

2016

USE & GUIDELINES

GENERAL

A. Capacity

1. River Oaks Retreat (ROR) can house up to **272** persons. There are 10 cabins with 24 bunks and 1 cabin with 18 bunks. Each offers heating and air-conditioning with complete restroom and shower facilities.
2. There are also 3 cottages. Two are 2-bedroom cottages with a kitchen and full bath. The third cottage has an office area with a bedroom and full bath.
 - Cottage 1: 1 king, 2 sets of bunks
 - Cottage 2: 1 queen, 1 set of bunks, 1 single
 - Cottage 3: 1 queen, 2 singles
3. Sleeping quarters in back of kitchen:
 - Bedroom 1: 1 queen bed
 - Bedroom 2: 3 single beds

B. Food Services

1. ROR reserves the exclusive right to sell snacks from the canteen located in the Activities Center (Gymnasium). Ample time will be given throughout the day and following the evening services for purchasing snacks from the canteen.
2. Food services are provided and reflected in our rate schedules on page 9.
3. Sponsoring organization is responsible to **provide as many persons as needed to assist in serving food and cleaning up the kitchen.**

FACILITIES

A. Kitchen and Dining Hall

1. The kitchen is under the direct supervision of DHEC. Only authorized personnel should be allowed in the food preparation areas. As a safety precaution, **NO CHILDREN** are allowed in the kitchen area behind the serving counter.
2. There shall be no storage of any items for any guest or staff person in the food storage areas due to DHEC regulations.
3. After each meal, the sponsoring organization is responsible to assist in cleaning tables, sweeping and mopping floors, and washing all dishes, pots, pans and cooking utensils.
4. All tables and chairs are to remain in the cafeteria unless otherwise approved by the ROR director. (Tables for outside use are available behind the stage in the Activities Center.)
5. The kitchen is available to be kashrut for the Jewish community with a minimum of 100 guests and 1 week's rental.

B. Bunk Cabins

1. Maximum capacity per cabin must not exceed the number of beds.
2. No food or drinks are allowed in cabins due to increased risk of infestation of pests.
3. Beds are not to be rearranged in cabins without permission from ROR director.

C. Activities Center (Gymnasium)

1. Sponsoring organization should be responsible to keep the building clean and clear of debris.
2. Kickball is not allowed in the Activities Center.

D. Canteen (Snack Shop)

A canteen is available in the Activities Center for guests to purchase snacks and refreshments. Sponsoring organization must submit a schedule for canteen hours 2 weeks prior to event and will be responsible to **provide as many persons as needed to assist in the canteen.**

E. Activity Schedule

The ROR Director is to receive a complete activities schedule 2 weeks prior to event in order to insure that the facilities are prepared. Any changes in venue will require immediate notification of the Director.

F. Decorating/Posting

No tape or adhesives of any kind may be used on any painted surface (doors, walls, moldings, etc.). Decorations, posters, flyers, etc., may be displayed only with approval from the ROR Director. Damage caused by violations to this policy will be assessed and charged to the sponsoring organization.

G. Damage and Vandalism

Any damage to the ROR grounds and/or its facilities resulting from willful abuse or neglect will be assessed and charged to the sponsoring organization. ROR reserves the right to evict from the premises anyone who willingly and wantonly causes undue damage or injury to the ROR facilities or its staff.

H. Departure Protocol

Upon termination or expiration of this agreement, the premises are to be left in a clean and sanitary condition. A final check-out list will be provided to the on-site event coordinator and/or designated contact persons. The ROR grounds and facilities will be inspected jointly by the contact persons in charge of the event and the ROR Director to insure that the camp check-out list has been satisfied. **Any cleaning not completed will result in a surcharge at the rate of \$25.00 per hour, with a minimum charge of \$100.00; minimum charge for gymnasium - \$200.00.**

RECREATIONAL FACILITIES

A. Pool

1. Sponsoring organization must secure a certified Life Guard for pool to be utilized. Life Guard certificate must be received in ROR office 2 weeks prior to event.
2. Sponsoring organization must submit a swimming schedule to ROR Director 2 weeks prior to event.
3. NO FOOD or DRINKS in pool area.
4. All posted pool rules must be followed.
5. The pool will be closed briefly each day for cleaning.

