

# RESERVATION FOR CAMP FRASER FACILITIES

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_ (Adult sponsor over 25 years old.)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

Evening Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Insurance Information: Is organization insured? \_\_\_\_ yes \_\_\_\_ no

Insurance co. \_\_\_\_\_ Coverage amount/type \_\_\_\_\_

Estimated:

Number of Males \_\_\_\_\_ Females \_\_\_\_\_ Total \_\_\_\_\_

(Actual numbers to be confirmed one week prior to arrival.)

Age range of group \_\_\_\_\_ Number of adults (age +25) \_\_\_\_\_

Name of adult sponsors (other than contact listed above)

\_\_\_\_\_

\_\_\_\_\_

Number & type of vehicles \_\_\_\_\_

**I have received a copy of the *Policies and Procedures Governing the Use of Camp Fraser*, and certify that I have read, understand, and accept the terms and conditions for the use of Camp Fraser. I further understand that I am responsible for our group understanding and abiding by the Rules as well as any other restrictions or requests made by Camp Staff during our stay.**

\_\_\_\_\_  
(Signature of the Adult Sponsor in charge of group during stay at Camp Fraser) Date \_\_\_\_\_

Camp Fraser Use Fee Calculation:

\_\_\_\_\_ Number of People in group x \_\_\_\_\_ Number of Nights x \$15 = \$ \_\_\_\_\_ (\$550 minimum)

If weather is cold enough to require use of heaters:

Add \$75.00 per day; (\$225 for three-day, two-night weekend) \$ \_\_\_\_\_

Total Amount Due (for single daytime use of the facilities \$250) \$ \_\_\_\_\_

Amount of deposit submitted (\$200 Minimum required) \$ \_\_\_\_\_

Balance to be paid on or before arrival at Camp Fraser \$ \_\_\_\_\_

*Calvary Baptist Church reserves the right to deny any request for Camp Fraser use or cancel any scheduled use of Camp Fraser at any time at its discretion.*

Please return this completed form with deposit check to:

Calvary Baptist Church  
Camp Fraser Reservations  
755 8<sup>th</sup> Street, N.W. Washington, D.C. 20001

CALVARY BAPTIST CHURCH  
755 Eighth Street, N.W.  
Washington, DC 20001  
202-347-8355

## **POLICIES AND PROCEDURES GOVERNING USE OF CAMP FRASER**

### Groups Eligible to Use the Camp

Applications will be considered from religious and other groups whose purposes and activities are compatible with those of Calvary Baptist Church and the Fraser Preserve.

### Camp Capacity

The lodge facilities are designed for up to 100 persons for daytime programs and meals on the upper level, with a mix of folding chairs and other chairs/sofas for seating. There are bunk beds (mostly triple-decker) for up to 57 persons to sleep overnight in the six dormitory-style rooms on the lower level; individuals must bring their own linens and pillows. There are separate rest rooms for men and women, each having two shower stalls, on the lower level; individuals must bring their own toiletries, towels and washcloths.

Apart from the lodge facility, there are six cabin shelters that can be scheduled for use by special arrangement.

### Reservation for Camp Use

A minimum \$200.00 deposit, along with completed application, "Reservation for Camp Fraser Facilities" should be submitted to the church business office at least 30 days prior to the desired reservation date(s). To find out which dates are available, groups should contact the Office Manager by telephone at 202-347-8355 x123. Usually, preferred dates can be held for a brief period, provided the application is received shortly thereafter. Otherwise, the requested dates will be made available to other applicants. Applicant should inform the Office Manager or camp caretaker if information on the application has changed.

### Cancellations (Please read carefully)

If cancellation is made 60 or more days prior to a scheduled reservation, applicant will be refunded the full amount of deposit made. For cancellations between 30 - 60 days prior to a scheduled reservation, applicant will be refunded all but \$100 of deposit made. For cancellations made fewer than 30 days prior to the scheduled dates, applicant will forfeit \$200. Rescheduling will require a new deposit. It is difficult to schedule the camp on short notice, and operation and maintenance of the camp is dependent upon income received from those who reserve the camp.

### Balance of Fees

The balance of applicable fees is **due upon arrival at the camp**. The balance may be paid in advance, if preferred.

### Usage Rates

The camp usage fee is \$15.00 per person per night with a minimum charge to open the camp of \$550. There is an electricity surcharge during cold weather of \$75.00 per night. Reservation requests for single day or one overnight on the weekend, or day(s) during the week should be discussed with the Administrator, as reservations for the entire weekend will have priority. The day use fee is \$250.00 per day. Winter use may be restricted, depending upon weather conditions. Fees for camp use are subject to change.

### Liability

Calvary Baptist Church makes every effort to meet safety and other standards at Camp Fraser. Groups using the facility have the responsibility to assure that conduct of participants is wholesome and safe. Children must be supervised at *all* times. Calvary will be held blameless in the event of an accident or incident that is not due to the church's negligence.

### Use of Kitchen

The kitchen contains the basic ingredients of a commercial kitchen, including an electric range (stove), dishwasher, warmer, freezer and refrigerators. Groups should bring their own food, condiments and beverages and use their own paper/plastic ware unless someone trained in use of the dish washing machine is going to be present. There are round tables in the multipurpose room for meal setup.

### Trash Removal

*Everything brought into the camp by a group must be removed from the premises by the group.*

Plastic bag-lined containers are provided, and a limited number of these should be designated for use while at camp. *All trash generated by a group must be taken away by that group*, unless other arrangements have been agreed upon beforehand. Suggestions to minimize trash are available.

### Camp Opening and Closing

The opening and closing of the camp area and lodge building and the activation of equipment and facilities will be performed by the caretaker or Camp Committee designee.

### Entrance Driveway Speed Limit

*Maximum* speed on the camp driveway is 5 -15 mph depending on conditions. Be alert for deer, turtles and hikers while driving on the narrow gravel road.

### Other Responsibilities

It is expected that the users of the camp will perform obvious tasks as needed for the normal running of any facility. Fees are based on the assumption that groups will treat the facility with care. Damage to the facility or breakage should be reported promptly to the Camp Fraser caretaker. Camp users may be asked to share in the cost of repairing/replacing items damaged during camp usage.