



Irvine Ranch Outdoor Education Center  
 2 Irvine Park Road  
 Orange, CA 92869  
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**EVENT CONTRACT: 44723-1**  
**Event Date:** 10/15/2019 - 10/18/2019  
**Event Name:** Harbor View Elementary  
**Site:** Irvine Ranch Outdoor Education Center  
**Salesperson:** Gretchen Estes-Parker

## ACADEMIC EVENT CONTRACT

This AGREEMENT, made and entered into this date by The Irvine Ranch Outdoor Education Center, (hereinafter referred to as the IROEC), and Harbor View Elementary, (hereinafter referred to as the CUSTOMER), under which the IROEC and the CUSTOMER, mutually agree to the following;

### GUARANTEED ATTENDANCE

The IROEC schedules staff and meal service based on the CUSTOMER'S anticipated number of event participants. The IROEC therefore requires confirmation of final numbers, fourteen (14) days prior to the Event Date

Primary Contact	Email Address	Telephone
Kimberly Wells	kwells@nmsud.us	M: (714) 504-1858
Additional Contacts	Email Address	Telephone
Marcela Aguila	maguila@nmsud.us	M: (916) 799-3714

Harbor View Elementary				
Date	Time	Location	Function	#
Tue, 10/15/19	9:30am-10:00am	OEC	Arrival - Outdoor Science School	60
Tue, 10/15/19	10:00am-11:00pm	Bungalow Room 4 / Bungalow Room 5 / Bungalow Room 6 / STEM & Innovation Bunkhouse-302 (LA) / STEM & Innovation Bunkhouse-303 (UA)	Lodging	60
Tue, 10/15/19	10:30am-12:00pm	OEC	Staff-led Activities	60
Tue, 10/15/19	12:00pm-12:45pm	Dining Hall Meals	Lunch	60
Tue, 10/15/19	12:50pm-1:50pm	First American Field	Teacher Time	60
Tue, 10/15/19	1:50pm-5:30pm	OEC	Staff-led Activities	60
Tue, 10/15/19	5:30pm-6:20pm	Dining Hall Meals	Dinner	60
Tue, 10/15/19	6:20pm-9:00pm	OEC	Staff-led Activities	60
Tue, 10/15/19	8:30pm-9:00pm	Dining Hall Meals	Snacks	60
Wed, 10/16/19	7:00am-11:00pm	Bungalow Room 4 / Bungalow Room 5 / Bungalow Room 6 / STEM & Innovation Bunkhouse-302 (LA) / STEM & Innovation Bunkhouse-303 (UA)	Lodging	60
Wed, 10/16/19	8:00am-8:45am	Dining Hall Meals	Breakfast	60
Wed, 10/16/19	9:00am-12:00pm	OEC	Staff-led Activities	60

Harbor View Elementary				
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Wed, 10/16/19	12:50pm-1:50pm	First American Field	Teacher Time	60
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Wed, 10/16/19	6:20pm-9:00pm	OEC	Staff-led Activities	60
Wed, 10/16/19	8:30pm-9:00pm	Dining Hall Meals	Snacks	60
Thu, 10/17/19	7:00am-11:00pm	Bungalow Room 4 / Bungalow Room 5 / Bungalow Room 6 / STEM & Innovation Bunkhouse-302 (LA) / STEM & Innovation Bunkhouse-303 (UA)	Lodging	60
Thu, 10/17/19	8:00am-8:45am	Dining Hall Meals	Breakfast	60
Thu, 10/17/19	9:00am-12:00pm	OEC	Staff-led Activities	60
Thu, 10/17/19	12:00pm-12:45pm	Dining Hall Meals	Lunch	60
Thu, 10/17/19	12:50pm-1:50pm	First American Field	Teacher Time	60
Thu, 10/17/19	1:50pm-5:30pm	OEC	Staff-led Activities	60
Thu, 10/17/19	5:30pm-6:20pm	Dining Hall Meals	Dinner	60
Thu, 10/17/19	6:20pm-9:00pm	OEC	Staff-led Activities	60
Thu, 10/17/19	8:00pm-9:00pm	OEC	Campfire w/ S'mores (OEC Food Service)	60
Fri, 10/18/19	7:00am-8:00am	Bungalow Room 4 / Bungalow Room 5 / Bungalow Room 6 / STEM & Innovation Bunkhouse-302 (LA) / STEM & Innovation Bunkhouse-303 (UA)	Check-Out	60
Fri, 10/18/19	8:00am-9:00am	Dining Hall Meals	Breakfast	60
Fri, 10/18/19	9:00am-10:00am	OEC	Staff-led Activities	60
Fri, 10/18/19	10:00am-10:30am	OEC	Departure	60