B. Lake

1. The lake offers a zip-line, water slide, canoes, pedal boats and kayaks.
2. Sponsoring organization is responsible for providing a certified Life Guard for lake activities. Life Guard certificate must be received in ROR office 2 weeks prior to event.
3. **Life jackets ARE REQUIRED for ALL lake activities.** Sponsoring organization must supply life jackets or make arrangements to secure them from ROR.
4. **Non-swimmers should be closely monitored at all pool and lake activities.**

C. River

OFF LIMITS!!!...to swimming, wading, kayaking, canoeing, and all other water activities.

D. Rappelling Tower

1. The ROR Director must authorize use of the rappelling tower.
2. Sponsoring organization must secure a qualified instructor in order to utilize the rappelling tower. The instructor's contact information must be received in the ROR office at least 2 weeks prior to event.

E. Recreational Vehicles

ATVs and other recreational vehicles are not allowed on ROR property; golf carts are an acceptable means of transportation.

TELEPHONE USAGE

Phone service is provided for cottage 3 and is made available to the event sponsor.

SERVICES & SUPPLIES

Services:

- 24 hour access to ROR Director
- Dumpster disposal
- Building and grounds maintenance
- Water system and electrical operation
- Local telephone service

Supplies:

- Brooms
- Mops
- Brushes
- Cleaning products
- Toilet paper
- Hand soap
- Paper towels

SALES & PROMOTIONAL MATERIALS

1. ROR will allow the sale of t-shirts and promotional items; however, ROR will not be responsible for lost or stolen items.
2. ROR reserves the right to offer promotional items including, but not limited to, t-shirts and other apparel.

GUESTS

ROR welcomes all visitors. However, in order to maintain our standard of safety, the following procedures are in effect and will be strictly enforced. Please make sure potential visitors are aware of the following guidelines:

All visiting guests are required to:

- Sign in at the event sponsor's office prior to proceeding to any other location
- Provide current state ID
- Sign out at the event sponsor's office prior to departure
- Obtain authorization from the event sponsor prior to departing with a child under the age of 18

FIRST AID & MEDICATION

1. Neither ROR nor any of its staff are responsible for the collection or distribution of medications to guests, including counselors or staff persons. Neither ROR nor any of its staff are responsible for administering First Aid to any guest, counselor or staff person with the exception of an emergency situation deemed life threatening.
2. Sponsoring organization must secure a registered nurse or person certified with First Aid and CPR training to be available 24/7. A certificate verifying training must be received in the ROR office at least 2 weeks prior to event.
3. Sponsoring organization is responsible to provide its own first aid supplies and arrange for emergency medical transportation if needed for any group members.

FIRE & GUEST SAFETY

Greenville County Fire Safety Regulations require the following guidelines be met:

1. There can be no plastic wall coverings or the use of any other such materials that may cause toxic fumes or rapid acceleration of flames in the case of a fire.
2. Windows must be clearly marked and can only be covered by a temporary method.
3. Doors cannot be blocked, covered, or otherwise made inaccessible to staff or guests.
4. Parking in designated areas **only** is required.
5. **Campfires shall be allowed by permit only.** If you are planning campfires, please notify the ROR Director 2 weeks prior to your event so that the local fire department may be alerted and a permit issued.
6. **This facility is subject to unannounced fire and safety inspections by the Greenville County Fire Marshall's office, health and food safety inspections by DHEC, and safety inspections by OSHA. Please be aware that these organizations can revoke our permit and thus close the facilities without prior warning!!!**

HUNTING, FISHING & FIREARMS

1. Hunting and fishing are only allowed with special permission from the ROR Director.
2. A SC state fishing license is required to fish in the Saluda River. No fishing license is required to fish in the lake located on ROR property.
3. No hunting is allowed on the ROR property during events.
4. Firearms are not permitted on ROR property except by authorized Law Enforcement Officers or those engaged in Firearms Safety Courses or Marksmanship Courses.
5. **Anyone who willfully violates the above will be subject to arrest by local authorities.**

INSURANCE

1. **A Certificate of Insurance** must be obtained by the sponsoring organization in the amount of **\$1,000,000 liability and \$5,000 medical coverage.** River Oaks Retreat and South Carolina Assemblies of God must be listed as the certificate holder and as additional insured on the sponsoring organization's general liability policy, along with the dates of the event. **The Certificate of Insurance must be received in our office 2 weeks prior to the event in order to occupy the ROR facilities.**
2. ROR and South Carolina Assemblies of God are not liable for injuries, etc. during rental experience.

