



## TRIUMPHANT LIFE CAMP

### **Rental Packet**

We appreciate your interest in Triumphant Life Camp (TLC). In this rental packet you will find a copy of the TLC facility Rental Agreement and Billing Form, Camp Rental Policies, Cleaning Checklist and Check-In/Check-Out Form. Please return page two (Rental Agreement and Billing Form), along with the security and holding deposit of \$600, so we can reserve the dates you are requesting. We will also need a declaration of liability insurance stating TLC as an additional "Certificate Holder" at least 30 days prior to your rental period. You will also want to read through the camp rental policies and bring them along for reference during your rental period. If you have any questions, please contact us at (707) 442-6774.

We look forward to your group's stay at Triumphant Life Camp.

### **TLC Purpose & Beliefs**

All rental groups of the camp must understand that the purpose of TLC is to glorify God by organizing, promoting, developing and conducting Christian camping programs. These programs will provide testimony to God's work, present the Gospel of Jesus Christ, build Christian character, inspire the extended TLC family, provide a place where Christian young people and adults can devote themselves to Christian service and create an interest in missionary outreach work.

#### **Doctrinal Statement:**

1. We believe in the Scripture of the Old and New Testament as verbally inspired by God, inerrant in the original writings, and that they are the supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons; Father, Son and Holy Spirit.
3. We believe in the gospel as stated in 1 Corinthians 15:3-4, "For I delivered unto you first of all that which I also received, how that Christ died for your sins according to the Scriptures; and that He was buried and that He rose again the third day according to the Scriptures."
4. We believe that all who receive Him by faith are born again of the Holy Spirit and thereby become children of God.

**Administrative Office**  
2526 J Street  
Eureka CA 95501  
(707) 442-6774  
(707) 442-5316 (Fax)  
Email: [rentals@tlc-camp.org](mailto:rentals@tlc-camp.org)

**Triumphant Life Camp**  
37175 State Hwy 36  
Bridgeville CA 95526



# TRIUMPHANT LIFE CAMP

## Rental Agreement and Billing Form

Organization or Group Name: \_\_\_\_\_

Designated Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated number of people attending your event: \_\_\_\_\_

Do you plan to use the swimming pool? \_\_\_\_\_

Dates requesting use of TLC facilities: \_\_\_\_\_ Estimated Time of Arrival: \_\_\_\_\_

Note: Check-in time is 12:00 PM or later.

### Agreement of Parties

I, the designated representative of \_\_\_\_\_ has read and agrees to abide by the camp rental agreement and policies of TLC and understands a \$600 deposit is due with this rental agreement and the rental fee will be calculated at \$200 per night plus \$10 per person per night.

**Designated Representative's Signature:** \_\_\_\_\_

Fees are payable by Check, Visa, or MasterCard (make checks payable to Triumphant Life Camp or TLC).  
Send all payments to 2526 J Street; Eureka, CA 95501

### If paying by Credit Card:

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV#: \_\_\_\_\_

If paying by credit card, I understand that a \$600.00 deposit will be billed to my card upon receipt of my completed rental agreement.

### Registration Checklist:

- Completed Rental Agreement (must be received for acceptance of rental dates)
- \$600 Deposit (must be received for acceptance of rental dates)
- Declaration of liability insurance (must be received at least 30 days before rental period).
- Lifeguard certificate (must be received at least 30 days before rental period).

No changes will be made to this agreement unless both parties agree to do so in writing.

**For Office Use Only:** Rental Approved: \_\_\_\_\_ Date: \_\_\_\_\_



# TRIUMPHANT LIFE CAMP

## Camp Rental Policies

### TLC Responsibilities

In accepting the rental agreement, TLC agrees to the following:

#### 1. Access:

Allow access to and use of the registration building, dining/meeting hall, restrooms, cabins, amphitheater, swimming pool only with certified lifeguard, South Fork of the Little Van Duzen River and grounds.

#### 2. Provisions:

Provide access to dishtowels, kitchen utensils, toilet paper, hand towels, cleaning supplies, equipment and any necessary keys.

### Rental Group Responsibilities

Upon signing the rental agreement the rental group agrees to the following policies as set forth by the TLC Board of Directors:

#### 1. Fees:

- a. Facility Security/Holding Deposit      \$600
- b. Facility Use Fee                              \$200 Per Night plus \$10 Per Person/Night (ages 6 and under are free)
- c. Additional Person Day Use Fee          \$5 Per Person/Day

**Note:** The \$200 per night fee, the \$10 per person per night fee, plus any other applicable charges shall be paid by check to: Triumphant Life Camp or TLC (2526 J Street, Eureka, CA 95501) within 30 days of receipt of invoice. The security deposit will be deducted from the final cost providing that no damage or further cleaning is needed.

