

# Clear Creek Retreat Center at NEED CAMP

## Sample Contract



(DO NOT SIGN SAMPLE CONTRACT)

SHASTA COUNTY OFFICE OF EDUCATION  
CLEAR CREEK RETREAT CENTER AT NEED CAMP  
1644 MAGNOLIA AVENUE, REDDING, CA 96001  
530-225-0111 OFFICE, 225-0114 FAX

### AGREEMENT & CONTRACT

Administrative Regulations for use of Clear Creek Retreat Center at NEED Camp  
Facilities at Whiskeytown Environmental School

- (A) The Shasta County Office of Education herein referred to as SCOE and/or Clear Creek Retreat Center at NEED Camp, and Sample herein referred to as GROUP, mutually agree as follows:
- (1) This contract is in conjunction with the National Park Service, Shasta County Office of Education, and Clear Creek Retreat Center at NEED Camp for the use of the designated facilities and designated supplies at Clear Creek Retreat Center at NEED Camp. GROUP agrees to abide by the provisions of this agreement which are applicable to the group's use of the Clear Creek Retreat Center at NEED Camp.
- (B) GROUP AGREEMENT AND CHECK IN/CHECK OUT
- The group using the Clear Creek Retreat Center at NEED Camp facilities shall perform the following:
- (1) Return the completed and signed Agreement & Contract to Clear Creek Retreat Center at NEED Camp no later than sixty (60) days prior to the first day of the group's scheduled use of the facility.
  - (2) The group shall abide by the scheduled time (see attached schedule) to use the Clear Creek Retreat Center at NEED Camp facilities from (date) checking in at (time) to (date) checking out at (time).
  - (3) Pay Clear Creek Retreat Center at NEED Camp a 50% deposit with the signed contract and remaining 50% 30 days prior to arrival. **Any changes to the use of the facility, services or number of users must be submitted on the change order form (attached) at least 10 days prior to your arrival. Appropriate charges will apply.**
  - (4) The group must obtain, in writing, approval to have any individuals at the Clear Creek Retreat Center at NEED Camp outside of the group participants, i.e., visiting parents, guardians, etc., (see attached application) \_\_\_\_\_ (group representative must initial)
  - (5) The group leader or the designee must check in with Clear Creek Retreat Center at NEED Camp Staff at (time) on their scheduled day of arrival. At that time, Clear Creek Retreat Center at NEED Camp staff will provide a walk-through inspection of the facility and a thorough explanation on the use of the facility to include rules and regulations, use and cleaning of kitchen appliances, use of fire suppression equipment, and check-out inspection procedures. The remainder of the group's members may not arrive any earlier than (time) (1 hour after the group leader checks in with the Clear Creek Retreat Center at NEED Camp staff), except by prior arrangement.

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### LATE CHECK IN/OUT

Failure of the group leader or designee to check in/out of the Clear Creek Retreat Center at NEED Camp at the prescribed time may result in the group assessing an additional fee. Late check in/out will be billed at \$50.00 an hour up to two hours. After two hours they will be subject to a day use fee. \_\_\_\_\_ (group representative must initial)

### MAKING CHANGES TO YOUR CHECK IN/OUT TIME

If a group needs to make changes to their scheduled check in/check out time due to special circumstances, they must use the change order form (see attached). Please note: groups may not check in any earlier than 4:00 PM on Fridays when Whiskeytown Environmental School is in academic session and must check out no later than 2:00 PM Sunday when Whiskeytown Environmental School is in session.

### (C) DEPOSITS/REFUNDS

#### Cleaning/Damage Deposit

A cleaning deposit of two-hundred dollars (\$200.00) is required thirty (30) days in advance of the group's use of the Clear Creek Retreat Center at NEED Camp.

#### Cancellation Deposit

In addition, a cancellation deposit of 50% of entire stay is due with the application.

#### REFUNDS

The cleaning/damage deposit will be refunded if no extra cleaning or repair is required.