LAW ENFORCEMENT

Please note that our facilities are under the jurisdiction of the following Law Enforcement Agencies:

- Greenville County Sheriff's Department
- South Carolina Constable's Office
- South Carolina Fish and Wildlife Enforcement

The ROR Director must be consulted for advice and instructions on any activities involving the swimming pool, lake, bonfires, timber, or use or movement of recreational equipment. NO equipment, furniture and/or beds shall be moved from any of the buildings. Sponsoring organization may not interchange beds, furniture and/or equipment from other buildings. If additional furniture and/or equipment are needed for any reason in any building, the ROR Director must be contacted.

Check-in: Noon
Check-out: 11:00am
Weekend retreats extending through Sunday
require a 2:00pm check-out unless otherwise
approved by ROR Director.

River Oaks Retreat is a drug, alcohol and tobacco-free facility.
Use of such will result in immediate eviction.

Cancellation Policy

- | | |
|--------------------------------------|--|
| 180+ days from confirmed event date: | 100% of deposit returned, minus \$100 fee. |
| 150 - 179 days: | 75% of deposit returned, minus \$100 fee. |
| 90 - 149 days: | 50% of deposit returned, minus \$100 fee. |
| 30 - 89 days: | 25% of deposit returned, minus \$100 fee. |
| 29 days or less: | 100% deposit forfeited. |

→ **This agreement contains no provisions for subleasing River Oaks Retreat facilities.** ←

REQUEST FORM

Sponsoring Organization Contact

(____) _____ (____) _____ (____) _____
Contact Daytime Phone Contact Cell Phone Contact FAX #

Contact E-mail Web Address

Mailing Address

City State Zip

First Request: Arrival Date ____/____/____ Departure Date ____/____/____
Second Request: Arrival Date ____/____/____ Departure Date ____/____/____
Third Request: Arrival Date ____/____/____ Departure Date ____/____/____

Event Total (from page 8) \$ _____

This is to certify that I have read this document thoroughly, I accept the terms and conditions as described herein, and I agree to abide by all rules and regulations contained herein. Furthermore, I will insure that all staff and counselors do the same. I understand that before any requested dates can be considered, the Request Form, the original initialed Use & Guidelines pages, a \$50 administrative fee, and a \$1,000 / \$500 deposit must be received by the River Oaks Retreat Director at least 30 days prior to the confirmed event date.

Authorized Signature (Event Sponsor) Date

Authorized Signature (CEO or Treasurer of Organization) Date

- Deposit amount: \$1,000 / \$500 – **Deposit must be received at least 30 days prior to the confirmed event date.**
- Requested rental dates are confirmed only when requesting organization has received a signed and dated confirmation letter from the River Oaks Retreat Director.
- River Oaks Retreat and South Carolina District Assemblies of God reserve the right to cancel or change dates, but no later than 60 days prior to the confirmed event date.
- Event fee balances are to be paid on the day of arrival.
- Deposit will be returned within 7-10 business days following your event, provided there are no cleaning fees, damages or other miscellaneous charges.

**To submit a request for reservations, return
the original initialed Use & Guidelines pages,
signed Request Form,
\$50 administrative fee,
and \$1,000 / \$500 deposit to:**

**River Oaks Retreat
Attn: Alan Sweet, Director
180 Youth Camp Rd.
Honea Path, SC 29654**

Make checks payable to: River Oaks Retreat

**All major credit cards accepted through PayPal.
(A processing fee of 3% will be added.)**

**American Express
Discover
Master Card
Visa**

The deposit must be received at least 30 days prior to the confirmed event date.

RATE SCHEDULE

CABIN GROUP RATES								
Includes use of Dining Hall, Pool, and Lake; if using Activities Center, a minimum # of 51 guests must be met or the daily rate applies.								
	12 - 20 Guests	21 - 50 Guests	51 - 80 Guests	81 - 120 Guests	121 - 170 Guests	170+ Guests	# of NTS	TOTAL
1 nt/3 meals	\$55	\$53	\$51	\$49	\$48	\$47		
2 nts/6 meals	\$95	\$91	\$88	\$84	\$83	\$81		
3 nts/9 meals	\$155	\$149	\$143	\$138	\$135	\$132		
4 nts/ 12 meals	\$195	\$188	\$180	\$173	\$170	\$167		
5 nts/15 meals	\$220	\$212	\$203	\$196	\$192	\$188		
You will be charged for the guaranteed number of guests; add'l guests will be charged at the chosen plan's rate.								

