



Cabin Owner's Handbook

2008

Table of Contents

<u>Topic</u>	<u>Page</u>
Introduction.....	1
Conditions of Lease.....	2
New Cabin Construction	3
Building on a Vacant Lot.....	3
Retaining a Lot Lease	3
Rebuilding a Cabin	3
Buying an Existing Cabin.....	4
Selling an Existing Cabin	5
Remodeling an Existing Cabin	6
Rules & Regulations for Maintaining and Operating a Cabin.....	7
Condition of Cabin.....	7
Landscaping	7
Furnishings.....	7
Keys	7
Contractors.....	7
Dumpsters	8
Caretakers	8
Rental - General	8
Rental - Summer	9
Construction Standards.....	10
Mandatory Fees.....	11
Services Offered by Falls Creek	12
Winterizing of Cabin.....	12
De-winterizing of Cabin	12
Landscape Maintenance.....	12
Building Maintenance.....	12
Booking.....	12
General Camp Policies	13
Appendix.....	16
Falls Creek Cabin & Lot Action Request Form – FORM 101	16
Falls Creek Cabin Information Update Form – FORM 102	17
Falls Creek Services Request Form – FORM 103.....	18
Falls Creek Cabin Listings.....	19
Falls Creek Map.....	21
Sample Lease Agreement	22

Introduction

Falls Creek was established in 1917 as a small summer camp and has grown annually to impact tens of thousands annually through various programs. It has been known primarily for the summer camps that fill the grounds, but Falls Creek is a year-round, fully operational facility intended to serve many more. Falls Creek provides the opportunity for churches and associations of churches that cooperate with the Baptist General Convention of Oklahoma (BGCO) to lease land from the camp on which to build their own cabin. The following policies and guidelines for Falls Creek lot leases and cabin ownership are set forth to support a few foundational elements. **The Conference Centers Workgroup (CCW) of the Board of Directors of the BGCO will serve as the governing body for all matters related to cabin owner policies and procedures.**

- Falls Creek is a ministry of the BGCO, its churches and its associations.
- Falls Creek exists as a cooperative effort to provide a camp and conference center for all cooperating Oklahoma Baptist churches and to serve as a far-reaching ministry to impact lostness globally.
- Falls Creek operates all its ministries for the good of the whole without favoritism to an individual cabin owner(s).

Conditions of a Falls Creek Lot Lease

TERM

Falls Creek lot leases have a term of 25 years from the date of signing provided the lessee remains in good standing with Falls Creek and the BGCO. The lease may be renewed at the end of this term.

COST

The cost of the lease shall be \$500 per lot for the full term of the lease. It is non refundable and will not be prorated in the event of termination.

REQUIREMENTS

Lessee must be a church or association of churches actively cooperating with the BGCO and willing to abide by the policies of the BGCO and Falls Creek in a spirit of cooperation for the good of the whole.

NEW Cabin Construction

Building on a VACANT Lot

1. Prospective lessee will schedule a meeting with the Falls Creek executive staff to determine which lots are available for lease.
2. Following this meeting a time will be scheduled for the Falls Creek executive staff to meet with the committee from the church or association that will be guiding the design, construction and operation of the cabin.
3. Prospective lessee will submit Form 101 (see Appendix) for a Falls Creek lot lease to the Falls Creek Associate Director's office accompanied by preliminary plans indicating the general cabin concept, the intent of the church for its function and proof of financial ability.
4. Upon approval of application by the CCW a Falls Creek lot lease will be signed by the officers of the lessee and the BGCO.
5. From the date the lease is signed the church will submit a progress report (see Appendix for Form 101) to the Falls Creek Associate Director's office on a quarterly basis (due the first day of January, April, July and October) until the cabin is completed and ready for use.
6. The church must have architectural plans drawn and submitted to the State Fire Marshal's office and to the Falls Creek Associate Director's office within one (1) year of leasing accompanied by Form 101 (see Appendix).
7. Cabin construction must be completed within two (2) years of leasing or the lease and all improvements are forfeited unless exception has been granted by the CCW.

Retaining a Lot Lease

1. The cabin shall be leased to groups every year with no more than a two (2) year vacancy due to rebuilding.
2. The cabin owner shall maintain good standing with Falls Creek and the BGCO at all times.

REBUILDING a Cabin on an Existing Lease

1. The demolition of an existing cabin shall be cause for voiding the existing Falls Creek lot lease and initiating a new lease application.
2. The cabin owner will proceed through the process outlined above regarding new cabin construction.

BUYING an Existing Cabin

1. If the prospective cabin owner knows of a cabin it wishes to purchase it may negotiate the purchase with the owner, then they will submit a Form 101 (see Appendix) to the Falls Creek Associate Director's office indicating an interest in buying a cabin and initiating a lot lease.
2. If the prospective cabin owner does not have a cabin identified and simply wants to be informed when a cabin becomes available, they should submit Form 101 (see Appendix) to the Falls Creek Associate Director's office indicating such interest. When a cabin owner notifies Falls Creek they are interested in selling their cabin, Falls Creek will share the information with both parties.
3. Upon approval of the buyer by the CCW the prospective cabin owner must finalize the purchase of the cabin from the seller. Once the sale is complete a new lease will be issued to the new cabin owner.

NOTE: Those planning to remodel an existing cabin will want to refer to page 6 (*Remodeling an Existing Cabin*).

