



FALLS CREEK

CONFERENCE CENTERS

EST. 1917

CABIN OWNER HANDBOOK

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SECTION ONE: GENERAL INFORMATION

CABIN OWNER EXPECTATIONS

STATEMENT OF BELIEFS

As a cabin owner or potential cabin owner, it's tantamount that the church and/or association represented be a believing entity of the following beliefs held in the *Baptist Faith and Message*:

1. THE GOSPEL

The fact that Jesus died for our sin, was buried, and then rose from the grave is foundational for Southern Baptists. He lives today and stands ready to give abundant and eternal life to all those who repent of sin and place their faith in Him. Southern Baptists invite everyone to receive Jesus Christ as Savior and Lord.

2. THE SCRIPTURES

The Holy Bible was written by men who were divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter.

3. GOD – THE FATHER, SON & HOLY SPIRIT

There is one living and true God, and He reveals Himself to us as Father, Son, and Holy Spirit. God as Father reigns with providential care over His universe. Christ is the eternal Son of God and through His incarnation and virgin birth, He made provision for the redemption of men from sin. The Holy Spirit exalts Christ, convicts of sin, and empowers the believer in worship evangelism and service. Man was created by the special act of God, in His own image, and is the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every man possesses dignity and is worthy of respect and Christian love.

4. THE CHURCH

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel and seeking to extend the gospel to the ends of the earth. This church is an autonomous body. The New Testament speaks also of the church as the body of Christ, which includes all the redeemed of all ages.

5. STEWARDSHIP

God is the source of all blessings. Christians have a spiritual debt to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are under obligation to serve Him with their time, talents, and possessions.

PILLARS OF OWNERSHIP

Good ministry practices are essential to providing the best experiences possible for guest groups, as well the cabin owner, and its church or association, that's represented. Below is a short list and launching point for cabin owners to be mindful of as they consider their calling as an owner.

1. YOUR CABIN INVESTMENT IS AN EFFECTIVE MINISTRY ONLY AS IT IS SOLVENT

First and foremost, Falls Creek hopes that the church or association that takes on the responsibility of cabin ownership do so with Kingdom advancement at the forefront of their planning. However, successful cabin owners talk in terms of business, as well as ministry. It's important that cabin owners recoup costs so that their Kingdom work can continue, well into the future.

2. HAVE CLEAR GOALS FOR YOUR PROPERTY

Average success is often based on setting average goals. Cabin owners with returning guests, solid bookings, and high reviews have done more than just "hope for the best." They have set goals for ways to achieve even greater opportunities for their cabin and the guests they host.

3. COMMUNICATE EXPECTATIONS TO RENTERS

Appreciating the different needs of your guests and exercising thorough communication with them will result in a better relationship between owner and renter. This is especially important as it relates to the communicating the code of conduct, dress code, and other requirements both you desire as a cabin owner and which Falls Creek requires for various events.

4. BE TIMELY AND RESPONSIVE

People want instant gratification, or they will go on to the next cabin. When a potential renter receives a timely response, it creates a positive perception within their mind that a cabin owner is willing to meet their needs.

5. PROMOTE YOUR PROPERTY WISELY

Maintain and monitor all your advertisings for your property. Are your online images up to date? Are you actively seeking platforms to market your property and availability?

6. CONSIDER IMPROVEMENTS REGULARLY

Learning, adapting, and looking for ways to improve your property will help build strong relationships with your guests in an ever-changing camp environment.

7. NETWORK WITH OTHER OWNERS

Conversing and sharing community with other cabin owners has substantial dividends. New owners might heed advice of veteran owners, neighboring owners can communicate nuances to their plot areas, and most importantly, networking provides stories of success and challenge that a new cabin owner might benefit from hearing.

LEASE AGREEMENT CONDITIONS

TERM

Falls Creek lot leases have a term of 25 years from the date of signing – provided the lessee remains in good standing with the Oklahoma Baptists convention. The lease may be renewed at the end of this term.

COSTS

The cost of the lease shall be \$500 per lot for the full term of the lease. It is non-refundable and will not be prorated in the event of termination.

An annual fee is also due per cabin of \$35 per bed. The fees will be billed to the cabin owner each December and is considered due by January 15. ***If payment arrives after January 31st, the cabin owner will incur a one-time “late” penalty fee of 10%, which will be added to the amount due.*** Annual fees will be set by Falls Creek no later than June 1 of that calendar year.

NOTE: Falls Creek will use the number of beds listed on the Cabin Rental webpage to determine bed fees. This means:

- The person responsible for your cabin should make sure the number of beds listed online at www.fallscreekok.org/cabins is accurate for both your dorm beds and guest/cook beds. Contact the Welcome Center if you need assistance changing this.
- Cabin owners will have until October 1 each year to make sure the info on this webpage is correct. After October 1, Falls Creek personnel will conduct random spot checks on cabins to verify correct bed counts. If there is any discrepancy in the number of beds listed online and the actual number, cabin owners will be charged an extra \$2.50 per bed on all beds for that calendar year, so be sure and check the webpage to ensure its accuracy.

REQUIREMENTS

Lessee must be a church or association of churches actively cooperating with the Oklahoma Baptists convention and willing to abide by the policies of the Oklahoma Baptists convention and Falls Creek in a spirit of cooperation for the good of the whole.

Lessee should attend the annual cabin owner meeting each September to receive important updates, policy changes, or any other information.

TERMINATION OF LEASE

Any and all buying, selling, or purchasing of lots or cabins that are under review *without* completion of the necessary Falls Creek documentation (listed in this handbook) or without proper communication with Falls Creek will be considered null and void until such processes are met. Any cabin owner, church, or association that is not in good standing with the Oklahoma Baptists convention and the policies and procedures laid out in this handbook will result in a termination of lease.