COTTAGE RATES (meals not included)			
Cottage rates are included in the group rate for groups over 170.			
	1 - 2 Guests	# of NTS	TOTAL
1 night	\$130		
2 nights	\$250		
3 nights	\$335		
4 nights	\$440		
Ea. add'l guest over 12yrs	\$10/nt		
		TOTAL	

MISC. DAILY/NIGHTLY RATES			
	RATE	# of DAYS/NTS	TOTAL
Tent Camping *	\$5/guest		
RV Site *	\$25		
* Does not include use of any other facilities			
Restroom/Shower Facilities	\$3/guest		
Internet Service	\$5/day		
Activities Center	\$250		
Dining Hall	\$200		
Lake	\$150		
Pool	\$150		
		TOTAL	

DAY-GUEST MEAL RATES (if kitchen is open)			
MEAL	RATE	QTY	TOTAL
Breakfast	\$6		
Lunch	\$7		
Dinner	\$8		
		TOTAL	

DAILY FACILITY RENTAL	
1/2 Day (4 hrs)	\$250
Full Day	\$500
Does not include use of Activities Center, Dining Hall, Pool, or Lake.	

TOTAL CALCULATIONS	
Cabins	
Cottages	
Misc.	
Day-Guest Meals	
Daily Fac. Rental	
TOTAL	

RENTAL CONTRACT ADDENDUM A

HOLD HARMLESS RELEASE
RENTAL OF FACILITIES AND RELEASE OF LIABILITY

The undersigned Individual/Lessee in consideration of the rental of the recreation facilities and equipment of River Oaks Retreat, Lessor, releases the Lessor of liability from or arising out of the use of the leased premises, including but not limited to, swimming pool activities, other water activities, indoor and outdoor sports, basketball, volleyball, football, baseball/softball, walking/hiking trails, ropes courses, archery, showers and bath equipment in connection therewith.

Individual/Lessee and members of Individual's/Lessee's group, shall be permitted to use such recreational facilities and equipment at each person's own risk, with the knowledge, understanding and agreement that the Lessor shall be exempt from liability from injuries to any person or property on or about such recreational facilities and the Individual/Lessee, and members of the Individual's/Lessee's group, hereby release the Lessor from any and all liability for damages which may be sustained or incurred by Individual/Lessee or members of Individual's/Lessee's group, resulting from use of such recreational facilities or equipment on or about the leased premises. The Individual/Lessee, or members of Individual's/Lessee's group, further hereby agree not to file a lawsuit against the Lessor at any time for or on account of any claim for personal injuries, death or property loss, arising or resulting from use of any such recreational facility or equipment on or about the leased premises.

The Individual/Lessee agrees to be responsible for any and all damages caused by any member of the group under supervision of such Individual/Lessee. The Lessor is not required to provide supervision for any facilities, equipment, or recreational activities, engaged in or used by the Individual/Lessee, or members of Individual's/Lessee's group, and the Individual/Lessee hereby agrees to provide its own supervision for the group under the control of the Individual/Lessee.

The undersigned Individual/Lessee will use the premises for the event of _____, and will use the premises for this event with an arrival date of _____ and a departure date of _____.

I have read and I agree to the terms listed in this Addendum.

Authorized Signature (Event Sponsor)

Date

Authorized Signature (CEO or Treasurer of Organization)

Date

RENTAL CONTRACT ADDENDUM B

STATEMENT OF MEDICAL COVERAGE

We understand that River Oaks Retreat does not provide medical staff or medical coverage for guests or groups utilizing this facility. This includes treatment for all general illnesses, accidents that may be considered the fault of ROR, or accidents incurred while participating in a scheduled group activity.

We also understand and agree to the following:

1. Neither ROR nor any of its staff are responsible for the collection or distribution of medications to guests, including counselors or staff persons. Neither ROR nor any of its staff are responsible for administering First Aid to any guest, counselor or staff person with the exception of an emergency situation deemed life threatening.
2. Sponsoring organization must secure a registered nurse or person certified with First Aid and CPR training to be available 24/7 to administer all first aid treatment and to supervise medical emergencies. A certificate verifying training must be received in the ROR office at least 2 weeks prior to event.
3. Sponsoring organization is responsible to provide its own first aid supplies and arrange for emergency medical transportation, if needed, for any group members.
4. **A Certificate of Insurance** must be obtained by the sponsoring organization in the amount of **\$1,000,000 liability and \$5,000 medical coverage**. River Oaks Retreat and South Carolina Assemblies of God must be listed as the certificate holder and as additional insured on the sponsoring organization’s general liability policy, along with the dates of the event. **The Certificate of Insurance must be received in our office 2 weeks prior to the event in order to occupy the ROR facilities.**
5. ROR and South Carolina Assemblies of God are not liable for injuries, etc. during rental experience.

