



**Thank you for your interest in renting the Shiloh Bible Conference facility. This packet contains the Rental Contract and basic information about renting the facility. If you have any questions about the agreement or wish to check a facility availability date, please call the Shiloh Office at 208-325-8239.**

**Please note that before a reservation date is confirmed the Rental Contract and a \$500 deposit must be received by the Shiloh Office. The Rental Contract needs to be completed in full on all pages, with all dates and times listed. It would also be helpful for us to have a copy of your agenda. There may be more than one group at the camp at any time, and we want all groups to be accommodated.**

**Enclosed you will find the Policies and Emergency Procedures Guidelines for Shiloh Bible Conference. Please be sure to distribute this information to your participants.**

**Thank you again for your interest. We look forward to working with you and helping to make your group's event a success.**

**Sincerely,  
Shiloh Bible Conference Staff**

# RENTAL CONTRACT

## APPLICANT INFORMATION:

**Group Name:**

**Sponsoring Church or Organization:**

**Address:**

**City**

**State**

**Zip**

**Contact Person:**

**Title:**

**Business Phone:**

**Home Phone:**

**Email:**

**Address (if different from above):**

**City:**

**State:**

**Zip:**

**Requested Conference Dates: Beginning** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Ending** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Number of Nights:**

**Approximate Number Attending:**

*(Shiloh Bible Conference has a maximum capacity of 140 participants plus staff)*

## SPECIAL NOTE:

For Liability reasons a copy of each of the following items needs to be submitted prior to using the facilities of Shiloh Bible Conference:

1. A copy of your organization's Statement of Faith (where applicable)
2. A certificate from your insurance company showing liability coverage as requested in Policy item E-1.
3. A copy of the current Idaho Food Safety Certificate (or acceptable equivalent) for your qualified Food Handler.
4. A copy of the complete menu\*\*

\*\* In Idaho, state Food Safety certification is done through Health and Welfare. For more information you may call the Boise office at (208) 334-6700 or visit their website at:

<http://www.healthandwelfare.idaho.gov/site/3381/default.aspx> . Menu may be turned in upon arrival.

**GOVERNING GUIDELINES:**

**The Rental Group hereby agrees to:**

1. Abide by the guidelines and procedures described in the enclosed Rental Group Policy and those posted on the grounds. The signer accepts the responsibility for communicating these guidelines to the leadership of the Rental Group and will follow through to ensure compliance.
2. The Rental Group will arrive no sooner than 3:00 PM on the beginning date shown and will vacate the grounds no later than 1:30 PM on the closing date.
3. If the Rental Group is not part of any formal organization or fellowship, I, the undersigned agree to be held individually responsible for the financial obligation incurred by this contract.
4. Sign and return this contract with the indicated deposit on or before (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . The dates requested will not be reserved for your Rental Group until the signed contract and deposit are received.
5. Keep a roster of everyone on site and where they are staying (cabin number or room) in case of emergency. Those staying off site need to be listed as Daytime Guests. Shiloh staff must be given a copy of this list.

**Please read and initial the following statements:**

1. We highly recommend that any Rental Group do background checks on their staff. Do you perform background checks on your staff? (*circle one*) YES NO
2. Do you understand that you must have a licensed Food Handler overseeing your kitchen staff? (*circle one*) YES NO
3. Shiloh Bible Conference does not provide medical staff for Rental Groups. What kind of medical personnel will you have on staff?
4. Do you have a “medical procedures” policy that you will be following? (*circle one*) YES NO
5. I have read and agree to abide by Shiloh Bible Conference’s *Statement of Faith* while using Shiloh’s facilities.
6. I have read and agree to all Shiloh Bible Conference’s policies and procedures.
7. I have read and agree to the financial obligations as stated in this contract.
8. I have read and agree with the *Liability Release Statement*.
9. I will provide the Food Handler Certification documentation.
10. I will provide the certificate of insurance in accordance with the policies.

