintain a visible link with the lifeguard.

RIVER ACTIVITIES: While rowing, boating, canoeing, floating or tubing on a river, a certified lifeguard must be present with the group and all participants must wear their PFD at all times while in the boat or in the water.

Boating and water-safety regulations differ between government jurisdictions. It is the responsibility of the campground boards and camp directors to understand and follow all local and state requirements.

-Updated 10-4-12

Guidelines for Higher-Risk Activities United States and Canada

Guidelines are presented here for church-sponsored activities that are deemed higher-risk. The expectation is that leadership will assume the needed responsibility to understand and implement these guidelines with wisdom and effectiveness. It is important that youth as well as adults have fun if it is provided in the context of care and safety.

These guidelines are divided into four sections:

- Activities that are Approved with Qualified Supervision
- Activities to be Contracted with Professional Companies*
- Activities Requiring Specific Expertise*
- Activities NOT Permitted**

*If the guidelines in the Activities to Be Contracted with Professional Companies and Activities Requiring Specific Expertise sections are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first **\$10,000** of any loss paid or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

If a jurisdiction, camp, or congregation sponsors an activity listed in the Activities Not Permitted section and an accident occurs, the sponsoring jurisdiction, camp, or congregation will be responsible for the first **\$50,000 of any loss paid or defense and claims handling expense paid. Jurisdictions are NOT permitted to purchase an outside insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

Please contact Risk Management Services at 1-800-825-2806 if you are planning on sponsoring any of these type of activities. The activities listed and discussed are not meant to be all-inclusive and - these lists may be updated at any time, so please contact us if you have any questions or comments.

-Updated 10-4-12

Activities Approved with Qualified Supervision

These activities are to be supervised by responsible, focused adults. Attempts should be made to

anticipate negative behavior and try to prevent its occurrence.

- Canoeing
- Cycling (must wear helmet)
- Low Ropes Courses
- Pool Slides (specific requirements)
- Rowing
- Slip and Slides
- Unenclosed Inflatable Obstacle Courses
- Water Trampolines

-Updated: 10-4-12

Activities to be Contracted with Professional Companies

A **Waiver of Liability, Release, Assumption of Risk and Indemnity Agreement** for Higher-Risk Activities is required to provide these activities. Each participant or legal guardian must sign before participating in the event. The activity director should maintain a file of the releases.

To engage in the following activities, you must contract with a professional company that must provide a certificate of insurance evidencing general liability insurance covering their operations and **provide on-site supervision**. Their limits of liability coverage shall be at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Their insurance coverage will name the COMMUNITY OF CHRIST as an Additional Insured.

NOTE: When participating in a higher-risk activity that would normally require a contract with a professional company *at their site or location*, we will not require a certificate of insurance from the establishment. By traveling to their site, we lessen our potential liability because they are the host and have complete control over the physical properties, buildings, equipment and supervision. To participate in one of these listed activities at their location, follow these steps:

1. Contact the establishment and learn about their particular requirements concerning age, height, experience level, etc., and about their waiver and release policy. If waivers are required, make arrangements to have them completed prior to the group visit, especially if minors are in attendance that require parental approval.
2. Observe the activity and the location, looking for environments or practices that would make this an unsafe activity for your group.
3. If there are none and you decide to participate, also use our waiver and release form, available at: <http://www.cofchrist.org/risk/forms/riskwaiver.pdf>.

If you have any questions about higher-risk activities at another site, please contact us to discuss.

If these guidelines are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first \$10,000 of any loss paid or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an outside insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

- Carnival Rides
- Dunk Tanks
- Fireworks
- Gyroscopes
- Horseback Riding/Pony Rides/Petting Zoo

- Judo/Karate/Martial Arts
- Kayaking
- Moon Walk and other enclosed inflatables
- Rock Climbing
- Scuba Diving
- White Water Rafting

-Updated 6/20/2012

Activities Requiring Specific Expertise

A **Waiver of Liability, Release, Assumption of Risk and Indemnity Agreement** for Higher-Risk Activities is required to provide these activities. Each participant or legal guardian must sign before participating in the event. The activity director should maintain a file of the releases.

Some higher-risk activities require participants to possess a significant degree of expertise and preparation before they safely participate in them. For these activities each group must be supervised by someone holding a current instructor's rating from a nationally recognized certifying body and/or have documented experience indicating specific knowledge and skill in teaching the activity.

Where it is difficult to supervise each participant, the instructor must prequalify each one who has sufficient experience to perform the activity independently. General supervision is to be provided these participants. All others must be directly under the watchful guidance of the instructor.

If these guidelines are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first \$10,000 of any loss paid, or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

- Archery
- Cave Exploring
- Rappelling
- Sailing
- Snorkeling
- Snow Skiing/Snowboarding
- Water Skiing/Tubing
- Windsurfing

-Updated 10-4-2012

Activities NOT Permitted

The following higher-risk activities are NOT permitted on church property nor to be sponsored at any location by church jurisdictions.

- ATV (four wheelers), Motorcycling
- Bungee Jumping
- Fencing

- Firearms Usage or Classes (including paint ball games, pellet guns, BB guns, and air guns)
- Hang Gliding
- Hot Air Ballooning
- Hunting with firearms, bow and arrows, traps, etc.
- Jet Skiing
- Jumping/Diving from Rocks/Cliffs (Rocks are defined as large stones in excess of 6 feet in height from the ground or water. Cliffs are defined as a high steep face of rock or soil in excess of 6 feet height from the ground or water.)
- Lawn Darts
- Nighttime canoeing
- Nighttime Lake Swimming
- Nighttime Pool Swimming (without pool lights)
- Pool Diving (**Diving boards are not permitted; existing ones MUST be removed.**)
- Skate Boarding/Skate Board Ramps
- Skydiving
- Small Plane Riding
- Snow Mobiling
- Trampolines
- Ultra-Light Flying

If a jurisdiction, camp, or congregation sponsors an activity listed in the *Activities NOT Permitted* section and an accident occurs, the sponsoring jurisdiction, camp, or congregation will be responsible for the first **\$50,000** of any loss paid, or defense and claims handling expense paid.

