

Invitation for Applications

CARETAKER SERVICES FOR CAMP LANE

Applications will be received by Phil Guyette, Parks Superintendent, at Lane County Parks, located at 3050 N Delta Hwy, Eugene, OR, 97408 until 5:00 p.m., March 15, 2010. Applications will be accepted for the following:

Caretaker Services for Camp Lane Organizational Camp

Lane County Parks is soliciting applications for supplying Lane County with Caretaker services for Camp Lane, a 15.6 acre organizational camp located 10 miles east of Mapleton on the Siuslaw River. The caretaker will be a contractor with the County, not a County employee. The application process is open to any qualified individual, legal entity, business, organization, or corporation with the knowledge and expertise to provide the services for the County. This notice is not to be construed as a contract or commitment of any kind.

Any interested parties must fill out and turn in the Caretaker Qualification Questionnaire included in the application documents to be considered. Interested parties may include resumes and letters of reference as well however neither are required to be considered.

Compensation is fixed and selection for the successful contractor will be based on qualifications.

Any questions concerning the application process, specifications, and/or instructions should be directed to Phil Guyette, Parks Superintendent, at 541.682.2000 or phil.k.guyette@co.lane.or.us. All applications must be received by 5:00 p.m., Monday, March 15, 2010.

Qualification Questionnaire

Camp Lane Caretaker



Name: _____

Mailing Address: _____

Telephone: _____ Home

_____ Work

Date available to begin work and occupy Concessionaire Service Area: _____

The remainder of this questionnaire relates to your work experience. Please complete one questionnaire for each employer, if the experience gained in that job relates to the Concessionaire duties. **Please make additional copies of this sheet as necessary.**

Employer: _____ Supervisor: _____

Dates Employed (Mo. /Yr.): From _____ To _____ Phone: _____

Position Held: _____ Reason for Leaving: _____

Type of Work	% Time Spent*	Describe Work Experience (Be Specific)
Group Camp/ Campground Management		
Public Contact/ Customer Service		
Janitorial		
Building/Grounds Maintenance		
Record-keeping of Fees/Cash Handling/ Use of Computer		
Security Experience		
Other Work Not Listed Above		

*Estimate the percentage of time spent on each of the types of work listed. The percent of time spent on any work other than that listed, goes at the bottom of the column. The percentages in this column must add up to 100%.

**Lane County Parks
Camp Lane Caretaker Agreement**

THIS AGREEMENT is entered into by and between LANE COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as COUNTY, and XXXXXXXXXXXX, hereinafter referred to as CONTRACTOR.

Recitals

A. COUNTY has determined that it is in the best interest of Lane County and the general public to allow a private contractor to provide camp management and caretaker services at Camp Lane; and

B. CONTRACTOR possesses the particular ability, knowledge, and experience to provide such services.

Agreements

IT IS HEREBY AGREED:

1. RESIDENCE: CONTRACTOR shall establish and maintain permanent residence in the caretaker's quarters at Camp Lane provided by COUNTY during the term of this agreement. Periods of absence should be scheduled in the off-season (November through April) or when the camp is unoccupied. Periods of absence of up to two days are allowed if provision is made for performance of caretaker's duties and notification is given to the Park Rangers. Periods of absence greater than two days will require prior approval of the Parks Superintendent.

CONTRACTOR shall maintain residence and surrounding area in a neat and orderly fashion as acceptable to COUNTY. CONTRACTOR shall be responsible for minor, routine repairs to residence. No major repairs, alterations, or improvements may be made without prior written approval of COUNTY, which shall not be unreasonably withheld. All damages, other than ordinary wear and tear, to COUNTY property caused by CONTRACTOR, shall be fully repaired in a manner satisfactory to COUNTY.

CONTRACTOR may not erect storage sheds nor store personal property such as construction materials, recreational vehicles, boats, etc. without prior written approval of COUNTY, which shall not be unreasonably withheld.

CONTRACTOR may not engage in any commercial activity, including the display of advertising materials, signs, billboards etc. without prior written approval of COUNTY.

CONTRACTOR must maintain personal telephone service at caretaker's residence during the term of this agreement. COUNTY shall provide water, sewer, garbage disposal services, and telephone service for park related correspondences. All other utilities shall be the responsibility of CONTRACTOR.