This Rental Group intends to arrive at (time) PM / AM on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

This Rental Group intends to depart at (time) PM / AM on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**LIABILITY RELEASE STATEMENT:**

The Rental Group agrees that Shiloh Bible Conference is not responsible for any accidents, injuries or damage to property which may occur during the term of this agreement. The Rental Group releases and discharges Shiloh Bible Conference and InFaith of and from any and all claims, damages, suits or causes of action for personal injury or damages to property arising out of or related to the Rental Group's stay and use of the Conference facility. The Rental Group hereby agrees to indemnify and hold harmless Shiloh Bible Conference and any of its staff, board members and agents, and InFaith and its agents of any and all claims, causes of action, suits, whether in law or in equity, damages and injury, whether to persons or property, which occur or may occur at the facility of Shiloh Bible Conference or during travel to and from Shiloh Bible Conference.

IN WITNESS WHEREOF, the parties hereto do hereunto execute this Rental Agreement on this  
day, \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

Name of Group	Date of Rental
Address	Fax (____)
City, State, Zip	Email
Authorized Signature	Please Print Name

Group Representative Name  
*(Will accompany group to Shiloh)*  
Phone (\_\_\_\_)

Emergency Contact Name  
*(Will NOT accompany group to Shiloh)*  
Phone (\_\_\_\_)

**Mail Pages 2 – 4 to:**  
Shiloh Bible Conference  
PO Box 654  
Donnelly ID 83615

**Or fax to:** 208-325-8239  
**Or e-mail to:** theoffice.sbc@gmail.com

# SHILOH BIBLE CONFERENCE RENTAL RATES

Minimum Daily requirement of \$200 for each Rental Group, per 24-hour period.

A deposit of \$500 is required with a signed rental contract before dates will be confirmed. Of this deposit, \$150 is NOT refundable if the rental is cancelled. Upon final settlement, Shiloh Bible Conference will apply as credit to the Rental Group that portion of the deposit which is not to be applied against breakage, damages or losses by Shiloh Bible Conference.

The remainder of the rental fee will be due at the close of conference.

## **FEES**

Fee per person, per 24 hour period:	\$15
Day-time ONLY Guest (not sleeping on-site):	\$7.50 per day
Children age 3 and under	Free

## **FEES** if rental group prefers for Shiloh staff to provide the meals:

Per person per meal: breakfast \$7; lunch \$7.50; dinner \$8; snack \$3; dessert buffet \$8

Children: \$1 per year of age per meal to age 5; age 6-12 \$5/meal

Fri supper-Sun breakfast	\$35/person
Fri supper-Sun lunch	\$45/person
Fri supper-Sun supper	\$55/person
Fri supper-Mon breakfast	\$60/person
Fri supper-Mon lunch	\$65/person
Mon-Fri	\$100/person

Special meals or buffets TBD additional costs

(These costs are in addition to the \$15/day basic rental fees)

A 20% discount will be offered to any church or organization that significantly supports Shiloh through finances, personnel, or other significant means as determined by Shiloh.

Upon arrival, the Shiloh Bible Conference staff will need to know how many individuals the Rental Group will have on the grounds during the rental period.

If the Rental Group prefers to pay for Shiloh staff to clean after the rental, or if the cleaning does not meet Conference requirements, there will be an additional cleaning charge of \$40 per man-hour. The Rental Group is still responsible for general cleaning such as taking out the garbage, washing dishes after meals, and laundering kitchen linens. Laundering of bed linens is included in the rental fee.