-Update 10/4/2012

Nursing Requirements

All camps and reunions, excluding retreats, must have at least one of the following on duty at all times, **in order of preference**:

1. Licensed Medical Doctor (who is willing to provide their own insurance)
2. Physician's Assistant
3. Nurse Practitioner
4. Registered Nurse (RN)
5. Licensed Practical Nurse (LPN), with first aid training.
6. Paramedic
7. Emergency Medical Technician (EMT)

If one of these volunteer medical professionals can not be recruited from with the Mission Center,

- one may be hired, or
- one may be sought from a neighboring Mission Center.

ALL LICENSES MUST BE CURRENT.

Medical staff at camps and reunions must be licensed in the state where the campground is located and in each state where activities are to take place. Medical professional requirements differ between government jurisdictions. It is the responsibility of the campground boards and camp directors to understand and follow all local and state requirements. It is best to tailor your medical professional to your activity. An outing with inherently dangerous activities, such as rappelling would be best served by a professional with emergency medical training. A residential camp would be better served by one with nursing expertise.

-Updated: 09/22/2011

WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

NOTE: This form should be included in the advance packet prior to registration. The completed form must be on file at camp and only those persons with a completed form shall be permitted to participate.

FOR AND IN CONSIDERATION OF THE UNDERSIGNED'S PARTICIPATION IN HIGH RISK ACTIVITIES, INCLUDING BUT NOT LIMITED TO:

- _____
- _____

SPONSORED BY THE COMMUNITY OF CHRIST, INCLUDING TRANSPORTATION TO AND FROM SUCH ACTIVITY, PARTICIPANT'S PARENT(S) OR LEGAL GUARDIAN(S) WAIVE, RELEASE AND RELINQUISH ANY AND ALL CLAIMS FOR LIABILITY AND CAUSE(S) OF ACTION AGAINST COMMUNITY OF CHRIST, INCLUDING PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH OCCURRING TO PARTICIPANT, ARISING OUT OF PARTICIPATION, AND/OR ACTIVITIES INCIDENTAL THERETO, INCLUDING ORDINARY NEGLIGENCE, WHENEVER OR HOWEVER THEY OCCUR AND FOR SUCH PERIOD SAID ACTIVITIES MAY CONTINUE, AND BY THIS AGREEMENT ANY SUCH CLAIMS, RIGHTS, AND CAUSES OF ACTION THAT PARTICIPANT (AND PARTICIPANT'S PARENT(S) OR LEGAL GUARDIAN(S), IF APPLICABLE) MAY HAVE ARE HEREBY WAIVED, RELEASED AND RELINQUISHED, AND PARTICIPANT (AND PARENT(S)/GUARDIAN(S), IF APPLICABLE) DOES(DO) SO ON BEHALF OF MY/OUR AND PARTICIPANT'S HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS.

Participant and participant's parent(s)/guardian(s) if participant is under 18 years of age, acknowledges, understands and assumes all risks arising out of the above referenced activity and related activities, and understands that participation in the activity involves risks and dangers, including but not limited to transportation to and from said activities, and drowning, bodily injury, closed head injury, concussion, partial or total disability, paralysis and death to participant's person and damages which may arise therefrom, and that I/we acknowledge said risks. These risks and dangers may be caused by the negligence of the participant or the negligence of others, including the Releasees. I/We further acknowledge that there may be risks and dangers not known to us or not reasonably foreseeable at this time. Participant (and participant's parent(s)/guardian(s), if applicable) acknowledge, understand and agree that all of the risks and dangers described throughout this agreement, including those caused by the negligence of participant and/or others, are included within the waiver, release and relinquishment described in this release.

It is the purpose of this release to exempt, waive and relieve Releasees from liability for personal injury, property damage, and wrongful death, including if caused by negligence, including the negligence, if any, of Releasees. "Releasees" include the Community of Christ, and its officers, directors, agents, affiliates and employees.

Participant (and participant's parent(s)/guardian(s), if applicable) agree if any claim for participant's personal injury or wrongful death is commenced against Releasees, he/she shall defend, indemnify and save harmless Releasees from any and all claims or causes of action by whomever or wherever made or presented for participant's personal injuries, property damage or wrongful death.

PARTICIPANT (AND PARTICIPANT'S PARENT(S)/GUARDIAN(S), IF APPLICABLE) ACKNOWLEDGE THEY HAVE BEEN PROVIDED AND HAVE READ THE ABOVE PARAGRAPHS AND HAVE NOT RELIED UPON ANY REPRESENTATIONS OF RELEASEES, THAT THEY ARE FULLY ADVISED OF THE POTENTIAL DANGERS OF THE ACTIVITIES DESCRIBED HEREINABOVE, AND UNDERSTAND THESE WAIVERS AND RELEASES ARE NECESSARY TO ALLOW THE EXISTENCE OF THE VOLUNTEER ACTIVITIES.

Participant Parent or Guardian if under 18 years old*

Signature Signature

Print Name Print Name

Date Date

Age

[* 19 years in Alabama, Alaska, Nebraska & Wyoming; 21 years in Pennsylvania, Puerto Rico and Mississippi]

General Consent and Release Form

In consideration of _____'s (*name of participant*) participation in an activity sponsored by the Community of Christ, I do for myself and for and on behalf of my child-participant hereby release, forever discharge, and agree to hold harmless the Community of Christ and its directors, agents, employees, assigns, and any subordinate units from any and all liability, claims or demands for personal injury, sickness, or death, as well as property damage and expenses, of any nature whatsoever due to ordinary negligence that may be incurred by the undersigned and the child participant that occur while said child is participating in above listed activities, including transportation to and from such activity. I have listed below any activity that my child cannot participate in. Further, authorization and permission is hereby given to said organization to furnish any necessary transportation, food, and lodging for this participant. The undersigned further agrees to hold harmless and indemnify Community of Christ, its directors, employees, and agents, assigns, and subordinate units for any liability sustained by said organizations as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto. If the participant has not attained the age of 18 years*, I am a parent or legal guardian of this participant, and thereby grant my permission for him/her to participate fully in said event unless specific activities have been listed below. I also give my permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not limited to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any. I also agree that if my child has an illness on the day of departure, which could be harmful to him/her, or to others he/she will not be allowed to enter the bus. Further, I hereby give consent to and authorize the taking of photographs or videotape in which my child may appear, and their use in all media, including the world wide web, hereby waiving all right of privacy in and to any said pictures or tapes.

