

The Cross Retreat Center Lubbock, TX Reservation and Agreement Form

1. Please review all information that pertains to your reservation including complete guidelines for the cross-retreat use in the policy and procedures manual. Please email Roberta Beam at beambirdie@yahoo.com or call/text (806)535-1399 for pricing or any questions.
2. Complete the reservation forms, with all required signatures. Forms may also be scanned and emailed to Roberta Beam at beambirdie@yahoo.com All reservation requests require a handwritten signature.
3. Checks should be made payable to The Cross retreat center. The Full amount is due 15 days prior to the date of your stay to avoid event cancellation.
4. We will provide a written confirmation of your stay via email after completing your reservation. If you have questions call (806) 535-1399.
5. Deposit of \$300 will be refunded at the end of the day of your event.

The Reservation Contract must be signed by a person 18 years of age or older who is authorized to act as the guest. The guest is responsible for any damage or misuse of the home reserved. When the planned activity is primarily for participants under 18 years of age, the person signing the contract will be responsible for providing 1 adult chaperone per 10 youth. Reservations are taken on a first come, first serve basis. Reservations will be approved based upon availability.

Client Contact Information: Please Print

Primary Contact's Last Name _____ PrimaryFirstName _____

Name of Organization (if applicable) _____

Phone (H): () _____ Phone (W): () _____

Street Address _____

City _____ State _____ Zip _____

County _____ Email _____

Cell Phone _____ Fax _____

Refunds and cancellations

The Guest may cancel a reservation in the case of severe weather conditions, or if all the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond the home or guest control. In order to receive a refund, guest must cancel in writing at least 15 days prior to the scheduled reservation.

Damages and Extra Cleaning Fees

All damages to property must be reported to management immediately. The owner may invoice an individual, group, or organization to recover costs for damages or missing items. An extra clean-up cost of \$150.00 will be assessed for every event if additional cleaning is required. All guests are expected to leave the home clean and organized after your stay.

Tobacco, Drugs, and Weapons

Smoking, illegal drugs and other substances, weapons of all kinds except law enforcement officers in the execution of their duties, are prohibited in all of our facilities. Any smoking must take place outdoors in specific marked areas. \$100/Person/Incident

Pets

Pets allowed with a \$50 fee per pet (service animals are allowed with documentation)

Plumbing

Water and Sewer: DO NOT FLUSH anything other than toilet paper. No feminine hygiene products, wipes of any sort, paper towels, etc. should be flushed. If it is found that these items have been flushed and clog the plumbing lines, you will be charged for the damages and costs to rectify them.

Damage to Personal Property, Camp Property, and Keys not returned

The Cross retreat cannot assume responsibility for personal property and equipment brought on to the premises. Tables, chairs or other furniture may not be moved out of the designated areas unless permission is requested. \$15.00 per key not returned.

NO Food or drinks in the bedrooms

Food and drinks are ONLY allowed only in the designated kitchen/dining areas. No food in the Bedrooms! You will lose your deposit if we have to send bedding out to be cleaned or clean the carpets.

Noise ordinance

No large/loud parties. Please be courteous to the neighbors and keep the volume down between the hours of 10:00 pm and 7:00 am. City of Lubbock has a noise ordinance. (1983code, sec. 18-4) If the noise ordinance is violated, you could face a fine up to \$500.

Please initial here that you have read and accept the attached rules and guidelines: _____

Indemnification

In consideration for use of the home, the renter, guest ("User") hereby agrees to defend, indemnify and hold harmless Crossbeam real estate its Board, employees, and representatives, from and against any and all liability, loss, damage injury or death arising from acts connected with User's activities while using the facilities, whether same is caused by or arises from the negligence of User or of its participants, members or guests or by failure to perform any terms of this agreement.

The owner has the authority to ask individuals or the total group to leave the home when they will not cooperate with the policies or rules of the home. The owner will consult with the quest/renter of the group before this extreme action is taken.

I certify that I have been authorized to act for and to execute this agreement on behalf of the guest. The guest has read the guidelines on this form and agrees to abide by all guidelines and policies. The guests agree to defend crossbeam real estate and Foundation, indemnify it and hold it harmless from any and all claims associated with the guests while in use of the building.

Print Name: _____

Signature: _____ **Date:** _____