

Scheduling and Usage Policy

An added benefit to working and living at Riverbend is the access and use of Riverbend's facilities, programs and equipment. Priority use is always given to guest groups and all requests must be made by submitting the staff resource request form online by visiting <https://www.riverbend.camp/resource-request>. All requests must be approved by the Guest Experience Director or Operations Director. Please note pricing has changed and can be viewed on the Resource Form. These charges help RRC with the electrical usage, laundry, and housekeeping staff. Some requests may be delayed for approval based on camp needs.

Facilities:

1. You can book a space 30 days prior to a preferred date; this gives priority booking to guests.
2. Rooms may be provided if the following conditions are met:
 - a. We prefer you clean facilities before your usage. However, you will need to be flexible based on guest arrivals, staffing, and if the facility is already clean.
 - b. If you clean facilities after your use the facility needs to be "guest ready" meaning every clean detail must be met for guest arrival. The housekeeping team can instruct you on what needs to be done.
 - c. You pay for the facility as detailed on the staff resource form.
 - d. You are reserving for your family/friends and not for an organization or church group.
 - e. Your guests agree to abide by all Riverbend policies (no pets, no alcohol, etc.)
3. The fees for booking a facility are listed below. With all facilities there will be a charge to cover Riverbend's utility and laundry costs; this will be a per night fee. If you do not wish to clean the facility you can add a fee for Riverbend staff to clean it, this is a one-time fee per facility. This fee will not be applied if you clean the facility before or after your use. Once the booking is confirmed the reservations team will send you an invoice.

The first fee is the one-time charge if you want RRC to clean the facility the second fee is the utilities charge per night per facility.

- Rock Creek room = \$14/\$3.50
- Cedar Bluff room = \$20/\$5.00
- Lenamon = \$130/\$32.50
- G. Rollie = \$100/\$25
- House on the Hill = \$100/\$25
- Brazos = \$60/\$15
- Creekside = \$40/\$10
- Greene = \$40/\$10
- Cabins = \$40/\$10
- Wagon = \$25/\$5
- Chapel = \$40/\$10?
- WCCR = \$30/\$7.50
- Riverside = \$60 (drinks not included)/\$15.00
- Bass = \$45/\$11.25
- CBGR = \$16/\$4.00
- RCCR = \$16/\$4.00

Meals:

1. Meals are a privileged benefit to staff and their families. You may have up to 6 visitors who eat free at Riverbend.
2. If you have more than 6 visitors, please make sure the Food Service Coordinator is aware. Any additional visitors are \$5 per person per meal.
3. Meals are only available if more than 30 guests are eating. The Food Service Coordinator reserves the right to deny meals to staff and staff guests based on food supply for guests (advanced notice should be given).

Programs:

1. Participation in programs is available if the following conditions are met:
 - a. The activity is scheduled through the office and all policies and all procedures are followed.
 - b. You agree to pay for any consumables used during the program (skeet, paintball, etc.). This includes a \$10 fee to cover electrical costs for the slides at the pool.
 - c. You agree to setup and clean after the program or pay for the staff to set up and run the program.
 - i. See Guest Experience Director on how many staff would be required for your event and the hourly rate that will be charged per staff. You may tell the Programs Coordinator if you would like to help and have one less paid person at activity.
 - d. The required amount of trained or certified by Riverbend staff to run the program is present at the program.
 - i. Exceptions are that the pool may be used by your immediate family. If non-family members are swimming you must have trained lifeguards on duty.

Equipment:

1. All use of equipment (program, kitchen equipment, maintenance, office) must be approved by the Operations Director. This includes tools, mowers, trailers and items from kitchen.
2. All equipment must be returned by the due date in the same condition as received. If damaged, it will be employee's responsibility to repair or replace.