



Written Agreement

Contract Between AdventureServe Ministries & Church
For a Group Experience in the Home Repair Program the Week of Date

Registration Date: Date

Section A. Administrative Details

1. Costs & Payment Schedule

We understand the following payment policies and agree that:

\$335.00 per participant is payable to AdventureServe Ministries. The participant fee will be charged per individual **regardless of the amount of time that individual spends on the experience.**

AdventureServe Ministries will bill the Church for the cost of the experience:

- The **first payment** of **\$50.00 per person** (based on the estimated number of participants) is due with the registration form.
- The **second payment** of **\$100.00 per person** is due by date[B1][R2][R3]
- The **final payment**, which consists of the remaining balance per person, is due by date[B4]. Any change to the number of participants will be reconciled with this final payment.

A late fee of \$100.00 will be charged for **each payment** not received by its listed due date.

If additional activities are requested which are provided by partner organizations, additional fees will be negotiated with the group leader and added into the cost of the experience (such as ropes course, white water rafting, etc.) Additional fees that arise after the final payment will be billed immediately.

An optional cleaning fee of \$200 will be charged if the group leader opts out of completing the cleaning checklist upon departure (applicable only to groups staying on AdventureServe grounds). The group leader must notify AdventureServe a month prior to trip if the cleaning fee option is chosen.

2. Cancellation Policy

We understand the following terms of cancellation and agree that:

The cancellation policy applies equally to any cancellation on behalf of CHURCH NAME, regardless of the circumstances that necessitate it.

The **first payment is both non-refundable and non-transferable**, regardless of the date of cancellation.

Both the **second payment and the final payment are non-refundable**; However, in the event that CHURCH NAME decides to cancel its scheduled experience and notifies AdventureServe Ministries of this desire to cancel **28 days prior to the first day of the experience**, the second and final payments are transferable toward the final payment of an experience within the next calendar year.

AdventureServe Ministries reserves the right to cancel any experience up to two weeks prior to the date it begins, giving full refund of any payments made as of the date of cancellation.

Only the Executive Director of AdventureServe Ministries can grant exceptions to the cancellation policy.

3. Changes to Registration

We understand the following policies and agree that:

The number of participants indicated on the registration form is the original estimated number of participants. The number of participants may change at will until 28 days prior to the first day of the experience. After this time, any changes must be approved by AdventureServe.

The minimum number of participants for CHURCH NAME is 12. If the final number of participants falls below this minimum number, CHURCH NAME must pay for the full price/person for 12 participants (unless granted special permission by AdventureServe).

The final number of participants must be communicated to AdventureServe Ministries no later than 28 days prior to the first day of the experience.

Provided that all applicable terms of this document have been satisfied, AdventureServe Ministries will issue a refund for any overpayment CHURCH NAME has made for its group experience. **Any such refund will be made after the actual experience** and only after the credit balance has been applied against any additional charges that might occur during the experience.

Requests for a change to the registered experience (e.g. week, program, wilderness activity) **must be communicated to AdventureServe Ministries no later than 28 days prior to the first day of the experience. If you are changing a worksite level or amount of worksites that must be communicated 42 days prior to the first day of the experience.** Any changes made after this time will result in a \$50 fee.

Section B. Division of Responsibility

1. Nature of the Relationship

We understand and agree that:

AdventureServe Ministries has been hired by the group's leader, and therefore by CHURCH NAME, to facilitate a group experience. In this sense, AdventureServe Ministries is a "sub-contractor" who works for CHURCH NAME and its group's leader.

In hiring AdventureServe Ministries, both the leader and CHURCH NAME agree to the safety protocols that are built into the experience in the forms of established rules, regulations, and physical procedures. General rules governing the entire experience will be communicated to the group's leader. These rules include, among other things, adherence to all federal, state, county, and city laws, as well as park/campground regulations. These rules also require participants to follow the safety policies of any specific activity as they are communicated by the AdventureServe Ministries staff at later points in the experience.

The group's leader will assume primary parental guardianship of any minor for the duration of the trip. He/she, not AdventureServe Ministries, will act in place of the parents (*in loco parentis*) throughout the experience.

