



# CONFERENCE RULES

*(Please take the time to read and initial each rule. Initial on the line next to each rule as you read all rules, and return with the signed Conference Agreement)*

1. \_\_\_\_\_ If there are any exceptions or additions to those stipulated in this contract, they must be in writing and approved by both parties to this agreement with signature of authorized Old Oak Ranch representative and authorized applicant representative, and attached to this contract as supplement. Special needs and/or services must be arranged prior to beginning date of conference.
2. \_\_\_\_\_ Group Leader must submit "Group Update/Final Count" form at least **2 (two) weeks prior** to conference date.
3. \_\_\_\_\_ ALL GROUPS MUST SUPPLY THEIR OWN MEDIC (CPR, AED, and First Aid Certified) AND FIRST AID SUPPLIES! The medic must record in the Medic's Log every person who seeks his or her assistance. (State Health Regulations).
4. \_\_\_\_\_ The contracting group must furnish people to set up the dining hall before meals and to clean up after meals. ALL GROUPS MUST SUPPLY THEIR OWN DINING HALL DIRECTOR!
5. \_\_\_\_\_ **The Group Leader MUST be the FIRST TO ARRIVE at Old Oak Ranch. No group members will be allowed on Old Oak Ranch property before group leadership arrives. All campers will be asked to leave OOR property for the safety of Old Oak Ranch and the sponsoring organization.**
6. \_\_\_\_\_ Group leader MUST stop at OOR business office upon arrival for special instructions, documents, and to establish billing and payment arrangements
7. \_\_\_\_\_ **Contracting Group agrees to share rights to the campgrounds unless exclusive use rights apply.**
8. \_\_\_\_\_ **Old Oak Ranch Management will assign facilities for group use per signed contract. (No changes will be made on the day of the conference)**
9. \_\_\_\_\_ ALL GROUPS (during swimming season) MUST PROVIDE RED CROSS-CERTIFIED LIFEGUARD/ WATER RESCUE PERSONNEL AT A RATIO OF 1 TO 25 PERSONS IN THE POOL. No persons shall use the swimming pool at any time UNLESS THE LIFEGUARDS ARE ON DUTY. All swimming periods are to be cleared with the Old Oak Ranch Business Office prior to the conference date. Unless exclusive rights apply, the swimming pool is shared by all OOR guests equally.
10. \_\_\_\_\_ **NO DISHES OR UTENSILS SHALL BE REMOVED FROM THE DINING HALL**
11. \_\_\_\_\_ All meals will be served at 8:00 a.m.; 12:00 noon; and 5:30 p.m. unless prior arrangements have been made. Please be prompt to assure food quality and safety. Guest Services Coordinator must approve any changes.
12. \_\_\_\_\_ Unless exclusive use rights apply, all OOR guests will share the Dining Hall equally.
13. \_\_\_\_\_ Guest Groups are NO longer permitted to bring prepared foods. Old Oak Ranch will provide all meals. Snacks are allowed as long as they are store bought, pre-packaged, unopened items. **GROUPS ARE NOT PERMITTED TO SELL ANY FOODS WHILE ON OLD OAK RANCH PREMISES.**
14. \_\_\_\_\_ All members of the incoming groups shall be expected to comply with FEDERAL, STATE, COUNTY AND LOCAL requirements on sanitation, fire hazards and conservation of natural resources.
15. \_\_\_\_\_ **NO FIREARMS**, fireworks or articles of incendiary nature are allowed on OOR property. The only exception is firearms for use with our shooting range.
16. \_\_\_\_\_ **THERE WILL BE A \$250.00 CHARGE FOR ANY FIRE EXTINGUISHER THAT IS TAMPERED WITH.** STATE LAW IMPOSES A \$500.00 FINE FOR FALSE FIRE ALARMS.
17. \_\_\_\_\_ **NO PETS OF ANY KIND ARE ALLOWED.** If guests bring pets they will be required to leave premises without refund.
18. \_\_\_\_\_ **NO ALCOHOL OR CONTROLLED SUBSTANCES ARE PERMITTED** on the grounds at any time. There will be NO SMOKING IN BUILDINGS. If your group allows smoking, check with the Old Oak Ranch Management for the approved areas for smoking.
19. \_\_\_\_\_ Beds, mattresses or furniture of any description, shall not be removed from its locality. If changes are required, contact the business office.
20. \_\_\_\_\_ Campers are to provide all bedding and linen.
21. \_\_\_\_\_ All cars are to be parked in approved/marked parking areas ONLY. NO PARKING ON GRASS! (\$25.00 DAMAGE FEE)

