

CAMP SHEPPARD ROANE COUNTY 4-H CAMP
 Located in Gandeeville, WV (304) 577-9167

RESERVATION REQUEST

Application No. _____

Date Received _____

ARRIVAL DATE AND TIME: _____ DEPARTURE DATE AND TIME: _____

ORGANIZATION: _____ NUMBER ATTENDING: _____

PERSON IN CHARGE: _____ PHONE NUMBER(s): _____

MAILING ADDRESS: _____

| | FACILITIES | NUMBER AVAILABLE | PER DAY FEE | PER HOUR FEE | NUMBER OF DAYS RENTAL | TOTAL DUE |
|---|--|---------------------|----------------|-----------------|-----------------------------|--------------|
| 1. | Assembly/Dining Hall; 8 cabins; football and softball fields (no RV sites) | | \$780 | | | |
| 2. | Assembly/Dining Hall; 4 cabins; football and softball fields (no RV sites) | | \$540 | | | |
| 3. | Assembly/Dining Hall (min 2 hrs) | | \$250 | \$50 | | |
| 4. | Cabin w/ HALL rental on same day | 8 | \$110 | | | |
| 5. | Cabin w/o HALL rental | 8 | \$210 | | | |
| 6. | Picnic Shelter (Exclusive Use) | 3 | \$ 25 | \$ 5 | | |
| 7. | Football Field | 1 | \$ 30 | | | |
| 8. | Softball Field | 1 | \$ 30 | | | |
| 9. | * R.V. Sites | 6 | \$ 25 | | | |
| TOTAL | | | | | | \$ |
| Non-Profit Discount (501(c)3 groups, churches, schools) are entitled to a 10% discount) | | | | | | \$ |
| GRAND TOTAL | | | | | | \$ |
| 10% Non-refundable Reservation Deposit (send in immediately to hold date(s)) | | | | | | \$ |
| Security Deposit (Hall or Cabin Rentals – will be refunded if facility left satisfactory) | | | | | | \$ 125.00 |
| Amount due 30 days prior to event | | | | | | \$ |

*** RV 45 to 55 feet long with electric; no dump site; no extra water source; will fill tanks upon arrival

FEES

10% non-refundable deposit is required within 10 days of booking to guarantee your reservation payable to the Roane County Sheriff, 200 Main Street, Spencer, WV 25276. Remaining balance is due at least thirty 30 days prior to event.

Fees are payable to the Roane County Sheriff, 200 Main Street, Spencer, WV 25276. Unpaid fees will automatically release the date to someone else. Deposits and fees are non-refundable. Cancellations must be received thirty days in advance of arrival date. Additional fees may be required if arriving early or staying later than check in/out times.

Security Deposit

A security deposit of \$125 is **required for all Hall or Cabin rentals.** Remit Security Deposit with final payment. Security Deposit will be returned if premises are left clean and undamaged.

CAMP RULES

1. Person in Charge to Check in with the Caretakers before entering the camp.
2. **Do Not Park on the GRASS**
3. Groups must leave the facility clean or pay to have it cleaned. A check out sheet will be provided at check in outlining the areas that will be checked prior to departure. Please arrange time for check out with Caretaker upon arrival.
4. Any furniture, tables, chairs, beds, etc. moved or rearranged must be put back in place before checkout.
5. The Person in Charge reserving the camp will be held responsible for payment of damages.
6. If facility is left in satisfactory condition, security deposit will be returned within 15 days.
7. The camp committee, caretakers or county officials are not responsible for accidents.
8. No firearms, alcoholic beverages or illegal drugs are allowed on the premises.
9. For Assembly Hall and Cabins, check in time is 10:30 am and check out time is 9:00 a.m. for overnight stays.
10. Volunteers, contractors, staff and board members may visit during your rental with proper notification and approval of Caretaker and Person In Charge.
11. If arrival or departure times conflict with another group, the camp caretakers will try to work with you.
12. Access to areas rented will be limited to the day of rental.
13. Areas and buildings NOT rented will NOT be available for use (cabins, football & softball fields, Hall).
14. The camp closes to the public at dark. If you are locked in or out, please notify the caretaker.
15. Preparation of food for sale requires a food handler's permit from Roane County Health Department.

Please ask for a survey to complete at the conclusion of your stay with us! Any comments or suggestions are welcome!

Thank you for using our facility for your event.

I/we hereby agree to abide by the rules and regulations set forth in this application.

Signature of Person in Charge

Date: _____

APPROVED BY: _____

Date: _____

DEPOSIT RECEIVED: _____

Date: _____

BALANCE RECEIVED: _____

Date: _____