## **SHILOH BIBLE CONFERENCE**

### **Statement Of Faith**

- 1. The Bible, Old and New Testaments, which is verbally inspired by the Holy Spirit and inerrant in the original manuscripts, is the infallible and authoritative Word of God.**  
2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18
- 2. The Triune Godhead in three persons – Father, Son and Holy Spirit.**  
2 Corinthians 13:14
- 3. The Personality of Satan, called the Devil, and his present control over unregenerate mankind.**  
2 Corinthians 4:3-4
- 4. The fall and lost estate of man, whose depravity makes necessary the new birth.**  
Genesis 3:11-17; Romans 3:22-23; Ephesians 2:1-3, 12
- 5. The deity of Jesus Christ, his virgin birth, sinless life, death, bodily resurrection, present exaltation at God’s right hand and personal and imminent return.**  
John 1:1-2, 12, 14; Luke 1:35; Romans 3:24-25; 1 Peter 2:24; Hebrews 1:1-3
- 6. Salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.**  
Ephesians 1:7, 2:8-10; John 1:12; 1 Peter 1:18-19; 2 Corinthians 5:21
- 7. The resurrection of the saved unto everlasting life and blessing in Heaven, and the resurrection of the unsaved unto everlasting punishment in Hell.**  
Daniel 12:2; John 5:28-29; 1 Corinthians 15:52-53
- 8. The Church, the Body or Bride of Christ, consisting of those who are born again, having received Jesus Christ as their Lord and Savior, for whom He now makes intercession in Heaven and for whom he shall come again.**  
1 Corinthians 12:13; 1 Thessalonians 4:13-18; John 14:1-4; Hebrews 6:18-20
- 9. Christ’s commission to the Church to go into all the world and preach the gospel to every creature.**  
Matthew 28:19-20; Acts 1:8
- 10. The Spirit-filled life is based upon a walk of obedience to the Word and Will of God. The fruit of the Spirit within the life is evidence of spiritual maturity. We do not adhere nor believe that the sign gifts are for the Church today. We reject the teaching that tongues is proof of spirituality; however, we believe that the Lord is able to heal and do miracles.**  
Ephesians 5:18-21; Galatians 5:22-24; James 5:14-15

## SHILOH BIBLE CONFERENCE POLICIES

### **Purpose:**

The purpose of this camping ministry shall be to create and maintain a “Christian Conference Center” for the furtherance of the Gospel, and to facilitate ministry outreaches that are evangelical with a major emphasis on nurture in the Word of God, growth, and service. These grounds are to be used in keeping with the camp’s purpose of furthering the Gospel. Shiloh Bible Conference reserves the right to change policies without notice or to cancel the rental agreement at Shiloh’s discretion.

### **A. Rental Group Guidelines**

1. Shiloh Bible Conference is only to be used by groups whose purpose is Biblical and God honoring.
2. Shiloh Bible Conference reserves the right to decline or discontinue rental usage of the facilities for any reason which in its judgment is not in the best interest of Shiloh Bible Conference. This would include a determination that the potential user group’s Purpose, Mission or Statement of Faith are not sufficiently compatible with the principles, precepts or values of Shiloh Bible Conference.
3. In the event that rental privilege will no longer be offered to a user group, and a reservation deposit is being held, the deposit will be refunded in full.
4. In the event that Shiloh Bible Conference determines that the user group, while on the grounds, exhibits behavior which is not in compliance with the purpose, mission, or values of the conference, they will be asked to vacate the facilities. Said group will be charged for the time spent at camp minus the deposit, and user privileges will no longer be extended.
5. **ORIENTATION** – The Director of every Rental Group will be oriented within the first hour after the group arrives. In addition, each Rental Group needs to provide an orientation time, within the first two hours after arrival, for Conference Staff to address the Rental Group as a whole.  
A book is available on site with all policies and procedures listed.

### **B. Building and Equipment Use**

1. All cabins, lodge facilities and restrooms are available for rental use. (Someone in the kitchen shall have a current Food Handler’s Certificate in order to use the kitchen.)
2. The Conference office in the Chapel and staff residences are not available for use.
3. The laundry facilities are for kitchen linens and for emergencies, not for personal use. Exceptions can be made by Conference Staff. Rental group members should plan on bringing sufficient clothing for the duration of the time spent on the grounds.
4. No food of any sort, nor any opened beverage is permitted to be in the Chapel or other carpeted areas