Tue, 10/15/19	Arrival - Outdoor Science School - 9:30am - OEC	Qty	Price	Total
	<b>Academic Science School</b>			
<b>Selection</b>	4-Day, 3-Nights	60	\$310.00	\$18,600.00

Notes
<p>Deposit (\$1,000) &amp; Contract due: 1/3/19</p> <p>Final payment, guaranteed numbers &amp; forms (listed below) due: 10/1/19</p> <p>Student/Parent Forms</p> <ol style="list-style-type: none"> <li>1. Code of conduct and discipline policy</li> <li>2. Health and permission form</li> <li>3. Medication information form</li> <li>4. Recreational waiver</li> </ol>

Notes
Teacher Forms 1. Bunkhouse room assignments 2. Trail group assignments  GATE CODE: (#1012)

CHARGES		
	Charges	Total
Setup and Service	\$18,600.00	\$18,600.00
Totals	\$18,600.00	\$18,600.00
	Payments Received	\$0.00
	Balance Due	\$18,600.00

## PAYMENTS, CANCELLATIONS & REFUNDS

### DEPOSIT

A \$1000 deposit is required within fourteen (14) days of receiving your final confirmed EVENT CONTRACT. Once a reservation is made and a deposit applied, the reservation date(s) and facilities become UNAVAILABLE for any other user-group to reserve. The deposit is therefore, non-refundable. Final payment is due fourteen (14) days prior to the group's arrival date.

We request that you initially reserve only the number of spaces you can guarantee to fill at the time of the reservation. We are more than happy to assist you with additions after the initial reservation but decreases are not permitted. A guaranteed participant count is due 14 days prior to the group's arrival date to facilitate meals and staffing. The IROEC accepts payment via check or credit card. Cash will not be accepted. Please make checks payable to IROEC / OCBSA.

**Payment address only:  
Orange County Council, Inc.  
Attn: IROEC Operations  
1211 E. Dyer Road  
Santa Ana, CA 92705**

### CANCELLATION POLICY:

Notice of cancellation with a Request for a credit or refund of all or part of the cancelled reservation must be submitted in writing via FAX, email or standard mail.

- Cancellations with a credit or refund request made 30 or more days prior to the start date of the reservation will be eligible to receive 100% of funds paid in excess of the non-refundable deposit.
- Cancellations with a credit or refund request made 14-29 days prior to the reservation will be eligible to receive 50% of the funds paid in excess of the non-refundable deposit.
- Cancellations made less than 14 days prior to the reservation will NOT be eligible for a credit or refund, even for weather-related concerns.

### TUITION / CAMPER SICKNESS / CANCELLATION INSURANCE

The IROEC does not provide Tuition, Camper Sickness or Cancellation Insurance. Guests are encouraged to obtain their own coverage(s) if they deem it necessary. While not endorsing any specific agency or policy, the following companies offer a variety of Camp Program Cancellation and Interruption Insurance options: [www.campinsurancepro.com](http://www.campinsurancepro.com) and [www.aplusplans.com](http://www.aplusplans.com).

### WEATHER POLICY:

The IROEC is an all-weather facility and runs programs 24/7 all year long, rain or shine. The majority of our recreation activities can still be achieved in inclement weather, including rain. Alternative activities are employed when necessary. We encourage you to prepare for the anticipated weather conditions during your reservation date(s) and to communicate this information to your event participants. Please refer to the cancellation policy for procedures concerning credit or refund of funds.

### EXTREME CONDITIONS:

The safety of our guests and staff is our top priority and we will only run programs when it is safe to do so. In the event of fire, flood, or extreme weather conditions, the IROEC may elect to close an area(s) for safety reasons. The decision to close and the duration of such a closure is at the sole discretion of the IROEC. If such a closure makes it impossible for you to complete a scheduled activity, you may request a credit, refund or reschedule of cancelled activities for those areas affected by that closure.

