

**2009 - SERVICE AGREEMENT**

**POTTER'S RANCH MISSION STATEMENT:** *Potter's Ranch exists to promote the Kingdom of God and the life principles contained in the Bible, with Christ as our example.*

**A. GENERAL INFORMATION**

Read carefully, and fill in requested information. Make a copy for your records and return the original to Potter's Ranch.

Church, Organization, Association, Individual: \_\_\_\_\_  
Name of Group Coordinator: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_  
Church/Work Phone: \_\_\_\_\_ Date(s) desired \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Church or Business Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Street City State Zip

Purposes or objectives of your visit at Potter's Ranch: \_\_\_\_\_

Referred by: \_\_\_\_\_

Arrival time at Ranch: \_\_\_\_\_ Date/Time Departure time from Ranch: \_\_\_\_\_ Date/Time

Age and makeup of group: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_  
(please bring enclosed attendee list with you)

**PLEASE COMPLETE WORKSHEET AND ATTACH TO THIS AGREEMENT**

**SERVICES REQUESTED:**  Cedar Cabin(s)  Pioneer Village Cabin(s)  Settlers' Cabin  Cedar Cabin Package (24+)  
 Pioneer Cabin Package (24+)  Two night with activity package  Lodge/Fellowship Hall  Lower Level Pioneer Cabin  
 \*Meal(s)  Bev. Bar  Tipi Village Area  Shady Grove Picnic Area  Hayride  Trail Rides   
Horseanship Lessons  Corporate RCC Program  Non-Profit RCC Program  Sagebrush Arena  Amphitheater   
Cedars Pavilion  Tower of Power  Zip Line  Pottery Presentation  Fishing  Volleyball  Horseshoes   
Frisbee Golf  Softball  Noah's Ark Inflatable  ATV Rides  Sea-Doo Rides  Paintball  Archery  BB guns  
 Other

**\*Note: Food Service – minimum group size of 12 @ Fellowship Lodge, minimum group size of 20 @ Pioneer Village**

**B. AGREEMENT**

We agree to the following:

1. We understand that the non-refundable, non-transferable deposit listed on the Agreement must be paid by the date indicated to officially reserve dates.
2. Our group is responsible to contact Potter's Ranch **7 days** prior to our arrival to provide an accurate number of guests for meals and **30 days** prior to confirm number of cabins desired. We will be responsible for payment of 100% of the original anticipated number if we do not contact Potter's Ranch with final numbers in the above time frame.
3. We will follow the Ranch's basic schedule unless informed otherwise.
4. We understand that we cannot expect to bring more than our reserved housing units allow, unless it is approved in advance by Potter's Ranch.
5. We understand that our group will be responsible for damage or loss of Ranch property.
6. We agree to the terms of the Potter's Ranch Contract.
7. I have read and agree to the Doctrinal Statement and the Rental Procedures of Potter's Ranch which are on the back of this sheet.
8. **We agree that Potter's Ranch has the right to refuse services to any person or group whose activities or practices violate or contravene the doctrinal statement, principles, policies or procedures of Potter's Ranch, as determined by Potter's Ranch. Such refusal of service may take place during the course of a person or group's stay at Potter's Ranch and may include, in the case of a serious violation as determined by Potter's Ranch, a request to leave the ranch premises. If the person or group refuses the request to leave the premises, the person or group's remaining on the premises shall be deemed a trespass as a matter of law. A refund for unused and prepaid lodging will be issued.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Group Coordinator)