SELLING an Existing Cabin

1. The cabin owner must submit Form 101 (see Appendix) to the Falls Creek Associate Director's office indicating an interest in selling the cabin.
2. Falls Creek will inform prospective cabin owner of the available cabin and will get the two parties in touch with each other. Once the two parties have negotiated the purchase, the prospective cabin owner, if they have not already done so, will submit Form 101 (see Appendix) to the Falls Creek Associate Director's office.
3. Upon approval of the buyer by the CCW the prospective cabin owner must finalize the purchase of the cabin from the seller. Once the sale is complete a new lease will be issued to the new cabin owner.

REMODELING an Existing Cabin

1. The cabin owner will submit Form 101 (see Appendix) to the Falls Creek Associate Director's office accompanied by preliminary plans and a description of work to be done.
2. After approval of the request the cabin owner will submit a progress report (see Appendix for Form 101) to the Falls Creek Associate Director's office on a quarterly basis (due the first day of January, April, July and October) until the work is completed and the cabin is ready for use.
3. Upon approval the cabin owner must detail the project and prepare a cost schedule for the project (including the market value of volunteer labor) as this will be required to determine whether the project will need to be designed by an architect and submitted to the State Fire Marshal's office for approval.
4. If the project meets the criteria requiring Fire Marshal approval, architectural plans must be drawn and submitted to the Fire Marshal's office and to the Falls Creek Associate Director's office within six months accompanied by Form 101 (see Appendix).
5. Cabin remodeling must be completed within one (1) year. (Non-summer months are the suggested time.)
6. A *Cabin Information Update* – Form 102 (see Appendix) will be completed and submitted to the Falls Creek Associate Director's office.

NOTE: The definition of “remodel” is varied. Below is a partial list which would be considered remodeling.

- Adding/removing walls
- Changing the direction a door swings
- Replacing interior wall materials
- Replacing exterior siding
- Rewiring the cabin

Rules and Regulations for Maintaining and Operating a Cabin

NOTE: Many items under this section can be serviced by Falls Creek. Please refer to the “Services Offered by Falls Creek” section of this handbook.

Condition of facilities

1. A cabin must, at all times, comply with State Fire Marshal standards, both interior and exterior. Should a cabin fall below those standards the cabin will be closed and unusable until such time as the violations have been properly rectified.
2. A cabin will, at all times, be maintained in a way that eliminates conditions considered hazardous to the occupants of the cabin or other guests on Falls Creek grounds.
3. Items outside the building shall be aesthetically appropriate to the attractive environment desired at Falls Creek. These items will be considered permanent parts of the cabin. For example, items such as BBQ pits and benches should be secured. Unsecured items shall be stored inside the cabin, out of sight. Any items not treated as such will be disposed of by the Falls Creek staff and appropriate charges will be billed to the cabin owner.
4. The cabin’s exterior shall be maintained in such a way that it does not detract from the whole Falls Creek environment. All wood shall be painted or stained. All painted surfaces shall be maintained properly and all colors shall match the approved color palette available in the Falls Creek office. Nothing should be visible through windows except the orderly interior of the building (i.e. no storerooms piled up with items). All windows shall be in a proper state of repair (i.e. no glass replaced with wood). Recreation elements such as basketball goals and volleyball nets should be in good repair or be removed.

Landscaping

The cabin owner is responsible for maintaining the entire leased lot(s) in an attractive manner. Grass and weeds should be mowed and edged. Vines are not allowed to grow on trees, buildings or other elements. Leaves should be properly disposed of at a reasonable frequency. Dead trees, shrubs and flowers should be removed immediately. Unsightly and unsafe erosion will be repaired in cooperation with the Falls Creek staff. If the Falls Creek maintenance staff is required for cleanup, an appropriate charge will be issued. The removal of live trees must be approved by the Falls Creek Associate Director’s office.

Furnishings

Furnishings such as tables and chairs should be provided for the capacity of the cabin and a storage room in which they may easily be stored is preferred.

Keys

1. Three (3) full sets of keys must be provided to the Falls Creek Director and maintained as the current keys for all locks in the cabin.
2. No portion of the cabin shall be locked without Falls Creek having a key to the lock.
3. The cabin owner will notify Falls Creek as to whether or not keys to its cabin are to be handed out to contractors, prospective lessees and workers from the church.

Contractors

1. When a cabin owner hires a professional contractor to do work on its cabin it is the responsibility of the cabin owner to notify the Falls Creek office. All plumbing, electrical, HVAC and propane work must be done by a professional contractor licensed in the state of Oklahoma.
2. It is the sole responsibility of the cabin owner to sign work orders and make payment to the contractors. Falls Creek will not sign work orders for work done on cabins by contractors.

Dumpsters and Debris

Falls Creek dumpsters are for **HOUSEHOLD GARBAGE ONLY**. Nothing related to construction (i.e. wood, metal, fiberglass, masonry, glass etc.) or landscaping (i.e. leaves, limbs, plants, grass cuttings etc.) is allowed in the dumpster at any time. Nothing related to furnishings (i.e. mattresses, chairs, tables, appliances etc.) is allowed at any time. It is the sole responsibility of the cabin owner to communicate this restriction to any and all who work on the cabin, whether they are volunteers or contractors. All debris other than household garbage must be hauled off by the cabin owner or the contractor. If a project is too large to reasonably haul the debris, please contact Falls Creek for a list of dumpster contractors in the area that the cabin owner may contact. Falls Creek will provide large dumpsters each spring and fall to accommodate cabin clean up. The cabin owner will be billed by Falls Creek if any prohibited items are put in small dumpsters.

Private Caretakers

Cabin owners may hire private caretakers to handle all operational elements of their cabin such as check-in, check-out, cleaning, primary maintenance etc. The Falls Creek office must be informed of the current caretaker.

