CCC Use Only	
Date Confirmed:	
Deposit Received:	
COI Received:	
Paid in Full:	
Calendar Updated:	
Deposit Returned:	
Invoice #:	

Camp Curran Community Association (CCCA)

FACILITY USE APPLICATION

P.O. Box 44742 · Tacoma, WA 98448-0742
CCCA Representative: (302) 751- 2267

Reset Form

■ ALCOHOL POLICY — READ BEFORE COMPLETING THIS FORM

*Alcohol is **strictly prohibited** on Camp Curran property unless **prior written approval** has been obtained from CCCA, the Alcohol Use Fee has been paid, and proof of insurance coverage that includes alcohol-related liability has been provided. If your group plans to serve or consume alcohol, you **must** contact your CCCA representative **BEFORE** submitting this application. Unauthorized alcohol use will result in immediate removal and forfeiture of all fees and deposits. Additional city, county, or state permits may be required and are the sole responsibility of the renter.*

☐ Our group does **NOT** plan to use alcohol

☐ Our group **WILL** have alcohol — I have contacted / will contact CCCA for written authorization.

SECTION 1 — GROUP INFORMATION

Group Name:

Youth Organization? ☐ Yes ☐ No

Contact Person:

Phone:

Mailing Address:

City:

State:

Zip Code:

SECTION 2 — RESERVATION DETAILS

Date of Arrival (M/D/YY):

Time of Arrival: 5:00 pm

Date of Departure (M/D/YY):

Time of Departure: 11:00 am

Note: Standard check-in is 5:00 PM; standard check-out is 11:00 AM. Contact your CCCA representative in advance for any special timing needs.

Approximate Group Size:

☐ **Our group has 76 or more participants. (Groups of 76 or more participants are subject to a $100 large group fee.)**

SECTION 3 — FEES, PAYMENT & DEPOSIT

*After this application is reviewed, CCCA will email you a secure payment link for your reservation. **All payments are processed by credit card only.** A **3% credit card transaction fee** will be added to all payments and is the responsibility of the renter.*

*A refundable cleaning and damage deposit is required to secure the reservation. The deposit amount is **$100 or 10% of the total rental fee, whichever is greater.** The remaining balance must be **paid in full no later than 14 days prior** to the scheduled date of use.*

Deposits are refunded in full within 14 days after departure when the facility is left clean, undamaged, and all garbage removed. Credit card refunds may take 7–10 business days to process. If costs exceed the deposit, the renter is responsible for the difference. Cleaning is billed at $25.00 per hour

Rental Rate:

+ Additional Fee (if applicable): $ 0.00

= Subtotal:

+ Deposit:

3% Credit Card Processing Fee:

Total Rental Fee:

SECTION 5 — REQUIRED ACKNOWLEDGEMENTS

Check each box to confirm you have read and agree to the following before signing.

☐ **Certificate of Insurance (COI) — REQUIRED NO LATER THAN 14 DAYS BEFORE YOUR ARRIVAL DATE**
I understand that a Certificate of Insurance (COI) naming Camp Curran Community Association (CCCA), 13220 50th Ave E, Tacoma WA 98446 as an additional insured is required before my reservation is confirmed. The policy must include general liability coverage of at least $1,000,000 per occurrence and must cover the exact reservation dates. I agree to email the COI to my CCCA representative prior to my event. Failure to provide a valid COI may result in cancellation without refund. (A sample COI is available upon request.)

☐ **Facility Use Agreement**
I have read, understood, and agree to the six-page Facility Use Agreement (attached below), which governs all aspects of this rental, including (but not limited to) supervision requirements, cleaning standards, prohibited items, parking, emergency procedures, and assumption of risk.

☐ **Audio & Video Surveillance — Washington State Notice (RCW 9.73.030)**
I acknowledge that Camp Curran utilizes audio and video surveillance in designated public and common areas. By entering or using the facilities, all renters, guests, and participants consent to audio and video recording. Footage may be reviewed by CCCA or provided to law enforcement as needed.

