

CONTRACT GUIDELINES
READ BEFORE SIGNING-THIS IS A LEGAL BINDING CONTRACT

THE PONDEROSA PLEDGE

THE PONDEROSA SIGNATURE ON THIS CONTRACT PLEDGES THAT WE WILL PROVIDE EFFICIENT SERVICE, QUALITY FOOD, FRIENDLY STAFF AND COMFORTABLE LODGING, AT REASONABLE PRICES. YOUR EVENT IS IMPORTANT TO PONDEROSA AND WE LOOK FORWARD TO SERVING THE NEEDS OF OUR GUESTS. IF ANY INFORMATION IS NOT LISTED ON THIS CONTRACT OR NEEDS TO BE CHANGED, PLEASE CALL SO WE CAN MAKE THE NECESSARY CHANGES TOGETHER.

CONFIRMATION POLICY

CONFERENCES/RETREATS WILL BE CONFIRMED UPON THE RECEIPT BY PONDEROSA OF THIS SIGNED CONTRACT AND THE DEPOSIT. THE DEPOSIT IS APPLIED TO YOUR TOTAL COST. SIGN AND RETURN A COPY OF THIS CONTRACT AND DEPOSIT WITHIN FIFTEEN DAYS. RESERVATIONS CANNOT BE GUARANTEED WITHOUT A SIGNED CONTRACT AND DEPOSIT. PLEASE MAKE A COPY FOR YOUR RECORDS.

CANCELLATION POLICY

THE GUEST GROUP AGREES TO PAY PONDEROSA THE GUARANTEED OBLIGATION EVEN IF THE GROUP DOES NOT OCCUPY THE GROUNDS, UNLESS CANCELLATION NOTICE IS GIVEN ONE HUNDRED AND FIFTY (150) DAYS (6MONTHS) BEFORE THE BEGINNING DATE OF THE SCHEDULED EVENT. THE GUARANTEED OBLIGATION IS BASED ON EIGHTY PERCENT (80%) OF YOUR ESTIMATED COSTS. THE SIGNED CONTRACT AND DEPOSIT BINDS THE SIGNER AND THE ORGANIZATION TO THE TERMS STATED HEREIN.

DEPOSITS ARE NOT REFUNDABLE

CONTRACTS CANCELED 149 DAYS OR LESS BEFORE THE BEGINNING DATE OF YOUR RETREAT WILL HAVE TO PAY THE 80% OBLIGATION SHOWN ON THE CONTRACT (LESS THE DEPOSIT).

CHANGE OF LODGING DUE TO GROUP SIZE

EVERY EFFORT WILL BE MADE BY PONDEROSA TO MEET YOUR GROUPS SIZE AND NEEDS FOR LODGING. LODGING WILL BE DETERMINED AT THE TIME OF THE RESERVATION BY THE GUEST GROUP REQUEST AND ESTIMATED NUMBER OF ATTENDEES EXPECTED. PONDEROSA RESERVES THE RIGHT TO CHANGE YOUR GROUP TO SMALLER LODGING ACCOMMODATIONS IF YOUR NUMBERS ARE NOT REACHING BUILDING CAPACITIES.

ATTENDANCE NUMBERS

THE EXPECTED NUMBER IS USED TO CALCULATE THE APPROXIMATE COST OF LODGING AND THE 80% GUARANTEED OBLIGATION FOR LODGING, FOOD AND OTHER COSTS. PLEASE BE REALISTIC WITH EXPECTED NUMBERS BEFORE SIGNING THIS CONTRACT. YOU MAY INCREASE NUMBERS AFTER CONTRACTING WITH PONDEROSA IF FACILITIES ARE AVAILABLE. REMEMBER THAT WE WILL NEED A FINAL COUNT FOR MEALS FOR YOUR RETREAT ONE WEEK PRIOR BEFORE THE BEGINNING OF YOUR RETREAT AND YOU WILL BE OBLIGATED TO THAT COUNT.

PAYMENT AND CHECK OUT

PAYMENT OF ALL FEES AND EXPENSES INCURRED WILL BE DUE BEFORE CHECK OUT. ONLY ONE PAYMENT PER GROUP WILL BE ACCEPTED AND IS DUE AT THE TIME OF YOUR EVENT/RETREAT. OUR BILLING WILL BE BASED ON THE ACTUAL NUMBER THAT ATTEND, BUT NO LESS THAN THE GUARANTEED OBLIGATION OF EIGHTY PERCENT (80%) LISTED ON THE FRONT OF THIS CONTRACT. THERE WILL BE A \$30.00 SERVICE CHARGE ON ALL RETURNED CHECKS.