Cabin Rental - GENERAL

1. **Falls Creek shall be notified immediately upon any rental or other booking of the cabin, whether it is to an outside group or for use by the owner. Falls Creek needs to know the name of the renters and the dates being rented. Please contact the office at 580-369-2101.**
2. Cabin owners will keep a blank copy of their current cabin rental contract form on file with the Falls Creek Director's office.
3. Cabin owners should not refer to their cabin as a "conference center" or other such name because of the confusion this causes for those renting the cabin.
4. Cabin owners must include the following clause in their contract as a front page paragraph.

"This contract constitutes a binding agreement between the cabin owner and the lessee for the leasing of the cabin only, and in no way implies Falls Creek or the BGCO as a party of the cabin lease agreement. It is understood, however, that the lessee, by leasing a cabin that is on the property of Falls Creek, shall abide by all policies set forth by Falls Creek, including, but not limited to, registration and other fees, sponsor/camper ratios, curfew hours, public facilities use, campfire locations and waterfront use. Falls Creek reserves the right to terminate, without refund, the stay of any individual or group whose actions the Falls Creek executive staff feels do not abide by the policies of Falls Creek or hold to the *2000 Baptist Faith and Message* by which Falls Creek stands and operates. **It is understood that the fees related to this lease cover the cabin lease only and do not include the fees related to the use of Falls Creek.** It is also understood that it is the lessee's responsibility to make contact with the Falls Creek office upon arrival to pay the appropriate registration fees for each person in the group for the appropriate number of calendar days that the group is on the Falls Creek grounds. Any activities related to Falls Creek property, such as use of the recreation fields, waterfront, ropes course and facilities, must be coordinated with the Falls Creek office. Failure to do so could result in the inability to use such facilities."

Cabin Rental – SUMMER

The BGCO desires to assist churches and associations that own or rent cabins located on these grounds. The BGCO agrees to publicize the camp speakers and dates each year in early spring so cabin owners will have ample time to select the week(s) that they will use their own cabins for the following summer. The following guideline is recommended.

1. **By September 1** cabin owners should select the week(s) its own group will attend the Falls Creek youth encampment(s) the following summer.
2. **No later than October 1** cabin owners should make the remaining weeks available to churches desiring to rent their cabin, so those churches can confirm their reserved week of camp.
3. **By October 1** cabin owners should send to the Falls Creek office a list of all the churches that have rented their cabin. The list should also indicate which weeks (if any) are open, so that soon after October 1 the Falls Creek office can distribute to churches desiring to rent cabins an accurate list of open weeks.
4. **The BGCO requests that priority be given to Oklahoma Southern Baptist churches.** **However**, cabin owners should be aware that all eight youth weeks of each summer are open to any Southern Baptist church in the nation. Any non-Southern Baptist church may also rent a cabin as long as they respect and abide by the doctrinal statement of the convention, which is the *2000 Baptist Faith and Message*.
5. **Falls Creek shall be notified immediately upon any rental of the cabin. By March 1** the cabin owner shall submit a complete list of renters for the coming summer.

Construction Standards for New Cabins

Exterior

1. Exterior materials may be wood, vinyl, steel, brick or rock, but there shall be at least a three-foot wainscot of rock on all sides visible to public roads.
2. All painted surfaces shall match the approved color palette available in the Falls Creek office.
3. A covered porch of some nature shall be incorporated into the front of the building over the main entrance.
4. All soffits shall be boxed in.
5. All parking areas must be defined and covered with a durable surface such as rock, concrete or pavement.

Interior

1. Meeting spaces should provide at least 12 square feet per person according to cabin sleeping capacity. Ceiling heights should be at least 12 feet. If there will be hanging obstructions such as lights or fans, the obstruction should be at least 12 feet above the floor.
2. Materials for interior walls should be durable, easily maintained and must meet fire code.
3. All interior space will be air conditioned and heated (electric is the only viable heat source due to insufficient space for propane tanks). Fireplaces are not allowed as they are potential fire hazards.
4. Furnishings such as chairs and tables should be provided for the capacity of the cabin and should have a storage room in which they may be easily stored.
5. Kitchens should have doors and roll-down windows so that they may be locked to prevent access by those not cooking their own meals. This is a safety feature to prevent campers from having access to dangerous equipment and it protects the kitchen from unwanted access.
6. Private rooms should have access that opens into a public area so they are not accessible through the kitchen or other similar area. This allows the rooms to be used without having to open the kitchen when the kitchen is not being used. It also provides a more customer-friendly access to lodging.

Suggestions:

- Provide enough open area that a group is not required to take down dining tables and chairs in order to set up meeting chairs.
- Provide beds that are as close to twin bed size as possible and use inner-coil type mattresses.
- Meeting areas should have features that help them be acoustically pleasing rather than all flat, hard surfaces.
- Provide bath-to-bed ratios that are as low as possible. For instance 10:1 is a standard code, but providing a 6:1 or 8:1 enhances every person's experience.

NOTE: No construction is allowed during summer months without prior approval from the Falls Creek Director's office.

Mandatory Utility/Service Fees

Utilities

1. Falls Creek provides all water, sewer, trash services and roads. The 2009 fee is \$30 per bed, per year. This fee is billed to the cabin owner each December and is considered due in the Falls Creek office by January 15. Modified fee amounts will be set by the BGCO no later than June 1 of each year.

