

**MILLSTONE 4-H Center
-Facilities Use Agreement-**

Please fill out in duplicate. Sign and return both copies to the address below. We will return one copy to you as confirmation of the dates. A deposit of 50% is required with any rental (non-refundable). 4-H reserves the right to utilize facilities to its fullest potential to maximize usage.

Millstone 4-H Center
1040 Mallard Drive
Ellerbe, NC 28338
Gene Shutt
(910) 652-6388

N.C. 4-H CAMPING
Box 7606
or NC State University
208 Ricks Hall
Raleigh NC 27695-7606
919/515-3244

1. Name of Group: _____
 Person in Charge (attending with group): _____
 Address: _____ Phone: _____
 City: _____ State : _____ Zip: _____
2. Purpose of Event: _____
3. Choice of Dates: 1st _____ 2nd _____
4. Time Arriving: _____ Departing: _____
5. EXPECTED ATTENDANCE: Men & Boys _____ Women & Girls _____

Please be conservative in your estimate. If there is a decrease in the expected attendance, the Resident Manager must be notified at least 3-Days before arrival or the group is obligated to pay 50% of the difference from the total number indicated above, plus the full amount for those who attend.

6. Meals desired:

DATE	# breakfasts	# lunches	# dinners
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. For the meals requested above: (Check One)

Do you plan to cook your own? _____

Do you want camp to provide cook and foodstuffs? _____

Please check below for any other needs you have:

Use of dining hall? _____

Use of kitchen -- (a) to cook in _____ (b) to use cooler only _____

Please contact the Center director at (910) 652-5905, to ask about other arrangements for your group.

8. Sleeping facilities desired:

_____ Number of cabins requested _____ Staff house

(Maximum overnight capacity is 150 youth)

Cabins are assigned according to numbers in your group. We have a total of 14 cabins with a capacity of 12 youth each. Please check with the Center director or resident manager upon your arrival to see which cabins are yours. During the non-summer months the staff house can accommodate 14 additional persons.

Please note: linens and pillows are not furnished by the Center.

9. Aquatic facilities desired:

___ Swimming Pool (June-August) Times needed _____ Date _____

___ Canoes (April-October) Times needed _____ Date _____

NOTE: TWO CERTIFIED LIFEGUARDS MUST BE PROVIDED BY THE GROUP AND BE PRESENT DURING ALL AQUATIC ACTIVITIES OF THE GROUP (Center staff may be hired by the Group to lifeguard, if available.)

RATES FOR THE USE OF MILLSTONE 4-H Center

All rates are subject to change with 60 days notice to group applicants. 4-H Camping will determine the rates for your group and return a copy for your approval.

Your Costs

1. FACILITIES -

Ropes course (without instructor)	\$ 50.00/day
Ropes course (with instructor)	\$ 10.00/hour
Dining Hall (without meal)	\$ 75.00/day
Pool (Lifeguard must be present)	\$ 75.00/day
Kitchen-for preparation of meals	\$150.00/day
Recreation Hall	\$ 50.00/day
Canoes and Paddle Boats	(to be determined)
Stable for horses per horse	\$ 5.00/day
Shaving's for horses	(to be determined)
Range	\$50.00/day

2. STAFF - Groups requiring Center staff during an off-work day (if they are available) will be expected to pay \$10 per hour (instructors and lifeguards for pool, etc.) Please contact the resident manager immediately if staff is needed.

3. CABIN LODGING PER PERSON-

CABINS:	One night:	Two or more nights:
Non-4-H groups	\$12.00/night	\$10.00
4-H groups	\$ 5.00/night	\$ 4.00

(Lodging group minimum per day (\$75.00), per weekend (\$100.00))

4. STAFF HOUSE LODGING PER PERSON -

Non 4-H groups	\$15.00/night
4-H groups	\$10.00/night

5. MEALS PER PERSON- (served family or buffet style)

Breakfast: \$4.00	Lunch: \$5.	Dinner : \$6.00
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6. COMPANY AND CHURCH PICNICS - price per person to be determined by the Resident Manager depending upon facilities used and numbers involved.