Here is the list the activities my child cannot participate in:

Authorization Signature

I have read and agree to all statements in the liability release. I consent to have my child participate in the above listed activity/event.

Signature

Date

Print Name

Date

*Parent/Guardian's Signature if under 18 years of age**

Date

[* 19 years in Alabama, Alaska, Nebraska & Wyoming; 21 years in Pennsylvania, Puerto Rico and Mississippi]

PROGRAM REGISTRATION FORM

Registrant's Name: _____

Address: _____

Registrant's

Email Address: _____

Home Phone: _____

Cell Phone: _____

Special Needs or Requests: _____

Parent/Legal Guardian: Name: _____ Home Ph: _____ Work Ph: _____

Cell Ph: _____ Email Address: _____

Parent/Legal Guardian: Name: _____ Home Ph: _____ Work Ph: _____

Cell Ph: _____ Email Address: _____

Emergency Contact: Name: _____ Home Ph: _____ Work Ph: _____

Cell Ph: _____ Email Address: _____

MEDICAL HISTORY—Please circle YES or NO and explain any “YES” answer

YES NO Are you allergic to any foods, latex, medications, etc.? _____

YES NO Are you presently under a physician's care for any acute/chronic medical condition? _____

YES NO Are you currently taking any medications? _____

Please list all mental health and/or physical conditions. _____

YES NO Have you recently been exposed to a contagious disease? _____

YES NO Do you have any special diet needs? _____

Family Physician: _____ Phone: _____

Please attach a photocopy of your insurance card

STATEMENT OF CONSENT AND RELEASE

I, the undersigned, have read and consent to the rules, guidelines and releases specified in the attached to this form. I have read, understand, and agree to abide by the Program Rules.

Registrant

Parent/Legal Guardian (if registrant is under 18)

Release and Consent

Please read each of the following Release and Consent Statements and sign the front of this registration form. Your signature indicates your consent.

Consent to Medical Treatment

As parent or legal guardian of the registrant listed on this form, I give permission to Community of Christ to take said registrant to a doctor or hospital and hereby authorize medical treatment, including but not limited to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any. Community of Christ may administer prescription medication, if appropriate, during the program, and I agree that if the registrant has an illness on the day the program begins that could be harmful to him/her or to others, he/she will not be allowed to begin the program activity.

Consent to Participate in Program Activities

I specifically consent to registrant's participation in all activities offered by the program, including but not limited to _____, _____, _____ and _____. Any activities to which I do not consent are listed here: _____

Waiver and Release of Liability

In consideration for being accepted for participation in the program, as parent/guardian of the registrant, I do for myself and for and on behalf of the registrant, if said registrant is not 18 years of age or older, hereby release, forever discharge and agree to hold harmless Community of Christ, Alabama-Northwest Florida Mission Center, Gulf Mission Center, Bluff Springs Campgrounds, Incorporated, and the program directors, agents, and employees thereof from any and all liability, claims or demands for personal injury, sickness or death based upon ordinary negligence, as well as property damage and expenses of any nature whatsoever which may be incurred by the parent/guardian and the registrant occurring while said registrant is participating in the program, and further agree to hold harmless and indemnify said organizations and their directors, agents, and employees for any liability sustained by them as the result of the negligent, willful or intentional acts of said registrant, including expenses incurred attendant thereto.

Photo Release

In consideration of the right of the registrant to participate in program activities, I hereby give consent to and authorize the taking of photographic, audio or video recordings in which the registrant may appear; and hereby waive all right of privacy in and to any of said pictures or tapes and authorize the use of the recordings for any and all official resource, use or purpose including but not limited to print, film, or electronic media and reproduction or digital representation of every description on the internet/world wide web.

Program Rules

Possession of alcohol, tobacco products, drugs or other illegal substances are strictly forbidden. Infractions of this rule and/or possession of firecrackers, knives or firearms could result in the registrant being sent home. All car keys will be turned in at the beginning of the program and car doors locked. Access to personal vehicles is not allowed during the activity. NO unsupervised

and/or unapproved activities after “lights out” (curfew) are permitted. Any person found outside his/her assigned cabin past curfew will be sent home the following day. Foul language will not be tolerated. If the registrant is sent home, please be advised that we will **first** try to contact you to arrange for transportation. If you are unavailable, the registrant will be sent home by bus at the expense of registrant or his/her parent or guardian.

Copyright

1. What is copyright?

1.1 Copyright protection is provided by the laws of title 17 in the U.S. Code and protects original works of authorship. The protection extends to literary, dramatic, musical, artistic, and certain other intellectual works and extends to both published and unpublished works. Copyright protects original works of authorship. The copyright holder has the exclusive rights to:

- reproduce or copy the copyrighted work.
- produce derivative works based on the copyrighted work (right to modify).
- distribute copies of the copyrighted work.
- perform the copyrighted work publicly (either live or a recording).
- display the copyrighted work publicly.

1.2 The copyright holder has additional exclusive rights regarding visual works, including

- Attribution: claim authorship of the work and to prevent the use of his or her name as the author of a work he or she did not create.
- Integrity: prevent the use of his or her name as the author of a distorted version of the work, and to prevent destruction of the work.

2. Who owns the copyright?

2.1 Copyright protection begins at the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can claim copyright.

2.2 Where a work is made for hire, the employer and not the employee is considered to be the author. "Work for hire" is defined as:

2.2.1 A work prepared by an employee within the scope of his or her employment;
or

2.2.2 If the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire; or

2.2.3 A work is specially ordered or commissioned for use as:

- a contribution to a collective work
- a part of a motion picture or other audiovisual work
- a translation

- an instructional text
- a supplementary work
- a compilation

2.4 Ownership of a book, manuscript, painting, DVD, CD or any other copy or phonorecord does **NOT** give the possessor the copyright. The law provides that transfer of ownership of any material object that embodies a protected work does not of itself convey any rights in the copyright.

