



Dear Prospective Rental Group—

Thank you for your inquiry concerning the possible use of our facilities. We would count it a privilege to be of service to you and your group. Our goal is to provide a fun and exciting environment to help you win others to Christ and assist you in training and discipleship through a quality camp ministry.

The following pages include our Rental Application and Agreement papers. They should answer most of your questions. Please read each page very carefully. Please remember all times referred to are Central Standard Time; please plan your schedule accordingly.

Please feel free to call and schedule an appointment to come by and visit our facilities. We would be delighted to talk to you. An “on-site” visit would help in your planning, should you reserve the camp.

If you have not tentatively reserved a date, let us know at your earliest convenience so we can work out a date for you.

Please visit www.ponderosabiblecamp.com/calendar/calendar.html to view available dates.

Please complete, sign and return the Application/Agreement with your deposit to confirm your reservation as soon as possible. If you find that you need to cancel, please call and let us know immediately, another group may be waiting to take your place.

Thanks!
In Christ,

The Ponderosa Staff

PS - Once your dates have been confirmed by our office you may make your deposit online to secure your reservation.

Use this link to make your deposit:

<http://www.ponderosabiblecamp.com/hospitality/groupdeposit.html>

PS - For your Winter Retreat (December thru March) don't forget to check-out Snow Skiing at Cloudmont - only 7 miles from Ponderosa! www.cloudmont.com

Check out these extra activities: www.trueadventuresports.com Be sure to tell them we referred you!





1018 County Road 734
Mentone, AL 35984
Office—256-634-4397
Fax—256-634-3087
office@ponderosabiblecamp.com
reservations@pbcpsm.com

Attention Rental Applicant:

Please return the following paperwork and your Deposit within 2 weeks from today or your temporary reservation will be cancelled.

But, we would greatly appreciate a call if you decide you do not wish to rent the camp, so we can let others can take your place.

Cancellations: Cancellations must be made **30 DAYS** prior to your reserved date for your deposit to be refunded. Cancellations **less than 30 days** will result in forfeit of deposit and any monies paid (**your deposit/money becomes NON-REFUNDABLE AND NON-TRANSFERRABLE**).

Cell Phones: Unfortunately, ONLY VERIZON cell phones work on the camp property. If you have another carrier, you will have to drive or walk 1-mile off the camp property to get a signal.

Please inform your group (and their parents/family back home) **before you arrive** so that they will be prepared for this.

We apologize for any inconvenience this may cause.

Free Wi-Fi is available in the Chapel building.

Thank you,



Jeff Nelson
Director



Thomas Burnett
Staff



Daryl Chavers
Staff



Amelia Baxter
Reservations

reservations@pbcpsm.com

"At Your Service, In His Service"



Rental Rates Groups checking in between January 5 thru March 31

With Option #2 (you provide your own meals)

25 person minimum or pay equivalent

You provide your own meals, food, cooking staff, and clean the kitchen after each meal.

All Weekend Bookings throughout the year require a 2-night minimum stay or pay equivalent = Friday night thru Sunday am.

Capacity and Availability: Total Camp Capacity is 130 people.

This includes all campers and chaperones. See "Housing Options" page for more information.

Please call our office or visit www.ponderosabiblecamp.com/calendar/calendar.html to view available dates.

Option #2 Rates: (You provide your own meals)

- **\$15 per day/per person . 25 PERSON MINIMUM OR PAY EQUIVALENT (\$375 PER DAY minimum charge)**
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- **\$10 per day** for all Campers/"Visitors"/"Guests"/Drop-Ins who do not spend the night.
- **PLUS** a one time "kitchen rental fee" of \$5 per person.

\$400 Deposit must be sent in with your Rental Agreement/Application. This fee applies to the total cost if the camp is cleaned properly by your group and then inspected by Ponderosa Staff on the morning of your departure.

