

Office Use:  
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 Fee:  
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## RENTAL AGREEMENT HOWLAND HILL OUTDOOR SCHOOL Redwood National and State Parks



Thank you for requesting Howland Hill Outdoor School for your group's visit to Redwood National and State Parks (RNSP). Please read all following information thoroughly, fill in all open blanks, sign, make a copy for your records, and return this original with your fee payment AS SOON AS POSSIBLE. The site ranger will contact you prior to your arrival to schedule any needed facility orientation and to answer any questions.

**Date(s):** \_\_\_\_\_  
**Arrival time:** \_\_\_\_\_ **Departure time:** \_\_\_\_\_  
**Name(s) of Teacher/Leaders:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Organization/Group:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Total # people:** \_\_\_\_\_ **# Students** \_\_\_\_\_ **# Adults** \_\_\_\_\_  
**Transportation:** bus: \_\_\_\_\_ # of cars: \_\_\_\_\_

The following is the basic Agreement for use of Howland Hill Outdoor School (HHOS) for natural resource-related educational programs. This signed Agreement and payment of applicable fees are due no later than two weeks prior to arrival unless other arrangements have been made. A copy of your agenda/school curriculum as it relates to both park resources and National Education Standards must be included.

**\*\*RNSP reserves the right to cancel, at any time, groups failing to comply with this Agreement.\*\***

- Established National and State Parks regulations will be followed to protect and preserve the natural environment. Plant gathering or feeding of wildlife is not allowed at any time. Only qualified service animals are allowed on site; no personal pets. Quiet time is enforced park-wide 10:00 p.m. to 6:00 p.m.
- Ranger-provided facility orientation will be attended by all users, group or individual late-comers, on arrival,
- The group leader/teacher designated above will be on site and responsible for the actions of the group at all times. If the leader must leave the group, a substitute leader will be assigned.
- A ratio of one qualified leader/adult to every 10 students will be maintained at all times. Adults are expected to assist with the group's educational experience, and abide by the same rules and regulations as students. Students will not be permitted to wander off by themselves at any time.
- The school gate off Howland Hill Road will be kept **CLOSED at all times**, and locked overnight. Two sets of keys will be issued to overnight group leaders at check-in for their use.
- Each group will have one personal vehicle on-site at all times for emergency use. No more than **three vehicles** are allowed at the immediate school site; extra vehicles must be parked in the main lot, ¼ mile from the site. Prior permission is required for any busses or extra vehicles past the main parking lot.
- Any and all accidents or unusual happenings will be reported to a ranger as soon as possible by calling **Northern Communications, 916-358-1300**

- Only provided cabins will be used for sleeping shelters. No combustible items will be permitted in the cabins: matches, candles, lanterns, or anything that requires a flame. Tents may be set up only with prior permission if extra space is needed, and only in designated areas.

- Kitchen use will comply with State and National Health Codes, and Standard Operating Procedures as provided on the attached sheet. Meals will be planned for "family-style" eating.

**- To avoid attracting, or encouraging confrontations with, wild animals:**

- √ Garbage cans must not be over-filled; lids must close and latch completely. If all cans become full, all garbage beyond the capacity of the cans, and any strong-smelling refuse must be taken with the group on leaving.
- √ All food and other attractants must be properly stored in the kitchen or in vehicles; no food is allowed in sleeping cabins (water bottles are OK).
- √ All facility doors must be kept closed at all times.
- √ Group snacks should be individually "contained" and non-crumbling (such as string cheese, soft granola bars, fruit rollups, etc.).

- **Pre-cycle, reduce, re-use, and THEN recycle!** HHOS provides washable dishes, cups, and utensils for groups to use and wash while on site. Please: no "disposable" paper or Styrofoam cups, plastic plates, or utensils, or bulk bottled water! Personal water bottles can be refilled onsite as needed.

- For overnight groups, check-out time is no later than 3:30 p.m., and only after the site Ranger has conducted a check-out inspection of facilities. Groups will return all loaned park property and keys to site ranger during checkout.

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### HHOS Rental Fees

1-30 people..... \$100.00 per day

31-60 people..... \$200.00 per day

**Refund Policy:** You are entitled to 100% refund of your paid fee if you cancel two weeks prior to your visit, or if the park cancels for any reason. If you need to cancel within two weeks of your visit, please submit your refund request in writing for a 50% refund of your paid fee.

**\*Mail payment (payable to Redwood Parks Association) and this signed Reservation Form to Redwood National and State Parks  
ATTN: Beth Hartsig  
1111 Second Street  
Crescent City, CA 95531**

PLEASE READ, DATE, and SIGN:

**I / we have received on-site orientation to HHOS, or in lieu of on-site orientation, have read the HHOS Facility Guide, either online at <http://www.nps.gov/redw/forteachers/howland-hill-outdoor-school.htm>, or a provided hard copy.**

**I / we have also fully read this Agreement, understand what is required to use HHOS, and agree to be responsible for the actions of our group while on site. I / we understand that failure to comply with the above Use Agreement can affect my/our groups' future use of the facility.**

Signature(s) of leader(s):

Date:

X

X