

CAMP KIWANIS LEASING FEES AND USAGE POLICIES

Updated 12/08/2016

All lease agreements are handled by the Rental Manger for the Kiwanis Club of Ocala. Completed lease agreements, deposits and any payments shall be sent directly to the Rental Manger. The Rental Manager can be reached by phone during normal business hours at (352) 433-6701.

**Dick Donaldson, Rental Manager
P.O. Box 784
Silver Springs, FL 34489**

Lease fees for Camp Kiwanis are calculated based on the number of people attending, the number of days the facilities are leased and how many dormitory buildings and/or cabins are used (if any).

Basic daily lease rate includes use of the grounds, dining pavilion and kitchen and lake front area. Additional daily charges apply for leasing of dormitories and/or cabins.

In addition to a signed Lease Agreement and copy of Lessee's driver's license, a Reservation Deposit and a Security Deposit are required to secure Camp Kiwanis for private use.

Basic Daily Lease Fees

Size of Group	Daily Rate	Security Deposit
1-125 people	\$300	\$300
126-250 people	\$400	\$400
251-500+ people	\$500	\$500

Lessee Insurance

Any group leasing Camp Kiwanis shall provide proof of liability insurance in the form of a Certificate of Insurance (COI). The Lessee, at its expense, shall purchase and maintain Commercial General Liability for personal injury, bodily injury and property damage liability in the amount of not less than \$1,000,000 Per Occurrence and \$2,000,000 in the General Aggregate.

The Commercial General Liability shall name Kiwanis International, Kiwanis Club of Ocala and their officers, directors, members, agents and servants as an additional insured and provide a 10-day notice with any intent to cancel the policy. All such insurance shall be issued by insurers which are authorized to do business in the State of Florida and have a rating of A: IX or better by the AM Best Rating Service.

On or before the lease date, Lessee shall furnish the Kiwanis Club of Ocala a certificate of insurance evidencing the aforesaid insurance coverage. The Lessee is not to enter or take possession of the leased property until the Certificate of Insurance is provided.

More information regarding the COI requirement to lease Camp Kiwanis may be obtained by calling Steve Bird of Bird Insurance at (352) 622-3899 or by email at sbird@birdinsagency.com.

Overnight Leases

Camp Kiwanis can accommodate up to 132 people overnight in dorms and cabins. All overnight accommodations are air conditioned. Dorms have large a common restroom and showers. Cabins and the apartment have private restroom and bath facilities.

Dormitory Sleeping Accommodations (\$75 lease fee per night for each building)

- B-Dorm - Four rooms that sleep up to 10 people each (40 people).
- G-Dorm - Four rooms that sleep up to 10 people each (40 people).
- M-Dorm - Four rooms that sleep up to 10 people each (40 people).

Cabin and Apartment Sleeping Accommodations (\$50 lease fee per night for each)

- G-Dorm Apartment (4 people): Two bedrooms, living room, full bath and kitchenette. One bedroom has a double bed and bunk bed. A second bedroom has two bunk bed sets.
- Infirmatory Cabin (4 people): Two bedrooms, small common room, kitchenette, and shower bathroom. Two single bunks in each bedroom.
- Director's Cabin (4 people): Two bedrooms, small common room, kitchenette, and shower bathroom. Double bed in one bedroom. Two bunk beds in the second bedroom.

Tent Camping and RVs

Tent camping is available in two Live Oak hammocks on either side of the lakefront area. No electricity or water is available in these areas. One hammock has a fire ring and benches. Campers have use of restroom facilities in the nearby Dining Pavilion and dormitory buildings.

- Tent camping fee is \$4 per person, per night.

Self-contained RVs and pop-up campers are welcome at Camp Kiwanis. Note that Camp Kiwanis has limited electrical and water hookups and NO waste dump facilities. RVs and pop-up campers are limited to designated areas at Camp Kiwanis which the Caretaker can show you.

- RV camping fee is \$4 per person, per night.

Deposits

The balance of all lease fees/deposits are due in full on/or before the first day of lease.

Reservation Deposit: A Reservation Deposit of \$150.00 is due with the Lease Agreement and is applied towards the total lease fee. This deposit is refunded if the event is canceled at least 30 calendar days in advance. Cancellations within 30 calendar days of a lease date will result in forfeiture of the Reservation Deposit.