I have read and I agree to the rules listed in this Addendum.

Authorized Signature (Event Sponsor)

Date

Authorized Signature (CEO or Treasurer of Organization)

Date

RENTAL CONTRACT ADDENDUM C

RULES FOR RENTAL GROUPS

1. If you anticipate the use of light systems in any building, advanced permission is required. Due to the risk and safety of our guests, no candles, pyrotechnics, smoke or fog machines are permitted.
2. Due to Fire & Safety Codes, electrical appliances such as crock-pots, toasters, griddles, electric skillets, toaster ovens, hot plates, etc. are not permitted in any building at ROR. Cooking or preparing of meals is NOT permitted.
3. Because ROR is a commercial facility, public health codes require that all snacks brought in by groups are to be commercially prepared, pre-packaged and ready-to-eat.
4. For your safety, guests must wear footwear at all times while on the grounds, inside and outside.
5. Motorcycles are allowed only as primary transportation to and from ROR. The posted speed limit of 10mph throughout ROR property must be adhered to.
6. Pets are permitted in the RV park area ONLY, not on other parts of the property. Pet owners are responsible for the sanitary and safe keeping of their animal. Pets must be leashed and confined to the individual RV site and confined in a camper while pet owners are away. If pet's exhibit aggressive behavior, excessive noise/barking, or are improperly cared for, the owners will be addressed and appropriate action shall be taken. If you have a 'guide dog', please contact the ROR Director for more information.
7. Charges will be assessed for any damages incurred during a retreat. Proper care of equipment and facilities is mandatory. Decorations, posters, flyers, etc. may not be posted on ceilings, walls, doors, or windows of the ROR facilities.
8. Furniture is not to be rearranged in cabins or cottages without permission from the ROR Director.
9. Tables and/or chairs are not to be removed from cafeteria without permission from the ROR Director. If tables are needed for outdoor activities, use the tables stored behind the stage in the activities center.
10. Use of sports balls inside buildings, other than the gymnasium, will result in fines and/or damage fees. Kickball is not allowed in Activities Center.
11. 'Smoking in Room' infractions: \$200 cleaning charge will be assessed per room/building.
12. For safety reasons, campfires are permitted in designated areas and by special permission **ONLY**. To request permission to build a campfire, contact the ROR Director. Firewood and a 'match-ready fire' can be provided for a fee of \$20.
13. Prior to checkout, please inspect all buildings for personal belongings. Any items found after your departure will be held one (1) week for pick up.

- 14. Guests are to be attired modestly at all times. While comfort is important, all shorts, pants, shirts, and dresses are to be size appropriate with no objectionable or suggestive slogans, artwork, or revealing style.
- 15. Modest swimwear is required. A cover-up or beach towel is to be worn to and from the pool area. Only those who pass the swimming test and have a valid wristband are permitted in the diving area of the pool. A complete list of pool rules is posted.
- 16. ROR regularly takes photos, shoots film, and videos on site as a means to gather materials for media purposes. Accordingly, you and any of your guests may be photographed while participating in the site events. Therefore, every guest acknowledges and agrees that these photos may be used for ROR purposes. Please advise your guests of this agreement.

I have read and I agree to the rules listed in this Addendum. I will be responsible to communicate and enforce these rules to all members of my group.

Authorized Signature (Event Sponsor)

Date

Authorized Signature (CEO or Treasurer of Organization)

Date

RENTAL CONTRACT ADDENDUM D

FOR YOUTH GROUPS RENTING RIVER OAKS RETREAT

The following policies apply to all youth groups holding retreats at ROR and are considered a part of the rental contract. No contract for youth groups will be accepted without the receipt of the Addendum signed by the group leader.

