



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>

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:

If we “penciled you in” on our Rental Calendar, you must return the following paperwork and your Deposit of 10% or \$1,000 (whichever is greater) within 2 weeks from today or your 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 **90 DAYS** prior to your reserved date for your deposit to be refunded. Cancellations **less than 90 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 and Info for Groups

Checking in between May 21 - August 5

Ponderosa Bible Camp Provides All Meals

Balance Due before you check out. Please bring payment with you.

5-Day & 50-Person Minimum and Ponderosa provides the meals *or pay equivalent*.

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.

Rates:

- **\$33 per day/per person** (includes 3 meals per day - \$15 per person plus \$6 per meal per day—Prorated on arrival and departure date based on number of meals)
- **PLUS \$10 visitor's fee & \$6 per meal/per person for all Campers/"Visitors"/"Guests"/Drop-Ins who do not spend the night.**

Deposits must be sent in with your Rental Agreement/Application. This deposit applies to the total cost if you clean the camp properly using our "cleaning check list" and then have the camp inspected by Ponderosa Staff on the morning of your departure.

- \$1,000 minimum Deposit Required with Reservation, another 40% of balance will be due 90 Days prior to arrival date,
- 90-day notice of cancellation required for deposit to be refunded.

Regarding your meals:

A minimum of **7 days prior to your arrival**, camp must know the exact number of people in your group. Food will be purchased and you will be required to pay for this number of people even if you have cancellations! If you have additions after this time, there may not be enough food! Please let us know ASAP before your arrival of any additions and we will try to order more food. (We order from a food service company that only delivers twice a week).

- If anyone in your group has **special dietary needs** you must notify us a minimum of **7 days prior** to your arrival.
- If you would like **one meal to be considered "special" or a "banquet"**, you must notify us of the day and time of that meal a minimum of **7 days prior** to your arrival.

ADDITIONAL OPTIONS AVAILABLE (Must be requested at least 48 hours before you arrive.)

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

Other Notes:

- Use of facilities, gym, & chapel included.
- Swimming at the Pool and 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 all participants wear life jackets and have adult supervision by your group leaders.
- You should plan to bring your own LCD projector if you will 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.

What to Bring:

- **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. Feel free to make and bring "bank envelopes" for your campers. These can be stored in the Snack Shack and our cashiers can remove the exact amount as it is spent.
- A Verizon cell phone is the only one that will get a signal on our property. (Camp phone is available for emergency use only.) There are no pay-phones on the property.
- 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 for your group.
- **Payment is due before you leave. Bring payment with you. Check or Credit Card will be accepted.**

Planning your Schedule:

Please remember to allow 1 ½ - 2 hours in your schedule on your Departure Day for your group to clean the buildings and grounds that you used.



Rental Application and Agreement Groups checking in between May 21 - August 5 Meals provided by Ponderosa Bible Camp

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) (1pm or later) (month, day, year) (11am or earlier)

Check-In Time is 1:00pm Central Time or later.

Check-Out Time is 11:00am Central Time.

Please select Meal Times for your group and then plan your schedule accordingly:

The meal time schedule you choose will be the **same each day** of your stay. Please be on time for your meals.

These times are **CENTRAL TIME**, please plan accordingly! Circle one choice for each meal.

Breakfast: 8:00am or 8:30am
(circle one)

Lunch: 12:00pm or 12:30pm
(circle one)

Dinner: 5:30pm or 6:00pm
(circle one)

Any questions or **special dietary needs**, please contact our Food Service Coordinator at the office **7 days prior** to your arrival.

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)
- Hayride (minimum 20 people) - \$2.50 per person - (October thru March only) # of people _____
- Lifeguard - \$10 per hour/per Lifeguard; Days and Times needed: _____
- Swimming Pool
- Canoes (6 available), paddles, & life jackets

Swimming Pool Rules: You must hire a Ponderosa Staff Lifeguard to use our pool or swim in the river. \$10/hour/Lifeguard.

Deposits and Payments: \$1,000 deposit required with this application - another 40% of balance will be due 90 days prior to your arrival.

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 **90 DAYS** prior to your reserved date for your deposit to be refunded. Cancellations **less than 90 days** will result in forfeit of deposit (**your Deposit/Money paid 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)



Part 2 of Rental Application Housing Reservations

Please complete and return this with your 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 full size beds. bathrooms downstairs, heated in winter, window unit AC 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 extra adults.

- [] 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



Groups checking in between May 21—Aug 5
Meals provided by Ponderosa Bible Camp

Name of Group: _____ Phone: (____) _____

Address: _____ City, State, Zip: _____

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

Email address: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Home Address: _____ City, State, Zip: _____

Date of Rental: _____ Arrival Time: _____ Departure Time: _____
 (after 1pm CST) (before 11am CST)

of days x Rate = Total x # of campers/leaders = **Housing Total (50 person minimum May 21—Aug 5)**

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

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

of meals x \$6 = Total x # of campers/chaperones/"visitors" = **Meals Total (50 person minimum May 21—Aug 5)**

_____ x \$6 = \$ _____ x _____ = \$ _____

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

Lifeguard: _____ x \$10/hour x # of Lifeguards (swimming at pool and river at the same time requires 2 Lifeguards) \$ _____
 (# of hours)