REGULATIONS FOR MAINTAINING & OPERATING A CABIN

GENERAL INFORMATION

1. A cabin must, at all times, comply with State Fire Marshal standards, both interior and exterior. Should a cabin fall below those standards the cabin will be closed and unusable until such time as the violations have been properly rectified.
2. A cabin will, at all times, be maintained in a way that eliminates conditions considered hazardous to the occupants of the cabin or other guests on Falls Creek grounds
3. Three FULL SETS of keys must be provided to the Falls Creek Jordan Welcome Center and maintained as the current keys for all locks in the cabin. **No portion of the cabin shall be locked without Falls Creek having a key to the lock. If a cabin owner changes the locking systems on their property, they are REQUIRED to submit three new sets of keys. The cabin owner will notify Falls Creek as to whether keys are to be handed out to contractors, prospective lessees, and workers from the church.**

FALLS CREEK RELATIONS

1. Falls Creek has the right to enter and inspect a cabin at any time without permission of the cabin owner. If a cabin or its renters are not within compliance of the conditions and requirements listed in this handbook, firm action will be taken to address the issues with the cabin owner.
2. Falls Creek provides large dumpsters every spring and fall for large projects and/or cabin clean-outs. A cabin owner will be billed if any prohibited items are put into small dumpsters (i.e., wood, metal, fiberglass, masonry, glass, etc.).
 - a. **Falls Creek dumpsters are for household garbage only. Nothing related to construction or landscaping is allowed in the dumpsters at any time.** The cabin owner must communicate this restriction to any and all who work on the cabin, whether volunteers or hired labor. Any debris other than household garbage must be hauled off by the cabin owner or contractor. If a project is too large to reasonably haul, please contact Falls Creek for a list of dumpster contractors.
3. Falls Creek provides all water, sewer, trash services and roadway repair.
4. Falls Creek has many services available to cabin owners at reasonable rates, often below market price. When renters have a maintenance need, every attempt will be made to ensure guests' needs are met. If it is not an emergency, the cabin owner will be notified to determine a course of action. If an emergency is present, Falls Creek will do its best to contain the concern, with appropriate charges being billed to the cabin owner. Some services can be contracted and will require the cabin owner to contact Falls Creek directly. Services include:
 - a. Winterizing/De-winterizing
 - b. General Landscaping and/or Property Maintenance
5. Falls Creek is open campus during business hours and closed campus during special events and summer camp.
 - a. Regular business hours are Monday through Friday 8:00am until 4:30pm. Holidays and special events have adjusted hours.
 - b. During business hours, the gate is open.
 - c. If the gate is closed during business hours or special events, press the call button mounted on the gate box, the Jordan Welcome Center is notified of a guest needing

- entry and someone will respond and inquire of the guest's reason for being on grounds before opening the gate.
- d. If the gate is closed and the Jordan Welcome Center unstaffed, a Guest Service Associate is available to open the gate. The phone number to contact them is posted at the gate.
 - e. **Falls Creek sincerely asks all guests to NOT arrive between 12:00 AM and 7:00 AM** to prevent our Guest Services Associates from answering calls throughout the night (this includes but is not limited to cabin owners, renters, and contractors). If late/early arrival is unavoidable, the Falls Creek Jordan Welcome Center should be notified ahead of time.
 - f. **If the gate is closed upon your arrival and is opened remotely for your entry, please note that the gate automatically closes after each vehicle. Do not attempt to follow another vehicle through the gate before it closes.** Falls Creek is not responsible for subsequent damages if a guest attempts to do so. Notices of this are post at both gates.
 - g. **For special events or temporary circumstances, an entry code may be given to a guest group.** The request must be authorized by the Director of Conference Centers or Operations Manager. Requests need to be submitted at least 1-2 business days prior to arrival.
6. Falls Creek hopes to offer a higher level of customer service by taking care of guests when they call, instead of referring them to someone else. If a cabin owner is interested in allowing Falls Creek the opportunity to broker their cabin, please review the brokering agreement, Form 103, and the Brokering Information (see Table of Contents). A cabin may have a higher rental rate if Falls Creek brokers for the cabin due to the rental availability being known by Falls Creek and the nature of churches calling the Jordan Welcome Center for cabin rental inquiries. *(To keep your rental availability accurate and updated with the Jordan Welcome Center, please fill out the rental information on the Falls Creek Cabin Information document (see appendix) and then email to frontdesk@oklahomabaptists.org.)*

EXTERIOR REQUIREMENTS

1. Items outside the building shall be aesthetically appropriate to the attractive environment desired at Falls Creek. These items will be considered permanent parts of the cabin. For example, items such as BBQ pits and benches should be secured. Unsecured items shall be stored inside the cabin, out of sight.
2. The cabin's exterior shall be maintained in such a way that it does not detract from the Falls Creek environment.
 - a. All wood shall be painted or stained.
 - b. All painted surfaces shall be maintained properly, and all colors shall align with an approved color palette by Falls Creek.
 - c. Nothing should be visible through windows except the orderly interior of the building (i.e., no storerooms piled up with items). All windows shall be in a proper state of repair (i.e., no glass replaced with wood).
 - d. Recreation elements such as basketball goals and volleyball nets should be in good repair or be removed.
3. The cabin owner is responsible for maintaining the entirety of the leased lot(s).
 - a. Grass and weeds should be mowed and edged.
 - b. Vines are not allowed to grow on trees, buildings, or other elements.

- c. Leaves should be properly disposed of at a reasonable frequency. Dead trees, shrubs and flowers should be removed immediately.
 - d. Unsightly and unsafe erosion will be repaired in cooperation with Falls Creek. If the Falls Creek maintenance staff is required for cleanup, an appropriate charge will be issued.
 - e. The removal of live trees must be approved by the Oklahoma Baptists convention.
4. A cabin's exterior should display the name of the property to better assist guests while they are on grounds looking for the property. Up-to-date signage, without blemish, is strongly encouraged.