The cancellation deposit will be applied to the group's use fee, except in the case of cancellation at which point it will be refunded as follows:

- 45 Day cancellation notice..... refund less \$25.00 processing fee
- 30 days cancellation notice..... 50% refund
- Less than 30 days notice..... no refund

Checks must be made out to Shasta County Office of Education and mailed to the address below.

Clear Creek Retreat Center at NEED Camp Rental  
Shasta County Office of Education  
1644 Magnolia Avenue  
Redding, CA 96001  
530-225-0111 office, 225-0114 fax

#### Damages

Any damages to Shasta County Office of Education and/or Clear Creek Retreat Center at NEED Camp equipment or buildings will be billed to the group.

### (D) CERTIFICATE OF INSURANCE/PERMITS

#### (1) Liability Insurance

Certificate of Insurance and Additional Insured Endorsement. A certificate of liability insurance in the amount of \$1,000,000 is required from all groups 30 days prior to rental of camp. Shasta County Office of Education must be included as "additional insured's" as evidenced by an Additional Insured Endorsement attached to the Certificate of Insurance. The camp's physical address is: 10106 Paige Bar Rd., Whiskeytown, CA 96095.

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### (2) Special Use Permit

A special use permit application through the National Park Service is required for any "special event or activity" (i.e. public concert, etc.) held by the group. No sales or soliciting to the general public is permitted. \_\_\_\_\_ (group representative must initial).

### (E) CLEANING

The group leader or designee, must have facilities cleaned and inspected within one hour of prearranged departure time. The premises must be left as they were prior to your group's arrival; i.e. trash removed, cabin floors swept, chairs and tables wiped off. All grounds and buildings, including restrooms must be free of litter.

Clear Creek Retreat Center at NEED Camp staff will mop the cafeteria floor and clean the restrooms.

If you provide your own food service, the kitchen and kitchen equipment must be cleaned, the kitchen floor swept and mopped. If Clear Creek Retreat Center at NEED Camp provides your food service, Clear Creek Retreat Center at NEED Camp staff will clean the kitchen.

### (F) KITCHEN REQUIREMENTS/FOOD SERVICES

#### Providing your own food service

The kitchen area may be used except for the following: Food mixer, steam cooker, steam kettle, deep fryer, meat slicer, walk-in pantry and \*freezer. The refrigerators/freezer in the dining hall may be used. \_\_\_\_\_ (group representative must initial)

(a) \*Prior arrangements for use of the walk-in refrigerator may be made for groups using the facility for an extended period of time.

(b) Groups must supply their own food and condiments (salt, pepper, sugar, etc).

#### Using Clear Creek Retreat Center at NEED Camp Food Service

The Clear Creek Retreat Center at NEED Camp kitchen staff can be contacted to provide cooking services for your group, contingent upon availability. For more information, please call (530) 225-0111.

### (G) PARKING AND LOADING/UNLOADING

(1) Vehicles may be driven to the main building only for the purpose of loading or unloading supplies. *Vehicles must remain in the parking area at all other times* in order that access is maintained to all buildings for fire and medical emergencies. \_\_\_\_\_ (group representative must initial)

(a) Vehicles may not be driven to any of the cabins or on the upper lawn area. Vehicles are not permitted at any time on the emergency pathway on the upper lawn. This pathway is to be used by emergency vehicles only. \_\_\_\_\_ (group representative must initial)

(b) Parking is not permitted on the grass areas - this includes fire engine demonstration vehicles.

(c) All vehicles must be parked inside the Clear Creek Retreat Center at NEED Camp. Any vehicle parked outside of the Clear Creek Retreat Center at NEED Camp must possess a National Parks Service Annual, Weekly or Daily Pass for the Whiskeytown National Recreation Area. Vehicles found parking outside the Clear Creek Retreat Center at NEED Camp without the proper permit may be subject to a \$50 parking violation fine. \_\_\_\_\_ (group representative must initial)

(d) Car-pooling is encouraged as there are only 25 parking spaces available.

