



1206 HWY 59 N.  
QUEEN CITY, TX 75572

# CITADEL RETREAT CENTER FACILITY RENTAL USE CONTRACT

309 Vision Rd.  
Queen City, Texas 75572  
903-796-8384 (Church Office)

### ORGANIZATION INFORMATION:

Name of Organization/Person \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

### FACILITY USE INFORMATION:

Purpose \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Adults \_\_\_\_\_ Minors \_\_\_\_\_

Facility usage Start date \_\_\_\_\_ End date \_\_\_\_\_

Time of Use (including set up and tear down) Arrive \_\_\_\_\_ Depart \_\_\_\_\_

### FACILITY NEEDS:

Upstairs Bunk House (sleeps 28) \_\_\_\_\_

Game Room \_\_\_\_\_

Downstairs Bunk House (sleeps 28) \_\_\_\_\_

Kitchen \_\_\_\_\_

Swimming Pool (addt'l charge) \_\_\_\_\_

Canoes \_\_\_\_\_

Other \_\_\_\_\_

### CONTRACT:

I agree to abide by the facilities guidelines, policies and charges. I (we) fully understand the breakdown of charges for this rental. I will forward this contract and the payment in full upon approval of the event. Failing to comply with these standards will forfeit the rental.

Signed: \_\_\_\_\_

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

Breakdown of charges: (office use only)	
Facility Use Fee	\$ _____
Deposit (refundable by mail following retreat)	\$ _____
Other	\$ _____
<b>TOTAL \$</b> _____	
_____ (INITIALS)	

## FACILITY GUIDELINES, POLICIES, AND CHARGES

Instructions: Please submit a completed application form and security deposit to Christian Fellowship Church, 1206 Hwy. 59 North, Queen City, TX 75572 for processing dates.

1. A FACILITY USE CONTRACT must be filled out and signed in order to reserve a date on the church calendar. Phone conversations DO NOT constitute a reservation. Reservation dates/times WILL NOT be held until the contract and deposit is received and approved by Christian Fellowship Church.
2. FULL PAYMENT must be received by the first day of the event. The rental will be cancelled if payment is not paid in full the first day of the event.
3. We reserve the right to deny rental to any organization and or person.
4. Charges for use of The Citadel Retreat Center are as follows:

**Security Deposit (day use & overnight)**

(Security deposit is due at time of booking. Security deposit is refunded by mail after your departure. Deposit will NOT be refunded if property is left dirty, trash is not removed and/or damage to property is found.)

**\$100 per retreat**

**Retreat Facility (overnight)** \*\$250 per night minimum is required (including bunkhouses, game room, kitchen facility and canoes)

**\$25 per person per night**

**Retreat Facility**

**(Day use)**

**( ½ day use - 8am – 2pm or 3 pm – 9pm)**

(includes canoes & kitchen facility)

**\$300 per day**

**\$150 per ½ day**

**Swimming Pool**

**\$ 50 per retreat**

5. No **alcoholic beverages, smoking or firearms** are allowed on premises.
6. When minors will be a part of activities, adult supervision is required at all times.
7. **NO POOL TOYS OF ANY KIND EXCEPT BEACH BALLS!** (This includes NO diver's coins or diver's rings, NO small items, NO sharp objects and NO glass in pool area.)
8. Everyone entering the pool area must shower off before entry. Shower is on south side deck area.
9. No running, no horseplay, and no climbing or hanging on the fence is allowed in the pool area.
10. When using the pool, adult supervision is required at all times!
11. When using the canoes life jackets must be worn at all times.
12. All fishing is "Catch and Release" only.
13. Clean up and trash removal is YOUR responsibility. Security deposit WILL NOT be refunded if property is left dirty or trash is not removed.
14. Both bunkhouses have twin size bunks. Linens are NOT provided.
15. Trash bags and all paper products are your responsibility. We DO NOT provide these items.
16. **Cancellation Policy:** Please immediately notify the church office. Failure to notify the church office 7 business days before your scheduled event will result in loss of deposit.
17. Any exceptions to these policies and guidelines will require the approval of Christian Fellowship Church. Contact the church office for questions.