INTERIOR REQUIREMENTS

1. Furnishings such as tables and chairs should be provided for the capacity of the cabin and a storage room in which they may easily be stored is preferred.
2. The cabin's interior should include basic features that provide a good quality of occupancy for guests – all in functioning conditions. Minimal requirements such as doors that latch, lights that work properly, etc., are expected.
3. Should a cabin owner decide to enhance the features and amenities of their property, manuals or guidelines for guest usage should be accessible for renters. Suggestions include a kitchen operating manual, A/V guidelines, etc. Providing guests with step-by-step instructions of cabin features helps both the renter and the owner in maintaining their equipment properly.
4. Bunk Beds – Fire safety and building codes are very complex and require the interpretation of someone trained in these engineering disciplines. Understanding this, Falls Creek has enlisted the services of a fire safety engineer/code specialist to help us identify some basic guidelines that will address the majority of the issues related to occupant loads in a cabin. Below are a few of these guidelines to help you eliminate the most common problems related to maximizing occupancy in a building. This list is not intended to address everything and should not be viewed as the final authority regarding issues of occupant loading.
 - a. The target of this occupant load discussion is limited to sleeping quarters and bunk layout only. It is not intended to address issues related to safety systems, fire protection, or kitchen and meeting space.
 - i. The occupant load calculations are specific to a given room in which people sleep and are confined by a doorway leading to another room or to the exterior of the building.
 - ii. The first major point of definition is the number of beds in the room. Beds are defined by the number of people who can sleep in the room.
 - iii. Path of egress is defined as the path used to move from lying in a bed to exiting a door.
 - b. Common Conditions for All Rooms**
 - i. Beds may be side by side as long as there is one side that allows 36" of egress.
 - ii. Beds may be end-to-end or end-to-side as long as there is 36" of egress.
 - iii. Top bunks must have a ladder. The end of the bunk can be the ladder, but if the end is not accessible because of arrangement then the ladder must be on the side.
 - iv. 36" of egress is inclusive of the whole path. This means that if you have 36" between bunk rails, but you have a ladder on the side on the bunk, the ladder further constricts that path width and will not meet code. You will need to make sure that absolutely nothing constricts the path at any point. The best

approach would be to allow an extra inch or so just to make sure that it does not drop under 36" for any reason at any location along the path.

- c. **Rooms with 50 beds or less:**
 - i. Must have at least one doorway leading out of the room.
 - ii. The door must swing out of the room, not into the room.
 - iii. Each bed in the room must have at least one (1) unobstructed path of egress 36" or wider all the way to the door.
 - iv. The total path of egress must not exceed 50' in length.
 - v. Dead end isles may not exceed 20'.
- d. **Rooms with 51 beds or more:**
 - i. Must have at least two doorways leading out of the room.
 - ii. The doors must swing out of the room, not into the room.
 - iii. The doorways may not be any closer than half of the diagonal measurement of the room. (If a room measures 50' diagonally, then a straight-line distance of 25' or more is required between the two doorways.)
 - iv. Each bed in the room must have at least one unobstructed path of egress 36" or wider all the way to a common path or isle.
 - v. The common path or isle must be 44" or wider all the way to the doorway.
 - vi. The total path of egress must not exceed 50' in length.
 - vii. Dead end isles may not exceed 20'.
- e. NOTE: Falls Creek suggests not utilizing triple bunks, but if triple bunks are preferred for your cabin, the highest part of those bunks must be at least 24 inches below the ceiling/fire suppression devices.
- f. **See the Appendix for the Falls Creek Cabin Bunk Layout for an example of acceptable configurations.**

PRIVATE CARETAKERS & CONTRACTORS

1. Cabin owners may hire private caretakers to handle all operational elements of their cabin such as check-in/out, cleaning, and primary maintenance. The Falls Creek office must be informed of the current caretaker, as well as any associates the caretaker might work with. **Although Falls Creek maintenance employees are available for basic maintenance issues, it is the sole responsibility of the cabin caretaker to attend to all cabin maintenance and address any issues that a renter might have.**
 - a. NOTE: Private Caretakers have a distinct responsibility on behalf of cabin owners, as well as the responsibility of holding a unique, third-party representation of Falls Creek itself. Often times, guests renting cabins confuse the caretaker process and assume Falls Creek is responsible for cleanliness, upkeep, and maintenance of nonoperational equipment, HVAC, etc. It is the responsibility of the cabin owner to provide renters with the correct contact information for the private caretaker in the event of a need on the property. The cabin owner should always be notified first and Falls Creek second.
 - b. **To better serve cabin owners, all private caretakers are required to sign a statement of compliance form to serve at Falls Creek.**
 - i. Although Falls Creek itself is not responsible for the actions or inactions of a private caretaker, we are, by default, *seen* as responsible for their behaviors and work ethic. If any caretaker acts outside of the statement of compliance, or demonstrates repeated, problematic behaviors, Falls Creek will strongly

recommend termination of that caretaker to protect cabin owners and guests of Falls Creek.

- ii. To view this statement of compliance, please review Form 201 (see Appendix).
2. All plumbing, electrical, HVAC, and propane work must be done by a professional contractor licensed in the state of Oklahoma.
 - a. **The cabin owner must notify Falls Creek when a contractor will be doing work on a cabin.**
 - b. **It is the sole responsibility of the cabin owner to sign work orders and make payments to contractors. Falls Creek will not sign work orders for work done by cabin contractors.**

BROKERING INFORMATION

Falls Creek began brokering cabins to offer a service to our cabin owners that provided a more centralized way for churches participating in Conference Center events to find and rent cabins.

ONBOARDING TIMELINE

Cabins interested in being brokered by Falls Creek Conference Centers can apply September – October annually. Falls Creek will onboard a maximum of 5 new cabins every Fall on a first come, first serve basis. Interested cabin owners can apply by filling out Form 103 (see appendix). If a cabin owner does not apply between September 1 and October 31, Falls Creek will be unable to broker their cabin.

