



Camp Pioneer  
 P.O. Box 137  
 Beverly, WV 26253  
 Phone: (304) 636-3638  
 Email:  
 campioneer4h@gmail.com

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Day Use  
 Facility Rental Agreement**

Name of Guest or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Contact:  Email  Phone  Mail

**Type of Event:**  Wedding  Reunion  Meeting  Agricultural Event  Special: \_\_\_\_\_

**Projected Attendance:** \_\_\_\_\_ **Insurance:**  Required  Copy Included  N/A

**Facility (Daily Rate):**

- |   |  |
|---|--|
| <input type="checkbox"/> Laurel Pavilion (Pond) \$50                  | <input type="checkbox"/> Assembly Hall (seats up to 200) \$150 |
| <input type="checkbox"/> Shaver Pavilion (Council Circle) \$50        | <input type="checkbox"/> Audio/Visual System \$35              |
| <input type="checkbox"/> Vespers \$50                                 | <input type="checkbox"/> Dining Hall (seats up to 200) \$150   |
| <input type="checkbox"/> Agricultural Complex (seats up to 120) \$150 | <input type="checkbox"/> With use of Kitchen \$100             |
| <input type="checkbox"/> With use of Kitchen \$100                    | <input type="checkbox"/> Audio/Visual System \$35              |
| <input type="checkbox"/> Bathrooms Only \$50                          | <input type="checkbox"/> Barn / Stalls / Outdoor Arena \$100   |
|   | <input type="checkbox"/> Dakan Arena \$150                     |
|   | <input type="checkbox"/> Audio System \$35                     |

**Food Service:**  None  Self-Provided  Camp Pioneer Catering (minimum 20, see catering contract)  Outside Commercial Catering

**Setup Requests:** \_\_\_\_\_

**Rental Rules:**

- Day Use rental includes access to the facility at 7 AM until 10 PM the day of rental, unless otherwise arranged.
- Kitchen rental includes use of cooking/serving utensils and appliances only. Excludes use of food items, dry goods, paper products and pantry items. Kitchen rentals **require** event insurance. **See addendum #6.**
- All kitchen staff must have a current Food Handler's Permit.
- A \$25 fee will be charged to all event vendors. 4H groups will be exempt from this charge.
- A \$2 per person fee will be charged when a commercial outside caterer is utilized.
- A discounted daily rate of \$35 is applied for access to set up after 6 PM the day before or clean up before 10 AM the day after the event.
- Events that include an entry fee, livestock, and competitions, operated for profit or include activities beyond a simple gathering must provide proof of event insurance.
- Events expecting attendance over 250 must provide parking attendants at the renter's cost.
- Additional cleaning fees at \$20 / hour may be applied for large events or failure of the renter to clean-up. The Camp Manager or designated staff member will approve acceptable clean-up.
- No smoking at any time in any building.
- Camp provides basic seasonal decorations. Event decor must be provided and set by the renter. Nails, tacks, heavy tape and staples prohibited. Use only non-damaging hanging supplies.
- Stalls in the barn must be cleaned and striped to the ground surface prior to leaving or a \$20 per stall cleaning fee will be assessed to the renter. Renter must provide all shavings. Used shavings may be disposed of in the designated area.
- Overnight camping (tent, car or camper) or lodging is available at an additional fee.
- 100% Pre-payment is required for amounts less than \$100. All others require \$100 deposit to secure rental for that Day. **Make check payable to Randolph County Park & Recreation Board.**
- Cancellations must be received 30 days prior to the event to avoid a 50% loss of the deposit. Cancellations must be submitted in writing to the Camp Manager.

**Total Rental Fees:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

The Randolph County Park and Recreation Board, its employees or board members will not be liable for injury, or personal articles, lost, damaged or stolen.

\_\_\_\_\_  
 Print Name of Renter Signature of Renter Date