Services Offered by Falls Creek

General

Falls Creek has the ability to provide many services for the cabin owner at a very reasonable rate. This is not done to make a profit as the rates are far below market prices. With a small staff it is not always possible to fill requests on short notice. When a guest has a maintenance need every attempt will be made to ensure that guests' needs are met. If it is not an emergency the cabin owner will be contacted so a course of action can be determined. If there is an emergency Falls Creek staff will do its best to meet the need, and appropriate charges will be billed to the cabin owner. Some services can be contracted and will require the cabin owner to submit a completed *Services Request* – Form 103 (see Appendix). Following is a list of services offered. Contracting of these services will be subject to approval. Please call the Falls Creek office to obtain these services.

Winterizing Cabin

Falls Creek staff can help close your cabin for the winter months by draining water lines and turning off electricity.

De-winterizing Cabin

Falls Creek staff can help open your cabin in the spring by turning on the water and electricity.

Landscape Maintenance

Falls Creek staff can make sure the area around your cabin is mowed and/or edged or trimmed and debris is picked up on a regular basis.

Building Maintenance

Falls Creek staff can assist with building maintenance by taking care of minor repairs and helping locate contractors for issues requiring licensed contractors for larger projects.

Booking of Cabin by Falls Creek – COMING SOON

In the non-summer months one of the critical elements of Falls Creek's being able to serve groups, other than BGCO events, is the ability for a group to call our office and be cared for at that moment. It is a significant disservice to these groups when they are told they have to hang up and call a list of churches to see if they can find a cabin to rent. A high level of customer service takes care of the customer when he calls and does not defer service to someone else. For Falls Creek to be able to book the event when someone calls would be a tremendous step forward in our service. But it would require Falls Creek to handle all of the (non-summer) calendar for the cabin owners. In this arrangement the cabin owner has a significantly higher opportunity for renting its cabin and Falls Creek has a greater ability to reach more people and impact lostness. The cabin owner can still have full access to its cabin by simply calling the Falls Creek office and marking off the dates during which it wishes to use its cabin. All other days would be available for Falls Creek to rent to other groups requesting a cabin. At the end of the month Falls Creek would simply make a payment to the cabin owner for the nights it was rented.

As there are a number of elements to coordinate for this service to operate properly, Falls Creek is in the process of developing the system and procedures. Cabin owners will be notified when this service becomes available.

Falls Creek General Camp Policies

Falls Creek Baptist Conference Center is a Christian camp and conference center privately owned and operated by the BGCO for the use of BGCO churches and guests. Falls Creek works to create a quality environment for all guests and has created policies through the BGCO Board of Directors to protect and value the experience of each guest. Falls Creek exists to serve churches, Christian organizations and family-friendly business organizations that desire to use a quality camp and conference setting for their meetings. Falls Creek is honored to serve thousands of people from around the country in a tobacco, drug and alcohol-free environment. The BGCO reserves the right to control the use of its facility and to accept or decline any request for use based on its interpretation of the standards above and the requirements of the BGCO Board of Directors.

Falls Creek exists for the good of all who attend and all policies are intended to protect and further the experience of each guest. Attendance at Falls Creek is considered a privilege and violation of these policies may result in loss of that privilege. Sponsors from each group are responsible for enforcing the policies for their students and adults and for handling discipline issues.

Curfew

Standard Policy: 11:45 p.m. is the time by which all guests need to be in their cabins or rooms. No bands or instrumental groups are allowed to perform outside their cabin walls at any time, except for groups that are an official part of the Falls Creek programming for that specific date. Excessive volume from a cabin at any time is not permitted since it can disturb other guests.

Summer Policy: After 10:15 p.m., all students should be inside their cabin and should not be outside their cabin without a sponsor until after 6:30 a.m. Groups are allowed to meet around the immediate perimeter of their cabin during late-night devotional times, but a sponsor should be with the group at all times and extra care should be taken so that other groups are not disturbed. Groups must be finished with all activities and be inside their cabins by 11:45 p.m.

If a particular group needs to meet outside their cabin after 11:45 p.m. for spiritual counsel, a sponsor must be present and the group must move inside the cabin as soon as possible.

Hazing

Falls Creek is a Christian environment that promotes personal encouragement and spiritual development of every guest. Falls Creek does not condone or encourage any activity on grounds that humiliate any guest, including initiation, hazing and pranks.

Recreation

For the safety of all guests, skates, rollerblades and skateboards are permitted only in the SwiftSkate area and only at designated times. All cycles (uni-, bi- or tri-) are prohibited on the grounds. Violation of this policy could result in confiscation of equipment. No wading or swimming is allowed in the creeks or lake unless there is a Falls Creek lifeguard present. No swimming/wading pools are allowed at cabins.

Baptism

It is the position of Falls Creek and the BGCO that baptism is an ordinance of the church and should be observed in the context of the church body. Therefore, baptism while at Falls Creek, since it would be in a stream or lake and requires a Falls Creek staff member to be present, must be prearranged and approved by the Director's office and will require specific authorization from the church.

Cell Phones, etc.

It is strongly suggested that groups limit or prohibit use and possession of cell phones, pagers and two-way radios. These items can quickly become a distraction to the goals of ministry.

Dress

Since Falls Creek is a Christian camp with a distinctly Christian atmosphere, the New Testament principle of modesty should always be the standard for dress at Falls Creek. **It is the responsibility of the sponsors from each group to MODEL the standard of modesty and enforce the camp dress code.** The intent of Falls Creek is to provide an equitable dress code for all guests that will encourage modesty above legalism. However, since modesty is such a subjective term, following are some basic parameters to help guide in this process:

Guests may not wear apparel that exposes the midriff or is extremely tight-fitting. Apparel may not display or promote tobacco, alcohol, controlled substances or inappropriate language or pictures. Shorts should have at least a five inch inseam or longer and dresses and skirts should be four inches from the top of the knee or longer. Slits in dresses and skirts should also be modest in length. Shirts/tops must have at least three inches across the shoulder. Shoes and shirts must be worn at all times outside cabins, except while swimming.