# Clear Creek Retreat Center at NEED CAMP

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### (H) RECREATION VEHICLES/CAMPING

- (1) The National Park Service does not permit overnight occupancy of recreational vehicles (RV's) in the Clear Creek Retreat Center at NEED Camp area. \_\_\_\_\_ (group representative must initial)
- (2) The National Park Service does not permit tent camping in the Clear Creek Retreat Center at NEED Camp area. \_\_\_\_\_ (group representative must initial)

### (I) FIRE SAFETY

- (1) Fire safety must be exercised when using the main building fireplace and the amphitheater fire ring.
  - (a) There will be a billing of fifteen dollars (\$15.00) or more for any and every unnecessary discharge of any fire extinguisher.
  - (b) There will be a billing of at least twelve-hundred dollars (\$1,200) for any and every unnecessary discharge of the kitchen hood extinguisher. \_\_\_\_\_ (group representative must initial).
  - (c) Groups must supply their own firewood. During high fire danger, campfires may be prohibited.
  - (d) Emergency fire exits are posted in each building.

### (J) RECREATION EQUIPMENT

- (1) The group must provide their own recreational equipment (balls, bats, volleyball nets, etc.) Neither the National Park Service nor Clear Creek Retreat Center at NEED Camp has equipment for use.

### (K) PETS/FISHING

- (1) Due to the existing wildlife in the area, pets are not permitted in the Clear Creek Retreat Center at NEED Camp.  
\_\_\_\_\_ (group representative must initial)
  - (a) Fishing is not permitted in the pond near the main building of the camp.
  - (b) Fishing is permitted in the stream only during fishing season, and requires a current California State issued fishing license. \_\_\_\_\_ (group representative must initial)

### (L) BEDDING

Groups must supply their own bedding as bedding is not provided.

### (M) LAWS

- (1) No use will be permitted which is in violation of Local, State or Federal Statutes.
- (2) Possession or consumption of illegal drugs is prohibited at all times on Clear Creek Retreat Center at NEED Camp property. Individuals violating this will be evicted, and may be subject to prosecution.
- (3) Firearms and other weapons are prohibited on Clear Creek Retreat Center at NEED Camp property. Individuals violating this will be evicted and may be subject to prosecution.

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### (N) SMOKING

(1) Smoking is prohibited on Clear Creek Retreat Center at NEED Camp property. Smoking is permitted across the bridge from Clear Creek Retreat Center at NEED Camp and on the back porch of the cafeteria. All cigarette butts must be extinguished in the bucket on the porch. \_\_\_\_\_ (group representative must initial)

(a) *There will be a minimum fee of twenty-five dollars (\$25.00) charged to the group if the Clear Creek Retreat Center at NEED Camp maintenance staff has to clean up any cigarette/ cigar butts or debris from the site after or during the groups use of the site*

### (O) ALCOHOL

(1) Alcoholic beverages may be consumed at Clear Creek Retreat Center at NEED Camp subject to meeting the requirements of Business and Professional Code §25608(a)(3). I have read and understand Business and Professional Code §25608 and agree to abide by its conditions. \_\_\_\_\_ (group representative must initial)

### (P) WILDLIFE

(1) The natural environment of Clear Creek Retreat Center at NEED Camp is home to a variety of wildlife. Special care needs to be taken to minimize problems that could arise from the interaction of humans with wildlife. I have read the Wildlife Information sheet in this packet. \_\_\_\_\_ (group representative must initial)

Failure to observe the above agreements and/ or restrictions is sufficient cause to revoke the permission to use the camp facilities and may result in denial to the group for future requests of the use of the Clear Creek Retreat Center at NEED Camp.

The above regulations have been read and are fully understood. As the REPRESENTATIVE designated to sign legal documents for the group, I, the person specified below, agree and indicate by my signature that the group understands and will abide the specifications of this contracts and its attachments (if any).

Name of Representative: (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Shasta County Office of Education Representative: \_\_\_\_\_

Signature of SCOE Rep: \_\_\_\_\_ Date: \_\_\_\_\_

No contract will be accepted unless it contains a signature and date (above). Failure to provide a signature will result in the denial of the group's request for use of the facility.

