

## EAGLE LAKE USER POLICY/PROCEDURE

### Russian Evangelical Baptist Church (REBC) Events At Eagle Lake Camp and Retreat Center (ELCRC)

#### I. Policy

- A. Requests for use of ELCRC shall be made at least 30 days prior to the scheduled arrival of the group. Requests must include the starting and ending dates and times. The requested period should include the entire time for which exclusive use is desired (including any staff organization time, etc.).
- B. A completed Use Application form must be submitted as soon as possible (at least fifteen days prior to the Event starting date). See Policy U-15 for the fee structure and what the fees include.
- C. Applications for use by groups with unpaid fees from prior usage will not be accepted.

#### II. Scope

Any REBC Event. (Examples: reunion, youth camps and retreats, men's and women's retreats, congregation retreats.)

#### III. Procedure

- A. Communicate use request (per I.A.) to the ELCRC Treasurer.
- B. The ELCRC Treasurer provides a Use Application form, which the requester fills out and returns per I.B, with the required damage and phone use deposits.
- C. Upon receipt of the required deposits the ELCRC Treasurer returns a Confirmation of Reservation.
- D. Upon arrival at camp the Event director checks in with the Resident Manager (presenting the Confirmation of Reservation) to receive the appropriate keys and a checkout sheet.
- F. At the conclusion of the Event the Checkout List is completed and the Event director submits a completed Event report to the Resident Manager.
- G. After any assessable damage has been repaired (or a reasonable estimate for the repair(s) is obtained) and any cleanup costs are determined, the ELCRC Treasurer returns any unused portion of the Damage/Cleanup Deposit with an itemized statement of damage/cleanup costs.
- H. After all phone bills have been received for the time period of the Event, the ELCRC Treasurer returns any unused Phone Use Deposit with an itemized statement of phone use charges.