

Piney Lake Facility Policy Information UNCG Non Affiliated Groups

Facility Hours

Piney Lake is available 8:00am to 11:00pm daily with the exception of University holidays. All events must be concluded and off the Piney Lake campus by 11:00pm. The *Piney Lake Contract* does not include participation in the Informal Recreation Program. The Picnic area may not be reserved during Informal Recreation hours.

Booking Requirements

To reserve Piney Lake call **336--334-5924**. Lodge Reservations must be requested at least fourteen days prior to event date. Note: Reservations for the Hilltop Lodge may not be made more than 30 days prior to the event. A signed *Piney Lake Contract* must be returned at least two weeks prior to the event.

Team QUESt Program

A reservation for Piney Lake facilities does not include use of the Team QUESt program. The challenge course elements on the property are strictly off limits to all group members while on the property. Team QUESt is an excellent training tool for groups interested in organizational development. To set up a program for your organization please call 336-334-4855.

Lake Usage

Use of the lake is strictly prohibited.

Deposit and Payment

Deposit and Payment Policy – Two checks and the signed *Piney Lake Contract* must be returned at least two weeks prior to the event. The first check is a security deposit of 10% of the total rental cost or \$75.00 (whichever is greater). The deposit shall be held as security for any damages to property or facilities. If there are no damages, or there is a portion of the deposit remaining after subtraction of the costs of damages, that amount shall be refunded. The second check is the rental payment.

Payment Policy – UNCG will invoice the group for the balance of payment immediately following the event. Full settlement of event expenses is due within 30 business days of invoice date. Any errors in the billing statement must be reported to the Assistant Director for Piney Lake within 10 business days of receiving the statement.

Indemnity and Damages

The group shall be responsible for all damages or injury to, or loss of any property resulting from the negligent and/or intentional acts or persons associated with this event. All group participants will be required to sign a ***Piney Lake Release Agreement***. Minors, age 17 and under, must have a ***Piney Lake Release Agreement*** signed by their parent or legal guardian. ***Piney Lake Release Agreements*** can be obtained the day of the event or downloaded from the Piney Lake website at campusrec.uncg.edu/piney/rates.

The group agrees to indemnify and hold harmless, the Department of Campus Recreation, UNCG, its officers, employees and agents from all liability, loss damage, costs and all other claims for expenses asserted against UNCG which may arise from injuries to persons or property occasioned by attendance at or participation in this program or conference. UNCG accepts responsibility for the tortious acts of itself and its employees to the extent permitted by the North Carolina Tort Claims Act and without waiving sovereign immunity.

Insurance

UNCG requires a certificate of general liability insurance, including contractual liability, at submittal of deposit, which shall state that the group is insured for the period of the event with minimum coverage established as follows:

Bodily injury - \$500,000 each person/\$1,000,000 each occurrence

Property damage - \$500,000 each occurrence

These minimums may be increased or decreased at the sole option of UNCG. In addition, the required certificate shall name UNCG as an additional insured. Group shall also provide proof of adequate medical insurance and worker's compensation insurance, if applicable, for all group's participants and staff members.

Compliance with University Policies

The group agrees to abide by and to insure that its members and participants comply with all applicable laws, UNCG policies and rules, including, but not limited to, all non-discrimination, sexual harassment and alcoholic beverage policies. Smoking and other tobacco products are prohibited on the property. Pets are prohibited on the property. For detailed UNCG Facility use guidelines please see:

<http://www.uncg.edu/apl/POLICIES/iip007.html>

Supervision

The group shall provide adequate and appropriate supervision of all persons associated with this event during their stay at Piney Lake including unscheduled periods of time.

Security

If, in the discretion of UNCG, security is required for any event, such security will be provided through UNCG's Department of Public Safety and Police, at group's expense.

Use of University Name, Logo, Trademark and Wordmark

The group may not use the intellectual property of UNCG in any way, which implies sponsorship of an event unless granted through written approval by UNCG. A copy for all proposed advertising shall be provided by the group to the Assistant Director for Piney Lake at least two weeks prior to the event.