Modest swimsuits are appropriate while swimming. A dark t-shirt must be worn over two-piece swimsuits. Men should not wear tight-fitting swimsuits. While going to and from the swimming areas all guests must wear shoes; men must wear a t-shirt, and ladies must wear a long covering over their swimsuits.

Prohibited Items

Use or possession of illegal drugs, alcohol or tobacco of any type is not permitted on the grounds at any time. The possession of offensive weapons of any sort is prohibited at Falls Creek. Falls Creek reserves the right to perform a random search at any time and confiscate items that distract from the camp goals or that violate the policies of the camp.

Product Sales

No product sales are allowed at Falls Creek unless a contract has been secured through the Falls Creek office.

Traffic

Unnecessary and careless traffic is prohibited on Falls Creek grounds. Only conference center golf/utility carts are permitted. Delivery trucks are not permitted during summer camp weeks except to supply conference center-owned concessions. Motorcyclists may drive only from the gate to their cabin or meeting place. Recreation vehicles for living or sleeping purposes are permitted only in designated areas and must check in at the office. All passengers must be seated in the vehicle according to its designated capacity—no passengers are allowed in pickup beds or in the back of vehicles with hatch doors raised.

Sunday Arrivals (Summer)

Groups are not permitted to arrive before the first day of camp. It is understood that occasionally some cooks and adult leaders need to arrive early to help prepare for the week. Please communicate this need with the Falls Creek Office and with the cabin owner.

Campfires

Campfires are allowed only in areas designated by Falls Creek and must be started by Falls Creek staff. To arrange a campfire, please contact the Falls Creek office to schedule a time and location.

Release Forms

A release form must be completed and turned in for EVERY guest participating on the ropes course or at SwiftSkate at Falls Creek. Forms for students should be completed by a parent or guardian. All release forms will be filed in the office. Please make sure that you make a second copy of your release forms to keep with you in your cabin in case you have to go to the hospital or have problems traveling home. Your original release forms will not be returned to you when you leave camp.

Supervision

Falls Creek requires at least one (1) adult sponsor for every ten (10) minors. If male and female minors stay overnight, at least one male and one female sponsor must stay with the group.

General

Pets (other than service dogs), fireworks, rock throwing, water fighting, laser pointers and shaving cream fights are prohibited on the grounds.

Falls Creek Cabin Information Update

Please help keep our records up-to-date. Complete this form and return it to Falls Cree, Route 1 Box 75, Davis, OK 73030. Make any additional comments on the back of this sheet. This information is necessary because of the numerous inquires we receive about cabins. Return this form by October 1. Changes and additions can be made through our office at any time. Please help us make the search for cabins an easy process for our youth ministers.

Church Name _____ Pastor _____
 Mailing Address _____ City _____ Zip _____
 Church Phone _____ Fax _____
 E-Mail address _____

→ **Contact Person for Rental Info:** _____

E-mail _____ Day phone _____ Night _____

→ **#1 Contact Person for Repair Info:** _____

* **We MUST have emergency night #'s** Day phone _____ Night _____

→ **#2 Contact Person for Repair Info:** _____

* **We MUST have emergency night #'s** Day phone _____ Night _____

Rental Rates:

Weekly Rental Fee \$ _____ Children's Camp Fee \$ _____ Out of State Rental Fee _____
 Nightly Rental Fee \$ _____ Indian Week Fee \$ _____ \$ _____

Capacity:

Boys Dorm _____ Pastor's Quarters _____ TOTAL Beds _____
 Girls Dorm _____ Cook's Quarters _____

Amenities: (please check all that apply to your cabin)

Heat _____ Dishwasher _____ Utensils _____ #/type of refrigerators _____
 Central Air _____ Ice Maker _____ Pots/Pans _____ #/type of freezers _____
 Window Air _____ Dishes _____ Microwave _____ Piano _____ Fireplace _____

Other Info:

What weeks are available to rent this summer (not yet rented)? _____

OG&E cabin account number in case of emergency: _____

Is your cabin handicap accessible? _____ Handicap Dorms? _____ Handicap Bathrooms? _____

Caretakers and Keys:

Has your church selected a private caretaker to clean cabin and check renters in and out? _____

Name of caretaker _____ Caretaker phone number _____

Will this person be checking keys in and out to your renters during summer sessions? _____

Note: Please remind your renters to contact your private caretaker for keys if they are not to pick them up in our office.

PLEASE READ: Even if we do not service your cabin, please let us know at least a week before each time the cabin is used in order to have sufficient staff to meet their needs. Also, if we are not informed before your renter arrives and turning on utilities is necessary, there will be an additional charge for servicing after hours. Thank you.

Falls Creek Services Request

Church Name _____

Cabin Name _____ Cabin Number _____

Contact Name _____ Position _____

Phone Number _____ E-mail _____

Address _____
Street City State Zip

Type of Services Requested:

Winterizing Cabin Rate: \$16/hr.
I would like Falls Creek staff to help shut our cabin down for the winter months by draining water lines and turning off electricity.

De-winterizing Cabin Rate: \$16/hr.
I would like Falls Creek staff to help start our cabin up in the spring by turning on the water and electricity.

Landscape Maintenance Rate: \$18/hr.
I would like Falls Creek staff to make sure the area around our cabin is maintained by mowing and/or use of Weed Eater and that dead limbs and such are removed on a regular basis.

