



CHURCH OF
THE NAZARENE

VIRGINIA NAZARENE CAMP & RETREAT CENTER

POLICY HANDBOOK

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GENERAL

Applicability

This document should be used as a reference handbook for the following persons with regard to the Virginia District of the Nazarene camp property:

- ❑ Property lease holders
- ❑ Cabin owners, mobile home owners
- ❑ Camp Manager and other VDNC personnel as directed by Camp Manager
- ❑ Camp Board members
- ❑ Persons utilizing camp property

Grandfather Clause

Since the inception of the Virginia District Nazarene Camp (here after VDNC) substantial development and on-site improvements have occurred with district properties and properties leased by individual real property owners.

This policy handbook establishes and reaffirms definitive development and usage policies for development of the camp property. **Cabins and related property that fulfill the requirements for safe occupancy as defined herein shall be "grandfathered" in regard to property restrictions defined herein in accordance with the original date of policy handbook adoption (5/26/2006).**

It is expected that all property owners will recognize the need for, and have the desire to initiate any property improvements that will enhance and improve the overall camp property.

Lease Renewal

In accordance with changes in tax exempt status with Buckingham County, new leases outlining the revised requirements will be issued to all current leaseholders for purposes of legal compliance where applicable. Where future legal conditions may warrant, a lease amendment may be issued.

References

- ❑ Manual, Church of the Nazarene, current issue
- ❑ District Center & Campground Booklet, July 1, 1997 issue
- ❑ Virginia District Church of the Nazarene, Campground Policy, Rev.: 01 Issue 5/26/09

POLICY PURPOSE, MISSION, STANDARDS

Purpose

This policy is provided as a means to establish the overall criteria and parameters for effective development, management, and maintenance of the Virginia District Nazarene Camp properties located in Sprouses Corner, Buckingham County, Virginia.

Mission of the VDNC

Our mission at the Virginia District Nazarene Camp is to provide a Christ-centered facility where individuals and groups can seek redemption, renewal, refreshment, reflection and refocus of mind, soul, body and spirit.

Standards

The Virginia District Church of the Nazarene (herein known as the church) establishes missions and policies regarding the furtherance of our faith and the preservation of the Nazarene heritage. It is also recognized that the church campground is chosen as a tool to sustain and further this mission. To this end the church recognizes the need to establish policies and procedures aimed at supporting that mission within its Virginia District Nazarene Camp and related camp activities.

With the maturity of many of the campground properties along with planned expansions, it is recognized that guidelines are helpful to better define the day-to-day operations and to provide a uniformity of practice. Such guidelines shall be aimed at establishing standards that are fair and equitable in their definitions. This policy handbook supersedes any prior policy handbook or document and or lease policies.

Interpretation

Although not limiting, this document shall aim to establish a reference baseline for interpretation of the camp management practices regarding property lease holders and cabin owners. The Camp Manager shall use this document as the basis of interpretation in regard to camp administration in the subject areas.

Camp Board

Matters not defined herein may be subject to the review and approval of the Camp Board. This policy book is the responsibility of the Camp Board. The Camp Board is elected periodically by the Virginia District Church of the Nazarene Assembly in accordance with the provisions of the Manual of the Church of the Nazarene. The Camp Board meets typically two times in a year (fall and spring), and at such times as are deemed necessary by the chair of the board.

AVAILABILITY OF PROPERTY/GENERAL TERMS AND CONDITIONS

From time to time, plats are made available for the further development of the campground in the way of building cabins or the placement of mobile homes for the purpose of expanding and sustaining the housing capability of the campground. These lots are made available at the currently published lease terms and conditions. At the time of this initial policy issuance, the general lease terms are:

- ❑ 50% of the published lease fee shall be paid to secure the lease option and the remainder will be due within six (6) months of the initial payment. The rate schedule is further defined in the Fees section of this policy.
- ❑ New leaseholders must be active members of a Church of the Nazarene located in the Virginia District Church of the Nazarene or an ordained minister in the Church of the Nazarene.
- ❑ Additional restrictions/conditions apply with regard to ownership, use of property, inheritance, yearly fees and other related items. These additional restrictions/conditions are further defined in the applicable sections of this policy.