For additional clarification the following items must be initialed:

(B4), Late Check In, (D2), (F1), (F2), (G1),(G1(a), (G1(c), (H1),(H2),(I1(b), (K1) (K1(b),(N1), (O1), (P1)

# Clear Creek Retreat Center at NEED CAMP

## Consumption of Alcohol



Alcoholic beverages may be consumed at Clear Creek Retreat Center at NEED Camp subject to meeting the requirements of Business and Professions Code §25608(a)(3).

CALIFORNIA BUSINESS AND PROFESSIONS CODE (<http://www.leginfo.ca.gov/calaw.html>) retrieved May 2008)

25608. (a) Every person who possesses, consumes, sells, gives, or delivers to any other person, any alcoholic beverage in or on any public schoolhouse or any of the grounds thereof, is guilty of a misdemeanor. This section does not, however, make it unlawful for any person to acquire, possess, or use any alcoholic beverage in or on any public schoolhouse, or on any grounds thereof, if any of the following applies:

(3) The public schoolhouse is surplus school property and the grounds thereof are leased to a lessee which is a general law city with a population of less than 50,000, or the public schoolhouse is surplus school property and the grounds thereof are located in an unincorporated area and are leased to a lessee which is a civic organization, and the property is to be used for community center purposes and no public school education is to be conducted thereon by either the lessor or the lessee and the property is not being used by persons under the age of 21 years for recreational purposes at any time during which alcoholic beverages are being sold or consumed on the premises.

## BLACK BEARS

The area around Clear Creek Retreat Center at NEED Camp contains some of the best black bear habitat in the Whiskeytown area. Clear Creek and Paige Boulder Creek provide a year-round water source and the blackberry bushes, Manzanita bushes, oaks, and grasses that are abundant in the area provide seasonal food sources.

You are very likely to see a bear or signs of their presence while at Clear Creek Retreat Center at NEED Camp. Unfortunately, when bears are allowed to obtain a human-based food source they quickly become habituated to foraging for it and may become destructive, aggressive, and potentially dangerous. The following guidelines will help keep bears wild and behaving naturally.

1. Keep all food and garbage inaccessible to bears! Nearly all bears that become "problem" bears do so because people allow them to get into their food or garbage. Below are some areas of special concern:
  - a. Keep areas around trashcans and dumpsters as clean as possible.
  - b. Do not leave food or garbage in vehicles. Bears have a very acute sense of smell and they can and will break into your car if they smell or see food or garbage inside.
  - c. Cabin doors should be closed when cabins are unoccupied. Bears have wandered inside buildings when they smell something they think is food.
2. Do not approach any bear. Although some bears here may appear to be tame, they are wild, dangerous, and unpredictable. Special care should also be taken not to corner a bear.
3. Be especially careful not to get between or near a sow and her cub(s). Sows are very protective of their young and should be given a wide berth.
4. If a bear is encountered and does not naturally flee, it should be scared off by yelling, clapping hands, and throwing sticks or rocks. This can help re-instill the bear's natural fear of humans.
  - a. Record the size, location, color, and any identifying characteristics of the bear and contact Whiskeytown Natural Resource Management staff when convenient. If a bear exhibits dangerous or aggressive behavior, contact the Whiskeytown dispatch office as soon as possible (242-3431/242-3432). If there is immediate danger and the dispatch office is closed, call 911.

## **MOUNTAIN LIONS**

The California Department of Fish and Game has reported a steady increase in the state's mountain lion population. This likely is also the case at Whiskeytown. Due to the likelihood of the presence of lions in the vicinity of Clear Creek Retreat Center at NEED Camp, the following measures are required:

1. **NO SOLO HIKING, ESPECIALLY AT NIGHT!** Remain in groups. Historically, most lion attacks have occurred on individuals or people who have strayed from a group and were alone.
2. At night, children should visit the restrooms in groups or be accompanied by an adult.
3. Children should not be allowed to "loiter" or play outside cabins at night.
4. Deer should not be fed or otherwise encouraged to frequent the area around Clear Creek Retreat Center at NEED Camp. Deer are the natural prey of mountain lions and will attract lions to the area.