As primary parental guardian, the group's leader is responsible for enforcing **all** AdventureServe Ministries regulations. As a result, the leader is also responsible for any necessary discipline of the youth in cases when rules or regulations are being or have been fractured.

As primary parental guardian, the group's leader is ultimately responsible for the safety, care, and well-being of the group and its members. If at any time the leader feels that the safety, medical, or disciplinary structure provided as part of the experience is inadequate, he/she has the duty and authority to request additional safety, medical, or disciplinary measures from AdventureServe Ministries. These additional measures can include added rules and/or added physical procedures.

2. AdventureServe Ministries Responsibilities

*We understand and agree that AdventureServe Ministries will provide the following **prior to the experience**:*

Written materials for trip preparation and personal communication from the Program Director to the groups. Selection and coordination with each service organization. Reservation arrangements for any adventure activities.

*We understand and agree that AdventureServe Ministries will provide the following **during the experience**:*

- Lodging, including sleeping quarters, bathrooms, kitchen/cooking location, cookware, dinnerware, and miscellaneous cleaning supplies required for maintaining reasonable accommodations (trash bags, dishwashing soap, bleach, sponges, etc.) for groups staying on AdventureServe grounds. If the group is choosing to camp, general camping equipment is provided, including tents or tarps for lodging, stoves, lanterns, propane fuel, etc. Bedding is not provided.
- All meals during the programming period will be provided.
- A minimum of two staff members will be assigned to your group and will be physically present for the majority of the experience. Summer staff members receive training and pass proficiency tests in procedures required to perform in the field. At minimum, at least one of the staff will have current First Aid and CPR certifications. For programs with more intensive wilderness activities, Wilderness First Aid Certification (or a greater certification) will be held.
- Accident insurance for each participant that covers up to \$3000 per incident per person. Also special illness insurance (for sudden-onset illnesses) for each participant that covers up to \$1000 per incident per person, with each coverage lasting the duration of the experience.
- Equipment, preparation and supervision of any AdventureServe directed activities.
- An orientation to general rules and procedures at the beginning of the experience.

- First Aid supplies.
- Set-up and facilitation of, and equipment for, any included wilderness or program activity except white water rafting and ropes course. White water rafting and ropes course will be led and supervised by a separate company.
- An orientation to general rules and procedures at the beginning of the experience, as well as an orientation to any special rules at the beginning of each wilderness or program activity.

3. CHURCH NAME Responsibilities

We understand and agree that **CHURCH NAME** will provide the following **prior to the experience**:

A completed **Participant Information & Liability Release** form for **each youth or adult participant**, due upon arrival.

Timely communication of **all** requested information, including payments, group analysis forms, and responses to specific inquiries from the Program Director.

We understand and agree that **CHURCH NAME** will provide the following **during the experience**:

All transportation of its participants, including cases of non-ambulatory emergency.

- At least one adult participant for every seven youth participants. If there is at least one female youth, at least one female chaperone is required; if there is at least one male youth, at least one male chaperone is required.

If Home Repair or Disaster Relief:

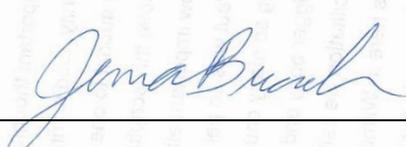
- All construction tools for the worksites, based on the tool list provided in pre-trip communication.
- We recommend that there is someone from your group with CPR and First Aid Certification **at each worksite** (while our staff are certified, they may not always be located at the worksite; for example, they may be picking up materials).
- A chaperone with professional construction experience for each Level Four worksite. This adult is required to discuss the project with the Home Repair Director prior to the trip and then to oversee its completion during the experience.

Section C. Acceptance of Terms

The presence of the appropriate signatures below indicates that all pages of this document have been accepted and understood by the represented organizations.

Senior Pastor _____ Date _____
CHURCH NAME

Trip Leader _____ Date _____
CHURCH NAME

Program Director _____ Date _____
 AdventureServe Ministries 

Executive Director _____ Date _____
 AdventureServe Ministries 