

Guest Policies

Rental Requests: A signed Rental Request Form must be completed and received to confirm a reservation. Rental forms can be downloaded from our website at <http://autismsociety-nc.org/index.php/rent-camp-royall> or you can call our office at 919-542-1033.

The Lessee must be an adult at least 21 years of age. Please Note: Camp Royall will not be responsible for lost or stolen goods. Renters are responsible for replacing and / or repairing any damage done to the facilities, equipment and grounds during the leasing period. Camp Royall will not be responsible for accidents or personal injuries during the leasing period. The lessee is responsible for the participants in its group and / or event. Camp Royall has all concession rights at the facility.

PLEASE NOTE:

Check In Time: 3PM unless arranged differently with the office

Check Out Time: Generally at Noon but may vary with Camp Programming; you will be advised at time of inquiry

Prior to Your Arrival:

- 1. Security Deposit:** A security deposit must accompany the signed Rental Request Form to confirm a reservation. For groups with fewer than 150 persons the security deposit is \$250. For groups larger than 150 persons the security deposit is \$500. You may pay with check (payable to "ASNC"), money order or credit card. **We will not accept cash for a payment.** This deposit is refundable upon satisfactory inspection of the facility and grounds **after your event.** A check will be issued and mailed to the renter within **30 days** after the event. A written explanation will be furnished to the group leader about any monies deducted from this deposit.
- 2. Cancellation:** All cancellations require either an email (camproyallrental@autismsociety-nc.org) or letter to cancel. The security deposit is refundable up to 60 days prior to the reserved date. Groups canceling with **less than 60 days notice** will not receive a refund of their security deposit and may not be allowed to reserve space in the future. Camp Royall reserves the right to cancel your reservation for any reason. If Camp Royall cancels your rental reservation you will receive a full refund of your security deposit. Camp Royall reserves the right to cancel your reservation for any reason.
- 3. Payment:** Full payment is required 3 days prior to your event. If you are uncertain of your exact numbers adjustments can be made after your event. You may pay with check (payable to "ASNC"), money order or credit card. **We will not accept cash for a payment.** There will be a \$50 fee for any returned rental payment check. **All overnight rentals are subject to 9.75% tax** (6.75% North Carolina state sales tax and 3% Chatham County occupancy tax).
- 4. Alcoholic Beverages:** The service and/or consumption of any form of alcohol while on the grounds of Camp Royall must be approved in writing by management when reservations are made. The group leader assumes responsibility for the actions and judgment of all group members. Please properly dispose of all cans. For the safety of everyone, **no glass bottles are allowed.** No "brown bagging" is allowed. **Alcohol may not be sold.** In addition, the group leader and all members of the group are required to fully comply with all applicable law in regards to the service and consumption of alcohol, including strict compliance with the drinking age and obtaining any necessary permits. Groups over 100 persons that serve alcohol have two additional requirements: 1) Possess a General Liability Insurance with Host Liquor policy of \$1,000,000 that lists the Autism Society of NC and Camp Royall as an additional insured and 2) An off-duty Chatham County Sheriffs Department officer will be required to be at the event. If your group has over 150 persons attending, a second officer will be required. Camp Royall can help you obtain the required insurance policy and will schedule the officer. An additional charge will be added to the final invoice to compensate the officer(s).
- 5. Indemnification:** In consideration for use of the facilities at Camp Royall, the group leader, which includes the group or organization sponsoring the group or to which the group belongs and its members and guests ("User"), hereby agrees to release, defend, indemnify and hold harmless the Autism Society of North Carolina, its Board, employees, and representatives, from and against any and all liability, loss, damage, injury or death arising from acts connected with User's activities while using the facilities at Camp Royall, whether same is caused by or arises from the negligence of User or of its participants, members or guests or by failure to perform any terms of this agreement or defects in/failures of the Camp Royall facilities, including equipment.
- 6. Insurance:** Camp Royall requires that all incorporated groups & organizations have a general liability insurance policy of at least \$1,000,000 (per occurrence, not aggregate) to cover all behaviors and accidents that might occur while on our property. We should be added as a Certificate Holder listing us as an additional insured on your Certificate of Liability Insurance (**COI**) in the following format:

Autism Society of North Carolina, Inc.
Autism Foundation of North Carolina, Inc.
DBA Camp Royall

An updated copy of this form is to be provided to Camp Royall on an annual basis. Camp Royall does not provide sickness/accident insurance.