BROKERING TIMELINE

The following deadlines are given as examples so cabin owners can understand the brokering timelines:

- At time of application (Sept-Oct), cabin owners must submit a list of summer renters from the most recent year, which includes their own intended plans for summer rental.
- Falls Creek will prepare and send out all summer contracts for renters the month of November.
- All renters are required to be paid in full by April 1st at the latest.
- Falls Creek will cut checks back to cabin owners within 30 days of receiving from the renter.

REMINDERS

As we continue to refine brokering processes, please note these important reminders:

- Private caretaker coordination is the responsibility of the cabin owner. Falls Creek does not coordinate check in or check out processes related to cabin rental. Falls Creek will provide the cabin owner with renter contact information for the owner to use to direct coordination of arrival/departure schedules with their private caretaker.
- Falls Creek will not bill renters for additional damage fees or early arrival fees. These matters need to be handled between the cabin owner and the renters directly.
- If a renter (with a deposit on file) has not paid in full by April 1, Falls Creek will re-open your rental availability information to the next interested party.
- Maintenance requests and ongoing projects that might affect a renter's stay need to be communicated directly between the cabin owner and renter.

CABIN RENTAL & CONTRACTS

1. Because of their giving to the Cooperative Program in Oklahoma, the Oklahoma Baptists convention requests that cabin owners give priority booking to Oklahoma Baptist churches, especially during youth camp weeks.
2. **A cabin owner must notify Falls Creek immediately upon any rental or booking of the cabin,** whether the rental is to an outside group or for use by the owner. Please contact the Jordan Welcome Center at (580)369-2101 or frontdesk@oklahomabaptists.org. Falls Creek needs to know the name of the group and the dates the cabin will be rented. This is for the benefit of the cabin owner, as well as the renters themselves. The more Falls Creek knows, the better able we are to serve guests.
 - a. **The cabin owner should also communicate to renters that there is an additional overnight fee charged by Falls Creek.**
3. It is recommended that the cabin owner connect the renter with the Conference Centers directly to answer any questions they might have about the campus or activities happening while the renter is on grounds.
4. Keys will be provided to a renter who Falls Creek has on file as renting a cabin. Keys will not be provided to a group if Falls Creek does not know about their arrival unless express permission is received via phone call. **Again, as a convenience for weekend guests, please notify Falls Creek of cabin guests prior to their arrival.**
5. Cabin owners will keep a blank copy of their current cabin rental contract form on file with the Conference Centers. As these contracts get revised, renewed, or updated, a new copy is required to be submitted to the Conference Centers.
6. Cabin owners will not refer to their cabin as a “conference center” in any language on their rental contracts. This further confuses a renter due to the name of the Falls Creek Conference Centers itself.
7. **When a cabin owner rents to a group or entity of the Oklahoma Baptists convention, or a group who is utilizing the Oklahoma Baptists convention to broker a cabin, cabin owners will be required to utilize an Oklahoma Baptists convention contract over their own.** See an example of this contract on Form 102 (see appendix). This process streamlines the cabin brokering process for the Falls Creek, as well as benefits the cabin owner.
8. Cabin owners must include the following clause in their contracts as a “front page” paragraph:

“This contract constitutes a binding agreement between the cabin owner and the lessee for the leasing of the cabin only, and in no way implies Falls Creek or the Oklahoma Baptists convention as a party of the cabin lease agreement. It is understood, however, that the lessee, by leasing a cabin that is on the property of Falls Creek, shall abide by all policies set forth by Falls Creek, including, but not limited to, registration and other fees, sponsor/camper ratios, curfew hours, public facilities use, campfire locations and waterfront use. Falls Creek reserves the right to terminate, without refund, the stay of any individual or group whose actions do not abide by the policies of Falls Creek or hold to the *Baptist Faith and Message* by which Falls Creek stands and operates. **It is understood that the fees related to this lease cover the cabin lease only and do not include the fees related to the use of Falls Creek.** It is also understood that it is the lessee’s responsibility to make contact with the Falls Creek office upon arrival to pay the appropriate registration fees for each person in the group for the appropriate number of calendar days that the group is on the Falls Creek grounds. Any activities related to or conducted on Falls Creek

property, such as use of the recreation fields, waterfront, ropes course and facilities, must be coordinated with the Falls Creek office. Failure to do so could result in the inability to use such facilities.”

SECTION TWO: PURCHASING & CONSTRUCTION

NEW CABINS

NO CONSTRUCTION IS ALLOWED DURING SUMMER WITHOUT PRIOR APPROVAL FROM THE FALLS CREEK CONFERENCE CENTERS DIRECTOR'S OFFICE.

RETAINING A LOT LEASE

1. The cabin shall be leased to groups every year with no more than a two-year vacancy, due to rebuilding.
2. The cabin owner shall always maintain good standing with Falls Creek and the Oklahoma Baptists convention.

BUILDING ON A VACANT LOT

1. Prospective lessee will schedule a meeting with Falls Creek to determine which lots are available for lease.
2. Following this meeting, a time will be scheduled for Falls Creek to meet with any committee, organization, or association that will be guiding the design, construction and operation of the cabin.
3. Lot size, shape, and dimensions are determined by Falls Creek utilizing the Falls Creek's Plot map.
 - a. Falls Creek will stake the four corners of the lot and cabin owners will be expected to build within those boundaries.
 - b. New structures must be 10' off any boundary line abutting an existing structure and 10' from the edge of an existing roadway.
 - c. An architect interpretation of private survey of lot will not be considered for determining lot size or lot boundaries.
4. Prospective lessee will submit Form 101 (*See Appendix*) for a lot lease to Falls Creek accompanied by the following items:
 - a. Preliminary plans indicating the general cabin concept and lot layout
 - b. Intent of the church for its function
 - c. Proof of financial ability to complete this project
5. **Upon approval of application by the Oklahoma Baptists convention, a Falls Creek lot lease will be signed by the officers of the lessee and the convention.**
6. From the date the lease is signed, the cabin owner will submit a progress report to Falls Creek on a quarterly basis until the cabin is completed and ready for occupancy. (Due first of January, April, July and October, as an example.)
7. The cabin owner must have architectural plans drawn and submitted to the State Fire Marshall, and to Falls Creek, within one year of leasing, accompanied by Form 101 (*See Appendix*).
8. **Cabin construction must be completed within two years of leasing** or the lease and all improvements are forfeited unless exception has been granted by the Oklahoma Baptists convention.