3. What types of works are protected?

3.1 Copyright protects "original works of authorship that are fixed in a tangible form of expression. The fixation need not be directly perceptible so long as it may be communicated with the aid of a machine or device. Copyrightable works include the following categories:

1. **Literary works:** Novels, nonfiction prose, poetry, newspaper articles and newspapers, magazine articles and magazines, software manuals, training manuals, manuals, catalogs, brochures, ads (text), and compilations such as business directories
2. **Musical works:** Songs, advertising jingles, and instrumentals
3. **Dramatic works:** Plays, operas, and skits
4. **Pantomimes and choreographic works:** Ballets, modern dance, jazz dance, and mime works
5. **Pictorial, graphic, and sculptural works:** Photographs, posters, maps, paintings, drawings, graphic art, display ads, cartoon strips and cartoon characters, stuffed animals, statues, paintings, and works of fine art.
6. **Motion pictures and other audiovisual works:** Movies, documentaries, travelogues, training films and videos, television shows, television ads, and interactive multimedia works
7. **Sound recordings:** Recordings of music, sounds, or words
8. **Computer software**
9. **Personal electronic mail**
10. **Architectural works**

4. Do copyright laws apply to videos?

4.1 Video copyright law and the exclusions that allow church use, fall primarily under sections 106, 107 and 110 of the Copyright Act. Films and video generally fall into one of two types, those with "Audiovisual Rights" and those "For Home Use Only."

4.2 Audiovisual Rights. Some films and videos distributed by religious and educational

distributors frequently allow limited performance rights in the form of Audiovisual Rights. This provides a limited right allowing a film or video performance in a nonprofit setting so long as there is not an admission charge. The packaging material must be specifically labeled as granting Audiovisual Rights.

4.3 For Home Use Only. Films and video produced for commercial use are labeled For Home Use Only and do not provide any audio visual performance rights. VCR tapes, DVDs and CDs without any labeling or specifically labeled "For Home Use Only" may not be played for an audience without first securing the copyright holder's permission.

5. What is Fair Use?

The doctrine of Fair Use is typically used to use portions of a copyrighted work. To determine whether the use made of a work falls into the Fair Use exception, the following four factors must be applied on a case by case basis:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes (this must generally be a school setting);
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for or value of the copyrighted work.

5.2 Religious Services Exemption

The Religious Services Exemption exempts the public performance of non-dramatic literary or musical works of a religious nature, in the course of services at a place of worship or other religious assembly from copyright infringement. This exemption does not extend to recording the performance of the copyrighted music in audio or video format.

This exemption does not extend to projecting or broadcasting the words and music, whether as one or separate, onto screens in the course of a service. It also does not extend to making copies for the purpose of preparing overhead transparencies or including with bulletins. If a church wants to make these types of copies, it must first obtain written permission from the copyright owner or obtain a license permitting such use.

Copyright infringement can result in significant damages of up to \$100,000, injunction, and/or criminal penalties in addition to attorneys' fees and costs. There are companies acting on behalf of the copyright owners that randomly attend church services in an attempt to discover unauthorized use and collect license fees.

6. Commercial copyright licenses

6.1 CCLI Licenses; Christian Copyright Licensing, Inc. ("CCLI") has reached agreement with a number of producers; religious, educational and commercial for musical works. It is important to note that while a CCLI license provides access to a large number of copyrighted works, not all musical works are covered by a CCLI license. In fact the church's own works are not covered by a CCLI license and permission should be requested to use the church's works through Legal Ministries. More information can be found at the CCLI

website: <http://www.ccli.com/>

6.2 CVLI Licenses: Christian Video Licensing International ("CVLI") has reached agreement with a number of producers: religious, educational and commercial for video and film works. Their license allows a specific church, generally not an entire mission center or denomination, to purchase a license to show films and videos from studios which they have reached an agreement with. They do NOT have agreements with all the major studios, and some major studios have only licensed the showing of movies released prior to 1986. There are several important limitations on what the CVLI license does not cover:

1. Showings at any location other than the one specified on the application (i.e., reunions, campgrounds, etc.)
2. Showings where there will be a fee charged
3. Showings where the material has been edited in any way
4. Any recording from TV, cable or satellite
5. Events or other organizations who use the church but are not affiliated with the church

Even with a CVLI license, individual churches will need to ensure they are showing films and videos which are covered by the CVLI license. More information can be found at the CVLI website: <http://www.cvli.org/cvli/index.cfm>

7. How do I request permission to use a work from a copyright owner?

The first step is to determine who owns the copyright (author, publisher, or other party). The request letter should include:

- 7.1 Title, author and/or editor, and edition of materials to be duplicated
- 7.2 Exact material to be used, giving amount, page numbers, chapter and, if possible, a photocopy of the material.
- 7.3 Number of copies to be made
- 7.4 Use to be made of duplicated materials
- 7.5 Form of distribution (classroom, newsletter, campus network, etc.)
- 7.6 Whether or not the material is to be sold
- 7.7 Type of reprint (electronic, photography, offset, typeset)

8. Audio and Videotapes of Religious Services

8.1 The religious services exemption permits the performance by the congregation and choir of hymns in the course of the worship service, but the exemption does not extend to taping the performance.

8.2 If a church wants to tape services, which may include copyrighted music or other

material, options include:

1. Obtain permission from copyright owners.
2. Avoid the use of copyrighted music.
3. Turn off the recording device when copyrighted music is being performed.
4. Obtain a blanket license agreement, which allows copying.

If you have any questions about whether copyright permission is needed or not, please err on the side of asking for permission.

We have both a legal and a moral obligation to be fair to those who have created copyright materials. Failure to abide by the laws not only robs creators of a fair recompense for their work; it also puts the church and individuals in legal jeopardy

This section is intended to answer some [often-asked questions](#), provide some [general information](#), and guide you in [getting permission](#) to use works that are protected by copyright. If you have additional questions, please contact (*insert e-mail address here*).