Security Deposit: A Security Deposit, based on the size of the party (see Basic Daily Lease Fees on first page), is due with the submittal of the Lease Agreement and Reservation Deposit. The Security Deposit is to be held until the lease period is complete and the Camp Caretaker determines the facilities have been left clean with no property damage. If the camp is left in good order, Security Deposits will be returned by mail within 14 calendar days after the lease period.

Upon arrival please report unsatisfactory conditions, damage or maintenance issues to the Camp Caretaker. The Caretaker will also record any existing damage prior to your lease period to avoid confusion as to the source of the damage.

In the event the camp is left without being cleaned, Camp Policies have been ignored, or damage has occurred that is the fault of the Lessee (or members of their party), all or part of the Security Deposit may be forfeited. In addition, lessees will be billed for any damages in excess of the Security Deposit. Signature on the Lease Agreement conveys acceptance of these terms by the Lessee.

"Damage" to the camp facilities includes any intentional or unintentional damage to the structures or grounds. Please use common sense and treat the camp as if it was your own. Minor accidental breakage that is reported to the Camp Caretaker will not be considered as intentional damage or result in the loss of the deposit. Unreported damages or messes left behind and discovered by the Caretaker may result in the loss of all or part of the Security Deposits.

Hours of Use

- Day use hours run from sunrise to sunset. Daily lessees shall have the camp cleaned and secured no later than 30-minutes after sunset at which time the camp is to be vacated.
- Overnight leases shall be for a 24-hour period. Check-in and Check-out times are at noon.
- Overnight leases shall observe quiet hours between 10 p.m. and 7 a.m.

Appropriate Use of Camp Kiwanis

Examples of typical lease groups at Camp Kiwanis include educational, civic, government, church, fraternal, charitable, environmental or outdoors oriented, scouting and family-oriented private parties at the discretion of the Camp Trustees. Alcohol is not permitted at Camp Kiwanis and loud or wild parties are not permitted. Preference will be given to youth group organizations whenever possible.

Camp Policies and Regulations

Please note that these policies and regulations will be enforced by the Camp Caretaker at the direction of the Camp Trustees of the Kiwanis of Ocala. Every situation cannot be addressed here and lessees are urged to always use common sense, put safety first and treat the camp as if it was your own.

A. Responsibly of Lessees, Caretaker and Kiwanis Club

1. The Camp Caretaker acts as an agent of the Kiwanis Club of Ocala and is vested with absolute authority to represent the Club and Camp Kiwanis in all matters dealing with camp leases. The Caretaker is required to enforce camp usage policies set forth by the Kiwanis Club of Ocala.

2. Lessees and their guests (including any caterers, vendors, entertainers, or other agents of the Lessee) assume all liability while at Camp Kiwanis.
3. All camp leases require a preapproved signed Lease Agreement and submission of appropriate fees in advance of Lessee's arrival.
4. Leasing of Camp Kiwanis is subject to policies set forth by the Kiwanis Club of Ocala and the U.S. Forest Service.
5. Please make arrangements with the Camp Caretaker before arriving early to prepare for your event. At least 48-hours notice is required. Please realize that the camp may be leased by another group prior to, or immediately after, your lease period. Plan ahead.
6. Groups larger than 200 people may be required to obtain an extra trash dumpster at their expense. Please let the Camp Caretaker know at least two weeks prior to your lease if your party will require an extra dumpster.
7. Groups larger than 155 people will be required to obtain 2 portable toilets at their expense. For each additional 50 individuals, 2 portable toilets will be required. Please contact the Camp Caretaker for location information.
8. The Lessee and all members of their party and/or guests agree to indemnify and hold harmless Kiwanis International and the Kiwanis Club of Ocala, and all of their officers, members, agents, and servants from and against all losses, claims, suits and/or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any acts or omission, operations or actions of the Lessee or its agents or employees on the leased premises described in the lease agreement.

