



Mailing: 7265 West St. Bernard Hwy, Arabi, LA 70032
Physical: 1914 Aycock St, Arabi, LA 70032
mandyc@thegatheringcc.com
504-264-5202; Fax: 504-264-5168

POLICIES, AGREEMENT AND SIGNATURE FORM

Thank you for your desire to come and volunteer in our community! We believe that serving the people of Greater New Orleans can be a life-changing experience for all involved. As part of your service, we ask that each group member commit to Camp Hope's Guidelines and Policies. We would like for you to treat Camp Hope as your home away from home and ask each individual to pitch in and help keep this home running smoothly. Therefore, it is in your best interest to understand all expectations, ask questions if needed, and if you are a Group Leader, to review all policies with your team.

Accommodations

Community Areas

Groups are to park vehicles in the Camp Hope parking lot and enter/exit building through the gate entrance. We have several different spaces available for group meetings including our dining room, upstairs meeting room, indoor stage, and outdoor benches. These areas are on a **first come, first served basis**. If a reserved room is needed, please call us to discuss availability and price. The rooms available to be reserved will be nearby at The Gathering Community Center and can seat from 10-300 people. Please email Mandy Cox at mandyc@thegatheringcc.com for price and availability. All of these areas are **first come, first served**. Groups are welcome to use our outdoor areas for games, sports, and fun.

Initials_____

Dress Code

Dress modestly. Shorts must not be shorter than four inches above the knee. Tank tops must have a 2in strap. Spaghetti strap and low-cut tank tops are not allowed. Tight fitting clothes are not permitted. If the definition of appropriate or modest differs from that of Camp Hope, he or she will be asked to change

Initials_____

Meal times/Kitchen

Only staff and volunteers with permission are allowed in the kitchen. No cooking on your own.

Camp Hope provides 3 meals Monday-Friday. Breakfast only Saturday & Sunday. Lunch available on weekends IF your group is working. Please speak to Walt concerning lunch availability.

Regular breakfast: 6:30am-7:30am

Pack lunch (during breakfast)

Regular dinner: 6pm-7pm

Camp Hope Staff will notify you of any changes to this schedule. Please, Contact us if different times will be necessary.

Initials_____

Dorms

No guys in the gals dorms or gals in the guys

No work boots upstairs

Wear shoes at all times

No moving beds

Leave curtains closed-they help tremendously to regulate temperature in the dorm rooms.

No heat producing devices upstairs (i.e. hair dryers, curlers). These are to be used downstairs by the restrooms

Hang up wet towels

No food or drink upstairs

Lights out/Quiet hours from 10pm-6am (cell phones & laptops must be used in community areas during this time period)

Initials_____

Bathrooms>Showers

Showers are locked from 10pm-6am

Go to and from showers fully dressed-not in towels

No flushing paper towels or feminine products down the toilets-our sewers are old.

Initials_____

Policies

Accidents/Emergencies/Valuables

Call 911 in case of an emergency and then call the staff member on site. (You will be given this number by the end of orientation)

In the event of personal injury or property damage, please contact us to complete an accident report.

We are not responsible for lost or stolen items.

If you bring valuables, we have lockers available throughout our building. You may bring a lock to keep your items safe. We strongly recommend NOT bringing any valuables to the worksite. Money for the day should be kept on your person. Things left in the vehicles should be put under the seats.

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Zero Tolerance Rules

No alcohol, drugs or weapons on the premises at any time
No intoxication on site
No smoking in the building-designated smoking areas are outside
No sexual activity
No pets, with the exception of service animals
Be respectful and considerate of others and all Camp Hope property.

Initials_____

Curfew

Quiet hours in dorms-10pm-6am
Quiet hours outside-8pm-6am
Curfew for minors-10pm
Curfew for those over 18-1am
Doors are locked at 10pm

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Camp Chores

Each group is expected to participate in "Camp Chores". Groups rotate each day by serving each other through completing the Camp Chores on their day(s). Responsibilities include kitchen/dining room clean up, sweeping, mopping, vacuuming, trash removal, and bathroom/shower clean up. A Camp Hope staff person will assign duties and facilitate each group's chores for the day. Camp Chores are not considered Camp Hope projects and no group will be charged an additional cost for them.