Building Maintenance Rate: \$16/hr.
I would like Falls Creek staff to assist with building maintenance by taking care of minor repairs and helping locate contractors for issues requiring licensed contractors and for larger projects.

Booking of Your Cabin by Falls Creek (request further information)
I would like Falls Creek to contact me and discuss the options available. (Falls Creek can place your cabin in our reservation system and handle all of your non-summer contracting of groups. This process involves letting Falls Creek manage your calendar so that any party interested in renting your cabin would call our office, and those that call our office looking for a camp to host their event would have the ability to book a cabin at that moment rather than call a list of churches in order to find a cabin for their retreat. This offers greater customer service to the guest and increased opportunity for the cabin owner to book its cabin.)

Other
Please describe your need:

I request that Falls Creek perform these services for the following time frame:

one time only: dates: from _____ to _____

on a continual basis until otherwise notified in writing

I agree to the conditions stated above for the services I have requested.

Signature: _____ Date: _____

For office use only. (use back for notes about conversations on action taken)
Date Received _____ Date Completed: _____ Summary of Action: _____
Signed: _____

Falls Creek Cabins

Alphabetical Listing

461	Ada First	411	Guthrie First Southern	653	OKC Portland Ave
504	Ardmore Emmanuel	314	Guthrie Seward Road	563	OKC Rancho Village
500	Ardmore First	601	Healdton First	315	OKC Rockwood
545	Ardmore Southwest	202	Hobart First	110	OKC South Lindsay
631	Banner Assoc	738	Holdenville First	716	OKC Southern Temple
407	Bartlesville First	246	Hollis First	735	OKC Southwood
621	Beckham Mills Assoc	701	Indian Mission	417	OKC West Tenth
507	Blanchard First	562	Johnston Marshall Assoc	730	OKC Wilmont Place
707	Bryan Assoc #1	422	Jones First	305	Okmulgee Second #1
603	Bryan Assoc #2	541	Kemp	306	Okmulgee Second #2
722	Carnegie First	201	Kingfisher First	635	Pauls Valley Grace
316	Chandler Southern	339	Lawton Letitia	200	Pauls Valley Trinity #1
717	Chickasha First	344	Lindsay Banner	711	Pauls Valley Trinity #2
706	Chickasha Michigan Ave	324	Madill Little City	616	Perry First
705	Chickasha Sharon	644	Marlow Central	420	Ponca City First
431	Clinton First	712	Marlow First	203	Purcell First
403	Comanche Countryside	600	McAlester First	613	Ratliff City First
710	Comanche First	636	McCloud Hillside	430	Rush Springs Southern
755	Comanche Patterson Ave	336	Medicine Park First	424	Seminole First
544	Davis First	555	Midwest City First	536	Shawnee Wallace Avenue
617	Del City First Southern	739	Midwest City Soldier Creek	604	Sperry First
606	Del City Sunnyslane	326	Milburn First	334	Springer First
423	Dougherty First	560	Minco Canaan	608	Stonewall First
736	Drumright First	700	Nash First	425	Sulphur Calvary
111	Duncan First	341	Newalla Countryside	737	Sulphur First
300	Duncan Highland Park	322	New Horizon Fellowship	745	Temple First
728	Duncan Immanuel	623	Noble First	564	Thomas First
726	Duncan Parkview	506	Noble Maguire	607	Tishomingo First
312	Durant Calvary	303	Norman First	750	Tulsa Nogales Ave
304	Durant First	725	Ochelata First	325	Union Assoc
714	Edmond First	310	Okemah First	540	Union Valley First
630	Elk City Eastside	614	OKC Bethel	568	Velma First
703	El Reno First	433	OKC Crestwood	744	Washington First
302	Enid First	637	OKC Dickson	723	Washington Osage Assoc
230	Fitzhugh First	330	OKC Dumas	231	Waurika First
508	Fletcher First	502	OKC Exchange Ave	760	Weatherford First
732	Fort Cobb First	522	OKC First	731	Weleetka First
335	Fort Towson First	514	OKC Fortieth St	655	Wetumka First
713	Fox	503	OKC Kelham	702	Wewoka First
645	Frederick First	402	OKC Kentucky Ave	618	Wilson First
525	Geronimo First	741	OKC Mayridge	427	Wynnewood First
611	Graham First	450	OKC Olivet	615	Yukon First

