

CONFERENCE RULES



(Please take the time to read and initial each rule. Initial on the line next to each rule as you read all rules, and return with the signed Conference Agreement)

1. _____ If there are any exceptions or additions to those stipulated in this contract, they must be in writing and approved by both parties to this agreement with signature of authorized Old Oak Ranch representative and authorized applicant representative, and attached to this contract as supplement. Special needs and/or services must be arranged prior to beginning date of conference.
2. _____ Group Leader must submit "Group Update/Final Count" form at least **2 (two) weeks prior** to conference date.
3. _____ ALL GROUPS MUST SUPPLY THEIR OWN MEDIC AND FIRST AID SUPPLIES! The medic must record in the Medic's Log every person who seeks his or her assistance. (State Health Regulations)
4. _____ The contracting group must furnish people to set up the dining hall before meals and to clean up after meals. ALL GROUPS MUST SUPPLY THEIR OWN DINING HALL DIRECTOR!
5. _____ **The Group Leader MUST be the FIRST TO ARRIVE at Old Oak Ranch. No group members will be allowed on Old Oak Ranch property before group leadership arrives. All campers will be asked to leave OOR property for the safety of Old Oak Ranch and sponsoring organization.**
6. _____ Group leader MUST stop at OOR business office upon arrival for special instructions, documents, and to establish billing and payment arrangements
7. _____ **Contracting Group agrees to share rights to the campgrounds unless exclusive use rights apply.**
8. _____ **Old Oak Ranch Management will assign facilities for group use per signed contract. (No changes will be made on the day of the conference).**
9. _____ ALL GROUPS (during swimming season) MUST PROVIDE RED CROSS-CERTIFIED LIFE GUARD/WATER RESCUE PERSONNEL AT A RATIO OF 1 TO 25 MINOR PERSONS IN THE POOL. ADULTS SWIM AT THEIR OWN RISK AND AT THE RISK OF THE SPONSORING ORGANIZATION. No minors shall use the swimming pool at any time UNLESS THE LIFEGUARDS ARE ON DUTY. All swimming periods are to be cleared with the Old Oak Ranch Business Office prior to the conference date. Unless exclusive rights apply, the swimming pool is shared by all OOR guests equally.
10. _____ **NO DISHES OR UTENSILS SHALL BE REMOVED FROM THE DINING HALL**
11. _____ All meals will be served at 8:00 a.m.; 12:00 noon; and 5:30 p.m. unless prior arrangements have been made. Please be prompt to assure food quality and safety. Any changes must be approved by Guest Services Coordinator.
12. _____ Unless exclusive use rights apply, the Dining Hall will be shared by all OOR guests equally.
13. _____ Guest Groups are NO longer permitted to sell unpackaged items on OOR property in compliance with STATE laws.
14. _____ All members of the incoming groups shall be expected to comply with FEDERAL, STATE, COUNTY AND LOCAL requirements on sanitation, fire hazards and conservation of natural resources.
15. _____ Under order of the U.S. Forest Service, **ABSOLUTELY NO FIREARMS**, fireworks or articles of incendiary nature are allowed on OOR property.
16. _____ **THERE WILL BE A \$250.00 CHARGE FOR ANY FIRE EXTINGUISHER THAT IS TAMPERED WITH.** STATE LAW IMPOSES A \$500.00 FINE FOR FALSE FIRE ALARMS.
17. _____ **NO PETS OF ANY KIND ARE ALLOWED.** If guests bring pets they will be required to leave premises without refund.
18. _____ **NO ALCOHOL OR CONTROLLED SUBSTANCES ARE PERMITTED** on the grounds at any time. There will be NO SMOKING IN BUILDINGS. If your group allows smoking, check with the Old Oak Ranch Management for the approved areas for smoking.
19. _____ Beds, mattresses or furniture of any description, shall not be removed from its locality. If changes are required, contact the business office.
20. _____ Campers are to provide all bedding and linen.

21. _____ All cars are to be parked in approved/marked parking areas ONLY. NO PARKING ON GRASS! (\$25.00 DAMAGE FEE)
22. _____ All Groups, at all times of operation, shall have a Group Leader in charge who is at least 25 years of age. There shall be at all times, one counselor who is at least 18 years of age, for each 10 campers who are under 18 years of age. (California Health and Safety Code) A minimum of one qualified counselor shall be in attendance in each dormitory at any time campers are scheduled to be there
23. _____ **The Group Leader should be the one to pay the final bill and additional charges UPON ARRIVAL TO THE CAMP AND ANY ADDITIONAL/NUMBER CHANGES WILL BE SETTLED AFTER THE GROUP'S DEPARTURE. (UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE).**
24. _____ Stream/Ditch use is limited to fishing. Floating, swimming or walking in stream is forbidden!
25. _____ Lost and Found items will be held for 90 days after the end of the group's conference.
26. _____ It is the responsibility of the Group Leader to see that all facilities their group uses are kept in proper order at all times. At the close of the conference period, Old Oak Ranch will inspect all facilities. Damage to facilities, equipment or environment will be charged to responsible groups.
27. _____ Rules for acceptance and participation in the camp are the same for everyone without regard to race, color, national origin, age, religion, sex or handicap.
28. _____ **It is the responsibility of the guest group to remove *any and all signage* they install in connection with their retreat. A \$25 fee for removal by Old Oak Ranch will be charged.**
29. _____ **INDIVIDUALS OR GROUPS SHALL LEAVE NO MEDICAL WASTE ON THE PREMISES.**
30. _____ **It is the responsibility of the leader to communicate all rules and regulations to the members at large**
31. _____ Malicious damage of any property owned by Old Oak Ranch committed by any guest group will be billed to the sponsoring group at full replacement cost. By initialing, you assume personal responsibility for damaged caused by your invitees for any and all damage caused during the performance of your retreat or camp.
32. _____ **Room keys are not provided to guest groups. Valuables should be left in vehicles**
Note: Old Oak Ranch and it's personnel shall not be help responsible for any lost or stolen items while on Old Oak Ranch property
33. _____ Exclusive use rights are determined by the following:

250 minimum paid full-time attendees in Lower Campus have exclusive use rights to the following buildings/areas: Duncan Lodge, Oak, Redwood, Pine, Manzanita, amphitheater, Family Center, lower swimming pool, Chapel, Lawn play areas, hard surface courts and lower sand volleyball court.

130 Minimum paid fulltime attendees in Hilltop Lodge have exclusive use rights to the following buildings/areas: Hilltop Lodge #1 and Hilltop Lodge #2 upper/lower sleeping rooms, and all meeting rooms. Hilltop swimming pool, basketball court and fire circle.

350 Minimum paid fulltime attendees on OOR property have exclusive use rights to all the above mentioned facilities including Dining Hall, Snack bar and gift shop.

525 Minimum paid fulltime attendees on OOR Property have exclusive use right to all the above mentioned facilities including Prospector Point which sleeps 136.

Exclusions from "exclusive use rights" are the Snack bar, Gift shop, Dining Hall and all pre-arranged activities. (i.e. Paintball, ropes course etc...) unless attendance exceeds 350.

**The signature below confirms that I have read and understand the above rules.
This document is not valid without a signature.**

Signature

Date

Updated: 02/06/14