5. All vehicles, tractors, shop equipment and other tools are not for use by the Rental group except as authorized by Conference Staff.
6. Conference staff will be responsible for clearing and maintaining roadways and parking lots. Conference staff will also do initial snow removal from all building entrances. Rental Groups are responsible for ongoing clearing of snow from entrances of buildings used. Snow shovels will be made available during winter rentals.
7. The Renter will provide for the cleaning of all buildings, equipment and grounds used, unless opting to have Shiloh staff clean (additional charges apply – see contract page 5). All trash will be placed in the dumpster or placed where a Conference Staff member designates. A walk through of the facility will be made *before and after* each rental period with a Conference Staff member and the Rental Group representative.
8. The equipment and supplies at the medical station can be used at the discretion of the Rental Group's qualified appointed medical personnel. Any other equipment or supplies must be supplied by the Rental Group. A copy of the Emergency Procedures Policy for Shiloh Bible Conference is available in the medical office and in the Conference office.
9. The rental group will provide its own bedding if using the cabins. Main Lodge rooms may have bed linens provided. Mattresses are provided for each bed and are not to be moved. A limited number of extra quilts are provided in the cabins. These are located in plastic bins under one of the bunks in each cabin.
10. All buildings and rooms therein will be used as designated unless Conference Staff determine otherwise.
11. Recreation equipment such as balls, pool cues, ping-pong paddles, etc. may be checked out through the Conference Office. All items will need to be checked out by a Rental Group staff member. Canoes, horses and related items, riflery and archery equipment are not available for use.
12. The Rental Group will be responsible for any property damage beyond normal wear and tear as determined by Conference Staff. The Rental Group will be charged an amount appropriate for materials, and an hourly repair rate of \$40 if Conference staff are able to make repairs. If professional repairs are necessary the Rental Group will be responsible for the entire invoice amount.
13. No open flame (i.e. candles) is permitted in any building, with the exception of lighting the woodstove and kitchen pilot lights as needed.
14. The Rental Group is responsible for obtaining a license or written permission for any video (in full or part) that they wish to use, and the Rental Group assumes all liability for showing videos.

### **C. Grounds Use**

1. Tent camping is allowed at Shiloh Bible Conference within the designated tent areas, with approval of Conference Staff.



2. Shiloh Bible Conference may coordinate the use of the facility between more than one group. Prior to scheduling this type of situation, affected groups will be consulted in advance. Examples may include a work or staff training group.
3. Trailers, campers and recreational vehicles shall be located only in designated areas established for such vehicles. Exceptions must be approved by a member of the Conference Staff.
4. PARKING - Personal vehicles must be parked in designated parking areas. Roadways must not be blocked. No vehicle should be parked under any roof slide area.
5. No fire will be started except in the provided area and then only under the supervision of a Rental Group adult staff member, and with approval of Conference staff. Seasonal fire restrictions may apply.
6. General meetings shall be held only in designated areas – Chapel, outdoor chapel, dining hall or other meeting rooms.
7. PETS – No pets are permitted in any buildings. Pets will only be allowed in the Designated Pet Area, unless you leave Conference Property (please see a Conference Staff member for a map). If you bring a pet, you must stay in your own RV or tent within the designated Pet Area. Pets will not be allowed for those staying in the Buildings, Cabins or Teepees. Pets are required to be tied up or on a leash at all times. The pet owner is responsible for cleaning up after the pet.
8. Shiloh Bible Conference does not have any swimming facilities. Public facilities are available nearby. Rental Groups are entirely responsible for their own swimming arrangements and safety procedures.
9. DRIVING ON GROUNDS – There is to be no driving off of designated roadways. Rental Group vehicles can be used for loading and unloading only (in front of Chapel for luggage, or by kitchen loading dock for food), then must be parked in the designated parking area. Vehicles should not be used for transportation on the grounds. Some exceptions may be possible **upon approval by Conference Staff**. Exceptions might include handicap or elderly individuals, *with weather and other conditions permitting*.
10. KITCHEN – no one under the age of twelve (12) is permitted in the kitchen, pantry or dishroom. A person must be sixteen (16) years of age in order to help with the cooking or to handle knives. ALL Rental Group individuals serving in the kitchen, dining room or dishroom will be required to abide by the Idaho Food Code.

#### **D. Inter-Staff Relationships**

1. The Rental Group shall provide a Director to supervise and administer the program. The Rental Group shall also provide enough leaders for the safety and well-being of the group attending, including cooks and necessary staff to maintain the program.
2. The staff of a Rental Group along with its patrons are under the direct authority of their Director. The Shiloh Bible Conference Staff shall handle all problems with the Rental Group through their Director.

