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## **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 10-100 people. Please email Mandy Cox at [mandyc@thegatheringcc.com](mailto: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.

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#### **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. If the definition of appropriate or modest differs from that of Camp Hope, he or she will be asked to change

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### **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. Bagged 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.

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### **Dorms**

No guys in the gal's dorm 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)

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### **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.

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## **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.

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## 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**

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## 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.

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### 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. <https://www.camphopenola.com/liability-waiver>

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### **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 email.

Refunds will not be issued 2 weeks before your trip. You may reschedule for the next year. This includes natural disasters and/or personal cancellations

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.

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### **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.

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### **Arrival**

Please let us know when you plan on checking in at Camp Hope, and make every effort to **check in prior to 8pm. We do not allow check in between 4-8 pm on Sundays**. 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 is (504) 410-4603.**

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### **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 ;-).



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### 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