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

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

Other (as listed on rental application) \$ _____

Grand Total: \$ _____

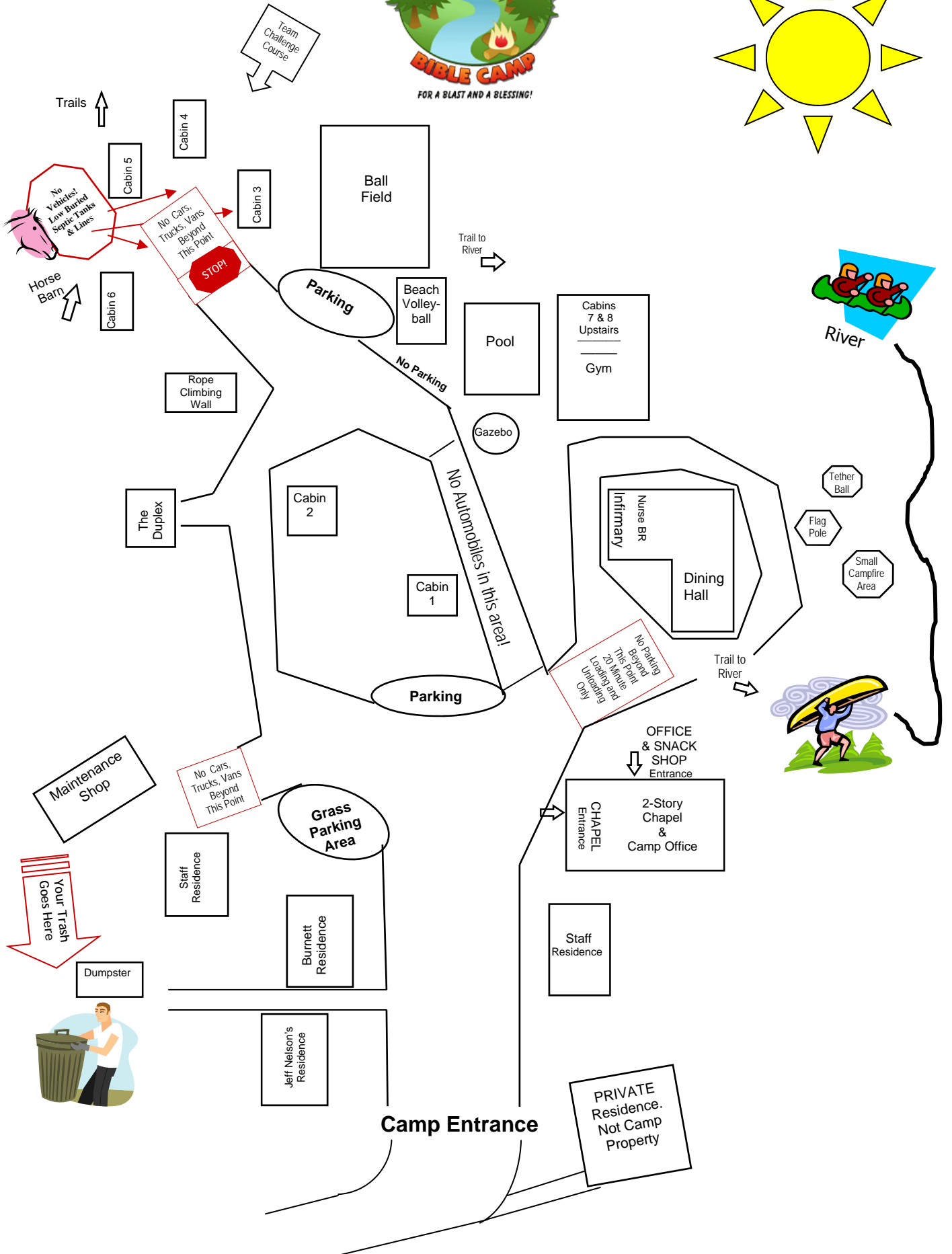
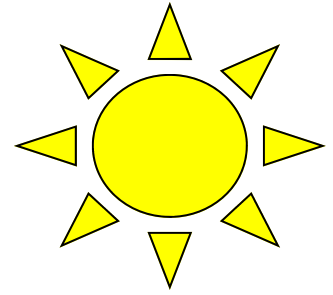
Amount Prepaid (Deposits) - \$ _____

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

Please bring balance of payment with you made payable to Ponderosa Student Ministries.
 Check or Credit Card will be accepted.

Thanks,
 Jeff Nelson, Director
 Thomas Burnett, Staff
 Daryl Chavers, Staff
 Amelia Baxter, Reservations/Bookkeeper
 (256) 634-4397

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



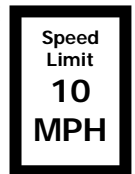


RULES AND REGULATIONS FOR USE OF PONDEROSA BIBLE CAMP

- ◆ Applicant agrees to exercise the PRIVILEGES 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.
- ◆ 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.
- ◆ 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.
- ◆ Applicant shall take proper steps to provide for the health and safety of campers and staff. A PBC Staff Lifeguard must be present to swim at the pool and/or at the river. Lifeguards are not necessary to canoe as long as all participants wear life jackets and there is an adult from your group chaperoning.
- ◆ 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 pay phones nor other phones available for your group. Unfortunately, ONLY VERIZON cell phones Get a signal on the camp property. If you need to 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.



No Smoking!





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 1½-2 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 the Gym. Be sure to sweep under beds in the cabins.
- () 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 residences.
- () 6. Be sure Sound System, or any other equipment you used is turned OFF.
- () 7. 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