### COSTS PER CAMPER

For each scheduled resident Science Camp session, CUSTOMER agrees to pay the IROEC:

<b>Program</b>	<b>Science Camp</b>	<b>Leadership Camp</b>
5-Day / 4-Night	\$370.00 per participant	\$395.00 per participant
4-Day / 3-Night	\$310.00 per participant	\$365.00 per participant
3-Day / 2-Night	\$240.00 per participant	\$295.00 per participant

The per participant fee includes rental space at the IROEC for purposes of conducting CUSTOMER'S academic program classes, all necessary program supplies and materials, meal service, lodging, supervision and the professional services of the IROEC academic and program staff.

#### **CUSTOMER'S OBLIGATIONS**

The CUSTOMER shall provide a minimum of two (2), certified personnel to assist with supervision at the IROEC. The minimum attendance is 2 adults per EVENT and an increasing ratio of 1:35 admin adults per camper.

The CUSTOMER shall provide exclusive supervision daily during "Teacher Time", (usually the one hour immediately after lunch or dinner). Recreational activities and equipment will be provided by the IROEC.

The CUSTOMER acknowledges that all attending participants meet the California Health & Safety Code (Division 105, Part 2, Chapter 1, Sections 120325 - 120380, Title 17) regarding required immunizations.

The CUSTOMER shall confirm that all participants complete and provide the IROEC Health & Medical Form and if necessary, the IROEC Medications Form, (for identification, storage and dispensing of participant medications and supplements).

#### **FACILITY ACCESS & PARKING**

##### **CAMP ACCESS**

The IROEC is located inside The Irvine Regional Park at the north end of Jamboree Road in Orange, CA. The park gates open at approximately 6:00am each morning and close at 9:00pm, (6:00pm in winter). After-hours access is available via the IROEC guest services / commissioner staff, but MUST be pre-arranged before your event.

##### **GATE CODES**

During regular operational hours, the OC Parks Dept. charges an access/parking fee for entry into the park. Guests and participants bound for the IROEC can avoid this fee via use of an IROEC access gate code. If an attendant is present, advise them that you are going to the IROEC and tell them your pre-assigned gate code. If no attendant is present, drive forward to the electronic access gate and enter your 4-digit code, (along with the preceding # sign), into the keypad. (Use the keypad that resembles a payphone, not the larger automated attendant with the cash & credit card reader).

The electronic gate allows only one (1) vehicle per entry, so EVERY vehicle must enter a code.

The CUSTOMER is given an access gate code at the time of their event confirmation and it is their responsibility to distribute that code to their guests and participants.

##### **PARKING**

All vehicles entering the IROEC must park in designated or staff-approved parking areas.

Carpooling is highly recommended as the IROEC has very limited parking space available.

#### **GENERAL INFORMATION & CAMP RULES**

##### **CAMP MEALS / DIETARY RESTRICTIONS**

User groups MUST communicate the dietary needs of the participants no less than fourteen (14) days prior to arrival. The IROEC is a nut-safe kitchen with a no-fish menu. We provide vegetarian options but are unable to guarantee gluten-free, non-dairy or sugar free meals. There is always a wide variety of food options at every meal.

##### **SMOKING**

Smoking onsite is strongly discouraged, but is permitted ONLY in our designated smoking areas; (the concrete behind the kitchen or on the gravel-area of the lower, "Weir Canyon" parking lot). Guests found smoking in ANY other area of camp, present an unacceptable hazard and fire risk. Your event may be subject to immediate cancellation without refund and may include policy violation fees\*.

## ALCOHOL

No alcohol is permitted at any time, during any academic-related event or reservation.

## LOST & FOUND

Due to the high volume of IROEC participants, (over 42,000 per year), we cannot hold Lost & Found items longer than seven (7) days. All lost items of significant material value, (cameras, cell-phones, wallets, glasses, keys, etc ...), are kept in the admin office safe. Items such as towels, sweatshirts and sleeping bags and placed in the Lost & Found bin located inside the Program Office. Every attempt to contact the owner(s) of lost items will be made, subject to being able to identify said owners. Items left unclaimed after seven (7) days will be discarded or donated to charitable organizations.