#### 2. Insurance:

All persons registered with the rental group must be covered by their own liability insurance carrier. A declaration of liability insurance with a clearly stated liability limit must be sent to the TLC Administrative Office at least 30 days prior to rental period. The Insurance requirement shall be a minimum of \$1,000,000. TLC, 37175 Highway 36, Bridgeville, CA 95526 needs to be listed as a "Certificate Holder".

#### 3. Approval:

All reservation dates must be approved by the TLC Administrative Office. The facility deposit must be received before your reservation dates can be confirmed.

#### 4. Rental Group's Designated Representative:

This person shall:

- Complete and sign the rental agreement
- Pay all fees on time [\$600 deposit and final payment within 30 days of receipt; paid to TLC (2526 J Street; Eureka, CA 95501)]
- Be present for the duration of your organization's camp
- Complete check-in and check-out with camp manager
- Keep the camp rental agreement/policies and bring them to TLC during the rental period for reference
- Make sure all campers are aware of and abide by the policies set forth in this agreement
- Make sure TLC is clean at end of duration.(See page 6 for a cleaning checklist)



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### 5. Safety Precautions:

The rental group shall be responsible for its guests and their conduct. TLC will not be responsible for any accidents, including (but not limited to) the use of the South Fork of the Little Van Duzen River, Butte Creek, snakes, yellow-jackets, poison oak, cliffs and water safety.

### 6. Food and Paper Supplies:

The rental group must furnish its own food and paper supplies (except toilet paper and hand towels for the restrooms). Please do not use TLC supplies.

### 7. Garbage:

To decrease the attraction of insects, rodents, and other pests, full garbage bags must be stored in the garbage shed behind cabin nine. At final departure, it is the rental group's responsibility to remove from the premises all garbage generated during the rental period. If not so removed, a fee of \$10.00 per bag plus mileage to Eel River Disposal facility will be added to the rental invoice. Mileage will be calculated using the current Federal Reimbursement Rate.

### 8. Campfire:

Campfires are allowed, according to the daily regulations of The California Department of Forestry and Fire Protection, in the designated fire pit area outside the main dining hall only. Bring your own firewood and pile it in the designated area. No lumber materials from TLC property are to be burned. No natural vegetation on TLC property may be utilized for fire materials. This includes fallen limbs, branches, etc.

### 9. Swimming Pool:

A certified lifeguard must be on duty for the pool area to be utilized. If there are to be more than 25 swimmers in the pool, two lifeguards are required to be on duty. Renters must abide by all rules posted at the pool. Rental groups must provide their own lifeguard(s), certification must be provided no less than 30 days prior to rental dates.

**IF THERE IS NO CERTIFIED LIFEGUARD ON DUTY, THERE IS TO BE NO ONE IN THE POOL AREA – NO EXCEPTIONS!**

### 10. Challenge Course:

Challenge course may be available upon request at an additional cost provided the instructors are available. Please contact the office for rates as soon as possible if you are interested in using the challenge course.

### 11. Properties and Furnishings:

TLC property is not to be removed from the premises. All appliances, kitchen utensils, piano, ping pong table, air hockey table, foosball table, table and chairs, must stay in their present location. Bunk beds may not be moved from the cabins. Rental group must provide its own sports equipment.

Report any damage to the camp caretaker immediately. Any damage or breakage by the rental group will be repaired by authorized personnel as selected by the TLC Board. Costs of repairs will be billed at \$60 per hour. Material expenses will be billed at invoice plus 10%. In no case will repairs made by the rental group constitute waiver of these fees. All work is to be coordinated by the TLC Administrative Office.



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### **12. Restrictions:**

No firearms, animals (including dogs, cats, and other pets), fireworks, illegal drugs, or alcohol shall be brought onto the TLC property (service animals will be allowed). Tobacco use is only allowed in the designated area around the campfire pit. There shall be no hunting (deer, jackrabbits, ground squirrels, etc.) or use of all-terrain vehicles including dirt bikes on the TLC property. Camp caretaker residence and maintenance areas are for authorized TLC personnel only and may not be used by the rental group. The maintenance area includes tool shed, storage buildings, tractors, equipment, etc.

### **13. Parking:**

Parking is only permitted in the designated parking lot located in front of the registration lodge. No parking is allowed on the roads or next to the buildings due to fire safety.

### **14. Cleaning/Checkout Inspection:**

Rental group is responsible for the cleanliness of the TLC property throughout the duration of the rental period. The property and facilities will be clean and ready to use at the beginning of the designated rental period (e.g. paper towel, toilet paper, and soap dispensers stocked; trash cans lined; etc.). You are expected to clean up after your event and leave the property and facilities clean and ready to use for the next rental group (See page 6 for a cleaning check-list). Before leaving the premises, the rental group must complete a final walkthrough with the camp caretaker

**Important:** We recommend setting up a committee ahead of time to help you clean TLC at the end of your rental period. All of the grounds and facilities used must pass the checkout inspection prior to leaving.