ADDITIONAL OPTIONS AVAILABLE IF PRE-REQUESTED:

- Team Challenge Course -\$100 + \$20 per hour/ per instructor/Guide - Each Instructor can take a maximum of 12 people at a time.
- Snack Shop & Gift Shop _____ Prices as marked
- Use of Sound System in Chapel _____ \$100 per group or you may bring your own
- Lifeguard _____ \$10 per hour per lifeguard (the pool will be closed this time of year)
- Keys _____ \$5 charge per lost key.

Other Notes:

- Use of facilities, gym, & chapel included. Kitchen items - pots, pans, dishes, cups, silverware, and dishwasher are available for your use.
- Swimming at the Pool and/or River is available ONLY **with a Ponderosa Staff Lifeguard.** Lifeguard rate is \$10 per hour per Lifeguard. (if you plan to use the river and the pool at the same time you will need 2 Lifeguards.
- Canoeing at the camp waterfront, including use of canoes, paddles, and life vests are available without a lifeguard as long as you provide adult supervision and all participants wear life jackets, but remember No swimming without a Certified Lifeguard.
- You will need to bring your own LCD projector or other projector if you need one.
- ONLY VERIZON cell phones get a signal on camp property. You will need to drive or walk 1 mile to receive cell phone signal if you have something other than Verizon.

What to Bring:

- All food, paper towels, paper plates, other paper products, condiments, etc. for your group. (Toilet paper will be provided.)
- Someone to cook and clean the kitchen for each of your meals.
- **Towels and Bed linens are NOT PROVIDED!** Please have everyone (including Chaperones) in your group bring sleeping bag or bedding & pillow, towels, toiletries, jacket (nights are cool even in summer).
- Spending money—if you requested our Snack Shop.
- Camp phone is available for emergency use only.
- FREE WI-FI is available in the chapel building. Feel free to bring your laptop.
- **Payment is due before you leave. Bring payment with you.**
- Applicant must bring with them a list of all the names and addresses of all campers and leaders utilizing this facility. A copy of this is required by the Health Department for our files.
- First-Aid supplies and medications

Please remember to allow 1½-2 hours in your schedule **on your Departure Day** for your group to clean all the buildings and grounds that you used.



Ponderosa Bible Camp *1018 County Road 734* Mentone, AL 35984 * 256-634-4397 * office@ponderosabiblecamp.com



Rental Application and Agreement
For groups checking in between January 5 thru March 31
Option #2 Group Provides Own Meals

Name of Church or Group: _____ Phone: _____
Mailing Address: _____ City: _____ ST _____ Zip _____
Age Group/Type/Purpose of Rental: _____ Approx. # of people _____
Name of person in charge: _____ Home Phone: _____
Home Address: _____ City: _____ ST _____ Zip _____
Email address: _____ Cell Phone: _____

Hereby makes application for use of Ponderosa Bible Camp, Mentone, AL

From: _____, at _____ am/pm Central Time, thru _____, at _____ am/pm Central Time.
(Month, day, year) (time of day) (month, day, year) (time of day)

Check-In Time is 1:00pm CST or later.
Check-Out Time: 3:00pm or before.

PLEASE INDICATE ANY ADDITIONAL OPTIONS YOU WOULD LIKE AVAILABLE FOR YOUR GROUP.

- () Team Challenge Course
 () We Need # _____ Instructors or # _____ hours (add \$20 per hour - per instructor)
- () Snack Shop & Gift Shop - This option will not be available unless you notify us at least 7 days prior to your arrival.
- () Use of Sound System in Chapel - \$100 per group (or you may bring your own)
- () Lifeguard - \$10 per hour per Lifeguard; Days and Times needed: _____
- () Swimming Pool is not available during these dates
- () Canoes (6 available), paddles, & life jackets

\$400 deposit is required to be sent in with this application to guarantee your reservations. This fee applies to your total cost **if** you leave the camp clean according to the guidelines included in these papers **and** a PBC Staff member makes an inspection before your departure. Balance is due prior to your check-out. **Make checks payable to Ponderosa Student Ministries.** Please complete, sign and return this agreement with your deposit within 2 weeks to guarantee your reservations. If approved, we will then sign and return a photocopy to you and/or contact you by Email with your confirmation.