3. The staff of Shiloh Bible Conference are residents of the Conference and are under the direct authority of the Shiloh Bible Conference Executive Director. He shall handle all situations arising from the residents and their families.
4. In situations that cannot be dealt with by this policy, the Shiloh Bible Conference Staff shall make the decision until such time that the Official Board can meet and deal with the situation.
5. Should problems arise with the Shiloh Bible Conference Staff, or their family members, that are not satisfactorily dealt with as mentioned in the above items, the Rental Group Director should contact any member of the Official Board – list upon request.

#### **E. Rental Payment and Insurance**

1. Rental Groups must furnish a \$1,000,000 liability policy. A certificate of insurance from the Rental Group's insurance company giving the extent of the coverage for the Rental Group's members and naming Shiloh Bible Conference as an additional insured must be sent to Shiloh Bible Conference prior to the first day of the rental period each year.
2. Payment must be made prior to leaving the grounds unless prior arrangements are made with Conference Staff.

#### **F. Conduct Code**

1. While we expect each Rental Group to control their members, we ask that these groups remember that this is a Christian Conference seeking to be pleasing to God. We ask for modesty in attire and control in conduct.
2. We do not allow conduct that is destructive to the facility.
3. Please leave equipment, beds, mattresses and other items in place unless you have specific permission from the Shiloh Bible Conference Staff to move them.
4. Alcohol, firearms, fireworks, illegal drugs and any such items are prohibited. Smoking is permitted in the designated smoking area ONLY. Please see a Conference Staff member for a map of this location.
5. Should there be problems with a Rental Group in any of the areas mentioned in these policies, the Shiloh Bible Conference Staff will bring the issues to the attention of the Rental Group's Director for immediate correction. Should the problem continue, the Rental Group can be asked to vacate the grounds and not be allowed to rent the facility in the future.
6. The Shiloh Bible Conference Staff shall have the authority to assess damage fees to a Rental Group when damage exceeds the damage deposit amount.
7. Because of the convictions of Shiloh Bible Conference and the neighbors of our facility, we want to be courteous and show deference to them. We ask that the noise level and activities on the grounds (such as music and other activities during worship or play) be kept moderate. Outdoor amplified speakers are allowed only with the permission of the Shiloh Bible Conference Staff. Due to local neighborhood

covenants, no loud noises (bull horns, loud speakers, games, etc.) will be allowed between the hours of 10 PM and 7 AM

**SHILOH BIBLE CONFERENCE**  
**EMERGENCY PROCEDURES GUIDELINES**  
(Full Emergency Procedures Policy available in Conference Office)

**For immediate emergencies, call 911**

**Fire Department:** (208) 325-8619 (Donnelly Fire and Ambulance)  
(208) 634-7070 (McCall Fire Department)

**Police:** (208) 382-7150 (Donnelly)  
(208) 382-5160 (McCall)  
during business hours: (208) 634-7144

**Poison Control:** 1 800 860-0620

**Hospital:** (208) 634-2221 (St. Luke's McCall Hospital)

**Shiloh Bible Conference Office Phone:** (208) 325-8239

Location: 13165 Gestrin Road, Donnelly. From Hwy 55 West on Roseberry, North on Gestrin Rd., straight onto conference grounds (entrance at intersection of Gestrin Rd. and Lefty Lane.)

Shiloh Bible Conference does not provide medical care. Should an emergency occur, call 911. For minor medical aid, St. Luke's McCall Hospital is 20 minutes away. {Directions to the Hospital: Leaving the Conference grounds, turn LEFT at Roseberry. When you get to the stop sign in Donnelly, turn LEFT onto Hwy 55. In McCall, turn LEFT at the first stoplight, which is Deinhard Dr. (it will go past the airport). The road will curve to the right and then the left. You will then turn RIGHT at N. Mission St. After 0.7 miles you will turn LEFT onto Forest St. The hospital will be immediately on your RIGHT.} If a trauma injury, call 911. Groups are responsible for their own emergency needs and transportation. First Aid kits are provided in the medical room on the lower level of the Chapel. An AED is located in the main building.