SUBMITTAL AND APPROVAL OF PLANS

Submittals

New or existing leaseholders shall submit, in writing, plans of the intended property improvements to the Camp Board for review and approval. The plans shall be developed in compliance with the restrictions defined herein.

Plan Approval

Plans will be reviewed by the Camp Board for compliance. An approval or denial of the plan will be provided to the leaseholder in writing. Any special considerations or site-specific requirements will be communicated to the leaseholder. The Camp Board may elect to delegate the review and approval function to the Camp Manager.

Utility Hookup Approval

Since the maintenance of the camp infrastructure is the responsibility of the VDNC, the property owner must secure approval from the Camp Management for the hookup locations for water and sewage. While the primary consideration of the Camp Management is that no negative impact on the existing infrastructure will be created by the additional hookup (or change to hook up), Camp management's interest in the matter shall not solely be reserved to this primary consideration.

Any additional utility hookups that require the addition of power poles, overhead wires (other than those traversing the lease holders property for the purpose of utility connections), or underground services, require the approval by the Camp Management.

INITIAL FEES/HOOKUP OF SERVICES

Initial Fees / Hookup

The following initial fees shall apply for all leaseholder properties and are payable as defined herein: Property Lease Fees, Utilities, Utility Hookup Fees, Annual Maintenance/Service Fees, and Leaseholder Insurance.

Property Lease Fees

The initial fee for a lease shall be a one-time payment as determined by the following schedule. *Ten percent (10%) of the initial fee is payable to secure the lease option and the remainder is due within twelve (12) months of the initial payment.* Late fees are subject to a late penalty or may result in the forfeiture of the lease option if the fees are not received after due diligence efforts are exercised on the part of the Camp Management. (revised April 2014)

Property Lease Fee : Rate Schedule

<u>Church Years</u>	<u>Total Initial Lease fee</u>
CY2006	\$1,200
CY2007	\$1,400
CY2008	\$1,400
CY2009	\$1,600
CY2010	\$1,600
CY2011	\$1,750
CY2012	\$1,750
CY2013	\$1,850
CY2014	\$1,900
CY2015	\$2,000
CY2016-CY2020	\$2,000

Utilities

The VDNC will maintain a potable water source and connection for sewage disposal as part of the lease fee. One-time fees are required for hookup of these utility services. The leaseholder is responsible for the securing of and payment of all other utilities that service their leased/owned property (these include but are not limited to electrical power, telephone services, and other such services).

Utility Hookup Fees

A fee for the hookup of camp utilities shall be paid to the VDNC as determined by the rate schedule shown below. The services provided for the utility fee will include:

ANNUAL MAINTENANCE/SERVICE FEES

Leaseholders shall pay annual maintenance/service fees for the upkeep of the properties and infrastructure supporting the VDNC properties and to cover the costs associated with the provision of utilities. Payment shall be provided to the VDNC as determined by the rate schedules shown below. Senior discounts will be offered starting in CY2003. (Seniors are leaseholders 65 yrs and older)

**Rate Schedule for leaseholders who occupy property
four (4) months or less per calendar year**

<u>Church Years</u>	<u>Total Yearly Maintenance fee</u>		
CY2006	\$105	w/Senior Discount	\$99
CY2007	\$120	w/Senior Discount	\$112
CY2008	\$120	w/Senior Discount	\$112
CY2009	\$200	w/Senior Discount	\$186
CY2010	\$200	w/Senior Discount	\$186
CY2011	\$220	w/Senior Discount	\$205
CY2012	\$220	w/Senior Discount	\$205
CY2013	\$245	w/Senior Discount	\$230
CY2014	\$245	w/Senior Discount	\$230
CY2015	\$270	w/Senior Discount	\$255
CY2016	\$270	w/Senior Discount	\$255
CY2017	\$300	w/Senior Discount	\$270
CY2018	\$300	w/Senior Discount	\$270
CY2019	\$330	w/Senior Discount	\$300
CY2020	\$330	w/Senior Discount	\$300