Falls Creek Cabins Numerical Listing

110	OKC South Lindsay	430	Rush Springs Southern	630	Elk City Eastside
111	Duncan First	431	Clinton First	631	Banner Assoc
200	Pauls Valley Trinity #1	433	OKC Crestwood	635	Pauls Valley Grace
201	Kingfisher First	450	OKC Olivet	636	McCloud Hillside
202	Hobart First	461	Ada First	637	OKC Dickson
203	Purcell First	500	Ardmore First	644	Marlow Central
230	Fitzhugh First	502	OKC Exchange Ave	645	Frederick First
231	Waurika First	503	OKC Kelham	653	OKC Portland Ave
246	Hollis First	504	Ardmore Emmanuel	655	Wetumka First
300	Duncan Highland Park	506	Noble Maguire	700	Nash First
302	Enid First	507	Blanchard First	701	Indian Mission
303	Norman First	508	Fletcher First	702	Wewoka First
304	Durant First	514	OKC Fortieth St	703	El Reno First
305	Okmulgee Second #1	522	OKC First	705	Chickasha Sharon
306	Okmulgee Second #2	525	Geronimo First	706	Chickasha Michigan Ave
310	Okemah First	536	Shawnee Wallace Avenue	707	Bryan Assoc #1
312	Durant Calvary	540	Union Valley First	710	Comanche First
314	Guthrie Seward Road	541	Kemp	711	Pauls Valley Trinity #2
315	OKC Rockwood	544	Davis First	712	Marlow First
316	Chandler Southern	545	Ardmore Southwest	713	Fox
322	New Horizon Fellowship	555	Midwest City First	714	Edmond First
324	Madill Little City	560	Minco Canaan	716	OKC Southern Temple
325	Union Assoc	562	Johnston Marshall Assoc	717	Chickasha First
326	Milburn First	563	OKC Rancho Village	722	Carnegie First
330	OKC Dumas	564	Thomas First	723	Washington Osage Assoc
334	Springer First	568	Velma First	725	Ochelata First
335	Fort Towson First	600	McAlester First	726	Duncan Parkview
336	Medicine Park First	601	Healdton First	728	Duncan Immanuel
339	Lawton Letitia	603	Bryan Assoc #2	730	OKC Wilmont Place
341	Newalla Countryside	604	Sperry First	731	Weleetka First
344	Lindsay Banner	606	Del City Sunnyslane	732	Fort Cobb First
402	OKC Kentucky Ave	607	Tishomingo First	735	OKC Southwood
403	Comanche Countryside	608	Stonewall First	736	Drumright First
407	Bartlesville First	611	Graham First	737	Sulphur First
411	Guthrie First Southern	613	Ratliff City First	738	Holdenville First
417	OKC West Tenth	614	OKC Bethel	739	Midwest City Soldier Creek
420	Ponca City First	615	Yukon First	741	OKC Mayridge
422	Jones First	616	Perry First	744	Washington First
423	Dougherty First	617	Del City First Southern	745	Temple First
424	Seminole First	618	Wilson First	750	Tulsa Nogales Ave
425	Sulphur Calvary	621	Beckham Mills Assoc	755	Comanche Patterson Ave
427	Wynnewood First	623	Noble First	760	Weatherford First

FALLS CREEK MAP (Main Camp)



Sample Lease Agreement

LEASE

THIS LEASE, made this _____ day of _____, _____, between the BAPTIST GENERAL CONVENTION OF THE STATE OF OKLAHOMA, hereinafter referred to as "Lessor," and _____, hereinafter referred to as "Lessee,"

WITNESSETH:

That Lessor, in consideration of the covenants and agreements hereinafter set forth and the sum of _____ (\$ _____) Dollars in hand paid, receipt of which is hereby acknowledged, does by these presents demise, lease and let unto Lessee the following described real estate, hereinafter referred to as "premises," situated in Murray County, Oklahoma, described with particularity as follows, to-wit:

Lots XX and XX in Block XX in Falls Creek Baptist Conference Center grounds
At Davis, Oklahoma in Murray County

for a term of twenty-five (25) years from _____ to _____, with the covenant of quiet and peaceful enjoyment in Lessee, to be used by Lessee only for the purpose of construction and use of a cabin or lodge on the premises, upon the terms and conditions as follows and not otherwise, to-wit:

1. Use of Premises in Accordance with Lessor's Rules and Regulations. Lessee's use of said premises shall at all times be in accordance with Rules and Regulations adopted by Lessor from time to time. Lessee covenants that it will comply, at its expense, with all such Rules and Regulations adopted by Lessor relating to use or occupancy of said premises. If Lessee fails to comply with such Rules and Regulations, or if the use of the premises otherwise becomes obnoxious or objectionable to the authorized representatives of Lessor, this Lease may be terminated at the option of Lessor, and Lessee will surrender and deliver possession of said premises to Lessor and surrender to Lessor all of Lessee's rights, claim, and interest in and to said premises and the privileges secured under this lease.

2. Improvements. The buildings and other improvements placed on said premises by Lessee shall be personal property and shall not become a part of the realty. Provided that Lessee is not in violation of Lessor's Rules and Regulations governing Lessee's occupation and use of the premises, Lessee shall have the exclusive use of said premises for the purposes above mentioned and shall have the right to erect, equip and maintain thereon, buildings and other improvements provided that construction of such buildings and improvements shall not be commenced without the prior written approval of the Building Committee of Lessor. The plans and specifications for any building or improvements of any nature shall be submitted to said Building Committee in writing and shall be accompanied by such drawings as shall be required by said Building Committee. All buildings and improvements shall conform with all state and local laws and with such regulations as may be adopted from time to time by Lessor or Lessor's authorized representative. Any appeals of Lessor's regulations must be submitted in writing to the Building Committee for review and decision. The proposed architectural design and landscape must be in correlation with the Falls Creek master plan as determined by the Lessor. Lessor shall be the sole and exclusive judge as to the nature of the improvements that may be placed on said premises. In the event Lessor determines the improvements placed upon said premises to be not of a satisfactory and conforming nature, it may declare the Lease void as provided herein by notifying Lessee in writing of such decision and action. In such event Lessor shall have the right to re-enter and take possession of premises. Any monies paid by Lessee and the improvements placed upon said premises shall be retained by Lessor as sole and exclusive owner thereof, free and clear of any claims or rights of Lessee to recovery thereof.

3. Improvements Must Be Built Within Two Years. In the event Lessee fails to place improvements, which have been approved by Lessor, upon the premises herein described within two years from date of commencement of this Lease, this Lease shall be terminated. In such event, Lessee agrees that any monies paid during this Lease and the value of all improvements on the premises is the reasonable rental value of said premises for the period of time prior to the termination of this Lease.