CONTRACTOR shall have all licenses and permits necessary to perform the contract.

2. CAMP MANAGER DUTIES: CONTRACTOR is responsible for supervising camp activities in accordance with the procedures contained in Exhibit B and F.

CONTRACTOR or their employees shall be on duty at all times when the camp is occupied. CONTRACTOR'S employees must be pre-approved by the parks staff, be responsible and experienced in all phases of camp operations, and be housed in the caretaker's residence. In addition, CONTRACTOR'S employees must be included on CONTRACTOR'S general liability insurance policy and be provided worker's compensation insurance during the time they are working at the camp.

CONTRACTOR shall provide assistance and information to the public and at all times shall act in a manner that promotes a positive image of the COUNTY. CONTRACTOR is responsible for obtaining compliance with camp and safety rules. CONTRACTOR is responsible for notification of Parks staff and/or law enforcement officers in cases of serious rule violations, which jeopardize public health and safety. CONTRACTOR is also responsible for notification in cases of damage to County or personal property, or personal injury.

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CONTRACTOR shall provide such reports and keep such accounts, as the COUNTY shall require. COUNTY shall have the right to audit CONTRACTOR'S records.

3. CARETAKER DUTIES: CONTRACTOR is responsible for providing, within the service area defined in Exhibit A, the specific camp duties described in Exhibit B and the specific maintenance duties described in Exhibit C at the frequencies and times indicated.

CONTRACTOR shall, at all times perform such duties in a safe manner. Disregard of standard safety practices shall constitute inadequate contract performance and be subject to the provisions of Section 4.

CONTRACTOR shall comply with all terms and conditions of this agreement, including all terms and conditions of the attached exhibits.

4. PERFORMANCE OF DUTIES: COUNTY may take the following measures to ensure adequate performance of CONTRACTOR'S duties and responsibilities:

a. To guarantee compliance with the terms of this agreement, CONTRACTOR shall provide a performance bond in the form of a \$1,000.00 check, payable solely to Lane County, with interest accruing to CONTRACTOR.

b. COUNTY shall regularly inspect area surrounding residence and service area to ensure performance of duties and compliance with standards and shall inform CONTRACTOR of any deficiencies which shall be immediately corrected by CONTRACTOR. Failure of COUNTY to object to the violation by CONTRACTOR of any of the terms or conditions of this agreement shall not be deemed a waiver by COUNTY of a subsequent similar breach or of COUNTY'S right to demand strict performance by CONTRACTOR of the provisions of this agreement.

c. Serious or repeated performance deficiencies may result in reductions in the amount due CONTRACTOR under the terms of this agreement, or entitle COUNTY to all or a portion of the Time Certificate.

d. Consistent failure to abide by the terms of this agreement may result in its termination as provided in Section 14.

5. ASSIGNMENT: The rights and duties contained in this agreement may not be assigned by the CONTRACTOR to third parties. This shall not be construed to mean that CONTRACTOR may not on an occasional and temporary basis employ persons to perform CONTRACTOR'S duties in CONTRACTOR'S absence.

6. ADDITIONAL EMPLOYMENT: Nothing in this agreement prohibits CONTRACTOR from engaging in additional employment as long as such employment does not conflict with the performance of duties and responsibilities required by this agreement. CONTRACTOR shall give COUNTY written notice of any such additional employment and duties.

7. PERSONAL PROPERTY: An inventory of all COUNTY owned property located at Camp Lane is contained in Exhibit D. This inventory shall be updated annually. COUNTY accepts no responsibility for damage or loss of any personal property of CONTRACTOR.

8. LIABILITY: The performance of this contract is at CONTRACTOR'S sole risk. The service or services to be rendered under this contract are those of an independent CONTRACTOR who is not an officer, employee, or agent of the COUNTY as those terms are used in ORS 30.265. Notwithstanding the Oregon Tort Claims Act or provisions of any other contract, CONTRACTOR is acting as and assumes liability of an independent contractor as to any claims between COUNTY and CONTRACTOR. CONTRACTOR is solely liable for any workers' compensation coverage; social security, unemployment insurance or retirement payments; and federal or state taxes due as a result of payments under this contract. Any subcontractor hired by the CONTRACTOR shall be similarly responsible

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9. The CONTRACTOR agrees to indemnify, defend, and hold Lane County, its Commissioners, agents, officers, and employees harmless from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from or arising out of the activities of, or failure to perform by CONTRACTOR or its officers, employees, subcontractors, or agents under this contract.

