



**Group Renting the Camp Teepee Pole Facilities**  
 Name of Group or Church Affiliation \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Each Group MUST provide for their own INSURANCE arrangements. Signature below ensures that **CAMP TEEPEE POLE is not responsible for any liability of bodily injury or property damage during the rental period.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reservation confirmation: From: \_\_\_\_\_ To: \_\_\_\_\_**  
*Mon day year Mon day year*

We propose to use these buildings and grounds on the terms and policies set out by the Board of Directors of Camp Teepee Pole. We agree with CSB's document "What we believe".

- We will leave the buildings and grounds in as good or better condition than in which they were found on arrival.
- We will keep gate closed and pinned to prevent cows from getting in. (Lock only when leaving)
- We will keep vehicles off area in front of kitchen and cabins; winter parking and access to kitchen is in rear near electric meter.
- We will keep quads on gravel roads provided for vehicles, and never use them on open area in front of cabins or kitchen.
- We will light fires only in the area designated for that purpose, never in open areas.
- We will take all garbage with us when leaving the camp; burning is not allowed.
- We will protect any of the live trees in the area, and will not cut down, carve up or damage them
- We will do everything within our ability to conserve the forest and beauty of the camp.
- Dogs or pets within camp should be kept on leash, kept out of kitchen/dining, cabins, and cleaned up after.
- If any damage occurs when we have been in charge on the dates set forth on this form, we will do one of two things:
  - pay the cost of materials and labor used in repairing the damaged property.
  - be responsible ourselves to repair or replace the damaged property (*the Board of Directors shall approve either option*).
- This form shall accompany the rental group while using the camp facilities.

Fee Paid (cheque payable to **Camp Teepee Pole**) \$ \_\_\_\_\_  
 Page 1 serves as your receipt - Board member signature \_\_\_\_\_ Date \_\_\_\_\_  
 Return Page 2 of this form with the camp keys to the responsible Board Member

**Summer Rental Rates (May-Sept), electricity is extra. There are no mid-week rentals.**  
 - Weeklong, Sunday through Saturday – includes washhouse and running water \$ 1,150 per week (max)  
 - Weekend, Friday through Sunday – **EXCLUDES washhouse (ONLY Kitchen water) \$ 300 per weekend**  
 - Summer rentals require \$100.00 non-refundable deposit.- Insurance coverage – Optional additional \$25 per day.

**Electricity charge is extra:** The cost will be **15 cents per kwh plus \$10.00 if electricity is used.** The meter, located by the C-Can storage trailer, needs to be read prior to using and then when leaving; please record on form Page 2. The main breaker at the meter must remain ON when leaving. USE the panel in the Kitchen/dining area to turn electricity ON when arriving, and OFF when leaving. While in Camp in summer, switches on the electric panel in the dining area that are highlighted in red must remain ON; in winter, they are Off. These switches include the wash-house and walk-in cooler.

**For Camp Bookings contact: Roland Wheaton 6 Eagleview Place, Cochrane, AB T4C 1P8 ph 403 932 1405; email [registrar@campteepeepole.org](mailto:registrar@campteepeepole.org)** Please pay the rental fee including the electricity, when the keys are returned after your weekend. Make cheques payable to CAMP TEEPEE POLE.

**PLEASE record number of people and return page 2 with the keys and payment. To pick up Camp keys:**

<b><i>In the Calgary area:</i></b>	<b><i>In Carstairs :</i></b>	<b><i>in Red Deer :</i></b>
Steve Klassen (403 816 0228)	Nathan Goertzen (403 337 0128)	Ken Edwards (403 391 3795)
43 Martindale Cres. NE, Calgary, AB T3J 2W4	PO Box 2001, Carstairs, AB T0M 0N0	29 Oates Green, Red Deer, AB T4P 1V1

**Note – our Spring work day is June 5, 2021, and the Fall work day is September 18, 2021-;** If anyone could help, please contact Ken Edwards above.

Condition of Camp Facilities - (yes or no) on Arrival/departure COMMENTS

Main Gate Locked      /          

PLEASE, keep the gate closed so cattle will not get into the camp. Only one lock on the main gate. Do not lock gate while at camp in case of an emergency.

Electricity Used (supply meter readings)      /           reading on Arrival      on leaving     

**Kitchen & Dining Hall – capacity 75 with electricity; must supply your own pots, pans, dishes and cutlery. EMPTY all PAILS and floor mop bucket. PLEASE dump slop in tree area well away from back of kitchen, NOT just outside door. Instructions for setup and closing are posted on the kitchen pin board.**

Stoves and griddle clean      /          

Floors clean(Kitchen, Dining, & Washhouse)      /          

Cupboards and counter tops in a clean state      /          

Split wood stacked along north wall      /          

Doors secured and locked      /          

(note the key provided is for the door that opens into the kitchen in the front, wiggle the door when unlocking to prevent sticking; the double doors onto the cement pad require a separate hex key)

Window shutters secured and locked      /          

Glass windows OK      /          

**PROPANE all valves OFF**      /          

**Electric panel -Dining Hall main OFF**      /          

On leaving, turn OFF only the Main breaker in the Dining Hall. The following must be left ON: Main breaker on the power pole by the C-Can, and Utility Room which is locked in winter.

