



Timber Lake Usage Agreement

NOT VALID UNTIL PAYMENT IS RECEIVED

No group or organization shall use any Timber Lake facilities in any manner or for any purpose that is in conflict with or contradicts the GEORGIA DISTRICT COUNCIL ASSEMBLIES OF GOD, INC. beliefs, practices, mission, or principles. This policy is applicable to the use of Timber Lake's facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of Timber Lake facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No Timber Lake or GEORGIA DISTRICT COUNCIL ASSEMBLIES OF GOD, INC. representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

This Usage Agreement is made and entered into as of the date of signature, by and between Timber Lake and the named (user/s).

Whereas, User desires to use the facilities listed below at Timber Lake on the terms and conditions set forth herein and Timber Lake is willing to allow the facilities on such terms and conditions;

NOW, THEREFORE, the parties agree as set forth below:

1. **Facilities: Event, Date, Rate** –Timber Lake shall make the named facilities available for purposes of use. Upon signing of the agreement and payment of the required deposit, the building/s named shall be reserved for the user for the dates and rates shown.
2. **Time(s) of Use**- During the term of this agreement, User shall use the facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. User shall notify Timber Lake of the nature of its program and shall promptly supply Timber Lake with information concerning the program upon request by the director or onsite personnel. Arrival time is 3:00 p.m. and departure time is 11:00 a.m. unless specified otherwise in the agreement.
3. **Capacity** - The capacity of the Addison Dormitories is 160-person maximum; the capacity of the Bray Dormitories is 160-person maximum, The capacity of Valimont Lodge is 168-person maximum. The capacity of the Cafeteria is 250-person maximum. The capacity of the Worker Quarters is 32. The capacity of the Apartments is 4 each. User may not, at any time, exceed this maximum capacity.
4. **Outdoor Activities** – The Lake, Activities Field and Pavilion are part of usage agreements during Spring, Summer and Fall. (Lake closes during cool weather months)



5. **Deposits, payment and guaranteed number**– A deposit equal to 15% of the total rate is required to secure your date and must be sent back with this signed agreement within 14 days from the date the contract was generated. We require a confirmation of attendance at least two weeks in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above the minimum number. It is understood that the user shall pay the full balance of the rental amount at the time of check-in.
6. **Cancellations** – Should you choose to cancel your event a \$50 handling fee will be charged. The following schedule applies for refunds.

AMOUNT OF TIME PRIOR TO EVENT	AMOUNT OF DEPOSIT RETURNED (LESS HANDLING FEE)
More than 90 days	70%
30 – 90 days	50%
15 – 29 days	25%

7. **Liability for Injury to Persons or Property**- User agrees to supervise and to assume full control and responsibility for any persons, entities or things, other than Timber Lake personnel, on the property who/which are, for any reason, on the Facility by reason of Users program or use of the Facility. User agrees to defend, indemnify and hold harmless Timber Lake and its past, present and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with Users actions and/or failure(s) to act in respect of its use of the Facility. For the purpose of this section, “any person” includes, but is not limited to, Users agents and employees, participants in Users program, and Users visitors. The cost of any missing items, damages or the need for excessive cleaning will be charged to the User. Damages and repairs will be billed at contractor rates.
8. **Liability Insurance** – Timber Lake requires that the user obtain general liability or event insurance covering the day/s of the event, based on the planned activities. A certificate or letter of coverage with a minimum coverage of \$1 million shall be provided to Timber Lake at least 14 days prior to the first day of use. *****FOR YOUTH CONVENTION, A COPY OF YOUR CHURCH'S INSURANCE MUST BE PROVIDED AT BOOKING**
9. **Room setup and take down** - All exits and doorways must remain accessible. Users must receive prior approval from Timber Lake regarding the moving of furniture. The User is responsible for set up of chairs, tables, etc., in the Cafeteria, Dormitories, Worship Center, and other areas as needed. Tables and chairs are provided by Timber Lake Retreat Center.



Prior to check-out time, User is responsible for putting away the chairs and tables used, removing all personal belongings, and collecting all trash in both lodging and meeting facilities. Trash is to be deposited in bags (provided by Timber Lake) in front of the facilities. Clean up, removal of personal belongings is the responsibility of the User. Any excessive cleaning or damages will be charged to the User.