Cancellations: Cancellations must be made **30 DAYS** prior to your reserved date for your deposit to be refunded. Cancellations **less than 30 days** will result in forfeit of deposit (**your Deposit becomes NON-REFUNDABLE and NON-TRANSFERRABLE**).

**** I have read all Rules, Regulations, and Clean-Up Check List included with this Application and I agree to abide by them:
I understand that I will be required to pay for any damages my group may make to camp property or recreation equipment.

***Applicant's Signature: _____ Title: _____ Date: _____

PBC Office Use: Permission is granted to the above Applicant to use Ponderosa Bible Camp according to the Rules and Regulations of this Agreement.

Date: _____ **Approved By:** _____
(Ponderosa Bible Camp Staff Signature)



Option #2 Group Provides Own Meals
 (You will need to bring all food, paper products, & condiments for your group,
 and clean the kitchen and dining hall after each meal.)

Name of Group: _____ Phone: (____) _____

Address: _____ City, State, Zip: _____

Name of person in charge: _____ # of people in group: _____

Email address: _____ Home Phone: _____

Home Address: _____ City, State, Zip: _____

Cell Phone: _____ Work Phone: _____

Date of Rental: _____ Arrival Time: _____ Departure Time: _____
 (See check-in and check-out rules)

Option #2

of days x Rate = Total x # of campers/leaders = **Housing Total**

_____ x \$15 = _____ x _____ = _____ \$ _____

_____ x \$10 = _____ x _____ = (# of daytime visitors/drop-ins) _____ = _____ \$ _____

\$10 x # of daytime visitors x (# of days visited) _____ \$ _____

Kitchen Rental Fee = \$5 x (# of people in group) _____ \$ _____

ADDITIONAL OPTIONS: Don't forget, each of these must be pre-requested!

Lifeguard: _____ x \$10/hour (Needed if swimming at the river. The pool will not be open during these dates) \$ _____
(# of hours)

Team Challenge Course with Instructor \$100 + _____ X \$20 \$ _____
(# of hours)

Use of PBC Sound System in Chapel = \$100 \$ _____

Other \$ _____

Grand Total: \$ _____

Subtract Deposit **IF** cleaning inspection is approved by PBC Staff Member before departure - \$ _____

Balance Due from group at Check-Out: \$ _____

Payment is due at time of check-out. Check or Credit Card accepted. Please bring payment with you.

Thanks,
 Jeff Nelson, Director
 Thomas Burnett, Staff
 Daryl Chavers, Staff
 Amelia Baxter, Reservations/Bookkeeper



Housing Options for Rental Groups

Please complete and return this with your Rental Application

Please check [] all cabins that you would like to use (*remember you will be required to clean all the cabins you use before you check out*):

TOWELS, SHEETS, LINENS, PILLOWS ARE NOT PROVIDED in any of the cabins.

Located nearest to the Dining Hall. Insulated but NOT Heated in winter.

- [] Cabin #1 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no heat or air.
- [] Cabin #2 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no heat or air.

Nestled among the trees just beyond the ball field. Insulated and heated in winter.

- [] Cabin #3 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no AC
- [] Cabin #4 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no AC.
- [] Cabin #5 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no AC.
- [] Cabin #6 - sleeps 13; all bunk beds, plus one single bed, traditional rustic cabin, private bath - 2 showers & 2 toilets, no AC.

Located upstairs in the Gym. Insulated and heated in winter. Locker Room-style bathrooms located downstairs.