**Rate Schedule for leaseholders who occupy property
more than four (4) months per year**

<u>Church Years</u>	<u>Total Yearly Maintenance fee</u>		
CY2006	\$155	w/Senior Discount	\$140
CY2007	\$170	w/Senior Discount	\$153
CY2008	\$170	w/Senior Discount	\$153
CY2009	\$285	w/Senior Discount	\$257
CY2010	\$285	w/Senior Discount	\$257
CY2011	\$300	w/Senior Discount	\$283
CY2012	\$300	w/Senior Discount	\$283
CY2013	\$325	w/Senior Discount	\$305
CY2014	\$325	w/Senior Discount	\$305
CY2015	\$355	w/Senior Discount	\$330
CY2016	\$400	w/Senior Discount	\$360
CY2017	\$400	w/Senior Discount	\$360
CY2018	\$440	w/Senior Discount	\$390
CY2019	\$440	w/Senior Discount	\$390
CY2020	\$500	w/Senior Discount	\$450

Determination of property occupancy

No formal system of occupancy verification exists at issuance of this policy. Property leaseholders are on the honor system regarding time of occupancy and the correct annual fee to pay. Payment shall be made based upon the last year's level of occupancy.

Leaseholder Insurance

Insurance for leased property is available through the district insurance policy company and is administered by the Virginia District Nazarene Camp. Cabin owners/mobile home owners are required to pay the annual premium as indicated by the insurance company. An exemption is available to lease holders who provide annual proof of insurance and who sign a notarized opt-out form/release from insurance liability. (cf. "Failure to Pay") (April 4, 2008 and April 13, 2009)

Payment schedule

Payment shall be provided annually and shall be paid in full prior to the end of the annual Nazarene Campmeeting, typically in August of each year.

FAILURE TO PAY ANNUAL MAINTENANCE/SERVICE FEES/DEFAULT

In the event that a leaseholder fails to pay the required annual maintenance/service fee, the following actions will be warranted as a means to collect the fee or to resolve the failure to pay.

Time limits

An automatic extension to pay shall be granted for payments not received at the end of the annual Family Campmeeting. This extension shall extend until September 1st of the same year. Payments not received by September 1st shall be deemed as late.

Notifications

The Camp Management shall notify leaseholders, in writing, of fees that are late. Leaseholders shall have 30 days from the date of the notification to provide the payment. Payments beyond 30 days late may be subject to a 1.5% late penalty per month of delinquent payment, not to exceed 18% APR.

Default

Leaseholders who fail to pay the annual lease fees are subject to forfeiture of their lease when the annual payment is past due beyond one year of the aforementioned notification.

At a minimum, when conditions of forfeiture are met, the Camp Management may disconnect the camp-provided utilities from the leaseholder property and may also exercise any other legal rights with regard to other utilities provided to the leaseholder property, up to, and including eviction from the camp property and denial of future access.

Failure to pay Insurance fees/default

Insurance fees are due at the same time as lease payment. If fees remain unpaid for 60 days, lease will be revoked. (April 4, 2008)

UTILITIES/SERVICES RENDERED

The following services will be provided by the campground to the leaseholder in exchange for the initial fee and the on-going payment of annual fees.

Water Supply

A potable water supply shall be provided to the leaseholder's property. Water supply will only be interrupted as a result of maintenance activities or temporary failure of the water supply system. Water Supply may also be interrupted by Camp Management when leaseholders are in default with annual maintenance/service fees. The water supply will be maintained up to and including the camp-supplied water shutoff valve. All other piping shall be maintained by the leaseholder. Currently, the water supply is provided by on-site wells. Should the quality or volumetric supply of water become unsuitable or inadequate, then alternate water supply will be pursued by the Camp Management. The provision of an alternate supply of water, where the cause for such provision was not as a result of negligence on behalf of the Camp Management, may be subject to additional fees assessed to the leaseholder(s).

Sewage Disposal

Sewage removal via the appropriate sewage piping shall be supplied to the leaseholder's property and shall be maintained on the VDNC property. In the event of a disruption of the sewage services, the Camp Management shall notify the leaseholders as appropriate and shall make every reasonable effort to rectify the interruption.

Grounds

The Camp Management will provide for routine upkeep of the common grounds within the camp property. Upkeep of the leaseholder's property will be the responsibility of the leaseholder. From time to time, the camp may choose to provide mowing services to the leaseholder properties when deemed appropriate by the Camp Management. Camp Management reserves the right to assess any necessary grounds or maintenance fees.