EXCLUSIVE USE

PONDEROSA RESERVES THE RIGHT TO HOST OTHER GROUPS FOR ANY AVAILABLE FACILITIES. SOME SPACE, LIKE THE DINING HALL, GYM, LOUNGE, AND RECREATION AREAS WILL BE SHARED. THESE AREAS MAY NOT BE USED FOR FORMAL MEETINGS OR EXCLUSIVE USE.

GIFT SHOP, SNACK SHOP & COFFEE CABIN

PONDEROSA OPERATES A GIFT SHOP, SNACK SHOP & COFFEE CABIN FOR THE CONVENIENCE OF OUR GUESTS. HOURS WILL BE POSTED AS AGREED UPON IN ADVANCE. PLEASE DO NOT "SELL" SNACK ITEMS.

FOOD SERVICE

MEAL TIMES ARE: 7:30AM FOR BREAKFAST; 12:00 NOON FOR LUNCH; 5:30PM FOR SUPPER; AND 6:30PM FOR FRIDAY SUPPER. IT MAY BE NECESSARY TO STAGGER MEAL TIMES DUE TO THE LIMITED SIZE OF OUR DINING HALL. PLEASE VERIFY MEAL TIMES AT CHECK IN.

INSURANCE

PONDEROSA'S INSURANCE IS SECONDARY AND IS APPLIED ONLY AFTER THE INDIVIDUAL AND THE SPONSORING AGENCY'S INSURANCE IS EXHAUSTED. THIS MEANS THAT ANY MEDICAL BILL RESULTING FROM INJURY TO A GUEST MUST FIRST BE SUBMITTED TO THE INJURED PERSON'S HEALTH CARRIER OR THE CHURCH/ORGANIZATION INSURANCE. CONSIDERATION OF ANY CLAIM BY PONDEROSA'S INSURANCE CAN BE MADE ONLY AFTER THE INJURED PARTY'S GROUP OR HEALTH INSURANCE COMPANY HAS EITHER DENIED COVERAGE OR HAS ONLY PAID PART OF THE CLAIM. PRE-EXISTING CONDITIONS AND MEDICAL ILLNESSES ARE NOT COVERED. ALL INJURIES MUST BE REPORTED TO PONDEROSA BY COMPLETING THE PROPER FORMS BEFORE LEAVING THE PROPERTY.

GROUP USAGE RESOLUTION

THE AGENCIES COMMITTEE OF THE EXECUTIVE BOARD OF THE COLORADO BAPTIST GENERAL CONVENTION PROVIDES THAT, "THE ADMINISTRATOR OF PONDEROSA RETREAT & CONFERENCE CENTER IS TO LEASE TO THOSE GROUPS WHO ARE IN SYMPATHY WITH THE CONVENTION'S PURPOSE AND ARTICLES OF FAITH, WHICH IS THE BAPTIST FAITH AND MESSAGE, AND IS NOT TO LEASE TO THOSE WHO ARE NOT IN SYMPATHY OF THE CONVENTION'S PURPOSE AND ARTICLES OF FAITH."

LOST OR STOLEN ITEMS

PONDEROSA IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. PONDEROSA CANNOT BE RESPONSIBLE FOR RETURNING ITEMS.

SERVICE ANIMALS & PETS

PONDEROSA DOES NOT ALLOW PETS OF ANY KIND ON THE PROPERTY. THIS INCLUDES "COMPANION ANIMALS," "COMFORT ANIMALS," WELL BEING ANIMALS," "THERAPY ANIMALS," "ASSISTANCE ANIMALS," AND "EMOTIONAL SUPPORT ANIMALS." HOWEVER, PONDEROSA IS REQUIRED BY STATE LAWS AND FEDERAL ADULTS WITH DISABILITIES ACT TO ALLOW "SERVICE ANIMALS." THE TERM "SERVICE ANIMAL" HAS A DISTINCT MEANING IN THE LAW. A SERVICE ANIMAL MEANS A DOG OR MINIATURE HORSE TRAINED TO DO WORK OR PERFORM TASKS FOR THE BENEFIT OF AN INDIVIDUAL WITH A DISABILITY AND WHOSE WORK OR TASK IS DIRECTLY RELATED TO THE INDIVIDUAL'S DISABILITY. UNDER THE LAW, THE PROVISION OF EMOTIONAL SUPPORT, WELL-BEING, COMFORT, OR COMPANIONSHIP DOES NOT CONSTITUTE THE WORK OR TASKS OF A SERVICE ANIMAL.