****PLEASE NOTE: Having this COI does not involve any additional expenses to either institution!**

7. **Non-Profit Organizations:** Per IRS policy, non-profit organizations that are renting overnight are subject to **9.75% tax** (6.75% North Carolina state sales tax and 3% Chatham County occupancy tax) unless they are able to provide an "Exemption Letter". These exemptions only apply to in-state / North Carolina nonprofit organizations. Out of states non-profits are not able to claim this exemption even if in possession of an exemption document; rather, they will need file for refund /reimbursement within their own state / IRS system.
8. **Inclement Weather Policy:** If Camp Royall determines that conditions are unsafe your group will be notified at the earliest possible time. If Camp Royall requests your group to cancel, a full refund of your security deposit will be made. If your group makes the decision to cancel the stated cancellation policy will be followed.
9. **Emergency Information:** For the safety of everyone in your group we recommend you have the following information:
 1. Names and addresses of all participants,
 2. Emergency contact names and numbers,
 3. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site,
 4. Appropriate screening policies for all your staff that may have responsibility for or access to your campers/minors.
 5. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.
10. **Emergency Planning:** It is important to have a plan for dealing with all emergencies and communicating with your group. The Camp Royall staff on-call will notify you of all known hazards and any inclement weather. For unforeseen emergencies we recommend that you have a plan for handling any unforeseen emergencies that might arise while you are at camp. Things you might want to consider include having designated meeting spots in case of fire, how you'll communicate with other responsible adults in your group in case of a missing participant. Cabins have posted evacuation plans available. If your group is using the cabins and there were a fire in the cabins we recommend your group meeting in the courtyard by the Dining Hall. In case of tornado warnings we recommend you gathering your group in the interior of whatever building you're in and getting as far from windows as possible.
11. **Sharing Information:** Group leaders are responsible for sharing these Guest Policies and all our posted and printed safety procedures and rules with all their participants prior to arrival.
12. **Booking In Advance:** Due to the programming and events that the Autism Society of NC does at Camp Royall we are only able to book a rental stay 6 months in advance.
13. **Camp Address & Contact Information:**

250 Bill Ash Rd, Moncure, NC 27559
camproyallrental@autismsociety-nc.org
 (Office):919-542-1033 (Fax):919-542-6343

During Your Stay:

1. **Overnight stay:** The rental fee does NOT include any linen. Please bring linens or sleeping bag, pillow, and towels. For a small fee, linens can be provided. Please request this service on the Rental Request Form. Children under 16 may not sleep in top bunks. The overnight rate covers a 24 hour period. Please stay on lighted paths at night.
2. **Day & Night Use times:** Camp Royall may be used from 9 AM until 5 PM. Groups using the dining hall for night time parties may stay until 12 AM midnight. All guests, except those helping clean, must leave the grounds by midnight. The camp gate closes at 12 AM. No one will be allowed in after that time. Please make your guests aware of this time. Overnight groups will be given a gate code to enter after the gate closes.
3. **Parking & Driving:** All cars should park in designated areas. Driving and parking in the grass is prohibited. Please refrain from parking in front of the cabins except when loading and unloading. Please drive slowly, 12 MPH. Riding in any non-passenger vehicle, with the exception of riding in the back of truck and trailer for a hayride, is not allowed. Hayrides should not be driven over 10 MPH.
4. **Camp Royall prohibits** possession of firearms, illegal drugs, ammunition, gasoline, kerosene, fireworks, glass bottles, flammable materials, and explosives. *No tobacco is allowed. No pets / animals are allowed*, unless your pet is required for human assistance. Hunting is not allowed. Under-aged drinking is not allowed.
5. **Noise Policy:** *Music is allowed for parties and special events but must be concluded by 11pm...no exceptions please!* Groups using a DJ or band must inform their DJ or band that **music MUST BE OFF at 11:00 PM. Portable, personal stereos must also be turned off by 11PM. Please inform your DJ and/or band that their music volume and base level must be kept down the entire time of the event out of respect to the neighbors of Camp Royall and those sleeping in our cabins.** Please designate an adult to monitor the levels. A good indication of what is too loud is to **go outside** into the parking lot by the pond. **If you can hear the music and/or feel the base the levels must be turned down.** This rule must be strictly adhered to. Please keep all exterior doors closed. The Camp Royall staff on-site may also request the levels to be reduced, if needed. Any violations of the noise policy will result in the music being turned off immediately. Fines up to \$500 may also be assessed. Following these rules will ensure Camp Royall and our guests are in compliance with the Chatham County Noise Ordinance. **Please note, neither 220 volt power nor direct connection to a breaker panel are available in any building at Camp Royall. Make sure that your DJ and/or band is aware of this.**
6. **Meal service:** Camp Royall currently does not offer meal service. Rental of the dining hall includes use of the kitchen for cooking by the group. Notes on using the kitchen equipment and safety practices are posted in the kitchen. No cooking or eating utensils are provided. No cooked, frozen, or refrigerated foods may be left in the kitchen area. Non-perishable items (napkins, canned goods, boxed foods, etc.) may be left as

“donations” with prior approval if your group prefers. Otherwise, the kitchen must be left as clean as it was found or the *Cleaning Fee* will be charged. A list of local restaurants and caterers is available upon request.

7. **Swimming pool:** Lifeguards (with current Lifeguard, CPR and First Aid certifications) are required for groups to use the swimming pool.
1-30 swimmers need one (1) lifeguard 31-60 swimmers need two (2) lifeguards
60 + swimmers need two (2) lifeguards and an adult “look out” watching.

Lifeguards must assess swimmers ability before they swim. Non-swimmers should be instructed to stay in the shallow area or to wear a lifejacket. Groups may only swim at pre-approved times. A list of the pool rules is posted at the pool. A responsible adult from the group must be at the pool when anyone is swimming. Camp Royall strongly encourages the use of the buddy system. Swimming will be based upon lifeguard availability.

