



Laredo Stepping Stone  
 P.O. Box 450749  
 Laredo, Texas 78045  
 Phone: 956-999-5895  
[laredosteppingstone@gmail.com](mailto:laredosteppingstone@gmail.com)

## Group Contract

Group name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ to \_\_\_\_\_

Est. arrival date/time: \_\_\_\_\_ Est. departure date/time: \_\_\_\_\_

Estimated Group Member No.: \_\_\_\_\_ No. of Males \_\_\_\_\_ No. of Females \_\_\_\_\_

No. of Nights \_\_\_\_\_ No. of Meals \_\_\_\_\_ First meal (circle): B L D Last meal (circle): B L D

## Facility Needs

Meeting Room Dates / Times: \_\_\_\_\_

**Important:** Event dates are secured *only* when Laredo Stepping Stone receives the required deposit and completed signed contract.

- All events require a 25% deposit per person. This is calculated based on projected attendance and will be deducted from final amount due. \_\_\_\_\_ is due for your event deposit. This deposit will be applied to your total invoice.
- Groups will be required to give Laredo Stepping Stone a FINAL COUNT 10 business days prior to the event and are expected to mail payment prior to event or bring balance with them and deliver to office upon arrival. If the number of participants at the event is lower than the "final count" the group will still be responsible for the "final count" number.
- Deposits are not transferable or refundable within 60 days of event.
- Prices are subject to change. Group will be billed at prices current at time of event.
- Any additional payments are net 15 days.
- Persons requesting reservations are responsible for authorizing all arrangements and will not hold Laredo Stepping Stone responsible for any omissions of the reservation. Therefore, no verbal details for a reservation will be considered part of the rental agreement.

- A damage deposit of \$200.00 is required which will be refunded if there are no incidents during your stay. Please make this out as a separate check from your deposit check. Persons/organizations renting the facility are responsible for any damage to the facility incurred during their use of the buildings. If the damage costs exceed the cleaning/damage deposit, the person/organization will be responsible for the actual cost to repair and clean the affected facility. Payment for repairs must be made within 20 business days.

## **Policies, Guidelines, and Agreements**

### **MINISTRY POLICY AND STATEMENT OF FAITH**

In accordance with its Articles of Incorporation, the corporation is organized overseen by an appointed Board of Trustees made up of business and ministry representatives. Our core beliefs hinge on two principles:

1. The Bible is the only inspired Word of God;
2. Jesus alone is both Lord and Christ. He really lived, He died for our sins, He was raised from the dead, and He is one with God.

It is our policy to make the camp and retreat center available to other Christian groups and non-profit organizations so long as the group's purpose and objectives are not perceived to be contrary or contradictory to the teachings of Christ and the Scriptures.

It is Laredo Stepping Stone's desire to be used of God to fulfill His purpose in the lives of men and women and especially children and youth. We welcome groups that we view as having similar purposes and reserve the right to exclude groups that teach doctrine that is contrary to our position and conscience.

### **POLICY AGREEMENT**

We agree to respect the beliefs of Laredo Stepping Stone as set forth in their ministry policy and statement of faith. We will do nothing by word or act or otherwise that will any way detract from the testimony of this ministry.

It is understood that Laredo Stepping Stone is free to determine not to rent the facilities upon the date(s) at issue or negotiate with another group for rental on the same day(s) until Laredo Stepping Stone receives a signed contract with deposit.

### **INSURANCE & LIABILITY**

Laredo Stepping Stone does not provide accident/medical insurance for guests. Groups using Laredo Stepping Stone are encouraged to obtain camp or trip insurance for each participant if the church insurance does not cover them.

Guest group agrees to indemnify and save Laredo Stepping Stone, its Board of Directors, and employees harmless from all damages, judgments, expenses, attorney's fees, and compensation arising out of personal injury, death, or property damage sustained in whole or part by any or all persons whatsoever as a result of or arising out of any act of omission of guest group, its agents or employees, or caused by or resulting from any activity incident to the program being conducted by guest group, or use of Laredo Stepping Stone's facilities, or cancellation/closure due to natural disaster and/or emergency.

**CHILD PROTECTIVE TRAINING AND BACKGROUND CHECKS**

Every adult 18 and over needs to provide proof of background checks and certificate of the completion of the child protective training course. The group leader needs to deliver those forms to the Cone Oasis camp director upon arrival.

**RULES AND REGULATIONS**

I acknowledge that I have read and understand the rules and policies of Laredo Stepping Stone and on behalf of my group, agree to abide by the guidelines described on each page of this contract and those posted on the grounds. Any damages incurred by our group will be paid by the organization we represent. THE GROUP LEADER, ON BEHALF OF THE GROUP, INDIVIDUALLY ACCEPTS FULL RESPONSIBILITY OF COMMUNICATING THESE GUIDELINES TO THE PARTICIPANTS AND WILL FOLLOW THROUGH TO INSURE COMPLIANCE. \_\_\_\_\_ (please initial)

We agree to the following financial obligations:

- Deposit of 25% of estimated participant to be sent with this contract. Deposit amount: \_\_\_\_\_
- \$200.00 damage/cleaning deposit to be refunded after event if no fees assessed. Please write as separate check from your deposit made out to Laredo Stepping Stone and sent to Laredo Stepping Stone at last two weeks before your event with your individual release forms and medical release forms (if required).
- Final count to be given 10 business days before event. We will be responsible for \_\_\_\_\_ per person for \_\_\_\_ days, which includes lodging and \_\_\_\_ meals, for the numbers listed in the final count even if numbers decrease after that point.

Sign and send contract along with group deposit to Laredo Stepping Stone office at:

Laredo Stepping Stone  
P.O. Box 450749  
Laredo, Texas 78045

**Make all checks payable to Laredo Stepping Stone.**

Or, send the completed signed contract via email to [rick.laredosteppingstone@gmail.com](mailto:rick.laredosteppingstone@gmail.com). An invoice will be sent to you based on the group numbers you provide to us in this form.

Group Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laredo Stepping Stone Representative: \_\_\_\_\_ Date: \_\_\_\_\_