4. Occupancy of Premises. Lessee covenants that it will use its best efforts to ensure that the premises are occupied during the annual encampments of the Falls Creek Baptist Assembly. In the event Lessee does not occupy any cabin or lodge constructed on said premises during the annual encampments of the Falls Creek Baptist Assembly, then, in that event, Lessee shall use its best efforts to sublease such cabin or lodge. In the event Lessee is unable to sublease said cabin or lodge, the Lessee is encouraged to contact the Falls Creek Manager and enlist his assistance in leasing the cabin or lodge. In the event that the Lessee's cabin or lodge is not occupied during any of the weeks during the annual assembly, the Lessee will be responsible for any vandalism to such cabin or lodge which occurs during non-occupancy.

5. Services to be Supplied by Lessor at Its Option. In order to manage and maintain the entirety of the Conference Center grounds for the health and safety of all lessees and of everyone who uses the Conference Center's facilities, Lessor, at its option, may supply Lessee with various services, including but not limited to water, sewer, garbage disposal and road maintenance. Lessor shall act in good faith and in a reasonable manner at all times in exercising its option to supply said services. In the event Lessee fails or refuses to use and pay for such services when Lessor elects to supply the same, such refusal or failure by Lessee shall constitute a breach of a material condition of this Lease concerning use and occupancy of the premises.

6. Termination Because of Lessor's Need for Premises. In the event it becomes desirable or necessary for the Lessor, in the operation of Falls Creek Baptist Conference Center, to regain possession and use of the premises to facilitate the Conference Center's growth and development, or its orderly expansion, this Lease may be terminated at the option of Lessor. In such event Lessee will surrender and deliver possession of said premises to Lessor and surrender to Lessor all its rights, claim, and interest in and to said premises and the privileges secured under this Lease. The compensation for such termination shall be determined in accordance with the provisions of paragraph numbered 8 below. However, Lessee shall not be required to surrender actual physical possession of premises until the whole sum of compensation determined to be due Lessee, in accordance with the provisions of paragraph numbered 8 below, has been paid.

7. Notice of Termination of Lease. In the event Lessor elects to terminate this lease in accordance with any of the provisions hereof, it shall mail written notice of such termination to Lessee at Lessee's last known mailing address. Such notice shall state the reason for such termination and shall be mailed to Lessee by Certified Mail.

8. Compensation for Termination to be Determined by Board of Arbitrators. In the event this lease is terminated as provided in paragraph numbered 6 above, Lessee shall receive compensation for such termination, the sum of which compensation shall be determined by a Board of Arbitrators. Said Board of Arbitrators shall be appointed as soon as practicable after notice of termination is received by Lessee, and shall consist of five members, two of whom shall be selected by Lessor, two of whom shall be selected by Lessee, and one selected by the other four members. Said Board of Arbitrators shall determine a reasonable sum of compensation in an amount not greater than the fair market value of the improvements on the premises at the date of termination to be paid to Lessee by Lessor in full and complete satisfaction of any and all claims against Lessor by reason of Lessor's termination of this lease in accordance with the provisions of paragraph 6 above. Said sum of compensation determined to be due Lessee shall be paid by Lessor within a reasonable length of time after the amount thereof is determined.

9. Renewal of Lease. Upon expiration of the initial term of this Lease, Lessee shall have the right to renew the Lease upon conditions and provisions substantially the same as those offered at the time of renewal to other parties who are at that time entering into initial leases for similar real estate in the Falls Creek Baptist Conference Center in Murray County, Oklahoma. In any event, other things being equal, Lessee shall have priority over other prospective lessees in the re-leasing of said premises by Lessor at the end of the term of this Lease.

10. Removal of Improvements at Termination of Lease. Upon termination of this Lease, Lessor, at its sole option, shall have the right to re-enter and take possession of the premises and the improvements thereon without consent of Lessee. Lessee may not remove any improvements on the land without the prior, written authority of Lessor. At the election of Lessor, Lessee at Lessee's sole expense, shall be required to remove the improvements from the premises, including foundations and footings to the ground level, and as nearly as practicable, restore the land to its natural condition. In the event Lessor exercises its option to require Lessee to remove the improvements from the land, Lessee shall commence such removal and restoration within sixty (60) days from the termination of this Lease and shall continue such work diligently to completion. In the event Lessee fails to commence such removal or restoration work within the time herein provided, or to continue it diligently to completion, then, in that event, Lessor shall have the right to commence such work on the account of Lessee and Lessee shall be liable for all expenses actually incurred therein by Lessor, and Lessee shall reimburse Lessor in full for such expenses upon receipt of statement of the same from Lessor.

11. Waiver of Provisions. The failure of Lessor to insist, in any one or more instances, upon a strict performance of any of the terms, covenants, conditions or agreements of this Lease, or to exercise any right or option herein contained, or to serve any notice, or to institute any action or summary proceeding, or otherwise to act as though this Lease had expired pursuant to the provisions hereof, shall not be construed as a waiver, or a relinquishment of such covenant, option or right. No waiver by the Lessor of any provision hereof shall be deemed to have been made unless expressed in writing and signed by the Executive Director-Treasurer of Lessor.

12. Assignment. No assignment or subletting shall be made by Lessee without express consent in writing given by Lessor. The covenants and provisions of this lease shall extend to and be binding upon and inure to the benefit of the permitted successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties to this contract have hereunto set their hands and seals the day and year first above written.

(Seal)
ATTEST:

BGCO, Secretary

(Seal)
ATTEST:

Secretary
(Signature and seal required if President of incorporated church signs)

BAPTIST GENERAL CONVENTION OF
THE STATE OF OKLAHOMA, Lessor

By _____
Executive Director-Treasurer

(Name of Church) Lessee

By _____
(President) (Trustee)

Trustee

Trustee

Trustee

Trustee

Trustee