10. INSURANCE: CONTRACTOR will comply with applicable provisions of the Contract Insurance Requirements as indicated in Exhibit E.

As evidence of the insurance coverages required by this contract, the CONTRACTOR shall furnish a certificate of insurance to: Lane County Parks, Attn: Public Works Analyst, 3050 N Delta Hwy, Eugene, Oregon, 97408. The certificate will specify parties who are Additional Insured and must include a notice provision regarding cancellations. Included as Additional Insured: Lane County, its commissioners, agents, officers, and employees with respects to the activities performed under this contract. Insurance coverages required under this contract shall be obtained from insurance companies authorized to do business in the State of Oregon. If CONTRACTOR is self-insured under the laws of the State of Oregon, CONTRACTOR shall provide appropriate declarations of coverage.

CONTRACTOR shall not cancel, materially change, or not renew insurance coverages. CONTRACTOR shall notify Lane County Risk Manager, 125 East 8th Avenue, Eugene, Oregon, 97401, of any material reduction or exhaustion of aggregate limits. Should any policy be cancelled before final payment by Lane County to CONTRACTOR, and should CONTRACTOR fail to immediately procure other insurance as specified, COUNTY reserves the right to procure such insurance and to deduct the cost thereof from any sum due CONTRACTOR under this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full guaranteed period, and should the CONTRACTOR fail to immediately procure such insurance as specified, COUNTY reserves the right to procure such insurance and to charge the cost thereof to CONTRACTOR.

Responsibility for payment of damages: Nothing contained in these insurance requirements is to be construed as limiting the extent of CONTRACTOR'S responsibility for payment of damages resulting from CONTRACTOR'S operation under this contract.

The CONTRACTOR, its subcontractors, if any and all employees working under this contract are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide Worker's Compensation coverage for all their subject workers or be exempt under ORS 656.126.

11. GENERAL PROVISIONS: In the performance of this agreement, it is understood and agreed that:

- a. CONTRACTOR is not currently employed by COUNTY and will not be under the direct control of COUNTY;
- b. CONTRACTOR will not be eligible for any Federal Social Security, State Worker's Compensation, unemployment insurance, or Public Employees Retirement System benefits from this contract payment;
- c. COUNTY will report the total amount of all payments to CONTRACTOR, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of Revenue regulations;
- d. By execution of this contract, CONTRACTOR certifies under penalty of perjury that:
 - aa. To the best of CONTRACTOR'S knowledge, CONTRACTOR is not in violation of any tax laws described in ORS 305.380(4); and
 - bb. CONTRACTOR has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.
- e. The applicable provisions of the Lane Manual setting forth standard provisions for public contractors (LM 21.130) are hereby incorporated by reference as if fully set herein.

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12. ATTACHMENTS: This agreement is subject to Exhibits A through F attached hereto and incorporated by reference as if fully set forth herein.

13. No amendment or modifications to this agreement shall be effective unless made in writing, signed and executed by both parties.

14. The parties may jointly agree to terminate this contract and upon the terms of such termination. The COUNTY may terminate this contract at any time for any reason or for no reason with no liability on its part, except to pay for services previously provided by giving CONTRACTOR thirty days (30) written notice.

Within thirty days (30) after written notice of termination, CONTRACTOR shall yield up the caretaker's residence in as good an order and condition as when CONTRACTOR first entered the same, ordinary wear and tear expected. CONTRACTOR shall remove all personal property. If the CONTRACTOR fails to remove all such property within the aforementioned period, such property shall become the property of the COUNTY; however, CONTRACTOR shall remain liable for the cost of removal and for any necessary site renovation. In addition, all COUNTY property must be returned to COUNTY during this period.

All requirements of this section must be met before COUNTY will release any final payments due CONTRACTOR.

15. WAIVER: Failure of the COUNTY to enforce any provision of the contract shall not constitute a waiver or relinquishment by the COUNTY of the right to such performance in the future nor of the right to enforce that or any other provision of this contract.