☐ **Hold Harmless & Assumption of Risk**
I agree to indemnify, defend, and hold harmless Camp Curran Community Association, its officers, board members, volunteers, and agents from any claims, damages, or losses arising from use of the facility, except in cases of gross negligence or willful misconduct by the CCCA. I acknowledge that use of the property involves inherent risks and that all participants assume those risks voluntarily.

☐ **Supervision & Conduct**
I accept full responsibility for the supervision, safety, and behavior of all individuals in my group. All youth groups must maintain adequate adult supervision at all times. The property must never be left unattended while reserved. Disorderly conduct or policy violations may result in immediate termination of the rental and forfeiture of all fees.

☐ **Alcohol Policy**
I confirm my selection above regarding alcohol. I understand that unauthorized alcohol use will result in immediate removal and forfeiture of all fees and deposits.

☐ **Credit Card Transaction Fee**
I understand that all payments are processed by credit card only, and that a 3% transaction fee will be added to all payments (rental fee and deposit) and is my responsibility as the renter.

SECTION 6 — CERTIFICATION & SIGNATURE

By signing below, I certify that I have read, understand, and agree to all terms of this Camp Use Application and the attached CCCA Facility Use Agreement. I am authorized to enter into this agreement on behalf of the renting organization or group.

Full Name (print): _____ **Date:** _____

Organization Name: _____

Signature: _____

Please email this completed and signed form to CampCurranCA@gmail.com.
A secure payment link will be emailed to you upon receipt of your signed form.

Property Address (Does Not Accept Mail)
Camp Curran Community Association
13220 50th Ave E · Tacoma, WA 98446

Mailing Address
PO Box 44742
Tacoma, WA 98448-0742
CCCA Representative · (302) 751-2267

The Facility Use Agreement is attached to the bottom of this form.

Facility Use Agreement

Deposit Requirements

All reservations require a $100 deposit or 10% of the rental fee, whichever is greater, to cover unexpected expenses such as damages, cleaning, or garbage removal. If costs exceed the deposit, the renter is responsible for the balance.

Deposits will be refunded only when the facility is left clean, undamaged, and all garbage removed. Refunds are issued to the original credit card used for payment.

Please note that credit card refunds may take 7–10 business days to process.

All required paperwork and payments must be received by CCCA before the reservation date. Failure to provide the required documents may result in loss of access to the facility and forfeiture of all payments made to date, including deposit and rental fees.

Check-In & Check-Out Times

The check-in time for overnight reservations is 5:00 PM, and the check-out time is 11:00 AM, unless otherwise agreed upon in writing by both the renter and the CCCA representative. Early arrivals or late departures without prior authorization may result in additional fees or forfeiture of the deposit.

Reservation Completion & Payment Policy

Your reservation is not complete until all required documents and payments have been submitted.

Large Groups: Large Groups are defined as 76 or more total attendees on site at any time during the reservation. These groups will incur an additional $100 fee per reservation, regardless of whether participants are indoors or outdoors. Additionally, the renter is responsible for ensuring adequate facilities are provided, including but not limited to portable toilets and wash stations. The renter is responsible for providing an accurate attendance estimate and notifying CCCA of any changes prior to the event.

At a minimum, a deposit is required to secure the reservation. The remaining balance is due no later than 14 days prior to the scheduled date of use. All rental fees must be paid in full at least 14 days prior to the first day of your rental.

Cancellations made with less than 14 days' notice will result in the forfeiture of all monies paid to date, including deposits and rental fees.

