



The Salvation Army
Camp SWONEKY
605 Middleboro Rd
Oregonia, Ohio 45054
513.932.1794 – Fax: 513.932.8831

Camp SWONEKY Reservation Information and Guidelines

The following policies have been established so that Camp SWONEKY may be operated in a safe and efficient manner for the safety, enjoyment, and comfort of our guests. Camp SWONEKY is owned and operated by The Salvation Army and exemplifies a Christian experience in all areas of operation.

Reservation Information and Guidelines:

- a. All groups are scheduled on a first come, first served basis. Please note that a Salvation Army function may supercede your date. All efforts will be made to avoid this after receipt of your deposit.
- b. No group under 150 people will be guaranteed exclusive use of the camp.
- c. Your scheduled date will only be held with receipt of a 10% **non-refundable** deposit of the Guaranteed Minimum Fee. This deposit as well as the preliminary payment will be deducted from the final bill. If we do not receive your payment within this timeframe, we will automatically release your dates to other groups.
- d. 90 days (3 months) prior to your groups event a 25% **non-refundable** preliminary payment of the Guaranteed Minimum Fee is required in order to continue to hold your reservation. This payment as well as your deposit will be deducted from your final bill. If we do not receive your payment within this timeframe, we will automatically release your dates to other groups.
- e. Any group booking their event within 90 days (3 months) or less of their event date will be required to send in a 10% **non-refundable** deposit as well as a 25% **non-refundable** preliminary payment for a total deposit of 35% of the Guaranteed Minimum Fee. This deposit will be deducted from your final bill

- f. Changes, subtractions, or additions to meal counts, housing, facilities, and program area usage must be made within one week of your event. If subtractions are not made within one week of your event, you will be charged according to your initial invoice. At this time, the Guaranteed Minimum number will be determined and finalized. You will pay for the Guaranteed Minimum number even if your final group number ends up being smaller. If your final group number is larger, the additional fees and charges will be noted on your final invoice.
- g. You are responsible to pay in full for all the facilities indicated on your invoice even if you choose not to use them during your event. In addition, you are responsible to pay in full for any facilities used by your group that were not previously agreed upon.
- h. If your group is fewer than 100 people, an additional meal charge of \$150.00 per day may apply.
- i. Full payment for your group is due upon arrival at camp.
- j. Bed linens are available at a rate of \$5.00 per person per event with a fee of \$30.00 charged in the event of damage or loss.
- k. Check-in time is anytime after 3:00pm on the day of your event. Check-out time is 1 hour after your final meal. Any exceptions must be cleared by Camp SWONEKY in advance. An additional per person facility usage charge may apply to any group needing to use facilities after your final meal.
- l. A copy of your schedule must be submitted to Camp SWONEKY at least 2 weeks prior to your use date.
- m. Upon arrival at camp, a representative of Camp SWONEKY will plan to address your group leaders for approximately 10 minutes to provide a brief orientation. In addition, during your first day at camp, a camp representative will provide a brief welcome to your whole group.
- n. No additional food may be brought into the meeting facilities or Dining Hall unless permission is given by Camp SWONEKY. Food may NOT be brought into any of the Cabins or sleeping facilities.

- o. Camp SWONEKY is not responsible for any items left behind after your event, please make sure you have everything before you leave. Any items left behind are your responsibility. We will gladly mail them to you, at your expense, or arrangements can be made for you to pick up the items. Please be aware that items left behind will only be held for 1 month. After that time, they will be donated to a Salvation Army Thrift Store.
- p. A public phone is available in the Rec Hall. Unless a group is using the Rec Hall for an event, anyone is welcome to use that phone. In the event of an emergency, please assign a cell phone to a member of your group. Camp SWONEKY's phone will not be available. Please give this cell phone number to the Camp SWONEKY host in case an emergency occurs.
- q. Please park all vehicles in the parking areas only. They are located, by the camp office, in front of SWONEKY Lodge, and by the lake. **Do not park or drive on grassy areas.** If more parking is needed, please notify Camp SWONEKY.
- r. **Smoking is not permitted inside any building. Alcoholic beverages are not permitted anywhere on Camp SWONEKY.** If needed, Camp SWONEKY may designate a smoking area outside.
- s. An adult must supervise children younger than 13 years of age at all times during your stay with us. If children are not in a session they are not permitted to roam Camp SWONEKY freely. 1 chaperone for every 15 children under 18 years of age is required while you are at Camp SWONEKY.
- t. Groups are not permitted to move any furniture. Exceptions can only be made through the Camp SWONEKY staff.
- u. The number of people sleeping in any facility cannot exceed the amount of beds in that facility. For an additional cost of \$10.00 per person per night, a cot may be made available. No beds are to be moved.
- v. Upon request, recreation equipment may be made available. Please check with Camp SWONEKY personnel. All equipment must be returned upon departure of camp.

- w. Should there be any damage to any facility or equipment, you are responsible to cover the full cost for repair and/or replacement.
- x. A \$1 Million insurance policy is required with The Salvation Army and Camp SWONEKY named as an additional insured. This should cover General Liability.
- y. Any medical bills incurred during your stay at Camp SWONEKY due to sickness or injury will not be the responsibility of Camp SWONEKY or The Salvation Army. In the event of an emergency we will do all that we can to get you the medical treatment you need in the quickest manner possible, but all related expenses will be a personal responsibility.

SIGNATURE OF ACKNOWLEDGEMENT

(Please return a signed copy of this form along with your initial deposit)

I hereby acknowledge that I have personally read and accept all of the above policies and procedures contained in *Camp SWONEKY Reservation Information and Guidelines* for our group to hold an event at The Salvation Army Camp SWONEKY. I further acknowledge receipt and acceptance of the forms: *Camp SWONEKY User Group Facility Standards of Operations*, *Camp SWONEKY Emergency Procedures*, and *Camp SWONEKY Facility Use Agreement*. Furthermore, I will assume all responsibility for making sure all of this information is explained to each individual attending our event.

Group Name: _____ Event Dates: _____

Arrival Time*: _____ Departure Time*: _____

Leader Name: _____ Daytime Phone: _____

Cell Phone: _____ Email Address: _____

Signature of Group Leader: _____ Title/Position: _____

Date Signed: _____

*Refer to j and l on page 2 of this document regarding arrival and departure times. Please be aware that any exceptions to these policies must be cleared in advance and may incur additional fees.

SIGNATURE AND VERIFICATION OF RECEIPT

(Will be signed by a camp staff member upon receipt of this form along with your initial deposit)

Signature of Camp Representative: _____ Title: _____

Date Signed: _____

-Updated 1/7/08-