**KEEN STATE COLLEGE CAMP PROCEDURES**

**DATE OF EVENT:** ___________________

1.) Schedule the facility through the Scheduling Office (Student Center, third floor) at least two weeks prior to the event.
   
a. **You may not bring your own alcohol to the College Camp.** All groups planning to have alcohol at their event must employ a caterer with a State of New Hampshire liquor license and must also complete the KSC Alcohol Function Agreement Form.
   
b. If catering services are provided, the Catering Function Form must be completed.
   
   Caterer Name: ________________________
   
   Telephone: ________________________
   
c. Organizations/groups may be required to present proof of liability insurance (as outlined in the Facility Use Agreement) depending on the number of people expected and/or the nature of the event.

2.) The requester of the facility must be responsible to pick up the College Camp Key at the Information Desk in the Atrium of the Student Center. For your convenience, the key can be picked up one (1) day prior to the event and **MUST BE RETURNED TO THE INFORMATION DESK BY THE CLOSE OF BUSINESS THE DAY AFTER THE EVENT.** However, access to the camp is limited to the date scheduled. This includes any set-up and breakdown. Failure to comply with this condition may result in the loss of College Camp privileges.

3.) Some organizations/groups will be expected to pay a facility deposit and usage rental fee for the KSC Camp. The deposit is required upon reservation of the camp and final payment is due 3 weeks prior to the event. No refunds are issued if cancelled within four weeks of the event.

4.) When using the College Camp, you are required to complete the following tasks at the end of your event including cleaning up after your event.

   - **Turn off Lights**
   - **Lock windows and doors**
   - **Return furnishings to original location – including outside picnic tables**
   - **Itemize and report damage done to the premises**
   - **Place bottles, cans and paper in the blue recycling bins – DO NOT PUT IN THE DUMPSTER**
   - **Shut All Windows**
   - **Clean coals out of grills into ash bucket**
   - **Return folding tables and chairs to the closet and/or porch**
   - **Empty trash from barrels into the OUTSIDE DUMPSTER**
5.) Absolutely no parking is allowed on the open field on the south side of Page Court. Requestor is liable for any damage and/or theft of property for the duration of the event.

6.) Requestor is liable for repair or replacement of any damage and/or theft of property for the duration of their event. These charges to be determined by KSC staff.

7.) KSC College Camp is used on a daily basis; any equipment or supplies brought in for a function must be removed at the conclusion of the function, including but not limited to tables, chairs, tents, portable restrooms, etc.

8.) The KSC Camp is located in a residential neighborhood so all events and music must end no later than 10pm.

RELEASE-HOLD HARMLESS AND INDEMNITY AGREEMENT

I, ___________________________ in consideration for permission to use the Keen State College Camp facilities and in full recognition and understanding of the hazards and dangers inherent in using this facility (including the waterfront areas) do hereby agree: a) to assume all risks and responsibilities involved in using the college camp facilities b) for myself and my heirs, to release and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages I may have due to personal injury, death, or property damages, whether or not the result of negligent acts or omissions on the part of Keene State college or any of its trustees, officers and employees, arising from my participation in this event, c) to defend, indemnify, and hold harmless Keene State College, its trustees, officers, agents, and employees, from and against all claims, demands, actions, and causes of action for damages sustained or incurred by anyone other than me due to personal injury, property damage or death, whether or not result of negligent acts or omissions on the part of Keene State College or any of its trustees, officers and employees, arising from my participation in this event; d) in the event that User’s use of the facility under the terms of this agreement causes damages to property of Keene State College, user agrees to indemnify the College for such loss.

KEENE STATE COLLEGE CAMP DISCLAIMER

Keene State College will not be held responsible by any person or group for hazardous events, accidents or mishaps at the College Camp facility. The facility is rented or permission is given to use the facilities “as is.” THE COLLEGE DOES NOT PROVIDE LIFEGUARD SERVICES – ALL SWIMMING AND WATER ACTIVITIES ARE AT YOUR OWN RISK. In addition to the guidelines on the Scheduling Form, I have read and agree to abide by the regulations and information specified above.

__________________________________________
Requester’s Name, printed

__________________________________________
Requester’s Signature

__________________________________________
Date

__________________________________________
Date

Please follow through on your responsibilities to ensure future use. Thank you for your cooperation.

Revised 9/12