## POTTER'S RANCH SERVICE AGREEMENT -CONTINUED

1. **DOCTRINAL STATEMENT:** We believe in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and conduct; the Triune God-Father, Son, and Holy Spirit; the deity of the Lord Jesus Christ, His substitutionary atonement for sin, His bodily resurrection, and His personal, visible return to earth to reign in righteousness and glory; the Person of the Holy Spirit and His work of conviction, regeneration, and sanctification, who indwells every believer, equipping them with gifts for service and witness; the necessity of new birth, in salvation by faith in Jesus Christ alone, and the importance of life fully committed to the will of God in Christ; and the church as the one universal body of Christ who is the Head, called to be God's redeemed people.
2. **TENTATIVE DATES:** Tentative dates will be held for ten days and after that time Potter's Ranch has the right to give the date(s) to another group if we have not heard back with a completed Service Agreement, Worksheet and deposit within that time frame.
3. **DEPOSITS/CANCELLATIONS:** A \$50 **non-refundable** deposit is required to confirm your reservations. This **non-refundable, non-transferable** deposit may be deducted from the amount due at the end of your rental time. In the event you must cancel, you will forfeit the total deposit amount of \$50.00. **If you cancel within 30 days of your event, you will be responsible to pay for cabins you rented @ 100% of the current cabin rental fees. If you cancel the fellowship lodge within 30 days of your event, you will be responsible for 100% of the lodge fee. If you cancel within the last 7 days of your event you will be responsible for 100% of cabin and meal fees. You will be responsible for any scheduled optional activities @ 50%.**
4. **GROUP NUMBER RESPONSIBILITY:** An approximate number of persons attending your overnight rental shall be provided at the time of your booking and the number of cabins desired (1 to 4). **Cabins** - Thirty (30) days prior to event you will be responsible for contacting Potter's Ranch with the final number of cabins desired. After that date, group will be required to pay 100% of rental cost of cabins they have reserved (which we were unable to rent,) even if number of cabins needed is less than number requested. **Meals** - Seven (7) days prior to the event you will be responsible to contact Potter's Ranch with the final number for guest meals. If we are not given a final number you will be responsible for 100% of number given on contract, or actual number attending if number of guests exceeds number on contract.
5. **LODGE RENTAL:** A lodge rental fee is applicable for all groups using the Fellowship Lodge. The only exception being a group staying in the cabins whose only use of the lodge would be meals, in which case Potter's Ranch has the right to reserve the Lodge for another group for meals, seminars, meetings, etc.
6. **PAYMENT:** Any balance due must be paid upon arrival. Please present cash or check, **we do not accept credit cards.**
7. **INSURANCE:** Potter's Ranch does not provide any form of health or accident insurance should an injury occur. There is no obligation for Potter's Ranch to pay for any medical expenses related to such an injury.
8. **ALCOHOL/DRUGS/TOBACCO/FIREARMS/FIREWORKS:** Alcohol, non-prescription drugs, firearms, or fireworks shall not be brought onto the Ranch property. Smoking and tobacco use is not permitted on the property.
9. **HOST/ORIENTATION:** Upon arrival, a Ranch host will greet you, get you settled, and present a basic Ranch orientation to your entire group. They will be available to you to care for your needs.
10. **SCHEDULE:** Potter's Ranch maintains a basic schedule. Cabin check-in is 4:00 pm and check-out is 12:00 noon. Breakfast is served at 8:00 am and lunch at 12:00 noon. Any changes to this schedule must be approved by Potter's Ranch prior to arrival at the facility.
11. **MEDICAL RELEASES:** Medical release forms must be provided to each person 17 years old or under, attending without at least one parent. Forms are provided with your contract package and will need to be turned in to your Ranch host upon arrival.
12. **SOUND SYSTEMS:** Personal sound systems/radios/musical instruments may be used only in your group's meeting room or housing in order to respect others at the Ranch. Please respect others by keeping the noise level in your meeting rooms at a reasonable level.
13. **LODGING:** Adult supervision must be provided for each cabin or Tipi Village unit where youth age 17 or under are lodged, and these supervisors must be responsible for their conduct. Visiting of opposite genders in the sleeping units, except for families, is not permitted. Group coordinator(s) are responsible for assigning individual lodging in the cabins they are assigned. Potter's Ranch reserves the right to assign and/or reassign housing and meeting rooms.
14. **CURFEW:** Although Potter's Ranch sets no curfew for groups, we ask that quiet be maintained in the cabin and Tipi Village areas between 10:00 p.m. and 8:00 a.m. Gates open at 7:45 a.m. and close at 5:00 p.m.
15. **PETS:** No pets of any kind, except for seeing-eye dogs, shall be brought onto the Ranch property.
16. **CLEANING FEES/DAMAGES:** Potter's Ranch reserves the right to assess a cleaning fee and/or damage fee if necessary. A \$50.00 fee will automatically be charged for any fire extinguisher intentionally misfired. Guests are responsible for damages due to carelessness or abuse.
17. **RECREATIONAL VEHICLES:** Motorcycles, Go Carts, off road equipment, ATV's, and boats are not permitted for use on Ranch property.
18. **PERSONAL RESIDENCES/SERVICE AND WORKSHOP BUILDINGS AND RANCH VEHICLES:** Are not available for guest or visitor use.
19. **WAIVER OF LIABILITY:** All participants must sign a general release of liability, in the form provided by Potter's Ranch, prior to entering on the property. A parent or other custodial party must sign on behalf of a minor participant.