

Chanco on the James, Inc.

Policy as to Use of the Facilities

Under the existing policy, Chanco's Board of Directors sets the fee structure for the Conference Center use, whether it is program use (day use) or overnight accommodations (lodging) and meals, as well as camp enrollment. On occasion, others may use the facilities free-of-charge or by paying a nominal fee. The purpose of this Paper is to establish a policy as to the "less than the established rate" use.

1. If anyone wishes to use the facilities (e.g., picnic, hiking, fishing) not involving an overnight stay, their use is discouraged because of the added burden and risk to Chanco personnel.
2. If Board members wish to use the facilities (e.g., a birthday party for their child) involving an overnight stay, they may do so free-of-charge provided that their activity does not result in any additional costs to Chanco and provided that their use does not interfere in any way with paying guests or the operations of the facility. [Generally, a donation in lieu of a charge will be requested.]
3. If Board members wish to use the facilities (e.g., a birthday party for their child) involving an overnight stay, and if such use results in additional costs to Chanco (e.g., sheets for the beds, meals), they will be charged an amount roughly equal to those costs, but not to exceed the established rate charged to guests. [Generally, a donation in lieu of a charge will be requested.]
4. If a Chanco Parish Representative wishes to use the facilities (e.g., a birthday party for their child) involving an overnight stay, and if such use would encourage youth to attend camp, they may do so free-of-charge provided that their activity does not result in any additional costs to Chanco and provided that their use does not interfere in any way with paying guests or the operations of the facility.
5. If a Chanco Parish Representative wishes to use the facilities (e.g., a birthday party for their child) involving an overnight stay, and if such use would encourage youth to attend camp, and if such use results in additional costs to Chanco, they will be charged an amount roughly equal to those costs, but not to exceed the established rate charged to guests.
6. If a contractor or its employees is providing services (e.g., the food services contractor), they may be provided lodging free-of-charge for the period that they provide the services.

7. If a contractor or its employees providing services (e.g., the food services contractor) is provided lodging free-of-charge for the period that they provide the services, they shall be responsible for any costs incurred by Chanco relating to their lodging.
8. If a Board member or a Chanco employee wishes to have a party or other event at Chanco and if the party or other event does not prevent a paying group from use of the facilities, the Board must approve such use prior to the use and may set a fee (or waive the fee) for such use.
9. If any damage results from the free use of the facilities, the principal party shall be responsible for such. Chanco will invoice that individual for those costs.
10. An exception to the above exists for the caretaker. If the caretaker has guests, those guests may stay free-of-charge in lodging that is not otherwise available to Conference Center guests. Further, if Chanco is not otherwise booked, the caretaker's guests may stay in any room available.

The effective date of this Policy is July 1, 2008.

Approved by the Board of Directors:

Sarah Scott Thomas, President

June 17, 2008