Regarding Check-out, each group is responsible for room clean-up on their day of departure. A Check-out Checklist will be given to Individual/Group Leader. **GROUPS LEAVING WITHOUT DOING THE CHECKOUT CHECKLIST ARE AWARE THEY COULD BE FORFEITING THEIR CLEANING/DEPOSIT CHECK**

Initials_____

Liabilities & Logistics

Insurance

A copy of a Certificate of Liability Insurance will be due to our office no later than two weeks prior to arrival. A Non-corporate Participant will provide a copy of a Health Insurance card and Driver's License along with the Agreement Form.

Initials_____

Waiver and Release Form

A signed Waiver and Release Form is required by ALL Participants. Anyone under 18 years of age needs to have their parent or guardian sign this form as well. These forms can be found on our website and can be turned in upon arrival.

Initials_____

Changes/Cancellations

Any changes needing to be made regarding dates of stay or group #'s need to be made in writing via email.

Final # is due two weeks prior to arrival.

Notice of cancellation must be made in writing and submitted to the office of Camp Hope at least (30) days prior to the date of arrival via mail, email or Fax # 504-264-5168, Attn Mandy Cox

Refunds will not be issued after the final # of participants is given two weeks prior to arrival.

The Gathering/Camp Hope reserves the right to cancel the event if any of the payments, deposits or insurance specified in this Agreement are not received by the dates set forth.

Initials_____

Dispute Resolution

Any dispute regarding or arising under this Agreement will be subject to and resolved in accordance with the laws of the State of Louisiana.

Initials_____

Arrival

Please let us know when you plan on checking in at Camp Hope, and make every effort to **check in prior to 10pm. Also, check in will be unavailable on Saturdays between 5pm-8pm.** Shortly after arrival we will give you a brief orientation to make sure everyone is clear on the rules, expectations, and logistics for the duration of your stay. Walt asks that groups contact him 60 minutes before arrival. His number (504) 410-4603.

Initials_____

Other Obligations

- Signature Form (last page of this document) is DUE within two weeks after submitting your reservation request.
- Reservation Deposit (50% of Total) is DUE along with Signature Form.
- A separate check for the Cleaning/Damage Deposit (\$250) is DUE along with Signature Form.
- Final Guaranteed # of Participants is DUE two weeks prior to arrival.
- Balance of invoice is DUE two weeks prior to arrival.
- General information needed from Group Leader two weeks prior to arrival: # adults/minors, # females/males, any food allergies/vegetarians, arrival/departure times.
- Participants must abide by Camp Hope rules and policies. Group Leaders are responsible for assuring that participants are aware of and abide by all rules and policies. Failure to adhere to rules and policies can result in the immediate removal from the grounds of Camp Hope.
- Group Leader shall review all Camp Hope Policies with group prior to arrival.
- Upon departure, the individual/group shall leave Camp Hope in the same condition in which it was found --or better ;-).



Mailing: 7265 West St. Bernard Hwy, Arabi, LA 70032
Physical: 1914 Aycock St, Arabi, LA 70032
camphoperes@gmail.com
504-301-4497; Fax: 504-264-5168

AGREEMENT AND SIGNATURE FORM

Today's Date: _____

Trip Dates: _____

Name of Individual/Group/Event: _____

Individual/Group Leader Name: _____

Please check all that apply upon agreement:

- As an Individual/Group Leader, I have read and agree to all policies and obligations as outlined in the Camp Hope Policies document.
- As a Group Leader, I have printed a copy of the Waiver Release Form (Adult and/or Minor) to be signed individually by all participants in our group (and a legal guardian for minors) and will turn these copies in upon arrival.
- As a Group Leader, I agree to review these guidelines and policies with all of my group participants before arriving at Camp Hope
- As an Individual/Group Leader, I agree to participate in Camp Chores.
- As a Group Leader, and on behalf of my group, we agree to participate in Camp Chores on our group's assigned day(s)
- Reservation Deposit of 50% is included or being mailed separately.
- Separate Cleaning/Damage Deposit of \$250 is included or being mailed separately.

SIGNATURE OF AGREEMENT

The duly authorized representative of the party above has executed this agreement on the day and year set forth below:

Signature of Authorized Participant Representative

Date

Printed Name

Title