7. FACILITY MAINTENANCE FEE-

Day Use Only:	\$ 1.00 additional per person
Overnight:	\$ 2.50 additional per person
Weekend:	\$ 5.00 additional per person
Weekly:	\$10.00 additional per person

NON-DISCRIMINATION POLICY

The Center is dedicated to equal opportunity, and does not condone unlawful discrimination on the basis of race, color, national origin, religion, age, sex, or disability. Disabled persons who wish to participate in Center activities may contact the Director or Resident Manager regarding reasonable accommodations.

LIABILITY RELEASE AND INDEMNIFICATION

I acknowledge that my use of the Center and its facilities and services involves potential risks, including the possibility of injury, death, or property loss due to negligence or other causes. Aquatic activities in particular are inherently dangerous. As part of the consideration for being allowed by North Carolina State University and the Center to use the Center facilities and services, and as an authorized representative and agent of the Group and all its members, I agree that the Group as well as me personally shall assume legal responsibility for all acts and omissions of, and risks to, members, agents, and guests of the Group.

FURTHERMORE, I agree to indemnify and hold harmless the 4-H Youth Development program, 4-H employees and agents and North Carolina State University, its trustees, officers, employees, and agents from any and all negligence, claims, damages, and liability arising from or related to activities of the Group and its members, agents, and guests while they are at the Center. I am an authorized representative of the Group. I hereby accept the terms of this Facilities Use Agreement, including the Center Regulations (Attachment A), the Cleaning Agreement (Attachment B), and the Liability Release and Indemnification, on behalf of the Group.

Signature: _____ Printed name: _____
Organization: _____ Date: _____

N.C. 4-H Camps Authorization:

_____ Date: _____

Name: _____

Title: _____

Recommended:

_____ Date _____
Project Coordinator

Attachment A

REGULATIONS - CONCERNING THE USE OF MILLSTONE 4-H Center

Groups using the facilities at the 4-H Center are responsible for adhering to the following rules:

1. If a facility reservation is canceled, the Director or Resident Manager must be notified 30 days in advance. If not, a cancellation fee of 50% will be assessed.

If there is a decrease in expected attendance, the Director must be notified 30 days before arrival, or the group is obligated to pay 50% of the difference from the contracted number, in addition to full payment for those who attend.

2. The person submitting the application must arrive in advance of the group to register with the Director or his representative and to help in the registration and orientation of the group upon arrival, as well as a facility walk-through. This same person is responsible for the facilities and the conduct of the group.

3. A charge will be made for damage to or loss of equipment (unless determined as normal wear). Groups are responsible for leaving the Center clean and in order. Please read carefully the enclosed cleaning agreement. You will be billed for clean-up and other maintenance items incurred during your visit according to the fee schedule in the cleaning contract.

4. Swimming and canoeing is permitted when:

- a. The Group provides 2 currently certified American Red Cross Lifeguards to be on hand and responsible at each activity.
- b. Life jackets are worn while in canoes - no exceptions.
- c. Group is responsible for leaving canoes on racks, trailer or returned to storage area, paddles and life jackets stored.
- d. Swimming is permitted in the swimming pool only.
- e. The Center Director, and in his absence, the Resident Manager, will halt any activity that they consider to be unsafe.

5. Parking is permitted in the parking lot only. Cars will not be permitted on the grass or around buildings, they cannot be driven to the cabins!

6. No pets are allowed at the Center.

7. Phones - Messages will be taken for those staying at the Center; however, due to the large area to be covered, these messages are delivered to the individual responsible for the Group. Calls may be made on phones in the Center - one is in the back of the kitchen, the other is in the Staff House (for use by those living in the Staff House only). Calls should be made collect or credit card.

8. Meals - mealtimes are at 8:00 a.m., 12:00 noon, and 6:00 p.m. if prepared by the Center. Please make a strong effort to stick to these times. If you are not the only Group eating, the times are not flexible. Special menus may be worked out in advance if you have a large Group.
9. Unless special arrangements are made in advance, rental Groups are responsible for all program, staffing and food service.
10. No alcohol or illegal drugs are permitted on the premises.
11. All Groups are responsible for their own first aid needs.
12. The Staff House is the summer home for staff and the winter storage for equipment; therefore, it is usually not available. Special arrangements must be made with the Resident Manager.
13. ALL GROUPS ARE RESPONSIBLE FOR LEAVING ALL FACILITIES CLEAN AND TRASH PLACED IN THE DUMPSTER.