1. Adequate adult leadership will accompany all youth groups at a ratio of at least one adult per ten young people. Criteria for adult leaders are as follows:
 - A. Knows when to say 'NO' or to correct behavior.
 - B. Can enforce his/her word.
2. Adult leaders will closely and actively supervise the behavior of their charges. There may be other groups sharing the facilities while you are here. These others groups have a right to expect peace and quiet late at night, a pleasant atmosphere in the dining hall, and a trash-free environment.
3. Adult leaders are responsible for ensuring that property is neither destroyed nor defaced. It is not enough to be willing to pay for damages caused by your youth; we expect your young people to accept the responsibility of respecting not only people, but property.
4. Adult leaders are responsible for the safety of their group. Adults are required to bunk in the cabin with their group, supervise them at all activities, and make certain that they are where they are supposed to be at all times.

We agree to closely supervise our youth group, providing adequate, mature leadership to ensure a successful retreat for our group, a pleasant stay for other guests, and the absence of vandalism while at ROR. We understand that if we do not adhere to the terms described herein, we may be requested to vacate the premises but will be charged the full fee for which we have contracted. In addition, we agree to promptly pay for any damages caused by our group.

I have read and I agree to the rules listed in this Addendum. I will be responsible to communicate and enforce these rules to all members of my group.

Authorized Signature (Event Sponsor)

Date

Authorized Signature (CEO or Treasurer of Organization)

Date

RENTAL CONTRACT ADDENDUM E

CAMPFIRE SAFETY

A roaring fire is both a success and a responsibility. It is your job to properly maintain and extinguish your campfire so that future guests can do the same.

MAINTAINING YOUR CAMPFIRE

As you're enjoying your campfire, remember these safety tips:

1. Once you have a strong fire going, add larger pieces of dry wood to keep it burning steadily.
2. Keep your fire to a manageable size.
3. Make sure children and pets are closely supervised when near the fire.
4. Never leave your campfire unattended.
5. Never cut live trees or branches from live trees.
6. Do not burn hazardous items.
 - Never burn aerosol cans or pressurized containers. They may explode.
 - Never put glass in the fire pit. Glass does not melt away, it only heats up and shatters. Broken slivers of glass are extremely dangerous.
 - Aluminum cans do not burn. In fact, the aluminum only breaks down into smaller pieces. Inhaling aluminum dust can be harmful to your lungs.
 - Never put plastics into fire. Dangerous fumes will develop and can be harmful to your lungs.

EXTINGUISHING YOUR CAMPFIRE

When you're ready to put out your fire and call it a night, follow these guidelines:

1. Allow the wood to burn completely to ash if possible.
2. Pour adequate water on the fire, drowning ALL embers, not just the red ones.
3. Pour until hissing sound stops.
4. Scrape the sticks and logs to remove any embers.
5. Stir the ashes and embers to make sure everything is wet and embers are cool to the touch.
6. If you do not have water, use dirt. Mix enough dirt or sand with the embers. Continue adding and stirring until all material is cool.

IMPORTANT: DO NOT bury the fire as it will continue to smolder and could ignite tree roots. The roots will eventually burn to the surface and start a wildfire.

CLEAN UP

1. Clean up and return all tools or items you used at the campfire location.
2. Dispose of all trash.
3. If your campfire clean-up is not completed, you will be charged a surcharge at the rate of \$25.00 per hour, with a minimum charge of \$100.00.

I have read and I agree to the rules listed in this Addendum. I will be responsible to communicate and enforce these rules to all members of my group.

Authorized Signature (Event Sponsor)

Date

Authorized Signature (CEO or Treasurer of Organization)

Date

EVENT RENTAL CHECK LIST

Mail the following to request desired rental date:

- Initialed and signed Use & Guidelines
- Signed and dated Request Form
- \$50 Administrative fee
- \$_____ Security Deposit to be received at least 30 days prior to event

Copies of the following must be received in ROR office at least two (2) weeks prior to event:

- Certificate of Insurance
- Daily activity schedule (including canteen hours, swimming schedule, campfire date)
- Lifeguard certificate
- First Aid and CPR Training certificate
- Rappelling tower instructor's contact info

Day of check-in:

- Present confirmation letter
- Confirm exact count of guests and attendees
- Submit payment for event fee balance (payment does not include security deposit)

Day of check-out:

- Joint inspection with event sponsor and ROR Director

7-10 business days after event:

- Deposit check will be returned, minus damage or cleaning fees, if any.

**River Oaks Retreat
Attn: Alan Sweet, Director
180 Youth Camp Rd.
Honea Path, SC 29654**

Checks payable to: River Oaks Retreat