

## Camp Lee Day Use Reservation Form

A Ministry of First United Methodist Church of Anniston, Alabama  
70 Camp Lee Main Road, Anniston, Alabama, 36207  
(256) 499-6160  
[camplee@camplee.org](mailto:camplee@camplee.org)

Please complete, sign, and return this contract to Camp Lee. It may be emailed to  
[camplee@camplee.org](mailto:camplee@camplee.org).

This contract along with a deposit is required to complete your reservation. A reservation is placed on the Camp Lee books after a completed Reservation Form and deposit are received. Camp Lee cannot verbally hold dates.

A deposit of one third of your total rate is required for all Camp Lee Day Use reservations. Please contact our office at [camplee@camplee.org](mailto:camplee@camplee.org) in order to discuss your total rate and deposit.

Person in Charge: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Organization/Church (if applicable): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Area of Camp Requested: \_\_\_\_\_

Day Use Specifications: \_\_\_\_\_

**Meals Needed:** (Please list the number of people attending each meal. Minimum of 20 people per meal)

Breakfast \_\_\_\_\_  Lunch \_\_\_\_\_  Dinner \_\_\_\_\_

Your final payment is due upon your arrival to camp. You may pay via check made out to Camp Lee or by card through our website [www.camplee.org](http://www.camplee.org).

**A 5% late fee is charged to groups who do not pay their balance before departing Camp Lee. No exceptions.**

### Respect Camp Lee Property

We ask that you and your guests respect Camp Lee property. This includes all buildings, equipment, nature, and wildlife that reside at Camp Lee.

- Pick up all rubbish that your group may have and put it in the appropriate trash can/recycling bin around camp property.
- Clean up your area prior to leaving camp. Make sure that all trash has been placed in a bag and all trash bags are placed outside the front door of the building.
- Be kind to the wildlife. There are many wild animals that call Camp Lee home, and we want to be good stewards of them. Please do not allow your guests to chase and play with any of the animals. Our lakes are for catch and release fishing only. Please do no additional harm to the fish.
- If you place any signs or decorations around camp, please make sure they are taken down prior to your departure. **Please do not use nails, staples, or glue of any kind to hang signs or decorations on camp property.** If you need assistance hanging a sign, please notify a member of Camp Lee's staff.

***Failure to follow these rules may result in a damages fee. Breakage and damage to any equipment/facilities must be reimbursed at the replacement price.***

### Camp Lee Safety Guidelines

Your group is expected to follow all Camp Lee Safety Guidelines. These guidelines can be found on our website [www.camplee.org](http://www.camplee.org).

### Insurance Form

Please complete the insurance information on the next page. Your contract will be void if it is not completed.

I, the person in charge, have been duly authorized by our church/company/organization/family to sign this contract. By signing this contract, I am agreeing to the above guidelines and will ensure that those of my group will do so as well. I assume full responsibility for our group's programs and actions while at Camp Lee.

Representative (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**User Group Insurance Coverage Form**

Read the provisions about liability insurance requirements below and fill in the requested information before signing.

**INSURANCE REQUIREMENTS**

1. It is understood and agreed that Sponsoring User Group liability insurance policy shall be the primary coverage policy and Camp Lee/First United Methodist Church of Anniston's liability insurance shall be secondary. Neither the Camp Director nor any other Camp Lee employee has the authority to modify this paragraph. Modification may only be made with the written consent of Camp Lee/First United Methodist Church's insurance carrier and the consent of the Camp Lee Board.
2. User Group and Sponsoring Church/Company/Organization to Indemnify and Hold Harmless Camp Lee. User Group and Sponsoring Church/Company/Organization shall at all times indemnify and save harmless Camp Lee, First United Methodist Church, their officers, agents, servants, and employees from and against any and all damages or liability occasioned in whole or in part by any act or neglect of the User Group and Sponsoring Church/Company/Organization or any agent or employees of the user Group or Sponsoring Church/Company/Organization.
3. User Group and Sponsoring Church/Company/Organization To Have Liability Insurance. As further protection to Camp Lee, First United Methodist Church, and their officers, agents, servants, and employees, but without in any way limiting the release and indemnity set forth above, User Group and Sponsoring Church/Company/Organization agree to and shall at all times have and keep in full force and effect, from responsible insurance companies legally authorized to transact business in the State of Alabama, the following insurance coverage relating to their activities while at Camp Lee: (1) Public liability insurance (2) Fire and extended coverage insurance on Camp Group
4. User Group and Sponsoring Church/Company/Organization to Furnish Camp Lee with the information below: User group is responsible for first aid and emergency care. User Group is responsible to maintain an emergency vehicle at camp at all times. One emergency vehicle may remain outside of each cabin.

I, THE ADULT IN CHARGE, HAVE BEEN DULY AUTHORIZED BY OUR CHURCH/COMPANY/ORGANIZATION/FAMILY TO SIGN THIS CONTRACT AND TO AGREE TO ITS TERMS. WE/I ASSUME FULL RESPONSIBILITY FOR OUR GROUP'S PROGRAMS AND ACTIONS WHILE AT CAMP LEE.

Representative (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_