Insurance Requirements

All renters are required to provide a Certificate of Insurance (COI) naming Camp Curran Community Association (CCCA) as an additional insured for the duration of their event. The policy must include general liability coverage of at least $1,000,000 per occurrence, covering the renter's organization, participants, and all activities taking place on the property. The COI must list the following entity and address exactly as written:

Camp Curran Community Association (CCCA)
13220 50th Ave E
Tacoma, WA 98446

The dates of coverage must, at minimum, match the exact dates of the reservation. Renters may request an example COI from us if needed. The required insurance documentation must be submitted no later than 14 days prior to the scheduled date of use. Failure to obtain and provide a valid COI by this deadline may result in cancellation of the reservation without refund.

Audio & Video Surveillance Disclaimer (Washington State Compliant)

For the safety and security of all guests, Camp Curran Community Association utilizes audio and video surveillance systems in designated public and common areas of the property. These systems may monitor and record both audio and video at any time.

By entering or using the facilities, all renters, guests, and participants are deemed to have been notified of, and to consent to, audio and video recording as required under Washington State law (RCW 9.73.030). Individuals who do not wish to be recorded should not enter or remain on the property.

Recorded footage may be reviewed by authorized CCCA representatives and, if necessary, provided to law enforcement or used to verify compliance with rental policies. Surveillance is used solely for security, property protection, and operational purposes.

Facility Rules & Prohibited Items

To ensure the safety and integrity of Camp Curran, all renters and guests must comply with the following rules:

- **Septic System Use:** This facility operates on a septic system designed for limited capacity use. Only toilet paper provided by CCCA may be used. Do not flush wipes (including "flushable" wipes), paper towels, feminine hygiene products, food, or any foreign materials. Improper use or excessive strain on the system may result in additional cleaning, pumping, or repair charges billed to the

renter. Any damage, backup, or required pumping resulting from misuse will be billed to the renter.

- **Smoking/Vaping:** Strictly prohibited inside all buildings and anywhere on camp property.
- **Weapons/Firearms:** No firearms, weapons, or fireworks are allowed on the property unless specifically authorized by CCCA in writing and fully compliant with Washington State law.
- **Alcohol & Drugs:** Alcohol and illegal substances are prohibited unless written authorization is obtained from CCCA (which may require additional fees and insurance coverage).
- **Pets:** No pets or animals are allowed, except for service animals as defined by law.
- **Fire Safety:** Fires are allowed only in designated fire pits and must follow all county burn restrictions.

Violation of any of these rules may result in immediate removal from the property without refund. CCCA reserves the right to terminate any reservation for violation of these terms without refund.

Supervision & Conduct Requirements

The renter is responsible for the supervision, behavior, and safety of all individuals associated with their group while using the facilities.

- The renter is responsible for ensuring that Lodge occupancy limits (133 people) are always maintained. Rotating groups or staging individuals to temporarily exceed occupancy limits is not permitted.
- All youth groups must maintain adequate adult supervision at all times.
- The renter is financially responsible for all damages caused by participants, guests, or attendees.
- Disorderly conduct, unsafe behavior, or violation of CCCA policies may result in termination of the rental and forfeiture of all fees.
- The property must never be left unattended at any time while reserved, except in the case of an emergency. At least one authorized adult representative of the renting group must remain on-site at all times.
- All doors, windows, and access points must remain closed and locked when not in active use.

Cleaning & Checkout Requirements

To ensure a full refund of the deposit, renters must leave the facility in the same or better condition than it was found. Minimum requirements include:

Personal Property & Equipment

- Remove all personal equipment, supplies, decorations, and belongings unless prior written approval has been granted by the CCCA representative.

- Items left without authorization may be removed or disposed of, and all or part of the deposit may be forfeited to cover related costs

Kitchen

- Remove all food from the refrigerator and freezer.
- Unplug and clean the coffee maker (including the basket).
- Clean all kitchen pots, pans, dishes, and utensils used.
- Clean countertops and sinks.
- Ensure the drying rack is empty and items put away.
- Return the kitchen to its normal setup.

Floors & Furniture

- Sweep all floors.
- Mop as needed to remove spills or visible dirt.
- Return tables and chairs to original locations.