16. SEVERABILITY: If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

17. PAYMENT: The COUNTY shall not be obligated to pay any amount greater than that stated below

January through April	\$800.00 per month
May through October	\$1000.00 per month
November through December	\$800.00 per month

18. TERM OF AGREEMENT: This agreement shall be effective upon execution and continue in force until December 31, 2011. This agreement may be extended for one additional year upon mutual agreement of both the COUNTY and CONTRACTOR and in writing.

CONTRACTOR

LANE COUNTY, OREGON

By: _____

By: _____

Jeff R. Spartz
County Administrator

Title: _____

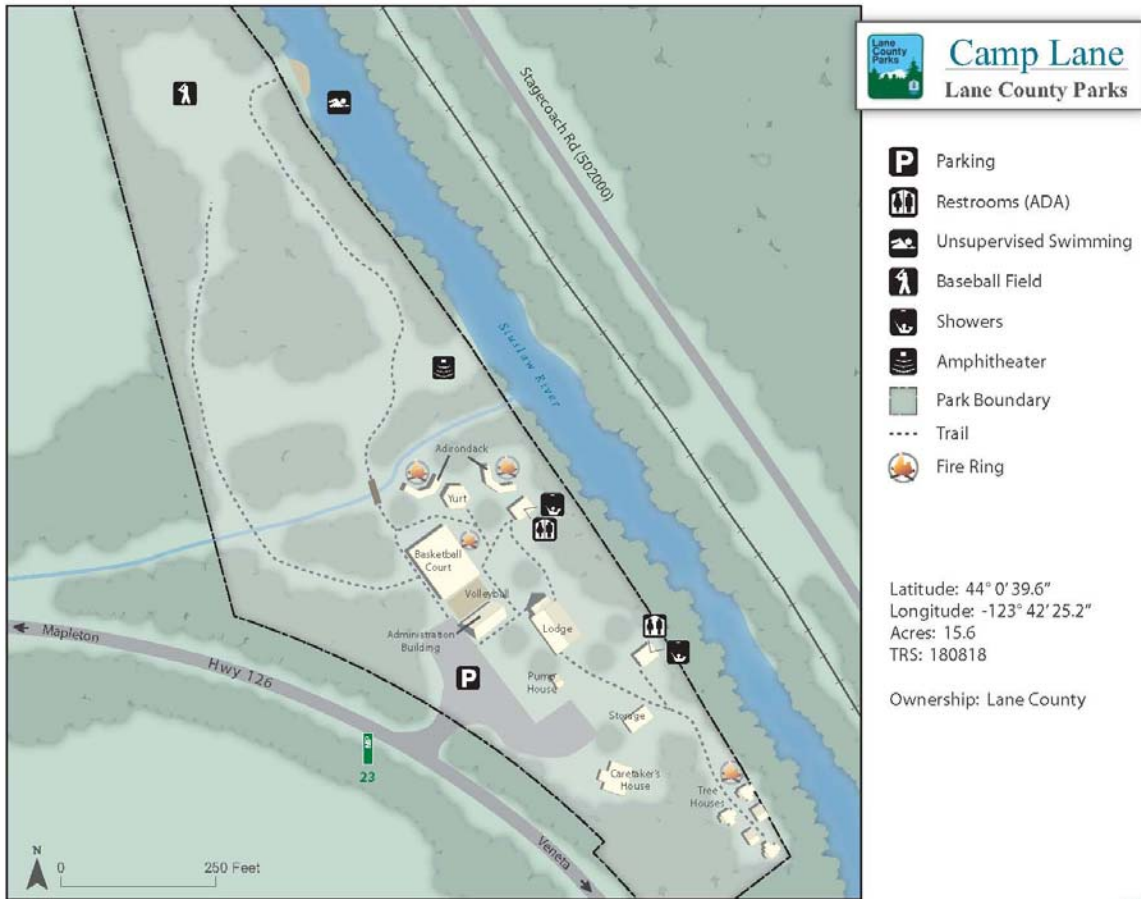
Date: _____

Address: _____

Business ID #: _____

Date: _____

Camp Lane Caretaker Agreement Service Area



**Camp Lane Caretaker Agreement
Camp Duties**

Rental Supervision

1. Provide orientation and issue information packets when renters arrive.
2. Put "Camp in Session" sign up and keep up until camp concludes.
3. Issue mattresses and check-in mattresses, noting condition on departure.
4. Issue wristbands to guests that were not included in original count provided by group.
5. Ensure that all day and overnight guests wear wristbands.
6. Inspect comfort stations, kitchen, and dining halls for adequate sanitation and compliance with health regulations. Inspect remainder of camp for adequate housekeeping.
7. Enforce fire safety procedures and camp rules and regulations; regulate parking.
8. Pick up camp mail by 11:00 a.m. and deliver mail to camp director, allow patrons to use phone in emergencies; take phone messages, when possible.
9. Keep all supplies used in camp operation (towels, toilet tissue, grill bricks, dishwasher soap, cleaning supplies, can liners, etc.) available to renters.
10. Ensure that all appliances and equipment are operating properly.
11. Enforce Camp Lane rules and regulations as outlined in Exhibit F.

Departure/Billing

1. Obtain accurate attendance sheet, accounting for all persons including visitors, for reservation period.
2. Inspect entire camp for damages or inadequate clean up.
3. Send attendance sheet and any information regarding additional charges to the Parks Office for billing.

**Camp Lane Caretaker Agreement
Maintenance Duties**

CAMP LANE

Camp Lane is currently in use from May 1 through October 31 annually. During this time, routine janitorial duties throughout the camp are to be performed by rental groups under the general supervision of the Camp Caretaker. The duties listed below are those to be performed by the Camp Caretaker. In addition, the Camp Caretaker is responsible for clean up in those cases where clean up by a rental group is inadequate.