Trash Collection

Trash collection will be provided by the Camp Management annually during the week of Family Campmeeting. At all other times, it is the responsibility of the leaseholder to remove trash from the VDNC property. From time to time, the Camp Management may provide trash collection receptacles on the VDNC property for the leaseholder to deposit trash. At no time will the VDNC provide collection for construction materials and other related refuse unless specifically stated in writing by the Camp Management and where such practice is in the better interest of the camp.

Warranty

The campground provides no warranty against any adverse impact caused by the uneventful interruption or failure of camp-provided utilities and services as defined

herein. **Insurance to cover any such disruptions and correction of any adverse conditions or property damage or any other related problems shall be the responsibility of the leaseholder.**

PROPERTY OWNERSHIP

Initial leaseholder

Property ownership shall be restricted to active members of a congregation of the Virginia District Church of the Nazarene or to ordained ministers in the Church of the Nazarene.

Transfer of ownership

Property ownership may be transferred to other active members of a Virginia District Nazarene local congregation or an ordained minister in the Church of the Nazarene. A record of such transfers shall be recorded with the camp management and the current transfer documentation shall be completed, approved and filed as required by the Camp Board and applicable county officials. All other transfer of leaseholder options or cabin ownership are subject to the approval of the Camp Board.

Inheritance

Cabins and mobile homes are forms of property subject to inheritance as with other forms of real estate and personal property, and are thus subject to inheritance. In harmony with the mission of the campground and the preservation of the Nazarene heritage, owners are requested to bequeath their camp property to other practicing Nazarenes or to so designate a remedy in harmony with this policy as part of their estate settlement.

Remedy

It is possible that the recipient may not be supportive of the furtherance of the Virginia District Camp, or yet the gospel of Jesus Christ, and would thus pose a hindrance to the work therein. Understanding the nature of such a situation and the need for equitable resolution, the following course of action shall be offered as a remedy where ownership and/or inheritance is debatable.

In such cases, the Camp Board shall reserve the right to purchase the property from the recipient at a fair market value. The fair market value shall be determined by receipt of an assessment by an agreed-upon real estate professional and the owner or his/her agent shall transfer ownership of the property for the documented appraised value.

See the section on Arbitration for further discussion of related matters.

PROPERTY USE RESTRICTIONS/MAINTENANCE

Restrictions apply to the use of certain properties on the church campground. These are described below.

Codes

All new construction, remodeling, and/or installation of mobile homes is subject to the current state-imposed codes and standards for the property. Appropriate permits shall be obtained from the appropriate office of Buckingham County. Adherence to the codes and standards is the responsibility of the property leaseholder.

Use

No leaseholder property may be used for any commercial and/or retail business purposes. The purpose in providing lease of property for the construction of cabins or the placement of mobile homes is to support the work of the camp ministry by expanding its housing infrastructure and to provide a place of "retreat" for property owners and their guests. Failure to comply with this restriction may result in forfeiture of the lease.

Property Condition/Maintenance

Properties shall be maintained in a condition suitable for safe and sanitary human occupancy. The general rule for compliance is, "if the county building inspector may have cause to condemn the property, then it is not suitable for occupancy." When and if a cabin or mobile home poses a particular health or safety risk as determined by the Camp Board, the leaseholder shall take due action to remedy the condition as requested by the Camp Board. Failure to comply within one year of written notification may result in the Board declaring **the lease option null and void and result in forfeiture of the lease and seizure and/or removal of the subject property.**

Conditional Restrictions

Different lots on the camp property may have different improvement restrictions (i.e., slab construction versus crawl space; single story, 1 1/2 story, two story; the dimensions of porches, etc.) **A property listing shall be maintained by the Camp Management that defines the conditional restrictions where they apply beyond the general guidelines defined herein.**

CONSTRUCTION POLICIES INCLUDING TIME LIMITS

Time to start construction

The leaseholder shall start construction within one year of the full payment of the initial lease fee and the approval of the site improvement/building plans by the Camp Board. Construction is considered started when a building permit has been issued by the county, and when the building foundation and/or footers are completed. Failure to start construction within the designated time frame **will** result in forfeiture of the lease.

Time to obtain occupancy permit

Construction shall be completed and an occupancy permit obtained within two years of the start of construction.