### **15. Vacating the Premises:**

On the checkout date indicated on the rental agreement, the rental group will vacate the premises by 12:00 PM unless otherwise pre-arranged with TLC Administrative Office. Failure to leave by the aforementioned time will result in additional fees. \$50.00 per hour will be added to your invoice for those hours extending beyond 12:00 PM.

### **16. Camp Caretaker:**

The TLC camp manager functions as the official representative of the TLC Board of Directors to the rental group during the rental period. If a problem arises that the board should be aware of please contact our office immediately at (707) 442-6774.

### **17. Disclaimer:**

Rental group is not to use "TLC" or the words "Triumphant Life Camp" in advertising except to designate the location of the camp facility, and the disclaimer "not affiliated with TLC" is to be included in all literature.



# TRIUMPHANT LIFE CAMP

## Rental Group Cleaning Checklist

### Boy & Girl Cabins:

- Empty garbage cans (clean can if soiled)
- Clean floor (sweep/mop)
- Turn off lights
- Close and lock all windows
- Check under mattresses and beds
- Remove litter around cabin and under porches
- Remove all personal items
- Sweep porches and decks

### Registration Building

- Clean restroom (sink, mirror, toilet, garbage, shower and floor)
- Close and latch all windows
- Turn off lights
- Turn off heater
- Empty garbage and replace bags
- Clean floor
- Sweep porches and decks

### Handicap Shower

- Clean Mirror
- Clean shower
- Clean floor
- Turn off light and fan

### Boy & Girl Restrooms

- Clean sinks
- Clean toilets
- Clean mirrors
- Clean showers
- Sweep and mop
- Remove personal items from shower stalls (soap, shampoo, etc.)
- Stock empty paper towel, soap and toilet paper dispensers
- Empty sanitary napkin containers and replace liner bags (girls' restroom)
- Empty garbage can and replace bag
- Close and lock all windows
- Turn off lights

### Dining Hall Restrooms

- Clean sinks
- Clean toilets
- Clean mirrors
- Stock empty toilet, paper towel and soap dispensers
- Empty garbage and replace bags
- Clean floor (sweep/mop)

### Dining Hall:

- Wipe down & Stack Chairs and Tables
- Sweep and mop
- Empty all garbage containers and replace bags
- Close and lock all windows
- Turn off heater and lights
- Sweep decks

### Laundry Room:

- Empty lint catchers on both dryers
- Wash, dry, fold and put away all used laundry
- Empty garbage and replace bags
- Clean floor

### Swimming Pool:

- Remove all personal belongings
- Clean litter in and around pool area
- Put away any pool toys

### Amphitheater:

- Sweep Steps, Sitting Area, & Stage
- Remove any posters or other decorations
- Pick up litter and empty garbage and replace bag
- Make sure lights are off

### Kitchen:

- Empty dishwasher of any dishes
- Turn dishwasher power off
- Clean, dry and put away all cooking and eating utensils
- Clean all counters, stoves, grills, ovens, and sinks
- Empty and clean freezers and refrigerators
- Empty surface grill grease trap
- Wash, dry and put away used towels, aprons, linens
- Turn off kitchen A/C or heater
- Empty all garbage containers and replace bags
- Sweep and mop floor
- Close and lock all windows
- Turn off lights

### Campfires:

- Put out fire with water before leaving

### River Swimming Hole:

- Remove all personal belongings and pick up litter

### Other Garbage (Empty all containers and replace bags):

- Pool Area
- Pick up Garbage on ground around the property
- Remove all garbage from shed

All garbage produced by rental group must be removed at end of camp!



# TRIUMPHANT LIFE CAMP

## Check In/Check Out Form

**Check In** (To be completed at time of arrival):

**Organization:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Camp Orientation Checklist:**

- Kitchen Dishwasher Operation
- Dining Hall's Heater Operation
- Dining Hall's Swamp Cooler Operation
- Restocking Paper Towel, Toilet Paper, and Hand Soap Dispensers
- Cleaning Supplies
- Laundry Facility Operation

**Initial walkthrough completed by:**

TLC Camp Caretaker: \_\_\_\_\_

Designated Representative: \_\_\_\_\_

The initial walkthrough is only required for first time rental groups. However, we recommend doing an initial walkthrough with the camp caretaker each time to ensure the cleanliness of the camp at the beginning of your rental period.

**Check Out** (To be completed before final departure):

**Departure Date:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Nightly Headcount:**

Night 1: \_\_\_\_\_ Night 2: \_\_\_\_\_ Night 3: \_\_\_\_\_ Night 4: \_\_\_\_\_ Night 5: \_\_\_\_\_ Night 6: \_\_\_\_\_ Night 7: \_\_\_\_\_

Total people for rental period: \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_ person/night fee.

Additional Day Persons: \_\_\_\_\_ x \$ 5.00 = \$ \_\_\_\_\_ person/day fee

**Final walkthrough completed by:**

TLC Camp Caretaker: \_\_\_\_\_

Designated Representative: \_\_\_\_\_

Additional Comments: