



## 2011 - SERVICE AGREEMENT

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 30 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 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. **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 for 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.
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.