Time to complete cosmetic requirements

The addition of appurtenances (such as porches) identified in the building plans and other cosmetic additions (such as underpinning) shall be completed within one year of the occupancy permit.

CONSTRUCTION STANDARDS AND RESTRICTIONS

State / County Codes and Standards / Permits

All new construction and building improvements will be subject to the applicable state and county codes and standards. Permitting for such construction shall be obtained from the applicable county office and shall be the responsibility of the leaseholder.

Conditional / allowable construction forms

Generally, all new construction shall be frame construction and shall be:

- ❑ Footer/pier construction with an adequate crawl space for access to the cabin utilities.
- ❑ Limited to one main level. No two-story construction of leaseholder cabins will be permitted unless specific lots are designated as such by the Camp Management and where such designation is determined to best serve the aesthetics and functionality for that specific location.
- ❑ Covered with vinyl, shingle, or T1 type finished siding that provides a pleasant aesthetic appearance. No bare walls or panels that do not meet the intent of the aesthetic guidelines will be permitted.
- ❑ Approved in advance by the Camp Management.

RESTRICTIONS – SIZE, MOBILE HOMES, PORCHES, ADDITIONS, SKIRTING

New Construction Size

New cabins shall be limited to a 24ft by 24ft maximum footprint for conditioned living space.

Space between cabins

A minimum space of 10' shall be maintained between cabins. A minimum space of 6' between appurtenances and adjacent property shall be maintained.

Mobile Homes

The installation of mobile homes shall be limited those not exceed 12' wide by 48' long. Only mobile homes constructed after 1984 are permitted to be installed on the camp property. In addition, the space between adjacent mobile homes shall be a minimum of 12'. Where state or county codes regarding mobile home installations are more restrictive, they shall apply. Due to regulations by the county no additional mobile homes are permitted in on the VDNC.

Porches / additions / enclosures

Up to two porches are allowed on new cabin construction. One porch may extend the full length of one face of the cabin and shall be limited to a maximum of 6' beyond the 24' maximum for that span. A second, smaller porch, not to exceed 10' wide by a maximum of 6' beyond the 24' maximum for that span is also permitted for the second entrance. (Clarification: A 24' x 24' cabin could have two six' wide porches. A cabin that is only 20' deep could have a 10' wide porch on the front or back.) Steps onto the porches shall be placed as appropriate for safe access to the porches.

In no case shall cabins be placed on the property and porches be positioned in a manner such that they constitute a restriction or inconvenience to adjacent, existing property owners.

Porches may be not enclosed for the purpose of adding heated/conditioned living space to supplement the 24' by 24' maximum conditioned living space. Porches may have roofs and be screened to provide protection from the elements and insects.

Similar guidelines shall apply to mobile homes. However, due to the placement of existing mobile homes, additional size restrictions may apply for specific mobile homes and shall be reviewed by the Camp Board and approved in advance per the aforementioned procedures.

Skirting / cosmetic guidelines

All cabins shall be skirted in a manner that prevents the collection of wind blown debris under the cabin. Skirting shall provide a uniform aesthetic appearance and shall be reviewed with the Camp Management in advance of procurement and installation.

LEASEHOLDER OCCUPANCY AND NOTIFICATION OF GUEST USE

Owner occupancy

Different maintenance/service fee rate schedules will apply dependent upon the time of occupancy per year up to and including full time occupancy.

Rental / lease of cabins

Cabins may be rented only for the purpose of supporting other VDNC activities. Rental recommendations will be made as needed by Camp Management. In addition, rental or sublease services will not be provided by the Camp Management on behalf of the leaseholders. In the future, such services may be provided, subject to a defined fee schedule and rental agreements. The Camp Management assumes no responsibility for leaseholder property that is rented/leased to other guests beyond that warranted to the leaseholder as defined herein.

Guest Occupancy

When property owners provide access to and occupancy of their property to guests at times other than VDNC sponsored events the Camp Management shall be notified. Guests shall check in with the Camp Management or the Camp Caretaker upon arrival on the campground.

The purpose of such notification is so that it is generally understood who the camp occupants are at all times to help provide for both their safety and to negate any legal liabilities that may be assigned upon the camp due to any negligence to provide a safe and harmonious camp environment.