**In Case of Severe Weather:** Watch for development of approaching storms. Lightning kills more people than storms. When you see lightning or hear thunder, stop activities and seek indoor shelter. Don't wait for rain or clouds to seek shelter. Avoid water, high ground, open spaces, poles, metal fences, trees and tents. Wait 30 minutes after the last observed lightning or thunder before resuming outdoor activities. Alternate safe area: a fully enclosed metal vehicle with windows up. If isolated from shelter during lightning, crouch down, put feet together. Avoid proximity (minimum 15 feet) to other people.

**If a Storm should occur:** The Conference Staff will be aware of local advisories. He/She will keep everyone posted.

**In Case of Fire: Call 911 and notify the Conference Staff immediately.**

If fire is noticed, you should immediately begin to yell “FIRE” and continue to do so until all present group members respond and begin the evacuation procedure. First available person when hearing the fire call should notify the Fire Department (call 9-1-1). Please report location, and type of fire. All are requested to stay off phones and prepare to evacuate all buildings. Notification of all group members to evacuate all buildings will be one continuous sounding of a horn.

**Evacuate immediately and try not to panic!**

***The Rental Group Director is responsible for roll call and carrying out the evacuation plan for the Rental Group.*** Shiloh’s Evacuation policy states that specific people are in charge of specific groups in an evacuation. For instance, in the case of an emergency evacuation the Program Director will account for all Program Staff, Cabin Leaders will account for all campers, Head Cook will account for all kitchen and dish room staff, and so on. We highly recommend that each Rental Group have a similar plan in writing.

1. Order all group members out nearest exit or away from downwind side of fire, and all should gather in the parking lot for roll call.
2. Move quickly and quietly. Do not leave without a Group Staff member. If outside, place one Group Staff member in front of and behind the file of group.
3. If doorway exits are blocked, pull or kick out window screen, pull or push group member’s feet first through windows (attempt to evacuate all group members).
4. If room is smoke filled, place wet towel or washcloth, etc. over mouths. Crawl on floor to nearest exit.
5. Assign persons to organize, count and report medical condition of group members to the Conference Staff.
6. Do not re-enter a building or return to the site of fire until instructed.

Use nearest fire extinguisher to contain small fires (such as in waste baskets). In case of advanced fires (buildings, walls, floors), evacuate the building. In event of major fire – designated group members will gather in the parking lot and be directed by Conference Staff.

**Missing Person Rescue Plan:** If a member of your group is missing, report to the Conference Staff immediately. He/She will implement a plan of action for other members of the group to search the grounds.

**FOR CONFERENCE OFFICE USE ONLY**

Group Name:

Sponsoring Church or Organization:

Address:

Contact Person:

Business Phone:

Home Phone:

Requested Conference Dates: Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requested Arrival Time:

Requested Departure Time:

Date Application Sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Received in Office: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Received By:**

**Date:**

**Item Required:**

Completed Application

Deposit: Amount                      Check #

Liability Insurance Certificate

Roster of those participants (see page 3, Governing Guidelines #5)

Statement of Faith

Food Safety Certification

Menu

Number of 24-hr periods:

Number of Children age 3 and under: (     ) free

<b>A</b>	<b># GUESTS (ages 4+)</b>	<b><u>FEE</u></b>		<b><u>24-HR PERIOD</u></b>
	x	<u>\$15</u>	= \$	24-hr period #1
	x	<u>\$15</u>	= \$	24-hr period #2
	x	<u>\$15</u>	= \$	24-hr period #3

Subtotal A

<b>B</b>	<b># GUESTS (daytime only)</b>	<b><u>FEE</u></b>		<b><u>24-HR PERIOD</u></b>
	x	<u>\$7.50</u>	= \$	24-hr period #1
	x	<u>\$7.50</u>	= \$	24-hr period #2
	x	<u>\$7.50</u>	= \$	24-hr period #3

Subtotal B

Total (A+B)

Damages/Cleaning Fees

Less Deposit Refunded ( )

TOTAL PAYMENT DUE

Final Payment:

Check #\_