PLEASE NOTIFY OUR GUEST RELATIONS DEPARTMENT IN ADVANCE IF AN ATTENDEE IN YOUR RETREAT WILL BE BRINGING A "SERVICE ANIMAL" ONTO THE PROPERTY. PLEASE CONFIRM THAT THIS ANIMAL IS IN FACT A "SERVICE ANIMAL" AND KNOW THAT UNDER COLORADO STATE LAW HB16-1426, IT IS A CRIME TO KNOWINGLY MISREPRESENT AN ANIMAL AS A SERVICE ANIMAL. FOR EXAMPLE, INDICATING A NON-SERVICE ANIMAL IS A SERVICE ANIMAL TO BRING IT INTO A PUBLIC BUSINESS THAT GENERALLY WOULD NOT ALLOW ANIMALS ON THE PREMISES.

GENERAL GUIDELINES:

IF AN EMERGENCY OR SPECIAL NEED SHOULD OCCUR DURING YOUR STAY AT PONDEROSA YOU MAY CALL OUR EMERGENCY NUMBER--719-481-2482 EXT 9. A STAFF PERSON WILL ASSIST YOU

- 1. ATTENTION!! NO FOOD OR DRINK IS PERMITTED IN THE MAIN CHAPEL. WATER IS ACCEPTABLE.**
- 2. NORMAL CHECK IN TIME IS 4:00PM AND CHECK OUT TIME IS 1:00PM.**
- 3. ALCOHOL, MARIJUANA AND ILLEGAL DRUGS ARE NOT ALLOWED ON THE GROUNDS AT ANY TIME.**
- 4. SMOKING OR VAPING ARE NOT ALLOWED IN ANY BUILDINGS.**
- 5. QUIET TIME BEGINS AT 11:00PM. ALL GROUPS MUST BE IN ASSIGNED LODGES AT THIS TIME.**
- 6. ATV'S, SCOOTERS AND SNOWMOBILES FOR GUESTS ARE NOT PERMITTED ON PONDEROSA PROPERTY.**
- 7. CAMPFIRES ARE ONLY ALLOWED IN DESIGNATED AND APPROVED AREAS - AND MUST BE RESERVED 15 DAYS IN ADVANCE.**
- 8. CLOTHING WILL BE MODEST AND APPROPRIATE FOR A CHRISTIAN ATMOSPHERE. SHOES MUST BE WORN AT ALL TIMES.**
- 9. PLEASE PROHIBIT INSIDE WATER & WATER BALLOON FIGHTS, SHAVING CREAM & TOILET PAPERING.**
- 10. DO NOT REMOVE SCREENS FROM WINDOWS.**
- 11. LINENS AND TOWELS ARE PROVIDED IN THE PRIVATE ROOMS ONLY.**
- 12. ALL FOOD IN DORM LODGING MUST BE STORED IN CLOSED CONTAINERS. NO HOT FOOD IS PERMITTED TO BE PREPARED OR SERVED IN LODGING AREAS.**
- 13. PLEASE DO NOT "SELL" SNACK ITEMS. WE WILL OPEN OUR SNACK SHOP**
- 14. TURN OFF AND UNPLUG ALL ELECTRICAL APPLIANCES WHEN NOT IN USE, INCLUDING COFFEE POTS, CURLING IRONS, BLOW DRYERS, ETC.**
- 15. PLEASE DO NOT TAPE, NAIL, PIN OR USE ANYTHING ON THE WALLS. YOU MAY USE PAINTERS TAPE WITH PERMISSION FROM OUR STAFF. PERMISSION MUST BE OBTAINED TO POST ANYTHING ON THE WALLS.**
- 16. PICK UP TRASH IN AND AROUND BUILDING, TRASH BAGS CAN BE TIED AND LEFT INSIDE THE BUILDINGS. LEAVE YOUR DORM OR ROOM AS CLEAN AS POSSIBLE. AN ADDITIONAL CHARGE WILL BE ASSESSED FOR ANY EXCESSIVE CLEANUP, DAMAGES OR PEELED PAINT.**