- [] Cabin #7 - sleeps 23; all bunk beds, plus one single bed, dorm-room style cabin. Bathrooms downstairs.
- [] Cabin #8 - sleeps 17; all bunk beds, plus one single bed, dorm-room style cabin. Bathrooms downstairs.
- [] Loft bedroom - sleeps 4; 2 double beds, bathrooms downstairs, heated in winter. AC window unit in summer.

- [] Nurses Suite - Located in Dining Hall Building - bedroom with 2 twin beds, living area with 1 futon. Adjacent Infirmary area includes one bunk bed for sick campers, sink, & counter top refrigerator. Private bathroom w/ shower. You will need to bring your own first aid supplies and medications.

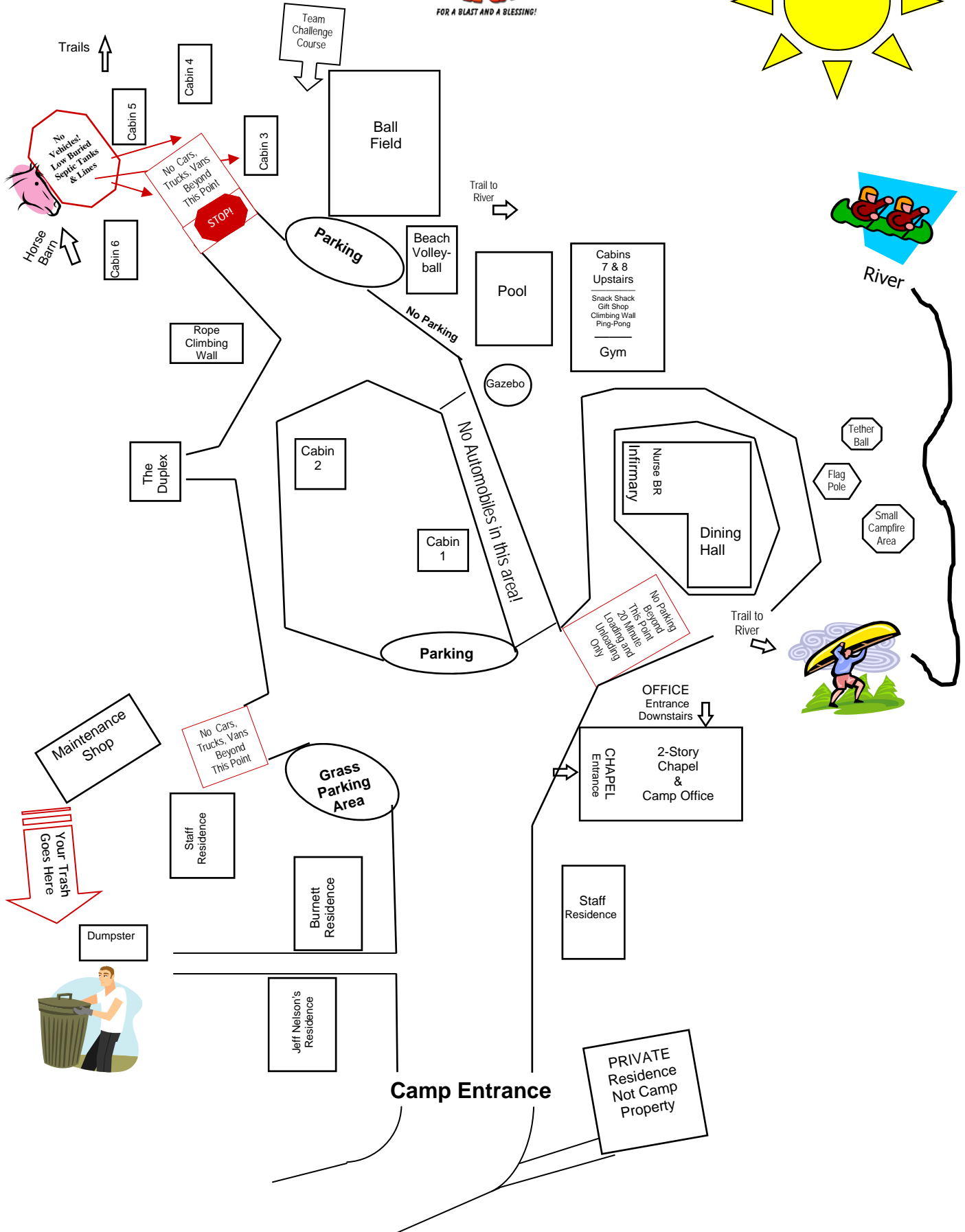
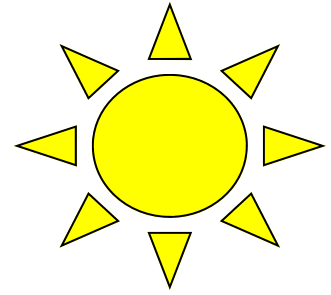
"The Duplex" - Small cabin located behind Cabin #2, nestled among the trees by itself. Great for adults. AC window units.