22. \_\_\_\_\_ All Groups, at all times of operation, shall have a Group Leader in charge who is at least 25 years of age. There shall be at all times, one counselor who is at least 18 years of age, for each 10 campers who are under 18 years of age. (California Health and Safety Code) A minimum of one qualified counselor shall be in attendance in each dormitory at any time campers are scheduled to be there
23. \_\_\_\_\_ **The Group Leader should be the one to pay the final bill and additional charges UPON ARRIVAL TO THE CAMP AND ANY ADDITIONAL/NUMBER CHANGES WILL BE SETTLED AFTER THE GROUP'S DEPARTURE. (UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE).**
24. \_\_\_\_\_ Stream/Ditch use is limited to fishing. Floating, swimming or walking in stream is forbidden!
25. \_\_\_\_\_ Lost and Found items will be held for 90 days after the end of the group's conference.
26. \_\_\_\_\_ It is the responsibility of the Group Leader to see that all facilities their group uses are kept in proper order at all times. At the close of the conference period, Old Oak Ranch will inspect all facilities. Damage to facilities, equipment or environment will be charged to responsible groups.
27. \_\_\_\_\_ Rules for acceptance and participation in the camp are the same for everyone without regard to race, color, national origin, age, religion, sex or handicap.
28. \_\_\_\_\_ **It is the responsibility of the guest group to remove any and all signage they install in connection with their retreat. A \$25 fee for removal by Old Oak Ranch will be charged.**
29. \_\_\_\_\_ **INDIVIDUALS OR GROUPS SHALL LEAVE NO MEDICAL WASTE ON THE PREMISES.**
30. \_\_\_\_\_ **It is the responsibility of the leader to communicate all rules and regulations to the members at large**
31. \_\_\_\_\_ Malicious damage of any property owned by Old Oak Ranch committed by any guest group will be billed to the sponsoring group at full replacement cost. By initialing, you assume personal responsibility for damaged caused by your invitees for any and all damage caused during the performance of your retreat or camp.
32. \_\_\_\_\_ **Room keys are not provided to guest groups. Valuables should be left in vehicles**  
**Note:** Old Oak Ranch and it's personnel shall not be help responsible for any lost or stolen items while on Old Oak Ranch property
33. \_\_\_\_\_ Exclusive use rights are determined by the following:
34. \_\_\_\_\_ Failure to comply or violation of rules may result in expulsion from premises
35. \_\_\_\_\_ Failure to sign and turn in Conference Agreement and Conference Rules two (2) months prior to booked dates may result in a penalty fee that will be added to the final invoice.

**200 minimum paid full-time attendees in Lower Campus** have exclusive use rights to the following buildings/areas: Duncan Lodge, Oak, Redwood, Pine, Manzanita, amphitheater, Family Center, lower swimming pool, Chapel, Lawn play areas, hard surface courts and lower sand volleyball court.

**100 Minimum paid fulltime attendees in Hilltop Lodge** have exclusive use rights to the following buildings/areas: Hilltop Lodge #1 and Hilltop Lodge #2 upper/lower sleeping rooms, and all meeting rooms. Hilltop swimming pool, basketball court and fire circle.

**50 Minimum paid fulltime attendees in Prospector Point** have exclusive use rights to the following buildings/areas: Prospector Point cabins (14 cabins) and Prospector Point Victory Circle

**350 Minimum paid fulltime attendees on OOR Property** have exclusive use right to all the above-mentioned facilities plus snack bar, gift shop, dining hall, and all pre-arranged activities (i.e. Paintball, ropes course, etc...)

**The signature below confirms that I have read and understand the above rules.  
This document is not valid without a signature.**

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**Signature**

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**Date**

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**Group Name**

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**Conference Dates**