

Facilities Agreement Form

Kickapoo Ranch and Retreat Center

Kickapoo Road at Joseph Road

30670 Joseph Road

Hockley, Texas 77447-6173

Primary Phone: 713-828-4474

On-site Phone: 936-931-3849

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Please find listed below the conditions for use of facilities at Kickapoo Ranch and Retreat Center, which must be agreed to by any person or organization desiring to rent the facilities at Kickapoo Ranch.

1. Rental is for use of facilities only. Each group is responsible for their own programs, speakers, supplies, etc. If you have any requests as far as set up of meeting rooms, etc., please contact the Ranch in writing at least two weeks prior to arrival. Please include name and phone number of contact person.
2. Arrival and departure dates and times will be specifically stated on your "statement".
3. A minimum of 20% non-refundable/non-transferable deposit plus this signed agreement is required to confirm any reservation.
4. Balance is due before departure unless other arrangements are made at the time of reservation.
5. Meals are not included in rental fee unless specifically specified. You may cook your own, or we will provide meals at an additional cost. There is a Kitchen Usage Fee if you do your own cooking. Designate which you prefer when you make your reservation. There will be a notation on your statement as to which you prefer. Please check your statement carefully so there is no confusion.
6. There must be officially designated by each group one person who is to be the person responsible for the group during their stay. This person will meet with a representative of the Ranch management upon the group's arrival. This person should meet with a representative of the Ranch management again just before departure. There will be a representative of the Ranch available to this person throughout your stay.
7. Not included in rental fee:
 - Towels, washcloths, and personal hygiene items
 - Sheets, pillows, and pillowcases.
 - Kitchen Usage Fee: Applicable if you are using kitchen.
 - Cost for lifeguard if you desire to use the pool.
8. All motorized vehicles must be parked and remain parked in the designated parking area during your stay unless written permission is given by Ranch management otherwise.
9. It is agreed that Kickapoo Ranch and Retreat Center and/or its staff, management, or owners will not be held liable or responsible in the event of accident or injury to anyone in your group during your stay. That everyone in your group agrees to this condition, and that permission slips for this event will include this fact.
10. No smoking is allowed in any building, and only in designated areas on the Ranch, and by no one under the age of 18 years.
11. Absolutely no drugs, alcohol, or firearms allowed.
12. Chapel is to be used for prayer, reflection, and services only. Please no drinks or food at any time in the Chapel.

13. Fishing is permitted in the Pond, but all fish must be released back into the pond. You must bring your own equipment.*
14. No swimming in the pond.*
15. If you choose to use the pool,
 - A certified lifeguard must be on duty at any time the swimming pool is in use by anyone of any age. Cost for the lifeguard is not included in the facility use fee. You may furnish your own, or at your request, for an additional fee, we will hire one for you. Need for a lifeguard must be determined at the time of reservation. Please check your deposit statement that it is accurate.
 - Due to the fact that it is a small shallow in ground play pool, there is to be no running, "horseplay" or diving.
16. For Youth/Children retreats/camps/events/etc.:
 - Youth or child is understood to mean anyone under the age of 18 years.
 - Due to the size and nature of Kickapoo Ranch, all youth/children activities must have a minimum ratio of one adult for every ten youth/children attending activity. For the safety of the youth, we must insist that this ratio be maintained for the entire time the youth are at the Ranch.
 - Lake area must be adult supervised at any time it is being used by youth or children.*
17. Any damages done to facilities or grounds will be repaired and the cost will be billed directly to the renter and payable upon receipt. Additionally, a damage deposit will be required in the future if this group should choose to rent Ranch facilities again.
18. There will be no food or drinks allowed in any bunkroom, and no gum allowed anywhere on the Ranch.
19. All facilities used must be left in reasonably the same condition in which they were found upon arrival. All trash should be placed in trashcans located throughout the property. All equipment or furnishings used should be returned to its original location.

I have read the conditions for the use of facilities at Kickapoo Ranch and Retreat Center and I understand and agree to abide by all terms and conditions.

Arrival Day/Date/Time _____ Departure Day/Date/Time _____

Total Number of persons expected: _____ Youth or Adults? _____ Male, Female or Coed? _____

Number of meals to be included per person: _____ Specifically: _____

Lifeguard will be needed: Yes No Group providing lifeguard: Yes No Ranch to provide Lifeguard: Yes No

Signature of Renter: _____ Print Name of Renter _____

Name of Group/Church/School _____ Today's Date: _____

Address _____ Phone: _____

(Date Received by KRRC _____ . Tax exemption form on file? Yes no)

* Please Note: Please check ahead for availability.