- [] Duplex - Left Side - small bedroom with 1 Full/Double bed and 1 bunk bed, private bathroom with shower/tub, heated in winter, sleeps 4 MAX.
- [] Duplex - Right Side - small bedroom with 1 Queen size bed, private bathroom with shower/tub, heated in winter, recliner, microwave, coffee pot, counter-top refrigerator, sleeps 2 MAX.

These rooms do NOT have interior connecting doors.






Thanks,
Jeff Nelson, Director
Thomas Burnett, Staff
Daryl Chavers, Staff
Amelia Baxter, Reservations/Bookkeeper

(Not to scale - These buildings cover approx. 40 of 88 acres)





RULES AND REGULATIONS FOR USE OF PONDEROSA BIBLE CAMP

- ◆ Applicant agrees to exercise the PRIVILIGES granted in this permit, subject to the Supervision of a representative of Ponderosa Student Ministries and Ponderosa Bible Camp.
 - ◆ Applicant understands that Ponderosa Bible Camp is a Smoke-Free Environment. Our insurance policy agreement Does Not Allow for any smoking in the buildings nor on the campgrounds. NO EXCEPTIONS!! If someone in your group needs to smoke they need to leave camp property. Smoking, Alcohol, profanity, or obscenity on the part of any group is Strictly Prohibited during your stay at camp. This applies to all rental groups and family reunions.
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- No Smoking!
- ◆ Applicant agrees to keep buildings and grounds CLEAN and in sanitary condition during their stay. It shall be the responsibility of the applicant to ensure that the buildings, grounds, equipment and facilities are all left in clean condition at the end of occupancy, according to the attached Clean-Up Check List. All trash must be placed in the dumpster before you check-out. Applicant shall be subject to a fine and/or loss of deposit if the Clean-Up Check List is not completed before departure.
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- ◆ Applicant agrees to advise all drivers before arriving that they must obey a 10 MPH Speed Limit when entering the camp entrance gate and when driving on camp property. **There are Resident Staff Children living/playing just inside the entrance gate year-round. Please enter with caution!**
 - ◆ Applicant shall be responsible for any cost of repairs/replacement due to damage of equipment, buildings, grounds, or recreation equipment. Please report any damage as soon as it happens.
 - ◆ Applicant shall and hereby does waive and release any and all Claims against Ponderosa Student Ministries and/or Ponderosa Bible Camp and its staff for any and all injuries, damages, loss, cost to person or property arising either directly or indirectly from the use of Ponderosa Bible Camp.
 - ◆ Applicant shall provide, during the use of the camp, a full-time "Camp Director/Group Leader" and such other personnel / chaperones as is necessary for the successful operation of the camp. Ponderosa Bible Camp recommends that you bring a Nurse, EMT or MD with your group.
 - ◆ THE POOL WILL BE CLOSED AND LOCKED FOR WINTER. PLEASE DO NOT ENTER THE POOL AREA (or climb the fence) FOR ANY REASON. **WARNING:** Your group will be fined **\$15,000** in the event the pool liner is torn due to throwing rocks over the fence and into the pool. Please do not let your campers throw anything over the fence or into the pool even if the pool is currently iced over.
 - ◆ All campers must be covered under some insurance policy. Applicant shall notify a camp representative immediately in case of accident or injury.
 - ◆ Applicant understands that no fires shall be started without permission of the Ponderosa Staff.
 - ◆ Applicant understands that a reasonable curfew should be enforced.
 - ◆ Applicant must obtain and bring with them a list of all the names and addresses of all campers and leaders utilizing this facility. A copy of this is required by the Health Department for our files.
 - ◆ Applicant must obtain and bring with them proper parental Medical Authorization on every child. This is absolutely necessary in treating any person under the age of 18 without delay.
 - ◆ Applicant understands that No Pets are allowed due to Health Department Regulations.
 - ◆ Applicant understands that the Camp phone is for emergency use only.
Please understand, we do not have phones available for your group.
Unfortunately, ONLY VERIZON cell phones get a signal on the camp property.
If you use another carrier, you will have to drive 1-mile off the camp property to get a signal.
Please inform your group (and their parents/family) before you arrive so that the parents back home will be prepared for this and we don't have frantic parents calling looking for your camper.
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CLEAN-UP CHECK LIST FOR ALL RENTAL GROUPS