Recreational Occupancy & Notification

When property owners and/or their guests are on the property for the purpose of hunting on the nearby properties **or when the pool recreational facilities are to be used, the Camp Management or the Camp Caretaker shall be notified prior to this recreational activity. Owners and guests will be subject to any short-term policies and/or restrictions that may be in place at the time.**

Abandonment

Leaseholder property that is abandoned and/or not properly maintained (at the discretion of the Camp Board) by the lease holder for a period of two years or more is subject to forfeiture of the lease/property.

UNACCEPTABLE ITEMS AND PRACTICES

The following items are not allowed on camp property at any time. Possession of such articles may result in immediate dismissal of the individual(s) from the camp property.

- ❑ Alcoholic beverages of any kind
- ❑ Illegal drugs
- ❑ Pornographic materials
- ❑ Lewd and/or suggestive behavior unfitting for public view
- ❑ Illegal fireworks
- ❑ Any other activity that may present a safety concern to others on the property

The following practices are not allowed on camp property at any time. Possession of such articles and/or participation in such practices may result in immediate dismissal of the individual(s) from the camp property.

- ❑ Use of Alcoholic beverages
- ❑ Use of Illegal drugs
- ❑ Use of Pornographic materials
- ❑ Lewd and/or suggestive behavior unfitting for public view
- ❑ Use of Illegal fireworks
- ❑ Any other activity that may present a safety concern to others on the property

Firearms

Firearms are not allowed on camp property at any time during scheduled VDNC sponsored activities. Firearms are allowed during hunting seasons but are subject to the following restrictions:

- ❑ The camp management or camp caretaker shall be notified of the firearm(s) on the property.
- ❑ Ammunition shall be maintained separate from the firearm(s) while on camp property.
- ❑ No loaded firearm is allowed on VDNC Property without written permission from the Camp Manager and possession of a valid Virginia state hunting license.
- ❑ Firearms may be loaded once the owner has departed the property or is stationed at a hunting location that is known to the Camp Management or Camp Caretaker.
- ❑ If a hunter is using VDNC Property for the purposes of hunting, he/she must obtain permission for such activity prior to the event and shall keep the Camp Management informed of his/her intentions and planned whereabouts.

DENIAL OF ACCESS

The Camp Board has both a legal and moral responsibility to enforce such restrictions of access in order to provide for a safe and non-threatening camp environment. While it is understood that the church's responsibility is to minister grace and the good news of deliverance to all persons, it is also recognized that some individuals can prey upon the atmosphere of the church/camp and that church/camp leaders should exercise due diligence necessary to protect adherents from danger or abuse .

The Camp Board and its designated management representative reserves the right to deny access, at any time to any individual to the VDNC property, including access to leaseholder property, and reserves the right to invoke any legal means necessary to enforce such denial.

Conditions that would warrant such denial of access may include the following categories, nonexclusive.

- ❑ Persons charged with felonies
- ❑ Persons with a known history of illegal activities and/or behavioral difficulties that could pose harm to camp occupants
- ❑ Persons engaged in an active domestic quarrel or an extra-marital affair
- ❑ Persons acting in a threatening manner or without constraint such that others are put in harm's way
- ❑ Persons under the influence of alcohol or drugs
- ❑ Persons acting in an unstable manner
- ❑ Persons engaged in loitering

RESOLUTION OF PROBLEMS AND/OR ARBITRATION

Notification of Delinquent Payment

The Camp Board shall exercise due diligence in notifying delinquent leaseholders of late fees and the consequences of continued late payments. This due diligence will include at a minimum, written notification, deliverable by certified mail, and the record of any personal contacts and the nature of such discussions.

Forfeiture of Lease / Property

After such due diligence as stated in the above paragraph and payment has not been received, the Camp Board may declare the leaseholder to be in forfeiture of the lease. The Camp Management shall at that time notify the leaseholder of the said forfeiture and shall secure the necessary legal counsel to transfer ownership of the leaseholder property, real and personal, to the campground. The Camp Management may grant a discretionary grace period for the removal of any personal property from the leaseholder property.

Arbitration

In an event wherein there comes an impasse to equitable resolution of issues between the Camp Board and Leaseholder, then professional arbitration shall be sought to bring closure to the said impasse.