Swim Lessons – Groups are able to reserve the Camp Royall pool for swim lessons. Camp Royall advises all user groups conducting swim lessons to have the following in place: 1) A swim instructor certified by a nationally recognized organization, 2) a designated person (lifeguard or adult “look out”) watching the pool and swimmers if the instructor is in the water with swimmers and 3) if noncertified instructors are teaching lessons that they are under the direct supervision of a certified instructor and that they have had demonstrated basic rescue skills.

8. **Pond:** Groups must get approval through the office before using paddleboats and rowboats. A lifeguard is required for boating. Everyone must wear a lifejacket. Camp Royall has lifejackets available if your group chooses not to bring their own. No swimming is allowed in the pond. For patrons in wheelchairs please undo seatbelts when at the pond or pool. Boating will be based upon lifeguard availability.
9. **Supervision:** Camp Royall recommends there be at least one (1) adult (over 18) for the number of children listed below.

<u>Ages</u>	<u>Overnight</u>	<u>Day-only</u>	<u>Ages</u>	<u>Overnight</u>	<u>Day-only</u>
4-5 years	5	6	9-14 years	8	11
6-8 years	6	8	15-17 years	10	11

All children and youth under the age of 18 must be closely supervised by a responsible adult at all times while at Camp Royall. If any of our adventure activities would like to be used please check with the Camp Royall staff on-call and they will go over our safety procedures with you on them. The zap line may only be used if requested *in advance* and with a trained Camp Royall staff leading the activity. Camp Royall will not be responsible for accidents or personal injuries during the leasing period.

10. **Gymnasium:** No dunking, hanging on rims, spitting, cursing or excessive horseplay permitted. No food, drink, markers, paint, etc. allowed. Please wear only non-marking soled shoes for athletic events.

Bleachers are not to be moved from their current positions to avoid damage to floors / walls.

For all events in the gym a minimum of 2 bays of lights must be on at all times for everyone’s safety.

11. **Athletic Equipment:** Athletic equipment can be obtained from the Camp Royall staff on-call. A driver’s license is required for equipment check-out. Please let us know of any athletic equipment that you will be bringing to camp.
12. **AV Equipment:** Various AV equipment is available. Please check with the Camp Royall staff prior to your stay to check on availability.
13. **Telephones:** The phone number at Camp Royall is (919) 542-1033. Long distance calls are prohibited unless using a calling card, collect call, or otherwise not charged to Camp Royall. Group leaders are responsible for enforcing this policy.
14. **Medical Information:** Camp Royall will not be able to provide any transportation, first aid supplies or medical assistance to your group. Directions to medical assistance are posted at the cabins or 911 may be contacted. Camp Royall recommends that your group have an adult on-site with CPR and First Aid certification. Please document any injuries on a building clean up sheet or inform the Camp Royall staff on-call. Please report any strange acting animal or any snakes to the Camp Royall staff. Quickly and calmly leave the area and do not disturb the animal.
15. **Campfire Building:** Restrict campfires to authorized areas, ensuring that all fires are extinguished cold before leaving them unattended.
16. **Open-flame Cooking: No open-flame cooking units (grills, fryers, etc.) are allowed inside any building, underneath any porch or within ten feet of any building.** Please have an adult constantly monitor any cooking unit the entire time it is being used and until it is cooled completely.
17. **Decorations:** No helium balloons are allowed in the court area of the gym. All decorations must receive prior approval from the Camp Royall Director.
18. **Early Dismissal:** The Camp Royall staff on-call and any local law enforcement have the authority to ask individuals or the entire group to leave the grounds if they are not adhering to the policies of Camp Royall. The Camp Royall staff on-call will consult with the leader of the group before asking the entire group to leave. If this action is taken, the group is not entitled to any refund.

Before Leaving:

- 19. Cleaning of facilities:** Each group using Camp Royall is expected to leave all facilities and grounds used, clean for the next group to enjoy. Upon arrival please report any damages or dirty areas. All rented / used facilities must be cleaned of trash, paper, cups, bottles, cans, etc... All cardboard is to be removed and the facility(ies) and grounds must be left as it was found. Brooms and other cleaning equipment are located in each building. A copy of the Cleaning List will be provided in each building. Please check the **grounds and parking areas** that your group used for trash as well. Groups will be assessed a Cleaning Fee for each building not adequately cleaned according to the Cleaning List. Groups may be denied use of Camp Royall in the future for not cleaning. Groups may choose not to clean when reserving space and request to have the building(s) cleaned for an additional fee.

- 20. Fines:** Groups are responsible for leaving all facilities in a clean and orderly fashion, and are responsible for the cost of damages beyond normal wear and tear. Fines to cover costs of damages (materials & labor) will be assessed, as needed. A Cleaning Fee will be assessed for each building and grounds, if not properly cleaned. Groups are responsible for all lost and damaged equipment. A \$250 fine will be assessed for groups leaving any cigarette butts on the grounds and/or evidence of glass bottles.

All policies and prices are subject to change at any time

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