Comfort Stations

CONTRACTOR shall sanitize toilets twice per day and showers once per day when the camp is in use.

Kitchen/Dining Hall/A-frame

CONTRACTOR shall wash windows every two weeks and thoroughly clean, including scrubbing floors, wall, counters, stoves and appliances at the beginning and end of the season.

Sleeping Quarters

CONTRACTOR shall vacuum once per month and thoroughly clean at the beginning and end of the season.

Sewage Plant

CONTRACTOR shall operate plant according to posted procedures at Camp Lane. Enter flow data into log daily and monitor PH level in irrigation basin. Clean plant daily.

Potable Water

CONTRACTOR shall test water daily to maintain proper chloric levels.

Gate

CONTRACTOR at each rental group's discretion can keep gate open or closed. If gate is closed, it will not be locked for emergencies purposes.

Garbage

CONTRACTOR shall check all receptacles daily when camp is in use. Empty and reline as necessary (at least once per week).

Irrigation

CONTRACTOR shall maintain regular schedule of irrigation and periodically check the operation of irrigation equipment.

Repairs

CONTRACTOR shall make all minor repairs (i.e. plugged sewer lines), which need immediate attention.

Major repairs and non-critical minor repairs shall be the responsibility of the COUNTY.

Supplies

CONTRACTOR shall see that the mattresses are kept clean and stacked neatly and will maintain heat lamps in mattress room for constant operation. Keep supply rooms neat and orderly. Monitor inventory and order supplies periodically (at least twice per year). Inventory wood supply and restock as necessary.

Patrol

Spring and Summer Season (5/1 - 10/31) - CONTRACTOR shall make a security check of entire service area while locking gate and comfort station. CONTRACTOR shall ensure that all gates and doors are locked. CONTRACTOR shall report emergency situations to the Park Ranger and/or law enforcement officers as appropriate. Non-emergency situations shall be reported to the Park Ranger.

Winter Season (11/1 - 4/30) - CONTRACTOR shall perform a weekly patrol at minimum and report damage, vandalism, and break-ins to Park Ranger. During the weekly patrol, CONTRACTOR shall perform general litter pick-up of the park. CONTRACTOR will be allowed to have periods of absence greater than two days with prior approval from Parks Superintendent.

Lawn Mowing and Maintenance

CONTRACTOR shall mow and edge the lawn and ball fields once per week in the spring and fall and as needed in the summer. Mowing and/or weed eating as required keeping grass at less than 4” in height. Equipment shall be provided and maintained by COUNTY.

Leaf Pick Up

CONTRACTOR shall pick up leaves as necessary in the fall.

