



## External User Group Site Rental Agreement

Welcome and thank you for choosing the URSA Retreat Centre! To make your visit more pleasurable, please read and understand the following Retreat Centre policies. Should you have any questions, do not hesitate to call Facility and Administration staff for clarification at 403-272-7722 ext 214.

### Access to Facility

**CHECK IN:** 2:00pm    **CHECK OUT:** 11:00am

The rental group has non-exclusive use of the camp depending on size of booking and as such, there may be other groups on site. In the instance of multiple bookings, groups may not have exclusive use of common areas at the Centre.

### General Rules for rental groups at the Retreat Centre:

This rental agreement is accompanied by a guest handbook, which must be reviewed prior to entering this agreement.

#### 1. Food

While there are meals provided, groups may bring their own food/snacks and store it in the dining room fridge. Groups under no circumstance are permitted to use the commercial kitchen. A microwave is also located in the common space that is available for groups to use.

Additional meals will be at the rate per person of \$15 for breakfast, \$20 for lunch and \$25 for supper.

As we are a non-profit organization, we operate on a limited budget and offer traditional camp-style meals. We cannot accommodate food preferences but can offer some dietary restrictions based on allergies. If we are unable to accommodate a specific allergy, the individual may bring their own food to supplement meals.

#### 2. Smoking Policy:

Smoking cigarettes or cannabis is **not permitted in the lodge or on the grounds, except at the gazebo fire pit**. Renters must extinguish all smoking materials using the fire-safe receptacle ashtray located at the fire pit.

#### 3. Alcohol

Please inform URSA if you wish to bring your own alcohol upon booking.

#### 4. Prohibited Items

Fireworks, toxic substances such as spray paints, firearms or weapons and the participation in any illegal activities is prohibited.

## **5. Quiet Hours**

In order to ensure a great experience for all guests, we ask that quiet time is between the hours of 11:00 pm and 7:00 am.

## **6. Amenities**

Bedding and towels are provided as part of the stay, however all guests will be responsible for their own toiletry items, such as shampoo, soap, etc. In addition, renters are asked to remove their bedding on the checkout date prior to their departure. If the group has a late check-out, we ask that bedding be removed by 11am.

The rental group is responsible for the upkeep and tidying of all areas during its stay. There will be no housekeeping of rooms during your stay but if you need assistance with garbage, towels, etc., please connect with our Retreat Centre Host.

## **7. First Aid Supplies**

While a standard first aid kit is available on site, we do not stock with any medications, epipens, etc. As emergency personnel are 30 minutes away, guests must be prepared for their own medical needs.

## **8. Wildlife**

Due to the location, there can be wildlife in the area that groups need to be aware of. Please note that we ask that you do not prop doors open, remove screens, etc to ensure that wildlife stays outdoors.

## **9. Pets**

We cannot accommodate pets on site. We do recognize that in some instances, pets may be allowed depending on individual circumstances however an additional pet deposit of \$250.00 is required and will be returned if no damage is caused by the pet. Owners are required to properly dispose of all pet waste and to ensure that their pet will remain under the control of the owner at all times.

## **10. Payment and Damage Deposit**

A non-refundable deposit is required to secure your spot at time of booking. The remaining balance is due no later than the time of check-in. We ask that as the group leader, you are organizing payment with the group and we do not accept individual cheques from each renter.

We know that group sizes may vary and while we can accommodate some changes, cancellations of any or all guests must be received at least 1 week prior to check-in.

A valid credit card is required for a \$1,000.00 damage deposit prior to your stay. Your credit card will have a hold placed on it throughout your stay and will be released 48 hours after your departure if there are no damages. In the event that there are damages from your group, you will be notified of the repairs required and your credit card will remain on hold for the full amount until repairs have been completed.

## **11. Waiver and Release**

The rental group is asked to comply with any and all instructions or directions given by the URSA Centre management and staff, and to abide by the policies of the facility as outlined in the Guest Handbook. Failure to do so may result in the cancellation of the rental or the individual/group in question will be asked to immediately leave the premises. Fees associated with the booking, including the deposit and/or full balance will still be required.

We acknowledge activities at camp may include but are not limited to sports, nature walks, gardening, campfires and other activities that involve physical activity and the possibility of injury resulting from such activities. In addition, the renter acknowledges that the facility contains physical hazards that may result in injury or death to the persons or damage to the property on or at the facility. We acknowledge that it is the policy of the Retreat Centre for all rental groups to take reasonable precautions with respect to such activities and provide a safe environment.

As the agency/group representative, I freely consent to all such risks and fully assume all responsibility for the possibility and related costs of personal injury, death, disability, property damage or loss resulting thereof, howsoever caused, with the sole exception being gross negligence on the part of the URSA Retreat Centre and their members, agents, employees and Directors.

We further waive and release any and all claims that all participants from the agency may have in the future against the center as a result of their participation at the URSA Retreat Centre.

I/We have read, understand and agree to the above as set out on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Rental Group

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Thank you for choosing the URSA Retreat Centre  
[www.ursaretreatcentre.com](http://www.ursaretreatcentre.com)