### **IF A LION IS ENCOUNTERED:**

1. **REMAIN CALM-DO NOT RUN.** Running may stimulate the lion's natural instinct to chase.
2. Stand upright, maintain eye contact, and back away. Do all you can to appear larger. Raising your arms or opening your jacket can accomplish this.
3. Be assertive. If approached, wave your arms, speak firmly or shout, and throw sticks or rocks.
4. Fight back if attacked.

**REPORT ALL LION SIGHTINGS TO NPS STAFF AS QUICKLY AS POSSIBLE.** Try to accurately record the lion's size, color, and any other identifying characteristics. If there is immediate danger and the Whiskeytown Dispatch office (242-3431/242-3432) is closed, call 911.

# Clear Creek Retreat Center at NEED CAMP

## Check In/Check Out Times



The primary use of the NEED Camp location is for Whiskeytown Environmental School (WES) student day and overnight camps. Priority is given to this use, therefore, private groups using Clear Creek Retreat Center at NEED Camp must adhere to the following check-in/check-out times.

### **WES Academic Session**

(approximately February 10, 2010 through June 5, 2010)

#### Day Use Saturday

Check in: \*9:00 am (designated leader checking in 1 hour earlier)  
Check out: 5:00 pm

#### Day Use Sunday

Check in: \*9:00 am (designated leader checking in 1 hour earlier)  
Check out: 2:00 pm

#### Overnight Friday

Check in: \*4:00 pm (group leader or designee only)  
Check in: 5:00 pm (all others)

#### Saturday

Check out: 1:30 pm

#### Overnight Saturday/Sunday

Check in: \*3:30 pm (group leader or designee only)  
pm  
Check in: 4:30 pm (all others)

#### Sunday

Check out: 2:00

### **WES Non-Academic Session**

#### Day Use Saturday/Sunday

Check in: \*9:00 am (designated leader checking in 1 hour earlier)  
Check out: 5:00 pm

#### Overnight Use

Check in: \*12:00 pm  
Check out: 10:00 am

\*Designated leaders check in 1 hour earlier than the rest of their group

#### Late check in/out:

Failure of the group leader or designee to check in/out at the prescribed time may result in the group assessing an additional fee. Late check in/out will be billed at \$50.00 an hour up to two hours. After two hours they will be subject to a day use fee.

If there is not a group scheduled to use the camp Friday night and your group is checking in on Saturday, your group may make arrangements 10 days prior to your scheduled arrival date to check in 2 hours earlier.

# Clear Creek at NEED CAMP

## Food Prices/Sample Menu



### Continental Breakfast:

Bagels, Breads, Fruit, Juice, Spreads/Butter, Coffee/Tea/Milk

\$5.00/person/day



### Full Breakfast:

Bacon OR Sausage, Bagel/toast, Scrambled Eggs, Hash browns, Fruit, Juice, Coffee/Tea,/Milk

\$7.00/person/day



### Lunch:

**Choice of:**

#1 Chicken sandwich, Soup, Relish tray, Salad, Fruit, Chips. Iced Tea/Coffee/Lemonade/Milk

OR

#2 Orange Chicken, Rice, Mixed Vegetables, Fruit, cookie, Iced Tea/Coffee/Lemonade/Milk

\$8.00/person/day



### Supper:



**Choice of:**

#1 Spaghetti, French bread, salad, fruit, Dessert, Tea/Coffee/Lemonade/Milk

OR

#2 BBQ chicken, Garlic bread, salad, fruit, dessert, Tea/Coffee/Lemonade/Milk

OR

#3 Tacos W/taco meat, Refried beans, Spanish rice, Fruit, Dessert. Tea/Coffee/Lemonade/Milk

\$10.00/person/day

\$12.00/person/day



**Notes:**

Groups over 100 get a 5% discount off total meal bill

**Children under age 5 are FREE**

Minimum Charge: 35 persons, 3 meal day minimum unless otherwise arranged