- ***Do churches need permission to use copyrighted works?***

Yes. Those who create musical works and books use labor, just as a carpenter labors to create a piece of furniture. While some choose to make those works available free of charge, it is not fair to assume that because a work is created for the glory of God, it should be free.

- ***May I copy hymns from any of the Community of Christ hymnals (Hymns of the Saints, Sing for Peace, Sing a New Song, By Request)?***

Not without getting permission. Community of Christ was given permission to use the hymns in those hymnals only; we cannot give permission for them to be used in other works.

There are a few exceptions.

- *Hymns of the Saint – Permission is given for a single-service copy of text and/ or music of all hymns except those specifically listed in the front of the hymnal.*

*These **cannot** be reproduced without specific written permission from the copyright holders:*

Text: 44, 107, 153, 156, 171, 182, 197, 227, 300, 308, 315, 327, 331, 367, 452, 491, 493

Tune: 85, 108, 111, 163, 170, 202, 218, 297, 301, 356; (descant) 142

Both: 74, 79, 187, 285, 290, 322, 377, 382, 388, 420, 466

- *Sing for Peace– These hymns **cannot** be reproduced for any purpose without specific permission from the copyright holders.*

- *Sing a New Song – The hymns **cannot** be reproduced for any reason without specific permission from the copyright holders with this exception:*

Words and/or music copyrighted by the Reorganized Church of Jesus Christ of Latter Day Saints or Vicky Vaughan may be reprinted without special permission by jurisdictions of the church in a worship bulletin for one-time use only, provided that the proper credit line is included, followed by "Used By Permission."

- *By Request – The hymns **cannot** be reproduced for any purpose without specific permission from the copyright holders, with this exception:*

Words and/or music copyrighted by the Community of Christ Copyright Corporation may be reprinted without special permission by jurisdictions of the church in a worship bulletin for one-time use only, provided that the proper credit line is included, followed by "Used By Permission."

- ***I am singing a solo for church. May I copy my music for my accompanist?***

No, not unless you get permission.

- ***We want to use a hymn that is not in any of the hymnals. May we make inserts for our worship bulletins for just one Sunday?***

Not without permission, unless you are certain the hymn is in the public domain.

1. ***May we project a hymn or other worship resource on a screen?***

Not without getting permission from the copyright holder.

1. ***We originally bought enough materials for all members of our Sunday School class, but we have more students now. May we make copies of the individual lessons?***

No. Publishers depend on the purchase of those materials to allow them to produce additional materials.

- ***May I tape a worship service for our homebound members?***

*If a service contains copyright materials (music or resources), permission must be granted for audio- or videotaping the service. A recording of the worship service may be made without permission **for archival purposes only.***

- ***What is a licensing service?***

Licensing services are organizations that grant blanket licenses for an annual fee. These licenses permit congregations to reprint certain congregationally sung music or to show videos without requesting permission each time.

For Music:

OneLicense.Net

7343 S. Mason Ave.
Chicago IL 60638
Phone: 1-800-ONE-1505 (1-800-663-1501)
Fax: 708-458-4940

[Christian Copyright Licensing International \(CCLI\)](http://ChristianCopyrightLicensingInternational.org)

17201 NE Sacramento Street
Portland, OR 97230
Int'l Dialing: +1 (503) 257-2230
Toll Free Phone: 1 (800) 234-2446 Fax:
(503) 257-2244
Int'l Dialing: +1 (503) 257-2244

For Videos:

Christian Video Licensing International

1-888-771-2854

- ***To request permission from Community of Christ, please [click here](#) for a request form.***

To save to your hard drive, right click, select "Save Target As" and follow the instruction. If you do not have Microsoft Word installed on your computer, [click here](#) for a link to the Microsoft web site for a free viewer.

You may fill the form out and then send it by fax, attachment to an e-mail, or by snail mail to:

Legal Services

1001 W. Walnut

Independence MO 64050

Phone 800.825.2806 x 2220

Fax 816.521.3099

E-mail (need e-mail address)

Please do not ask us to give permission on Friday afternoon for a Sunday event. Working out copyright permission takes time; please allow a minimum of two weeks.

Conclusion

The *Operating Policies* are the minimum requirements if the purpose of the activity is to be attained. In the spirit of Christian fellowship, full cooperation is necessary to maintain the integrity of the activity at the highest level. The Board of Directors trusts that you will assist us in sustaining an atmosphere that will give glory to God.

Bluff Springs Campgrounds Current Church Member Fees

Minimum Charges for Overnight Use (This fee does not include meals.)

June - July
\$550 per night

August - May
\$350 per night

Fees (per person)

Overnight	\$20.00 per night
Day*	\$6.36 (\$100 minimum)
Picnic**	\$6.36 (no minimum)
Wilderness Camp	\$6.36 (\$60 minimum)

*Day rate fees will be added to fees for persons who stay beyond normal arrival and check out times for the activity.

**If more than four hours or if buildings are used, activity is charged at day rate and the \$100 minimum will apply.

Meals

Cost per meal

Adults/Youth (5 years and older)	\$8.00
Youth (Under 5)	No Charge
Snacks (per person)	\$1.00

FEES ARE SUBJECT TO CHANGE

Bluff Springs Campgrounds

Current Friend User Fees

Minimum Charges for Overnight Use (This fee does not include meals.)

June - July

\$800 per night

August - May

\$500 per night

Fees (per person)

Overnight	\$26.00 per night
Day*	\$6.36 (\$100 minimum)
Picnic**	\$6.36 (no minimum)
Wilderness Camp	\$6.36 (\$60 minimum)

*Day rate fees will be added to fees for persons who stay beyond normal arrival and check out times for the activity.