10. **Vendors & Programming** – The user is fully responsible for vendors, speakers and all programming associated with their event.
11. **Food Service** – Timber Lake retains common-control of all food services at all times on Timber Lake property. Timber Lake offers quality meal choices at reasonable prices. Timber Lake kitchen is for use by Timber Lake staff ONLY. Smaller groups (30 or less), with permission, may use the Dormitory Kitchen to prepare meals, store food items, etc.
12. **Sound and Audio-Visual** – The User must provide their own sound, lighting, instruments, etc.
13. **Decorations** – No nails, screws, duct tape, masking tape or staples can be used on building surfaces or trees. Props and decorations must be removed from the facility or additional charges may apply.
14. **Pool and Slide** – When pool or slide are reserved, Timber Lake will provide lifeguards. At no time will the pool or slide be available without a lifeguard. No one shall enter the pool or slide area unless a qualified lifeguard is supervising that area. Timber Lake shall, in its sole discretion, determine the minimum qualifications for said lifeguard, which will generally be a minimum of a Red Cross Lifeguard Certificate. Swimming pool/Slide are generally available from Memorial Day weekend through Labor Day weekend, weather and maintenance permitting. Availability at other times is at the discretion of the Director and is subject to change.
15. **Health and Safety**- Timber Lake does not provide medical supervision, treatment, maintenance, or dispensing of medications for users or their participants. These responsibilities belong solely to the user. User agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a current certificate of training in the principles of first aid and age-appropriate CPR from a nationally recognized provider. User must bring own first aid supplies and equipment. Emergency transportation is available through local emergency response groups by dialing 911. User agrees to furnish nonemergency transportation.
16. **Miscellaneous**- User warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf. This Agreement may be altered or amended only by written agreement of both parties. Timber Lake reserves the right to require that the User remove from the Facility any persons in, or in any way connected with, Users group who, in the sole opinion of Timber Lake staff, are creating a disturbance or who are otherwise disrupting activities on said Facility. User agrees to permit only authorized persons to enter



the Facility and shall take all necessary steps to remove unauthorized persons from said Facility.

The following **POLICIES** are part of your User Agreement.

1. **SPEED LIMIT** is 15 mph. If that limit is not followed, it could result in us asking you to leave the property earlier than you planned and without a refund. For the safety of everyone, please keep speeds under 15 mph.
2. **NO SMOKING** is allowed in any of our buildings or on the campus.
3. **NO ALCOHOL**
4. **NO FIREWORKS**
5. **CAMPFIRES** are allowed only in the designated fire pit in the camping area. No open fire at any time.
6. **PARKING** is permitted in the main parking lot. No vehicles are allowed off-road or along the walkways. Any damage to underground utilities will be the responsibility of the user in the event that vehicles park or drive in/on undesignated areas. Timber Lake is not responsible for loss or damage to vehicles or their contents while parked on property.
7. **WATERFRONT** – Timber Lake features the use of our canoes, kayaks and paddleboats. **Timber Lake DOES NOT PROVIDE A LIFEGUARD. Children must be supervised by an adult while on docks, or in the water.**
 - Lifejackets must be worn when using canoes, kayaks, and paddleboats.
8. **PETS** are not allowed. Service dogs are excluded from this policy but must have certification. Proof of service animal licensing and certificate must be provided. All service animals must be wearing their official service vest at all times.
9. **LIABILITY** – Timber Lake reserves the right to inspect and monitor all private events. Liability for damages to the premises will be charged accordingly. Timber Lake cannot assume responsibility for personal property and equipment brought onto the premises.
10. **LOST AND FOUND** – Timber Lake cannot be responsible for damage or loss of any articles or merchandise left here prior to or following your event.
11. **LINENS** are not provided.
12. **MISCELLANEOUS** -- Please share the campgrounds and watercrafts with any other registered guests. Help us maintain the beauty of our campground by cleaning up after yourself. Do not litter — trash cans are provided at many places on the campground.



Event Name: Youth Convention Lodging
Event Date/s: Friday, November 20th
Contact Name: _____
Contact Church: _____
Contact Phone: _____
Contact Email: _____

Total Number for Event: _____
Cost Per Person: \$20.00
Number of Meals Included: -0- (Timber Lake will not provide meals for Youth Convention)
Additional Costs: -0-
Additional Costs: -0-
Additional Costs: -0-

Lodging assignments will be provided by the Operations Administrator prior to checking in.

It is understood and agreed that should your group fail to adhere to all of the above rules and policies or does not conform to the proper use of the buildings, Timber Lake may, at its discretion, terminate this agreement and require the parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Timber Lake in its sole discretion, and/or all deposits made will be retained by Timber Lake. I understand and agree that, in addition, I/we will be responsible and liable to Timber Lake for any costs exceeding the amount of the retained deposit.

Event/User Agent/Representative Name _____



Event/User Agent/Representative Signature _____

Date _____

Timber Lake Operations Administrator Signature *Kathryn Velez*_____

Date September 14th, 2026