

# Ingalls Creek

12355 Ingalls Creek Rd., Peshastin, WA 98847 [www.ingallscreek.org](http://www.ingallscreek.org)

## 2019 USER AGREEMENT

Group/Organization: \_\_\_\_\_ Group size: min. \_\_\_\_ max. \_\_\_\_ people

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_ Alternate Phone No. \_\_\_\_\_

Type of Group: \_\_\_\_\_ Number of Adults \_\_\_\_ Teens \_\_\_\_ Children \_\_\_\_

(Youth Group, Scout, School, Family, Men, Women, Other, etc.)

\_\_\_\_ Day Use ONLY: ETA: \_\_\_\_\_ to ETD: \_\_\_\_\_

\_\_\_\_ Overnight Stay: Arrival Date: \_\_\_\_\_ ETA (Standard Check-in is 3p.m.) \_\_\_\_\_

Departure Date: \_\_\_\_\_ ETD (Standard Check-out is 11a.m.) \_\_\_\_\_

### **Facilities Requested (mark all that apply to your needs)**

\_\_\_\_ **Lodge Overnight:** (Sleeps 40) Base rate includes: Dorms, Lupine Suite, commercial kitchen, gathering areas and grounds.

\_\_\_\_ Dormitories-sleep 32 (8 double stacked bunkbeds in each of the two dormitories)

\_\_\_\_ Lupine Suite-sleeps four (one Q bed, two ground level bunk beds,) private bathroom w/shower

\_\_\_\_ Alpine Apartment (Additional fee to Lodge Rental) sleeps four (one Q bed, two stacked bunk beds), private bathroom w/ tub shower, small kitchen suitable for use by groups with 15 or fewer guests

\_\_\_\_ **Bray Cabin Overnight:** Separate building adjacent to Lodge (Sleeps 11: two Bedrooms w/ Q beds /two Bathrooms, open loft w/ twin over full bunk bed, two Q sleeper sofas, one in loft, one in living room)

\_\_\_\_ **Camp Grounds Overnight:** Number of camp sites needed: \_\_\_\_ (1-25) Approx. number of people: \_\_\_\_ (five max per camp site)

**Day or Overnight Stay Use:** \_\_\_\_ Commercial Kitchen in Lodge, \_\_\_\_ Gazebo, \_\_\_\_ Amphitheater, \_\_\_\_ Outdoor Sports/Recreation areas

**All Requests/Reservations:** are subject to confirmation and approval by Ingalls Creek management.

**Deposit:** An approved reservation will be considered "pending" for up to two weeks. After that, a deposit and this User Agreement is required to confirm your reservation. (Please ask or see fee schedule for specific deposit amount)

**Cancellation Policy:** Groups cancelling within 60 days of their event will lose their deposit

**Payment:** Balance of your payment is due after your stay and receipt of an invoice for actual number of guests attending.

**Certificate of Insurance:** In addition to this User Agreement your group is required to provide a Certificate of Insurance from your insurance company. It must list Ingalls Creek Enrichment Center as additional insured and include the dates that you will be using our facility. It should be emailed to registrar@ingallscreek.org at least one week prior to your event.

**Hold Harmless:** The undersigned agree(s) to indemnify and save Ingalls Creek Enrichment Center or any lessees harmless from any and all loss or liability arising from the use or occupancy of the Ingalls Creek premises, including Bray Cabin, by any persons whomsoever during the time Ingalls Creek is used or occupied by the undersigned group. This indemnification extends to Alanna's Landing if used during the Ingalls Creek event.

**Photo release:** I hereby grant permission to Ingalls Creek Enrichment Center, to photograph people in or with our group during activities and to use the photographs, video and/or film in Ingalls Creek audio-visual and printed materials without compensation or approval rights. I have written permission of parents or guardians for any minors in our group.

**Questions:** Contact Guest Services Manager, Karen Brown (509) 548-3306 or email -- [registrar@ingallscreek.org](mailto:registrar@ingallscreek.org)

Please sign and return this User Agreement along with the damage/reservation deposit to:

Ingalls Creek Center, 12355 Ingalls Creek Road, Peshastin, WA 98847

I/We, \_\_\_\_\_ agree to the conditions, rules and standards stated or attached.

Sign name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please Note: Ingalls Creek reserves the right to deny use or to terminate use privileges to any group or individual that the Ingalls Creek board or its representative determines to be harmful to facilities, ministries, or purposes of Ingalls Creek \*, including disruptive or undesirable behavior impacting neighbors, or other users.

\*Ingalls Creek purposes are stated in the bylaws of Ingalls Creek Enrichment Center, with particular emphasis on Article IV, Tenets of Faith, and in the Ingalls Creek Enrichment Center vision statement, available on request.