**If more than four hours or if buildings are used, activity is charged at day rate and the \$100 minimum will apply.

Meals

Cost per meal

Adults/Youth (5 years and older)	\$8.50
Youth (Under 5)	No Charge
Snacks (per person)	\$1.00

FEES ARE SUBJECT TO CHANGE

Bluff Springs Campgrounds Rules of the Waterfront

1. NO swimming or boating allowed without Waterfront Director present.
2. The Buddy System will be used at ALL times at the waterfront.
3. There will be NO running, NO pushing, or horseplay in waterfront area.
4. NO cans, bottles or sharp objects are allowed on or around the waterfront.
5. Swim ONLY in areas marked with life lines.
6. DO NOT hang on life lines in and around swimming area.
7. Go under life lines when changing swimming areas.
8. NO jumping or diving from red zones on dock.
9. No gathering around ladders.
10. DO NOT hang on dock anywhere. Stay out from under the dock.
11. Life jackets are required for ALL boating activities.
12. ALL boats must stay in sight of waterfront director.
13. Shoes must be worn at ALL times when leaving and entering waterfront.
14. Ear-drops will be provided for all swimmers.

The Buddy Board System "GO OUT TWO BY TWO"

The Buddy System is a method for supervising swimmers and boaters while inside the waterfront area. Before any aquatic activities may occur, a test consisting of swimming and treading water will be administered to every swimmer to determine each swimmer's ability. After the test, each swimmer will be given a clothespin with his or her name and designated swimming level written on it. Each swimmer will then pair up with another swimmer of similar swimming ability. An uneven number of swimmers will result in a group of three. If the pair decides to go swimming, they will remove their pins from the "out" position on the buddy board, clip them together, and place the clips on the same hook under "swim" position. If a pair decides to go boating, the pair will remove their pins from the previous position and clip them under the "boats" position. While swimming, they must stay close together and if one member leaves the water, then both need to leave the water. Periodic buddy checks will be administered. A buddy check will be announced by a single, long whistle blast. The lifeguard will then proceed to count to 10, and allow each pair to find each other. Each swimmer must find his buddy, hold his buddy's hand in the air, and remain still and quiet until the lifeguard is finished counting and every swimmer is located. During a buddy check, boaters must cease movement and hold their oars in the air. If a pair of boaters/swimmers fail to reach each other in time or fail to be quiet and still, disciplinary action will be taken. Upon leaving the waterfront area, each swimmer is required to receive ear-drops. Each person must return the clothespin to the "out" position on the buddy board. These procedures are set up and enforced due to the differences and conditions of swimming at a lakefront area where the bottom is not easily seen as it is in a swimming pool area.

Pet Provisions

- Pets must be housed inside RVs.
- Pets must weigh less than 25 pounds.
- Pets must be kept on leashes and under control at all times when they are outside the RVs.
- Pet owners must recover and properly dispose of all pet droppings.
- Pets are not allowed on or near the regular camping facilities. This includes dorms, cabins, dining hall, and waterfront.
- Pets may not be left unattended at any time.
- Pet owners are liable for all damages caused by their pets.

APPENDICIES

Community of Christ

Campground Use Agreement

This Campground Use Agreement ("Agreement") is made and entered into as of [Click here to enter text.](#) between Bluff Springs Campgrounds, Incorporated ("Lessor"), and [Click here to enter text.](#) ("Lessee").

WITNESSETH:

In consideration of the agreements, covenants and fees set forth herein, the parties agree as follows:

1.0 PROPERTY. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the portions of the premises located at Bluff Springs Campground, 1300 Liahona Trail, McDavid, Florida 32568 ("Property") in accordance with "Exhibit A." Lessor shall have use of the Property at all other times and may permit its use by other parties at its discretion. Lessee shall take the Property in "as is condition".

1.1 LESSOR CONTACT INFORMATION:

Bluff Springs Campgrounds, Incorporated
Attention: Melissa Cooper, Manager
1300 Liahona Trail
McDavid, FL 32568
(850) 256-2767

1.2 LESSEE CONTACT INFORMATION:

Click here to enter text.
Attention: Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

1.3 COMMENCEMENT DATE: [Click here to enter text..](#)

1.4 EXPIRATION DATE: [Click here to enter text..](#)

2.0 SECURITY DEPOSIT: Lessee has deposited \$[Click here to enter text.](#) with Lessor as security for Lessee's payment of Rent Fees and performance of its other obligations under this Agreement. If Lessee defaults in its payment of Rent Fees or performance of its other obligations under this Agreement, Lessor may use all or part of the security deposit for the payment of Rent Fees or any other amount in default, or for the payment of any other amount that Lessor may spend or become obligated to spend by reason Lessee's default, or for the payment to Lessor of any other loss or damage that Lessor may suffer by reason of Lessee's default. If Lessor so uses any portion of the security deposit, Lessee will restore the security deposit to its original amount within five (5) days after written demand from Lessor. Lessor will not be required to keep the security deposit separate from its own funds and Lessee will not be entitled to interest on the security deposit. The security deposit will not be a limitation on Lessor's damages or other rights under this Agreement, or a payment of liquidated damages, or an advance payment of the Rent Fees. Lessor will return the unused portion of the security deposit to Lessee within thirty (30) days after the end of the Agreement

3.0 RENT FEES. Lessee shall pay a rent fee for use of the Property of \$[Click here to enter text..](#) Rent Fees shall be payable to Lessor prior to [Click here to enter text..](#)

4.0 CAMPGROUND RULES.

4.1 The use or possession of alcohol, tobacco (in any form whether smoked or smokeless), illegal drugs (in any form) and firearms is absolutely prohibited on the site and on all property owned or occupied by the Lessor. The Lessee shall strictly enforce this prohibition for its employees, agents,

members, and all other persons who may be directed by, responsible to, or under the supervision of the Lessee.

4.2 Lessee agrees to enforce any and all campground or event specific rules or regulations as stated in "Exhibit A," if any. In the event that the Lessor calls violations of these rules or regulations to the attention of the Lessee, Lessee shall promptly take appropriate remedial action as required by the Lessor, which may include termination of this Agreement.