REBUILDING A CABIN

1. The demolition of an existing cabin shall be cause for voiding the existing Falls Creek lot lease and initiating a new lease application.
2. The cabin owner will proceed through the process outlined above regarding new cabin construction.

EXISTING CABINS

BUYING A CABIN

1. If the prospective cabin owner knows of a cabin it wishes to purchase, negotiations can be made directly with the owner before submitting Form 101 (*See Appendix*). This form will be submitted to Falls Creek indicating an interest in buying a cabin and initiating a lot lease.
2. If the prospective cabin owner does not have a cabin identified and simply wants to be informed when a cabin becomes available, they should submit Form 101 (*See Appendix*) to Falls Creek to indicate interest. When a cabin owner notifies Falls Creek they are interested in selling, Falls Creek will share the information with both parties.
3. Upon approval of the buyer by Falls Creek, the prospective cabin owner must finalize the purchase of the cabin from the seller. Once the sale is complete, a new lease is issued to the new cabin owner.
4. The two parties must present Falls Creek with copies from both parties' business meetings pertaining to the sale/purchase of the cabin that has been endorsed by any pastor, deacon, committee member or other chosen representative, along with a copy of the final Bill of Sale.

SELLING A CABIN

1. The cabin owner must submit Form 101 (*See Appendix*) to Falls Creek indicating an interest in selling the cabin.
2. Falls Creek will inform prospective cabin owners of available cabins and will get the two parties in touch with each other. Once the two parties have negotiated the purchase, the prospective cabin owner will submit Form 101 (*See Appendix*) if they haven't done so already.
3. Falls Creek will inform the two parties of their decision to approve or deny the request.
4. Upon approval of the buyer by Falls Creek, the prospective cabin owner must finalize the purchase of the cabin from the seller. Once the sale is complete, a new lease will be issued to the new cabin owner.
5. The two parties must present copies from both parties' business meetings pertaining to the sale/purchase of the cabin that has been endorsed by a pastor, deacon, committee member, or other chosen representation, along with a copy of the final Bill of Sale.

REMODELING A CABIN

The definition of “remodel” varies. Examples of what would be considered remodeling include:

- *Adding/removing walls*
 - *Changing an interior or exterior path of ingress/egress*
 - *Changing the direction that a door swings*
 - *Replacing interior wall materials*
 - *Replacing exterior siding*
 - *Rewiring the cabin*
1. The cabin owner will submit Form 101 (*see Appendix*) to Falls Creek accompanied by preliminary plans and a description of work to be done.
 2. After approval of the request the cabin owner will submit a progress report from Form 101 (*see Appendix*) to Falls Creek on a quarterly basis (due the first day of January, April, July and October) until the work is completed and the cabin is ready for use.
 3. Upon approval the cabin owner must detail the project and prepare a cost schedule for the project (including the market value of volunteer labor) as this will be required to determine whether the project will need to be designed by an architect and submitted to the State Fire Marshal’s office for approval.
 4. If the project meets the criteria requiring Fire Marshal approval, architectural plans must be drawn and submitted to the Fire Marshal’s office and to Falls Creek within six months accompanied by Form 101 (*see Appendix*).
 5. Cabin remodeling must be completed within one year. (Non-summer months are the suggested time.)
 6. Cabin Information can be updated by calling the Jordan Welcome Center, or by going to the Cabin Information Database and submitting a cabin survey.
 - a. Visit <http://www.fallscreekok.org/cabins/>
 - b. Find your cabin and select the “More details>>” link on the right
 - c. On the Cabin Details page is a link to a survey that you can fill out regarding any details or information your church/association would like to give regarding the cabin
 - d. Once submitted, Falls Creek staff will make the changes to the database

CONSTRUCTION STANDARDS

1. Exterior materials may be wood, vinyl, steel, brick, or rock.
2. A three-foot wainscot of rock on all sides visible to public roads is required.
3. All painted surfaces shall match the approved color palette available at Falls Creek.
4. A covered porch of some nature shall be incorporated into the front of the building over main entrances.
5. All soffits shall be boxed in.
6. All parking areas must be defined and covered with a durable surface such as rock, concrete, or pavement.
7. Meeting spaces should provide at least 12-square feet per person according to cabin sleeping capacity.
8. Ceiling heights must be at least 12 feet. If any hanging obstructions are present such as lights or fans, they must be at least 12 feet above the floor.
9. Materials for interior walls must be durable, easily maintained and meet fire code.