B. Safety

1. A camp phone is located on the back porch of the kitchen and is for outgoing local calls only. A first aid kit intended for emergencies is located near the phone.
2. **Absolutely no alcohol, firearms, or fireworks are allowed on the property.**
3. Lessees are solely responsible for ensuring minors are adequately supervised while at Camp Kiwanis (this includes all areas of camp and the lakefront).
4. Lessees are responsible for determining whether certified life guards are necessary at the lakefront during swimming activities and for providing the lifeguards, if needed.
5. Outdoor cooking is limited to the covered grill area next to the dining pavilion. Lessees are responsible for providing their own charcoal and lighter fluid for cooking. The cooking area and grill are to be cleaned after use.
6. Ground fires are strictly limited to the fire ring near the lakefront. Note that burn bans by the U.S. Forest Service during very dry seasons may prevent lessees from using the fire ring.
7. No candles or open flames allowed inside dorms, apartments, or cabins.
8. NO ORV or off-road vehicles (ATV, four wheelers, dirt bikes, etc.) are permitted to leave the lime rock road and parking areas at Camp Kiwanis. Many areas of the Ocala National Forest have strict ORV access rules. Please do not ride any ORV's around the camp grounds or surrounding woods.

C. Use of Facilities and Grounds

1. Pets are not allowed at Camp Kiwanis.
2. No food or drinks are allowed in group dormitories.
3. No smoking in any buildings, including the dining pavilion. All cigarette butts must be extinguished and deposited in proper containers (cigarette butts thrown on the ground or on the beach may result in the forfeiture of the Security Deposit).

4. The storage building next to the dining pavilion, Camp Office and Caretaker's House are not available for private lease or guest access.
5. Lessees must supply their own cooking pots and pans, serving utensils, plates, cups, and silverware.
6. Lessees are asked to use common sense with air-conditioning and heating thermostats.
7. Group sports such as baseball, football, and soccer shall be limited to the ball field located behind the Middle Dorm and Infirmary Cabin.
8. Lessees shall provide their own sports equipment and any items associated with use of the waterfront (e.g. life preservers, canoes, etc.). Use of any camp watercraft (canoes, kayaks, etc.) by private Lessees is strictly prohibited.
9. Parking is limited to outer parking lots. Vehicles may temporarily unload or load behind the dining pavilion and kitchen. Vehicles with a disabled decal are exempt and may park closer to buildings. Please notify the Camp Caretaker of special concerns regarding parking.
10. All plants and wildlife found at Camp Kiwanis are protected and shall not be harmed or collected.
11. Firewood shall not be collected at Camp Kiwanis (contact the Caretaker in advance to make arrangements if you anticipate needing firewood).
12. Boats are to be launched at the public Boat Ramp located on Mill Dam Lake. Boats may be beached and anchored at the camp lakefront. Canoes and kayaks may be carried from the camp parking area to the lakefront and launched by hand.
13. Lessees may not dig holes at Camp Kiwanis. Holes dug at the beach are permissible but should be refilled prior to checking out.

D. Leaving Camp

1. Lessees and members of their party are responsible for leaving the camp clean and are liable for any damages they cause. Lessees shall report any problems to the Camp Caretaker.
2. Prior to leaving, the Lessee shall walk the camp with the Camp Caretaker to make sure all items on the Cleanup Check List have been completed.
3. Trash shall be placed in the main dumpster at the close of each day and as Lessees depart. The dumpster must be kept locked to avoid attracting bears. Do not leave food or garbage out overnight (or in the dining pavilion) as it will attract wildlife.
4. An individual in charge of your group is required to remain until all guests have left and the camp is cleaned. The last person in your party should close and lock the outer camp gate as they exit.
5. If your party must leave early or cannot leave on time, the Camp Caretaker must be notified.

EMERGENCY CONTACT INFORMATION

PHONE IS LOCATED ON KITCHEN BACK PORCH. FIRST AID KIT IS LOCATED ON KITCHEN BACK PORCH NEAR CAMP PHONE.

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| ▪ Emergency dial 911 | ▪ Marion County Sheriff - Forest District:
16000 East Hwy 40 Silver Springs, FL 34488
Phone: (352) 402-6040 |
| ▪ Camp Kiwanis Caretaker Phone:
(352) 625-2620 | ▪ Marion County Fire Rescue - Station 4:
16004 East Hwy. 40 Silver Springs, FL 34488
Phone: (352) 438-2904 |
| ▪ Rental Manager, Dick Donaldson
(352) 433-6701 | |
| ▪ Club Secretary, Andy Spahn:
(352) 732-3872 (M-F business hrs.) | |