5.0 CONDITION OF THE PREMISES.

5.1 Lessee shall return the Property, facilities and any furnishings to the same condition and arrangement they were in prior to use of the Property for the activity. In the sole discretion of the Lessor, Lessee shall pay an additional [Click here to enter text](#). Dollars (\$[Click here to enter text](#).) per hour if any cleaning of Property, facilities or furnishings is necessary. This fee will be deducted from the deposit:

5.2 In the event damage, other than reasonable wear and tear, occurs to the Property, facilities, or furnishings while in use by Lessee, the Lessee agrees to pay, in cash, for the damages caused, in an amount to be determined solely by the management of the Lessor within ten (10) days of receipt of damage reimbursement request.

6.0 TERMINATION.

6.1 Lessor may terminate this Agreement at any time without liability by providing a termination notice to Lessee. Unless otherwise provided in the notice, the termination is effective ten (10) days after the date of the notice.

6.2 In the event use of the Property shall be delayed, hindered, or prevented from the performance of any act required by this Agreement by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war, act of God or other reason of a similar nature not the fault of Lessor makes the premises not usable for the purposes of this agreement, then this Agreement shall cease and terminate and the Lessee shall receive a complete refund of deposit, if any.

7.0 **INSURANCE.** Lessee agrees to provide health and accident insurance for all participants in this activity while at the Campgrounds. In addition, any Lessee which is not an affiliate of or officially sponsored by the Community of Christ agrees to provide a certificate of insurance evidencing:

7.1 **General Liability Insurance**—Either commercial general liability or event general liability coverage in amounts of:

- Limits—\$1,000,000 per occurrence/\$2,000,000 aggregate
- Covering—bodily injury, property damage, personal injury, advertising injury, products/completed operations
- Medical Expense—\$5,000 per injury

7.2 **Sexual Abuse Coverage**—\$1,000,000 per occurrence, \$1,000,000 aggregate (This is required for any organization where children and youth are participating.)

7.3 **Automobile Liability**—owned, non-owned and hired vehicles (if applicable)

- Limits—\$1,000,000 combined single limit
- Medical Expense—\$5,000 per injury

7.4 **Workers' Compensation (WC) and Employers' Liability (EL) Insurance**

- Workers' Compensation (WC): statutory
- Employers' Liability (EL):
 - bodily injury by accident—\$500,000 Each Accident
 - bodily injury by disease—\$500,000 Policy Limit

- o bodily injury by disease—\$500,000 Each Employee

7.5 **Additional Insureds**—Bluff Springs Campgrounds, Incorporated and Community of Christ must be named as Additional Insureds on each Certificate of Insurance.

7.6 All insurance shall be with an insurance company acceptable to Lessor and approved to do business in the State of Florida by all applicable governmental agencies and authorities, and shall name Lessor as an additional insured and loss payee. Lessee shall provide Lessor annually a Certificate of Insurance as proof of coverage. Should Lessee fail to provide such insurance coverage, Lessor may Terminate this Agreement.

8.0 INDEMNIFICATION.

8.1 Lessee hereby covenants and agrees to and does hereby indemnify, defend and hold Lessor and its affiliates, (including Community of Christ), and their respective agents, contractors, subcontractors, employees, officers, directors, priesthood and other representatives harmless from, any and all demands, claims, causes of action, fines, attorney’s fees, court costs, penalties, damages (including consequential damages), losses, liabilities, judgments, and arising out of, connected with, occurring on, or resulting from the Property, or the Agreement, including without limitation (i) any accident, injury or damage to any person or property occurring in, on or about the Property or any part thereof, including the playground, and (ii) any claim involving any alleged criminal act or violent behavior, including child molestation.

8.2 If any action or proceeding is brought against Lessor, its affiliates, (including Community of Christ), and/or their respective agents, contractors, subcontractors, employees, officers, directors, priesthood and other representatives by reason of any such claim, Lessee, upon notice from Lessor, will defend the claim at Lessee’s expense with counsel reasonably satisfactory to Lessor. This indemnification will survive the expiration or Termination of this Agreement.

8.3 Lessee shall have each camper or his or her parent/legal guardian sign a consent form and/or release of liability prior to the scheduled date. Such camper consent form shall contain language acceptable to Lessor and exculpating Lessor from liability due to negligence to the extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year above written.

BLUFF SPRINGS CAMPGROUNDS, INCORPORATED	LESSEE Click here to enter text.
(Signature)	(Signature)
(Print Name) Click here to enter text.	(Print Name) Click here to enter text.
(Date) Click here to enter text.	(Date) Click here to enter text.
(Title) Click here to enter text.	(Title) Click here to enter text.

SAMPLE NOT AUTHORIZED FOR USE IN ANY CONTRACT

EXHIBIT A
Property Use

SPECIFIC BUILDINGS/ROOMS BEING USED:

SPECIFIC TIMES:

SPECIFIC RULES & REGULATIONS

Special needs (if any):

SAMPLE -- NOT AUTHORIZED FOR USE -- NOT A VALID CONTRACT

Community of Christ

Bluff Springs Campgrounds

1300 Liahona Trail
McDavid, Florida 32568
(850) 256-2767

RESERVATION FORM

Return to: Bluff Springs Campgrounds
1300 Liahona Trail
McDavid, FL 32568

Date of Reservation _____ Requested by _____

Dates Requested _____ To _____

Arrival Time _____ Departure Time _____

Name of Group _____

Sponsored by _____

Director _____ Business Manager _____

Address _____ Address _____

Phone _____ Phone _____

Estimated Attendance _____

Deposit (Check No./Date of Check) _____

NOTE: Please provide any other information that will help us provide for your activity needs.
Examples: Will diabetics be in attendance? Any special meal plans preferred?

PLEASE DO NOT WRITE IN SPACE BELOW THIS LINE

Date Received _____ Dates Reserved _____

Date Confirmation Returned _____

Community of Christ

Bluff Springs Campgrounds

1300 Liahona Trail
McDavid, Florida 32568
(850) 256-2767

CONFIRMATION OF USE OF GROUNDS

Name of Group _____

Activity Director _____

Address _____

Telephone Number _____

Date/Time of Arrival _____ Date/Time of Departure _____

Dates Reserved _____

Approximate Number in Attendance _____

Daily Rate Per Person _____ Deposit _____

Upon arrival, the activity director shall contact the campgrounds manager, check-in and complete all details such as the following:

1. Sleeping quarters
2. Dining room and kitchen
3. Boating and/or canoeing
4. Swimming
5. Playground activities
6. First aid and health
7. Finances
8. Restroom care and cleanliness

The Activity director shall review and comply with Bluff Springs Campgrounds *Operating Policies*.