Our camp rental fees **DO NOT** include cost of clean up. Each group is responsible to have the buildings and grounds clean and ready for the next group prior to checkout. **You will LOSE YOUR DEPOSIT if you leave the camp without completing these things.** **Please plan your schedule with 1-2 HOURS for cleaning as your final activity on the day of your departure.**

The following is a list of things that your group will need to do before leaving. Please bring this list with you so that you can make sure your group has completed each task before you check out. **Please allow time in your schedule to accomplish these tasks before departure.**

- () 1. Be sure everyone has all his or her belongings. Check under beds, on clothesline, around pool, etc. Articles left at camp will be given away if not called for within 2 weeks. Campers must pay any postage if we have to return something by mail.
- () 2. Wash out all sinks, toilets, and showers. Cleaning supplies are in each cabin and bathroom. Please ask for more if needed.
- () 3. Sweep and Mop floors of all buildings you used, including Dining Hall & Gym. Be sure to sweep under beds in the cabins. When sweeping and mopping Dining Hall place all benches upside down on top of tables. You may leave them on the table.
- () 4. Turn off all lights, fans or heaters in all buildings.
- () 5. Complete a final inspection of the grounds for any trash. Please place trash in proper containers. Then, **TAKE ALL YOUR TRASH & TRASH BAGS TO THE DUMPSTER BEFORE YOU LEAVE!** Please do not leave garbage outside dining hall, animals will get into it and leave a huge mess! The dumpster is located behind the maintenance/shop building near the staff residence.
- () 6. If you cooked for your group, make sure kitchen is clean; clean all stovetops, counters and sinks, mop kitchen & dining hall floor, **take all your trash to the dumpster.**
- () 7. Be sure stoves, dishwasher, Sound System, or any other equipment is OFF.
- () 8. Return all recreation equipment back where it belongs. In case of rain, **canoes must be brought out of water and placed upside down on rack at riverfront at the end of Each Day.** Life jackets should be hung on their rack at the end of each day.

If you have any questions regarding any of these clean-up requirements, or need additional cleaning supplies or trash bags, please ask a Ponderosa staff representative.

Please provide each of your leaders and chaperones a copy of this form so that they will know what is expected of them.

Thanks!

Jeff Nelson, Director

Thomas Burnett, Staff

Daryl Chavers, Staff

Amelia Baxter, Reservations/Bookkeeper