## SITE INSPECTIONS

We make every effort to ensure that all rentable facilities at the IROEC are prepared in ready-to-use, clean, well-maintained condition. Within two hours of arrival, guests must communicate any damage or unsatisfactory condition(s) of their rented spaces and facilities. If no such notification is received, everything will be considered to be in acceptable and working condition. IROEC staff will inspect all areas at the completion of all events to determine if any additional fees for cleaning or damage need to be assessed.

## RECREATIONAL WAIVERS, BUNKHOUSE & TRAIL GROUP FORMS

If a guest will be participating in any shooting sport, climbing, challenge course, zip line, guided hike or aquatic activity, they must complete and sign the IROEC Recreational Waiver.

The CUSTOMER shall provide completed Bunkhouse & Trail Group forms to the IROEC at least fourteen (14) days prior to arrival.

## RULES & REGULATIONS

The CUSTOMER will abide by the rules and regulations established by the IROEC for all programs and operations, to and including the IROEC Code of Conduct & Discipline Policy, (signature required for ALL participants).

## **DAMAGE, CLEANING & LIABILITY (POLICY & FEES)**

Due to the wide range of possible damage, cleaning and other risk exposure created by event participants utilizing IROEC activity areas, meeting space and lodging, a minimum FLAT-FEE of \$500.00 has been established to clean, recover and/or repair as needed

The \$500.00 FLAT-FEE will be applied for ANY damage, decoration violation, unauthorized alcohol use, smoking, graffiti, property loss or theft, any insurance liability risk or other such condition that could be defined as a material loss.

This fee can easily increase depending on the specific nature of the damage, violation or risk presented by the involved participant(s). In such an instance, the matter would be handled on a case-by-case basis.

## **HOLD HARMLESS, RELEASE AND INDEMNIFICATION**

I, the undersigned, understand that use of facilities at The Irvine Ranch Outdoor Education Center, (IROEC), owned and operated by the Orange County Council of the Boy Scouts of America, involves a certain degree of risk that could result in injury or death.

In consideration of the benefits to be derived, and after carefully considering these risks, and in view of the fact that the OCBSA is a non-profit organization, I, the undersigned, understand that the IROEC is a multi-use facility. As such, the following areas are considered shared-space and may be open and available for several user groups at the same time: the main Dining Hall, the First American Field, the Aquatics Center and the Amphitheater. Exceptions to multiple group use will be handled via a separate Exclusive Use Agreement.

I, the undersigned, and on behalf of myself and any and all individuals and/or organizations with which I may be associated or who may attend and/or participate in events referenced in this document, assume any and all risk and any and all derivative claimants understand and hereby agree to hold the IROEC and the OCBSA and their officers, board

members, employees, heirs, successors and assigns, free and harmless from any and all claims and causes of action. Be it in nature of personal injury or otherwise by reason of the undersigned's use of the premises and facilities, including but not limited to; picnic areas, shelters, campgrounds, etc ... located at 2 Irvine Park Road - Orange, CA 92869.

In signing this Event Agreement and Hold Harmless clause, the undersigned acknowledges that he/she has carefully read and understood the entire agreement. Furthermore, the undersigned understands that he/she is waiving any rights to file a lawsuit or initiate a claim procedure in respect to recovery for any personal injuries, property damage or losses sustained by the undersigned or any minor child under the undersigns care and/or control. The undersigned further accepts and understands that this agreement shall be binding upon and inure to the benefits of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

\*If signing for a group, corporation or other entity, I hereby acknowledge that I have authority to do so.

FINALLY, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ, CLEARLY UNDERSTAND AND HEREBY VOLUNTARILY SIGN THIS AGREEMENT, WAIVER, RELEASE & HOLD HARMLESS DOCUMENT.

\*\* eSignature Requested on 12/20/2018 \*\*

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Fax This Completed Form To The IROEC at 714-923-3192  
or send via email to: [Events@iroec.org](mailto:Events@iroec.org)

**In order to confirm your reserved date, the IROEC must receive a deposit within fourteen (14) business days of final Event Contract received.**

**The Irvine Ranch Outdoor Education Center  
2 Irvine Park Road ~ Orange, CA 92869  
T: 714-923-3191 ~ F: 714-923-3192  
[www.outdooreducationcenter.org](http://www.outdooreducationcenter.org)**

**Payment address only:  
Orange County Council, Inc.  
Attn: IROEC Operations  
1211 E. Dyer Road  
Santa Ana, CA 92705**