General Clean Up

CONTRACTOR shall cleanup windfall and debris in the fall, winter, and spring as needed. CONTRACTOR shall check comfort station roof drains once per month and clean as necessary.

SUPPLEMENTAL DUTIES AT LINSLAW AND AUSTA PARKS

Litter

Litter shall be picked up at the minimum frequency described below. COUNTY will provide garbage bags for litter pick up.

Linslaw Park

Summer Season (5/1 – 10/31)	Twice Daily
Winter Season (11/1 – 4/30)	Once Daily

Austa Park

Year-Round	Once a Week
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Flush Toilet

The flush toilet at Linslaw Park shall be cleaned, sanitized, and restocked at the minimum frequency described above. CONTRACTOR may, at his/her discretion, increase the frequency of cleaning.

**Camp Lane Caretaker Agreement
County Property Inventory**

Wheelbarrow (2)
Shop Vac
Aluminum Ladder
Fire Extinguisher in Mobile Home
GE Electric Range
GE Dishwasher
GE Refrigerator
Stihl Gas Leaf Blower
Pipe Vise
Leaf Rake (2)
Tine Rake
Pitch Fork
Scoop Shovel
Mop Bucket (2)
Washer in Lodge
Dryer in Lodge
Quasar Microwave
5/8" Hose behind Comfort Station (2)
Mole Trap (4)
Sewer Testing Kits (1)
Toilet Snake (1)
Metal Desk and Chair in A-Frame
Filing Cabinet in A-Frame
Telephone Answering Machine
Telephone (2)
30-Cup Coffee Maker
Fax Machine
6' Fiber Glass Step Ladder
8' Fiber Glass Step Ladder
12' Aluminum Step Ladder
24' Fiber Glass Extension Ladder
Chest Freezer (in tool shed)
Water Dispenser (1)
Echo Weed eater (1)
John Deere Mower
John Deere Trailer
8' Trailer
Refrigerator
Upright Freezer
Generator
Chlorine Test Kit
Ice Machine

INSURANCE COVERAGES REQUIRED

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of Lane County as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

X **COMPREHENSIVE COMMERCIAL GENERAL LIABILITY** insurance including personal injury, bodily injury and property damage with limits as specified below. The insurance shall include:

<i>COVERAGES</i>	<i>LIMITS</i>
<input type="checkbox"/> Explosion & Collapse	<input type="checkbox"/> \$2 million per occurrence
<input type="checkbox"/> Underground Hazard	<input checked="" type="checkbox"/> Oregon Tort Claim limits currently at \$1 million combined single limit per accident or occurrence; \$2 million all claimants per accident or occurrence (aggregate)
<input type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> Other
<input type="checkbox"/> Contractual Liability	
<input type="checkbox"/> Broad Form Property Damage	
<input type="checkbox"/> Owners' & Contractors' Protective	

FORM All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this must be reviewed by the Risk Manager. All claims-made forms must have tail coverage and the prior approval of Risk Manager. Submit a complete copy of claims-made policies and endorsements with the certificate of insurance.

X **AUTOMOBILE LIABILITY** insurance comprehensive form with limits as specified below. The coverage shall include owned, hired and non-owned automobiles and include Lane County and its divisions, its commissioners, officers, agent, and employees as additional insureds.

LIMITS

- \$2 million combined single limit per accident for bodily injury and property damage
- Not less than the Oregon Tort Claims limits
 - \$1 million combined single limit per accident or occurrence
 - \$2 million all claimants per accident or occurrence (aggregate)

PROFESSIONAL LIABILITY insurance – with limits not less than \$1 million per occurrence.

POLLUTION LIABILITY INSURANCE – with limits not less than \$1 million per occurrence.

X **ADDITIONAL INSURED CLAUSE** The general and auto liability insurance coverage's required for performance of this contract shall be endorsed to name Lane County and its divisions, its commissioners, officers, agents and employees as additional insureds on any insurance policies required herein with respect to Provider's activities being performed under the Contract. The additional insureds must be named as an additional insured by endorsement, and the policy must be endorsed to show cancellation notices to the Lane County department who originated the contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

X **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employers' Liability coverage.

EMPLOYER'S LIABILITY Limits of \$500,000.