Bluff Springs Campgrounds Phone: (850) 256-2767

Signed _____

Dated _____

CABIN ASSIGNMENTS

Cabin 1
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 2
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 3
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 4
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 5
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 6
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 7
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 8
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 9
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cabin 10
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

DORMITORY ASSIGNMENTS

Room 11
1.
2.
3.
4.
5.
6.

Room 12
1.
2.
3.
4.
5.
6.

Room 13
1.
2.
3.
4.
5.
6.

Room 14
1.
2.
3.
4.
5.
6.

Room 15
1.
2.
3.
4.
5.
6.

Room 16
1.
2.
3.
4.
5.
6.

Room 17
1.
2.
3.
4.
5.
6.

Room 18
1.
2.
3.
4.
5.
6.

Room 19
1.
2.
3.
4.
5.
6.

Room 20
1.
2.
3.
4.
5.
6.

Room 21
1.
2.
3.
4.
5.
6.

Room 22
1.
2.
3.
4.
5.
6.

Record of Participants

Name	Age	Days at Camp	Comments	Deposit	Balance Due
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					

Community of Christ

Bluff Springs Campgrounds

1300 Liahona Trail
McDavid, Florida 32568
(850) 256-2767

RULES OF THE WATERFRONT

1. **NO** swimming or boating allowed without waterfront director present.
2. The buddy system will be used at **ALL** times at the waterfront.
3. There will be **NO running, NO pushing, or horseplay** in waterfront area.
4. **NO cans, bottles or sharp objects** are allowed on or around the waterfront.
5. Swim **ONLY** in areas marked with life lines.
6. **DO NOT** hang on life lines in and around swimming area.
7. Go under life lines when changing swimming areas.
8. **NO jumping or diving** from red zones on dock.
9. Stay out from under the dock.
10. **NO** gathering around ladders.
11. **DO NOT** hang on dock anywhere.
12. Life jackets are required for **ALL** boating activities.
13. **ALL** boats must stay in sight of waterfront director.
14. Shoes will be worn at **ALL** times when leaving and entering waterfront.
15. Eardrops will be provided for **ALL** swimmers.

REMEMBER

The waterfront director has complete authority over ALL activities at the waterfront area and is designated by the Bluff Springs Campgrounds Board of Directors.

Record of Staff

Name	Address	Phone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		

Check -Out / Clean Up Requirements

Activity Building

1. CLEAN BATHROOMS.

- a. Toilet bowls and seats
- b. Showers: scrub walls and floors
- c. Mop bathroom floors

2. STACK CHAIRS in large meeting room.

3. SWEEP ALL ROOMS.

Dining Hall

1. BREAK DOWN TABLES and HANG CHAIRS.

2. SWEEP and MOP FLOOR.

3. SCRUB ALL COUNTER SURFACES.

Cabins and Dorm Rooms

1. CLEAN BATHROOM

- a. Toilet bowl and toilet seat
- b. Shower: scrub walls and shower floor
- c. Mop bathroom floor

2. CLEAN CABIN OR DORM

- a. Sweep floors – especially under beds and in corners; Put paper and trash in trash bag. Also sweep sand out the door.
- b. Mop floors – please wash mop out in clean water and hang mop outside to dry. Use outside faucets to rinse mop.
- c. Empty trash into an outside container and replace trash bags. (See Campground Manager if you need additional bags.)
- d. Clean sinks: scrub out with liquid soap only.
- e. Pick up papers, cans, etc. around your cabin or dorm area and put them into the proper containers. Put cans in recycle bins and trash in trash cans.

Grounds

1. PICK UP and DISCARD ANY TRASH.

After Clean Up, the Campground Manager will examine the grounds with the Activity Director prior to allowing final Check-Out.

NOTE: If you run short of cleaning supplies, please let your Activity Director or the Campground Manager know immediately.

FINAL CLEAN-UP

DINING HALL -- 5 People
1.
2.
3.
4.
5.
DINING HALL RESTROOMS
MEN'S --
WOMEN'S --

ACTIVITY BUILDING
MAIN ROOM and CLASSROOMS -- 4 People
1.
2.
3.
4.
MEN'S RESTROOM --
WOMEN'S RESTROOM --
NURSERY --

DORMITORY
MEN'S RESTROOM --
WOMEN'S RESTROOM --
HALLWAY --

NOTE: Each person/family is responsible for their own dormitory room or cabin.

Thank you for your help.

BLUFF SPRINGS CAMPGROUND
EVALUATION

Activity: _____ **Dates of Activity:** _____

Activity Director: _____ **Phone Number:** _____

Please use the following scale to answer the questions:

- 1 Strongly Agree**
- 2 Agree**
- 3 Neutral**
- 4 Disagree**
- 5 Strongly Disagree**

Use the space below each question for any additional comments.

The information packet I received was helpful.	1	2	3	4	5	N/A
The grounds were clean upon our arrival.	1	2	3	4	5	N/A
The grounds staff was helpful.	1	2	3	4	5	N/A
The cost of the grounds was appropriate.	1	2	3	4	5	N/A
The facilities were adequate for our activities.	1	2	3	4	5	N/A
The facilities were in working order.	1	2	3	4	5	N/A
The meals were satisfactory.	1	2	3	4	5	N/A
Safety precautions were adequate.	1	2	3	4	5	N/A
Recreation/Waterfront equipment was adequate.	1	2	3	4	5	N/A
We will use Bluff Springs in the future.	1	2	3	4	5	N/A

Please make any comments that will help us improve the Grounds. Use additional pages as needed.

Please return evaluation to:

Bluff Springs Campground
1300 Liahona Trail
McDavid, Florida 32568