Trash & Waste

- Remove all garbage from the property and dispose of it off-site.
- Empty all trash cans, including bathroom trash.
- Renters must bring their own trash bags — Camp Curran does not have garbage service.

Fire Safety

- Ensure all fires are fully extinguished.
- Do not pour water into the fireplace insert; close the air damper (push in to close, pull out to open).

Lights, Security & Grounds

- Turn off all interior lights.
- Complete a "Leave No Trace" walk of the grounds before departing.
- Secure the Lodge and Camp if directed by the CCCA representative.

Hold Harmless & Indemnification Clause

The renter agrees to indemnify, defend, and hold harmless the Camp Curran Community Association, its officers, board members, volunteers, agents, and representatives from any claims, damages, injuries, losses, liabilities, or expenses arising from use of the facility, including those caused by participants, guests, or third parties, except in cases of gross negligence or willful misconduct by CCCA.

Liability & Assumption of Risk

Camp Curran includes natural outdoor areas, trails, uneven terrain, and structures consistent with a camp environment. By renting the facility, the renter acknowledges:

- Damage resulting from violation of occupancy limits or septic system misuse will be the financial responsibility of the renter.
- Use of the property involves inherent risks, including but not limited to slips, trips, falls, wildlife encounters, and outdoor hazards.
- The renter and their participants assume all risks associated with use of the property.
- CCCA is not responsible for lost, stolen, or damaged personal property.

Participation in activities on the property is voluntary and undertaken at the renter's own risk.

Compliance With Laws & Policies

All renters and guests must comply with:

- All federal, state, and local laws.
- Pierce County regulations.
- CCCA policies, procedures, and posted rules.
- Fire code and occupancy limitations.
    - The maximum occupancy of the Lodge building is 133 persons at any time. This limit applies to indoor occupancy only and may not be exceeded.
    - The overall camp property may accommodate additional individuals outdoors; however, at no time may more than 133 persons be inside the Lodge building simultaneously

Failure to comply may result in immediate termination of the rental without refund.

Parking & Access Rules

- Vehicles may only be parked in designated parking areas.
- Driving beyond marked roads or onto grass, trails, or camp fields is prohibited unless preauthorized by CCCA.
- Renters must ensure access to emergency vehicles remains unobstructed at all times. (Do not lock the gate while camp is occupied.)
- Gate codes or keys (if provided) must not be shared with unauthorized individuals.

Emergency Procedures

Renters must ensure:

- In the event of any emergency, call 911 immediately. After contacting emergency services, notify the CCCA Representative at (302) 751-2267 as soon as it is safe to do so.
- A charged mobile phone is available at all times for emergency calls.
- All participants know the camp address:
  13220 50th Ave E, Tacoma, WA 98446
- Any accidents, injuries, or damage are reported to CCCA immediately.
- Emergency exits and fire extinguishers remain unobstructed.

Renters are encouraged to review the property's emergency information upon arrival.

Alcohol Policy

Alcohol may be permitted only with:

- Prior written approval from CCCA
- Payment of the Alcohol Use Fee
- Proof of insurance coverage that includes alcohol-related liability
- Any city, county or state permits required by law.

The renter is fully responsible for monitoring the responsible use of alcohol by all attendees. Any unauthorized alcohol use will result in immediate removal and forfeiture of all fees and deposits.

Quiet Hours

To respect neighboring properties and maintain a safe environment, quiet hours are enforced from 10:00 PM to 7:00 AM.

During these hours, amplified music, loud activities, and disruptive noise are not permitted. Repeated violations may result in termination of the reservation without refund.

Acceptance of Terms and Signature

By acknowledging the "Facility Use Agreement" on the "Facility Use Application" above, I acknowledge that I certify that I have read, understood, and agree to comply with all terms and conditions outlined in this Facility Use Agreement. I further certify that I am authorized to enter into this agreement on behalf of the renting organization or group.