RENTAL OF CAMP PROPERTY

The Camp Management, under the direction of the Camp Board, shall define and maintain a Camp Properties usage program and a routine rate schedule for rental and use of the camp properties by both Nazarene churches, members, affiliates and other ministries/entities desiring to use the camp properties.

At a minimum, the program and rate schedule shall address:

- Use of the camp tabernacle
- Use of the camp kitchen and dining facilities
- Use of the camp dormitory facilities
- Use of the camp multipurpose facilities
- Use of the camp recreational facilities
- The consumption/use of camp utilities
- Securing and payment of camp support personnel (cooks, maids, janitors, etc.)

The program and rate schedule shall be reviewed annually by the Camp Board and any revisions shall be published as required.

CAMP DEVELOPMENT PLAN

A plan of the camp and a listing of the properties, both developed and undeveloped, and a plan of proposed development, shall be maintained by the Camp Board.

Virginia District Nazarene Camp Pet Policy

This policy statement applies to ALL users of the Virginia District Nazarene Camp, including individuals or groups who rent or lease the grounds for their use.

1. All pet owners must make the camp director and/or camp manager aware that they have a pet with them at the camp. The appropriate assumption of risk document must be completed by the pet owner prior to or on the day of arrival. A completed copy of the release form will be presented to the camp director and/or camp manager as soon as practical after arrival on the grounds, no later than 24 hours after arrival. Copies of vaccination and immunization records must be attached to the release form (rabies, DA2P-Parvo, Bordetella vaccine or others vaccinations required for the species).
2. No more than two (2) pets per family will be allowed on the camp property at any given time.
3. No exotic pets allowed (i.e. ferrets, monkeys, snakes, lizards, birds, etc.). The camp director and/or camp manager reserve the right and authority to refuse any pets not listed.
4. NO pets are allowed inside ANY common camp facilities/buildings including but not limited to dorms, dining hall, tabernacle, Thompson Family Life Center, or any other camp-owned buildings or cabins. Service animals may be allowed in certain areas only by approval by the camp director or camp manager.
5. Pets are only allowed in cabins if the pet owner is also the cabin owner. Exception would require the written permission of the cabin owner. Only cabin owners or campers staying in RVs or tents are permitted to bring pets onto the grounds.
6. Pets must remain on a leash when outside of RVs, tents, or cabins (see item 5 for cabin policy).
7. If and when pets are left unattended, they must be kenneled in an area safe for them WITH fresh water and food. Neglect WILL NOT be tolerated.
8. Pets are only allowed to relieve themselves in designated areas on or near the camp. Owners are responsible to pick up and clean up after their pets in all areas of the camp, even in the designated dog-walking area. (AREAS TO BE DESIGNATED BY MIKE AND RICHARD – ALSO, WE NEED TO DIRECT HOW TO DISPOSE OF MATERIALS PICKED UP BEHIND THE PETS.)
9. Owners/caretakers of pets that are sick, unruly, loud, and/or flea/tick infested may be asked to remove the pet from the premises in order to keep others' pets and/or other campers healthy.

ADOPTED BY ACTION OF THE CAMP BOARD July 22, 2015 (Ratified by email vote)

Virginia District Nazarene Camp Pet Release

I, _____ (print), certify that I have read and understand the Virginia District Camp Pet Policy document and agree to follow the requirements as detailed in the policy.

I further certify that I will assume total responsibility for any damage or injury caused by my pet during the time we are on the grounds and that I will provide the necessary vaccination / immunization records along with this signed release.

I will remove my pet from the camp immediately upon request of the camp director and/or camp manager if it is concluded that my pet has caused or is likely to cause damage, harm, or disruption to property or other persons attending the camp.

Breed / Type of Pet	
Pet's Name	
Camp Address (cabin number, RV lot number)	
SIGNED BY	

OVERVIEW OF REVISIONS

Page 6-7 Fees for 2009-2012 added (Fall 2007)

Throughout Major Revision/Update of the Policy Handbook (October 2010)
 Fees for 2013-2015 added (October 2010)
 Fees for 2016-2020 added (Spring 2014)

Page 25-26 Major Revision/Addition of the Pet Policy (November 2015)