10. All interior spaces will be air conditioned and heated (electric is the only viable heat source due to insufficient space for propane tanks).
11. Open flame fireplaces are not allowed as they are potential hazards.
12. Furnishings such as chairs and tables must be provided for the capacity of the cabin and should have a storage room in which they may be easily accessed.
13. Kitchens should have doors and/or roll-down windows so that they may be locked to prevent access by those not cooking meals. This is also a safety feature to prevent renters from having access to dangerous equipment, while protecting the kitchen from unwanted access.
14. Private rooms should have access that opens into a public area so they are not accessible through the kitchen or similar area. This allows the rooms to be used without having to open the kitchen when the kitchen isn't used. It also provides a more customer-friendly access to lodging.
15. If during construction of a new cabin, or during the remodel of a cabin, the State Fire Marshal's office requires the cabin owner to install a regularly monitored fire alarm system, Falls Creek will be responsible for supplying the required number of phone lines to the cabin owner. The one-time fee for construction and establishment of phone service to the telephone network interface box mounted on the exterior of the building is \$2,500.
 - a. The cabin owner will need to contact AT&T to order the phone lines.
 - b. The phone lines will then be terminated in the phone companies' demarcation point located in the Falls Creek Administration Office.
 - c. Falls Creek will utilize a private contractor to deliver phone lines from the Falls Creek Administration Office to a telephone network interface box mounted to the exterior of the cabin's structure.
16. Suggestions for potential cabin owners include:
 - a. Provide enough open area space that a group is not required to take down the dining area to set up their meeting area.
 - b. Provide beds that are as close to twin size as possible.
 - c. Meeting areas should have features that help them be acoustically pleasing rather than all flat, hard surfaces.
 - d. Provide bed-to-bath ratios that are as low as possible (i.e., 10:1 is a standard code, but providing 6:1 enhances guest experience).
17. The cabin's exterior shall be maintained in such a way that it does not detract from the whole Falls Creek environment.
 - a. All wood shall be painted or stained.
 - b. All painted surfaces shall be maintained properly, and all colors shall align with the approved color palette available at Falls Creek.
 - c. Nothing should be visible through windows except the orderly interior of the building (i.e., no storerooms piled up with items). All windows shall be in a proper state of repair (i.e., no glass replaced with wood).
 - d. Recreation elements such as basketball goals and volleyball nets should be in good repair or be removed.

SECTION THREE: YOUTH CAMP

Falls Creek Youth Camp exists to support local church efforts to reach lost students in their communities and to raise a generation of teenagers with an authentic walk with God, who actively share their faith. Falls Creek youth camp is supported by Oklahoma Baptists' gifts through the Cooperative Program.

CABIN RENTAL RULES AND REGULATIONS

- 1. Because of their giving to the Cooperative Program in Oklahoma, the Oklahoma Baptists convention requests that cabin owners give first priority booking to Oklahoma Baptists churches.**
2. Secondly, due to the rich history of Falls Creek, and in cooperation with Oklahoma Baptists, it is strongly recommended that cabin owners reserve the *majority* of their summer week rentals for Oklahoma Baptists over groups of other denominations or from other states.
3. By September 1, cabin owners should select the week(s) its own group will attend the Falls Creek youth encampment(s) the following summer.
4. No later than October 1, cabin owners should make the remaining weeks available to churches desiring to rent their cabin, so those churches can confirm their reserved week of camp.
5. By November 1 cabin owners should send a list of all churches that have rented their cabin to the Falls Creek office. The list should also indicate which weeks (if any) are open, so that the Falls Creek office can communicate to churches desiring to rent which weeks cabins are available.
6. Cabin owners should be aware that all eight youth weeks of each summer are open to any Southern Baptist church in the nation. Any non-Southern Baptist church may also rent a cabin as long as they respect and abide by the doctrinal statement of the convention, which is the *Baptist Faith and Message*.
7. Falls Creek shall be notified immediately upon any rental of the cabin. By May 1st the cabin owner shall submit a complete list of expected renters for the coming summer.

CODE OF CONDUCT

Falls Creek exists for the good of all who attend, and all policies are intended to protect and further the experience of each guest. Attendance at Falls Creek is considered a privilege and violation of these policies may result in loss of that privilege. Sponsors from each group are responsible for enforcing the policies for their students and adults and for handling discipline issues.

GENERAL PURPOSE

Falls Creek youth weeks are planned for students who have completed 6th through 12th grade. The code of conduct for Falls Creek is intended to assist the many diverse churches and students at camp to have a safe and enjoyable camp experience while growing in their faith. Falls Creek is a Christian camp designed

to help students and adults know and follow God, so the code of conduct prioritizes personal encouragement and issues related to a student's faith development in Jesus. **Falls Creek does not condone or encourage any activity on grounds that would humiliate any camper, including initiation, hazing, and/or pranks. Furthermore, Falls Creek will not tolerate any activity that would harm any camper such as violence or abuse.**

MODESTY/PDA

Believing that modesty extends beyond the dress code, Falls Creek asks that students refrain from PDA (Public Displays of Affection). Church sponsors should be diligent to communicate this guideline to their students.

CURFEW

At 10:15pm, all students should be back at their cabin and should not be outside their cabin without a sponsor until after 6:30am. Groups are allowed to meet around the perimeter of their cabin during late night devotional times, but a sponsor should be with the group at all times and extra care should be taken so other groups are not disturbed. Groups/individuals must be inside their cabin by 11:45pm.

VEHICLES

- Recreation vehicles for living or sleeping purposes are permitted only in designated areas and must register in advance with the Falls Creek Office.
- Unnecessary and careless traffic is prohibited on Falls Creek grounds.
- Only conference center-operated golf carts, utility carts, or low-speed vehicles (LSVs) are permitted.
- Delivery trucks are not permitted during summer camp weeks except to supply conference center-owned concessions.
- All passengers must be seated in a vehicle according to its designated capacity—no passengers are allowed in pickup beds or in the back of vehicles with hatch doors raised.
- All cycles (uni-, bi-, or tri-) are prohibited on the grounds. Violation of this policy could result in the confiscation of equipment. Motorcycles may only drive to and from the gate to their cabin or meeting place.

CELL PHONES

Falls Creek asks that church leaders make determinations regarding their students' use and possession of cell phones. NOTE: The majority of group leaders limit the time students are allowed to use their cell phones each day in order to cause less distraction from the camp experience.

CAMP REQUIREMENTS

- Students are required to attend both the Morning and Evening Worship Service each day.
- Sponsors from each church are responsible for enforcing the code of conduct and camp dress code for their entire group (students, sponsors, and guests) and for handling discipline issues within their group.
- Courtesy Crew will be on duty 24 hours per day. Courtesy Crew, when called upon, will assist the adult leadership of any cabin in dealing with discipline problems that may arise. Although the Courtesy Crew is specifically assigned to the duty of enforcement, all Falls Creek Staff members

are authorized to enforce the code of conduct, dress code, and policies of the conference center. Please respect all Falls Creek Staff.