BUILDER'S RISK insurance special form. Limits to be the value of the contract or \$_____.

FIDELITY BOND covering the activities of any person, named or unnamed, responsible for collection and expenditures of funds. Limit \$_____ per employee.

Any questions concerning insurance and indemnity should be directed to Lane County Risk Management at 541-682-4392.

Camp Lane Information and Regulations

General Information

Camp Lane is nestled in 15 wooded acres on the bank of the Siuslaw River. It is located on Highway 126, 42 miles west of Eugene and 24 miles east of Florence. The camp is owned and operated by Lane County Parks and is available for use by organizations and groups for recreational, educational and social programs. The camp cannot be used for commercial purposes. Camping is by reservation only.

A. Facilities Provided by Camp Lane

Facilities currently available for your use include:

1. A rustic log lodge
 - 30 ft. by 50 ft. dining room with fireplace and seating for 160 people.
 - Modern kitchen with restaurant equipment, dishes, and utensils necessary for food preparation.
 - Cook's quarters with sleeping accommodations for 8-10 people, including a full bathroom.
2. Camp Headquarters (A-frame)
 - Office with telephone - for emergencies only.
 - Lounge/meeting room with fireplace.
 - Infirmary and nurse's quarters.
 - Staff quarters with sleeping accommodations for 20-25 people, including two full bathrooms.
3. Five tree house structures with a capacity of 12 people per structure.
4. Two Adirondacks (three-sided shelters) with a capacity of 20 people per shelter with 10 bunk beds each.
5. A Yurt with bunk beds that will accommodate up to 12 people.
6. Two comfort buildings with restrooms, dressing rooms, and showers to serve the people using the Tree houses, Yurt, and Adirondacks.
7. The following recreation areas: two play fields, lighted covered multi-use court (with equipment to play basketball), sand volleyball court, horseshoe pits, tetherball poles, a sandy beach area by the river, and trails throughout the site.
8. Outdoor fire-pit with seating for approximately 150 people.
9. Outdoor Amphitheater with seating for 80 people.

Facilities of the entire camp are available to renters with the exception of the area around the Camp Caretaker's residence and maintenance areas. Rental of the camp includes electricity, water, garbage pick-up, basic restroom and kitchen supplies, cots and mattresses.

Maximum Capacity

Sanitary facilities and public health regulations limit the number of persons on the premises at any one time to 160. This includes campers, staff, and visitors.

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Mattresses

Mattresses are provided and will be checked out to you upon arrival and checked back in upon departure. Please arrange specific check out and check in times with the Camp Caretaker.

B. Supplies and Services Provided by the Renter

It is the renter's responsibility to comply with Federal, State, County, or municipal laws and regulations applicable to organizational camps. Renting organizations need to provide adequate camp staff, food, medical and program supplies, and bedding and kitchen supplies not provided by Camp Lane. Storage is limited at the camp. No supplies, including firewood, may be delivered prior to check-in time unless an exception is granted by the Camp Caretaker.

Emergencies

Renters should have emergency procedures established for handling injuries and conducting an evacuation in case of fire. The renter's medical personnel are responsible for requesting ambulance or paramedic services. The Camp Caretaker will provide you with information concerning fire alarms and fire fighting equipment.

Clean-up

During camp, facilities shall be kept clean. The renter shall maintain and leave the camp in as clean and operable a condition as when the camp was entered by the renter. Clean-up at the end of the renter's stay shall include each item listed on the "Departure Day Clean-up" sheets provided upon arrival at the camp. The standard of cleanup, which is acceptable, shall be determined by the Camp Caretaker.

C. Firewood

Native firewood may not be cut at the camp. Renters are welcome to bring their own supply or may purchase firewood from the Camp Caretaker.

D. Mail

Deposit outgoing mail in the mailbox by the A-frame no later than 11:00 a.m. Incoming mail will be delivered to the camp director or to the kitchen in the lodge as soon as it is sorted.

E. Telephone

There is a phone at Camp Lane that can be used by groups for the duration of their stay for \$15.00, which includes local calling access. No collect calls can be accepted and all long-distance calls must be collect, charged to your home phone or charged to your credit card. Incoming calls concerning emergency situations, such as illness, injuries, death in the family, etc. will be accepted by the Camp Caretaker.

