



Cherokee Retreat Center

Usage Agreement



General Usage

Arrival and Departure

- The group Contact Person or a designated representative must check in with the Staff Person on duty. Checkout is complete after an attendance report and Departure Checklist have been completed, signed and left at the designated spot. Contact with the Staff Person on duty is required in order to have your security deposit refunded.
- Condition of unit at check-in should be clean and in good repair. If you find your units not clean, it must be reported to our office within 1 hour of your check-in. Otherwise you accept the unit in the condition you found it. Any damages should be reported immediately upon check in. Late arrivals should call the next day to report any problems.

Keys, Linens

- Keys are loaned to guests as a convenience. If upon checkout keys are not returned, a replacement fee of \$10.00 per key will be assessed.

Audio Visual Equipment

- Equipment such as flipcharts, projectors, TV/VCR combinations, etc. are available for a fee if specifically requested.
- The upkeep of this equipment is the responsibility of the renting group.
- An appropriate fee will be assessed for any stolen or damaged property.

Telephone

- A telephone is provided in the Parker Lodge for the safety and convenience of our guests. When making long distance calls please use a personal phone card. You will be invoiced for long distance charges incurred during your stay.

Quiet Times

- Cherokee Retreat Center observes quiet time from 11:00 pm to 6:00 am. Please respect the experience of other guests on the property and the Center's neighbors.

Substance Abuse/Use

- Alcohol & Drugs: Alcohol and drugs are not permitted at Cherokee Retreat Center.
- Smoking is prohibited inside any building on camp property. Designated outdoor smoking areas with ashtrays are available.

Buildings and Grounds

Parking

- Please park only on designated, graveled surfaces. Do not block the way for others and keep vehicles off the grass and wooded areas.
- Only two vehicles may be parked at any one time behind the Lydia Cottage and the Parker Lodge. By parking in designated areas, you allow emergency and maintenance vehicles right of way.

Cleaning

- Guests are responsible for leaving the Cherokee Retreat Center facilities in the same condition found. A checklist is provided at the site for cleanup instructions.
- Cleanup includes grounds and all buildings, including cleaning the kitchens. Trash cans must be emptied and taken out to the dumpster behind the Parker Lodge.

Property Damage

- Groups or individuals who cause damage to Cherokee Retreat Center property of any kind will be held responsible for this damage.
- Cherokee Retreat Center is not responsible for property damage caused by any individual or group to any other individual or group's property.
- Should this policy be disregarded, Cherokee Retreat Center retains the right to charge the individual/group an appropriate fee for any necessary additional repair.

Flora/Fauna

- Flora and fauna (plants and animals) associated with the camp property should be enjoyed but not destroyed or damaged.

Additional Buildings

- There are a number of buildings at Cherokee Retreat Center. Your rental agreement will limit you to the use of only those buildings and grounds that are agreed upon in your contract.
- There are common grounds that you may use at no charge.
- Disturbing buildings and/or other visitors may result in loss of your Security Deposit.
- Be sure to inform your group of their responsibilities to respect others and the property.

Animals/Pets

- Please leave them at home. Animals are NOT allowed on the premises. Violation of this policy will result in forfeiture of security deposit. Exception: Helper animals are allowed to accompany their owners.

Whether you are a newcomer to Cherokee Retreat Center or a returning guest, all guests must make safety their first and highest priority. The use of Cherokee Retreat Center may involve the use of the swimming pool, fire circles, hiking, canoeing, exposure to plants, insects and animals that are usually not found in urban areas. Guests are responsible for their own insurance, and by signing the reservation contract you waive all right of action against Cherokee Retreat Center, Cherokee Presbytery Properties, Inc. and its employees. Please read carefully the safety information provided below and read and follow all notices posted in the facilities.

Fire and Medical Emergencies— first, dial 911 and give your location as Cherokee Retreat Center 370 Wilderness Camp Road, White GA, 30184.

Maximum number: The maximum number of people that may occupy a unit at any time is noted per unit and/or your contract.

Insurance and Supervision

- Coverage under our accident policy is secondary to any group or individual policies of our guests. All accidents must be reported to the Staff Person on duty.
- To ensure proper supervision of campers and groups of minors who visit Cherokee Retreat Center, the following minimum ratios of adult supervision to child/camper will be maintained at all times:

Age	4-5 years	6-8 years	9-14 years	15-18 years
Adult/Youth ratio	1:5	1:6	1:8	1:10

- All groups must have a minimum of two adult chaperones. Youth groups require same-sex chaperones. Adult chaperones are required to stay in each building used. Chaperones are expected to maintain discipline of their group to ensure a safe retreat experience for everyone using the Center.

Weapons & Fire works

- Weapons are not allowed at Cherokee Retreat Center.
- Fireworks are not permitted on the Cherokee Retreat Center premises.
- Violation of this policy will result in forfeiture of security deposit.

Campfire Building

- Campfires should only be built in designated fire rings, and must be scheduled with the Site Manager. A fire extinguisher will be issued to a competent person at that time.
- It is the responsibility of the individual who builds the fire to make sure that it is completely extinguished before leaving the fire ring area.
- Wood is provided for the fireplace in the Fireside Room and designated fire circles. Do not gather your own wood. Should you need additional firewood, contact the site manager.
- All fire preparations must be conducted or supervised by adults.
- A fire extinguisher must be present.
- Restoration and cleaning expenses resulting from non-emergency discharge of fire extinguishers will be billed to the group responsible.

Lakefront

- Personal Flotation Devices (lifejackets) must be worn by anyone taking part in any activity on the lake (i.e. canoeing, boating, etc.). Adult supervision is required.
- Adult supervision and sturdy footwear are strongly recommended for activities around the lake.
- Lake Allatoona is a public lake. Guests swim at their own risk. Adult supervision is required for any swimming and boating. It is strongly recommended that groups provide their own currently-certified lifeguard.

Pool

- Use of the pool when open is included in all facility fees. You must arrange a pool schedule when sharing Cherokee Retreat Center with other groups. Cherokee Retreat Center does not provide lifeguards.
- Pool hours are 10:00 a.m. until dark. **Pool is closed periodically for maintenance without notice.**
- Absolutely **NO DIVING** at any time.
- Guests swim at their own risk. It is strongly recommended that groups provide their own currently-certified Lifeguard.
- Safety rules are posted at the pool. A parent or adult guardian must supervise all children.

This contract and deposit of ½ Total Due, must be received within 15 days of your reservation request to guarantee reservation. If the deposit is not received within 15 days, the reservation will be removed from the calendar. The remainder of your fees are due 2 weeks prior to your arrival. \$50.00 per building (\$20.00 for tent camping) security deposit may be added to your total amount and will be refunded by mail upon satisfactory exit inspection by the Site Manager. Minimum fee deposits are non-refundable. Cancellation fees apply, see Rental Rates and Regulations for guidelines.

I have read the rental information, rules, and guidelines and by signing this agreement, our group agrees to abide by those rules and guidelines. Our group waives all right of action against Cherokee Retreat Center and Cherokee Presbytery Properties, Inc. and it's employees and agrees to indemnify them against any losses arising out of our group's occupancy. By signing this agreement, our group agrees that our insurer will be the primary insurer for any losses that occur during our visit. Certificate of Insurance will be provided upon request.

Authorized Signature: _____
(signature) (printed name) (date)