- Church groups must sit together at all worship services. If the group is too large to find a single location for everyone, the group should divide into smaller groups with adult sponsors in each group.
- All guests are required to show proof of registration or ID to enter or re-enter the conference center grounds. Day guests should leave the grounds by midnight.

CAMP PROHIBITIONS

- Students will not be permitted to leave the grounds unless accompanied by a sponsor.
- No bands or instrumental groups are allowed to perform outside their cabin walls, except for groups that are an official part of the weekly programming for the whole camp.
- Excessive volume from a cabin is not permitted since it can disturb other cabins. Please check with the Falls Creek office if there is an issue.
- No product sales are allowed at Falls Creek unless they have secured a contract through the Falls Creek office.
- Use or possession of illegal drugs, alcohol, or tobacco of any type is not permitted on the grounds. This includes e-cigarettes or other facsimiles.
- The possession of offensive weapons of any sort is prohibited at Falls Creek. Falls Creek Baptist Conference Center reserves the right to perform a random drug and weapon search at any time and confiscate items that distract from the camp goals or that violate the code of conduct of the camp.
- Open flame items (other than grills) such as campfires, tiki torches, etc., are not permitted on grounds unless prepared and supervised by the Conference Center.
- Pets/animals (other than service dogs), fireworks, rock-throwing, water fighting, laser pointers, and shaving cream fights are prohibited on the grounds.
- Masks or any other disguise over the face cannot be worn by anyone outside of their cabin.
- For the safety of all guests, skates, roller-blades, and skateboards are permitted only in the SwiftSkate Park area and only at designated times.
- No wading or swimming is allowed in the creeks or lake unless there is a Falls Creek lifeguard present. No swimming/wading pools are allowed at cabins.
- No camera drones or remote-controlled flying devices may be operated on grounds without expressed permission from the Director of Conference Centers and the Falls Creek Program Director.

OTHER

- Sunday Arrivals: Groups are not permitted to arrive before the first day of camp with students present. It is understood that occasionally some cooks and adult leaders need to arrive early to help prepare for the week. In the event of a unique need for early arrivals, approval by the Conference Centers Director is required.
- Release Forms: A release form must be completed and turned in for EVERY guest participating in summer camp, specifically overnight guests. Forms for students should be completed by a parent or guardian. All release forms will be filed in the First Aid Station. Please make sure that you make a second copy of your release forms to keep with you in your cabin in case you have to go to the hospital or have problems traveling home. Your original release forms will not be returned to you when you leave camp.

- Supervision: Falls Creek requires at least one (1) adult sponsor for every ten (10) minors. If male and female minors stay overnight, at least one male and one female sponsor must stay with the group.

DRESS CODE

Churches participating in Falls Creek should fully communicate the dress code to students **BEFORE** they pack and arrive for camp. While we understand the desire for fashionable attire, we require you to wear modest clothing. Modesty is a biblical principle and helps keep people focused on the important things at camp. (1 Timothy 2:9-10; 4:12)

All apparel judgments will be left to the discretion of the Falls Creek Staff (FCS). If FCS determines a camper or campers should change their clothing to fall in line with camp requirements, then said camper or campers are required to do so.

GENERAL GUIDELINES

- Shoes must be worn at all times outside of your cabin.
- Apparel may not display or promote tobacco, alcohol, controlled substances, or inappropriate language or pictures.
- Undergarments must always be covered by outer garments (i.e. No boxer shorts hanging out or bra straps showing).
- Midriffs should always be covered.
- No spaghetti strap shirts or dresses.
- No tank tops.
- No short shorts. Shorts are to be of modest length. (Modest length can be generally defined as extending to just beyond the fingertips, which is generally no shorter than a 5" to 7" inseam.)
- No tight-fitting and revealing clothing. This includes leggings or similar attire, which cannot be worn as pants.
- Girls may wear dresses/skirts, but they must reach the top of the knee.

SWIMMING

- Girls should wear modest one-piece swimsuits. Males should not wear tight-fitting swimming suits.
- While going to and from the swimming areas, all campers must wear shoes; males must wear a t-shirt and females must wear a long covering over their swimming suits.

BACKGROUND CHECK

BACKGROUND CHECKS FOR ATTENDING CHURCHES

Falls Creek Youth Camp requires that each church perform background checks on all participants 18 years of age or older attending with their group. Falls Creek honors background checks for 18 months from the date of the check.

BACKGROUND CHECK SERVICE PROVIDERS MUST PERFORM A:

- National criminal background check that includes...
- A check of the National Registry of Sex Offenders and...
- A county or state criminal court search...
- Social Security trace/verification.

Please use reputable, specialized firms that are able to provide the specific types of checks that Falls Creek requires!

DO NOT use the following types of agencies, companies, or individuals to run your checks:

- Local, county, or state law enforcement agencies (These organizations are obviously reputable, but their checks are seldom if ever, NATIONAL checks)
- Obscure providers found on a google search
- Friends or church members in or connected to law enforcement that can get you a deal

Below is a list of **PREFERRED SERVICE PROVIDERS** for these checks. The names of these organizations are provided as a means of convenience and easy reference. If you use one of these preferred providers, you will receive background checks that are compliant with Falls Creek Youth Camp requirements. *If you choose to use another company, we cannot guarantee that the check is complete or the report is thorough enough to pass compliance checks at on-site registration.*

These providers all charge a nominal fee for their services; check with each service provider for pricing. Churches are not required to use the preferred service providers, but they are examples of the types of organizations your church needs to use to run these checks.

