

EAGLE LAKE USER POLICY/PROCEDURE

Activities at Eagle Lake Camp and Retreat Center (ELCRC) Other Than Russian Evangelical Baptist Church (REBC) Events

- I. Policy
 - A. Maximum use of ELCRC is encouraged, including camping by individuals or families any time except during organized camps. Individual/family camping is not allowed during organized camps (including time scheduled for staff organization, etc.) without approval of the Camp Director.
 - B. Plans must be cleared with the ELCRC Treasurer (group usage) or the Resident Manager (individual/family camping) in order to avoid conflicts.
 - C. Applications for use by groups with unpaid fees from prior usage will not be accepted.
 - D. Unless campers are engaged in work at ELCRC, they should pay the appropriate use fee. Checks should be made payable to Eagle Lake Camp and Retreat Center and given to the Resident Manager. See Policy U-15 for the fee structure and what the fees include.

- II. Interpretation

The ELCRC Board is responsible for interpretation of this policy and for authorizing any deviations from the policy.

- III. Scope

This policy/procedure applies to everyone camping at ELCRC at any time other than an Community of Christ Sponsored camp.

- IV. Procedure
 - A. For group usage:
 1. Communicate use request to the ELCRC Treasurer.
 2. The ELCRC Treasurer provides a Facility Use Agreement form, which the requester fills out and returns with the required deposits.
 3. Upon receipt of the required deposits the ELCRC Treasurer returns a Confirmation of Reservation.
 4. See the Confirmation of Reservation form for the remaining procedures.

 - B. For individual/family camping: Contact the Resident CManager and clear the desired dates.