**Cabins – 6 insulated cabins with wood stove but no electricity, each has bunks for 10 and a loft. DO NOT split wood inside the cabin or on the deck; use splitting block at the wood pile near the fire pit. Do not remove smoke detectors: if activated, push override button and clear smoke. Removing will damage and you will be charged \$100.**

Floors and bunks swept clean      /          

Split wood left in cabin      /          

Doors secured and locked      /          

Glass windows OK      /          

**Propane Tank is located behind kitchen. Main shut-off valve on tank must be OFF and locked when leaving (lock uses same key as gate). The three valves in the kitchen behind stove need to be OFF when leaving. Instructions for propane valves are posted in the kitchen.**

Main propane valve OFF, stove valves OFF      /          

**Outhouses Clean –PLEASE use outhouses, NOT front or side of buildings**

Garbage Removed from Camp Property      /          

Condition of Camp Facilities on Departure:      /          

The signature on this form affirms that the Camp Facilities were left in as good or better condition than found upon arrival.

**Number of People**      using Camp for the **rental period** from      to       
 Electricity used Kwh      \* .15 =      + \$10.00 =       
 Fee Paid (cheque payable to Camp Teepee Pole) +      less paid deposit of      = \$       
 Return this form with the camp keys to the responsible Board Member

Comments:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature for group renting

**NOTE: Do not split firewood inside the insulated cabins, or on the deck. A chopping block at wood pile near fire pit can be used. Do not leave any containers filled with water in the kitchen or dining hall. NO vehicle access to front of kitchen or cabins. USE access road to RV sites and back door of dining hall.**

Emergency numbers at Sundre: RCMP 403 638 3655; Forest Ranger 403 638 3805; Hospital 403 638 3033.

**Camp Manager**, contact Ken Edwards 403 391 3795

Camp Land description: Twp 034 Rg 08 W5 sec 03 SW; Lat 51.886 N Long 115.055 W

Rural address: 82053 Alberta Highway 584

**Directions to camp and cell phone access:****Directions to Camp Teepee Pole from Olds:**

36 km west from Olds to Sundre,

25 km west and north from Sundre to Bearberry

14 km west from Bearberry to Camp (follow paved highway 10 km, to James River,

then 4 km gravel to Teepee Pole Creek), turn left immediately upon crossing Teepee Pole Creek

For map and GPS users, note Land description and Lat Long on page 2. Cell phone service is OK for Telus phones.

Parking: use RV sites (follow access road to right behind A frames and C-cans), and area to left of tree line behind cabins (straight ahead instead of turning right to RV site). DO NOT park in front of cabins or kitchen.

There is a land line phone for emergency use only. 403 636 0757

**List of what is recommended that you bring with you (not provided by the camp):**

Pots and pans, knives, forks, spoons, plates, glasses, cups, juice/water pitchers

Tea towels and wash cloths, paper towels, dish soap, cleaning supplies for dishes and personal use.

Food, coffee, juices, drinking water. Garbage bags (you MUST remove your own garbage from camp property)

**Details about Washhouse (Summer only) :NOTE WASHHOUSE IS CLOSED-DO NOT USE**

Toilet paper and paper towels are supplied in the washroom. You will need your own towels for showers etc.

Please clean showers, toilets, sinks, and wash floor after use: Floor mops, mop pail, and cleaning solution (Spray Nine) are provided for washhouse and kitchen floors. Turn propane valves on hot water heaters in washhouse OFF when leaving, and turn switch on hot water heater in utility room OFF.

Cleaning equipment and key for paper towel dispensers are found in storage closet in Ladies side of washhouse

**Details about Kitchen:**

Stoves include two ovens, 8 burners, as well as a large griddle. After propane is turned on, make sure all the burner pilots are lit by temporarily starting each burner manually, then checking if it will re-start.

In summer, a walk-in cooler can be used for food that needs to be kept cool and a fridge is available in the dining room.

Dish washing is done by hand in 3 sinks (washing, rinsing, sanitizing).

You have to supply all your own cleaning supplies ie. soap, bleach etc.

You must supply your own garbage bags and the garbage must be removed by you. You must clean up inside all buildings and the grounds after use, or there will be an extra charge if we have to hire a clean-up crew. The next rental group will see the camp as you left it, and if they report it dirty you will be invoiced for cleanup.

Wood is available at camp. Washer and dryer is only for Camp Teepee Pole summer camps.

**Details about Cabins / Stoves:**

*Barrel marked "Ashes" must be used if you need to clean out ashes from the woodstoves. Do not throw ashes on the ground. A broom and dustpan are provided: please clean and sweep up each cabin after use. **Do not remove smoke detectors: if activated, push override button and clear smoke. Removing will damage and you will be charged \$100.***

**Details about Trailers:**

*There are 5 outlets for trailers, each can be used for two trailers at 15 amp 110; as long as you don't use air conditioning.*

*Only one outlet, nearest the C cans has an alternate 220, if not using the 110.*

*The three trailers the cooks use are available (same key as the cabins).*

*The facilities include a kitchen and dining room (max capacity 75) with electricity, propane cook stoves, wood stove for dining room heat, tables and benches.*

*There are 6 cabins, each with 10 bunks and a loft, no electricity, with wood stove for heat. Mattresses for 16 are provided, but you must bring bed sheets, sleeping bags, flashlight and matches.*

*There are 5 double electric plugin outlets for travel trailers.*

*During the summer (August) there is a washroom with electricity, running water, toilets and showers. This wash-house is closed mid-September and the water there is shut down, as it has no heat. Outhouses are located behind cabins farthest from kitchen. Cold running water is available in the winter in the freezer/storage room.*

*We rent facilities only, there is no staff at the camp, and renters must do own cooking, activities, and provide all food, utensils and equipment needed.*

***The buildings, including teepee and firepit, and immediate surrounding area to left coming in the access road is NOT to be used. A separate rental agreement and fee is required to use this area, which is our Environment Education Centre.***

*Refer to separate document for opening/closing procedures.*