F. Vehicles & Parking

Due to the limited parking available and the need to retain a cleared emergency lane at all times, a maximum of 30 cars will be allowed in the marked spaces. Reserved spaces are for the Camp Caretaker's use. A limited number of trailers and campers will be allowed (no hook-ups are available) if arranged with the Camp Caretaker prior to arrival.

G. Bottled Drinking Water

Groups can purchase 5-gallon bottled drinking water at a set price for each container. Price of per container is set at the beginning of each year and groups will need to inquire about the price for a

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given year. When making your reservation please inform the Parks Office of how many containers you would like in order to have them available.

General Rules

A. Alcohol and Drugs

The possession and use of alcoholic beverages and illegal drugs is not allowed at Camp Lane.

B. Fire Prevention

Open fires are allowed only in the outdoor fire-pits. During periods of high fire danger, all fires will be prohibited. Candles, fuel lamps and other flames shall not be permitted in the sleeping quarters. Smoking is not permitted in any buildings.

C. General Safety

The river can be hazardous for swimmers. No unsupervised swimming or water play for persons under 17 years of age unless supervised by an adult 18 years or older.

Dogs (except seeing-eye dogs) and other pets are not allowed at camp.

Temporary outlets and extension cords are not allowed.

For their safety, sleepwalkers should be assigned to the lower units and those farthest from the river and Turner Creek.

D. Other

- Please use only tape to post camp notices and signs.
- Games should be scheduled in the sand area, unless otherwise approved by the Camp Caretaker. Due to our irrigation system being turned on overnight, campers may not set up tents on the lawn or sleep on the lawn, unless approved in specific areas by the Camp Caretaker.

Rental Information

Fees

The minimum rate for the camp is **\$430.00** per day, which includes the first 50 people who stay either overnight or just for the day. Additional visitors will be charged \$9.00 per person for overnight use and \$5.00 per person for day use. Persons under two years of age will not be charged. All guests are required to wear a wristband during the reservation period to ensure access to the property. Wristbands will be supplied by the County. Check out time is 12:00 p.m. If your group is not out of the park by 12:00 p.m. on the last day of your event, you will be charged the **\$430.00** minimum per day fee for that day. Check in time is 2:00 p.m. Friday and Saturday will only be reserved as consecutive days. That is, if you want to reserve either Friday or Saturday you must reserve the entire weekend, both Friday and Saturday. An attendance sheet, accounting for all persons including visitors and latecomers must be filled out daily. The Camp Manager retains the right to establish the daily head count.

Deposit

Camp Lane is available by advanced reservation only. A **\$430.00** deposit is required to confirm a reservation. **Please make checks payable to Lane County Parks.** The deposit will be kept in trust by Lane County and will be applied to the charges incurred by the renting organization, including but not limited to, rental charge, breakage, loss of equipment, repairs required due to damage caused by the renter, and clean-up costs due to inadequate clean-up by the renter.

Refunds

All but \$50.00 of the deposit will be refunded if reservation cancellations are made at least 60 days before a scheduled event. If a reservation is canceled within 60 days of a scheduled event, the entire deposit will be retained by the County. No shows will be billed for all days reserved. Late arrivals will be billed as well, i.e. if you reserved three days in a row and don't show up until the second day you will still be billed for the first day.

Insurance Requirements

General liability insurance in the amount of \$500,000 aggregate is required. The proof of insurance must be received in the Parks office no later than 60 days prior to the event date. The insurance policy insures the renter against liability claims.

Billing

An invoice will be prepared after the renter's event and will be mailed to the designated group representative. The **\$430.00** deposit will be applied to the total charges. **The final payment is due within ten (10) working days upon receipt of the invoice.**

Reservations

Use of Camp Lane is by reservation only. Camp Lane is available for use from May 1 through October 31. The Camp Caretaker are the official representative of Lane County and have authority to inspect facilities at all times, to interpret regulations, to judge the acceptability of sanitation and clean-up, and to determine the manner in which charges shall be assessed.

If you have any questions, would like further information or to make a reservation, contact Lane County Parks at: 3050 N Delta Hwy, Eugene, OR 97408, 541.682.2000 or laneparks@co.lane.or.us.