PROTECT MY MINISTRY (PLUS PACKAGE)

www.protectmyministry.com
800-319-5581

SHIELD CHECKS

www.shieldscreening.com
800-260-3738

Ministry Safe

www.ministrysafe.com
833-737-7233

TRAK-1 CHECKS

www.Trak-1.com
800-600-8999

FLAGGING BACKGROUND CHECKS

Each church is responsible to review the background checks that are run on their leaders and sponsors and make determinations regarding each person's fitfulness for service. In order to help you as a church to make these determinations, we are providing you with a list of **RED FLAG** and **YELLOW FLAG** offenses. These lists are thorough, but not exhaustive.

RED FLAG OFFENSES

If any of the following offenses are reported on a potential sponsor's background check, you should not use that person as a sponsor at camp.

- Providing alcohol/tobacco/drugs/pornography to a minor
- Voyeurism (peeping Tom)
- Contributing to the delinquency of a minor
- Criminal solicitation of a minor
- Public Indecency
- Exhibitionism (flashing)
- Assault
- Sexual Assault (or any crime that is sexual in nature)
- Homicide
- False Imprisonment
- Kidnapping
- Injury to a child/elderly individual/disabled individual
- Abandoning or endangering a child
- Leaving a child in a vehicle
- Matters related to interference with child custody
- Failure to stop or report the aggravated sexual assault of a child

YELLOW FLAG OFFENSES

If any of the following offenses are reported on a potential sponsor's background check, you will need a written document from your church, signed by the senior pastor, that states the church is aware of the offense(s) listed on the background check report form, is taking full responsibility for the individual as a sponsor, and has determined the person is suitable to serve as a sponsor for the church at Falls Creek. You may use the **YELLOW FLAG OFFENSE** form found on our RESOURCES page for this required documentation.

YFOs will include any of the following felony or misdemeanor offenses within the last 10 years:

- Driving under the influence
- Possession of a controlled substance
- Making a firearm accessible to a child
- Theft, including identity theft

BACKGROUND CHECKS AND ON-SITE REGISTRATION

Background checks are run by service providers on behalf of the churches. The church will be responsible for the information contained in the reports and will maintain the privacy of those reports.

At on-site registration, churches will be asked to produce the documents listed below and registration officials will verify checks have been run on all necessary individuals. Some churches will be randomly selected to have their checks further inspected to determine if all sponsors are in compliance with camper safety requirements.

Falls Creek requires that you bring the following to onsite registration, **Day One** of your camp session:

- Completed Camper Background Check Compliance Form, along with a folder containing a copy of the ***report forms** for all campers who have had background checks run on them.
 - PLEASE NOTE: Though you are required to bring a copy of these reports, they will only be used to verify you ran the checks. If your group is randomly selected to be vetted at onsite registration, **ONLY** sponsor background check reports will be reviewed.

- Completed Sponsor Background Check Compliance Form, along with a folder containing a copy of the *report forms for all sponsors who have had background checks run on them.

****The report form is the page of the background check that has the subject's name and any offenses listed.***

BACKGROUND CHECKS FOR VISITING OVERNIGHT GUESTS

Anyone, who is age 18 or over, and is not registered as a camper, who plans to stay overnight at camp should have a background check run BEFORE arriving at camp. In the event a guest arrives, who has not had a background check run on themselves before arrival, the Conference Center will run a check on the individual (at the individual's expense). This check must be run on or before 2:00 pm on the first day of their planned overnight stay. Checks will not be run after 2:00 pm and guests arriving before or after this time, but having no check previously run, should not have the expectation of accommodation, as they will be turned away from staying on grounds until the background check requirement is met. It is **NOT** possible to run background checks on Sunday.

Section Three: Youth Camp last updated 10/24/22. For more information about Falls Creek Youth Camp, visit www.oklahomabaptists.org/youth.

APPENDIX

Falls Creek Conference Centers Cabin Rental Lease

This cabin lease agreement ("Lease") is made this _____ day of _____, 20____, between _____ (referred to as "Cabin Owner" in this agreement), and the Baptist General Convention of Oklahoma referred to as "Lessee" in this agreement). Cabin Owner and Lessee, in consideration of rent and covenants herein, enter into this Lease for the following premises, (referred to as "Premises" in this agreement) _____ Cabin located at the Falls Creek Conference Centers, Davis, OK 73030.

Lease Term

This Lease shall begin on the _____ day of _____, 20____, and shall end on the _____ day of _____, 20____.

Rent and Payment

Lessee shall make payment to the Cabin Owner in the sum of \$ _____ and mailed or delivered to _____ (Cabin Owner Mailing Address)

½ Payable on or before June 1, 20____; the other ½ payable on July 1, for a lease that occurs during Summer Camp

OR

Payable in full 10 days prior to the beginning lease date for a lease that occurs during Conference Season

If the full amount of any installment is not received by the Cabin Owner on or before the day it is due, then a late charge in the sum of \$ _____ shall accrue and be immediately due and payable.

Use of Premises

Lessee shall use the Premises only for the following purpose(s):

- Provide housing and accommodations to Campers and Sponsors during Summer Camp
- Provide housing and accommodations for Lessee's guests attending and participating in _____ (Name of Event)
- Other _____

Lessee shall not use, nor permit the use of, the Premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the Premises. Further, Lessee shall not use the Premises for any purpose that is contrary to the mission, purpose, or belief of Cabin Owner, which is a Southern Baptist church. Lessee will require its guests to abide by the Falls Creek Conference Center rules and "house rules" of the Cabin Owner, which are attached hereto as Exhibit A. Activities by Lessee or Lessee's guests shall also be consistent with the *Baptist Faith and Message*. For reference, see <http://www.sbc.net/bfm2000/bfm2000.asp>.

Lessee Accepts Premises

Lessee has inspected the Premises and is satisfied with the condition of the Premises. Except as otherwise specified in this Lease:

- a) Lessee's taking possession of the Premises shall be conclusive evidence of receipt thereof in good order and repair; and
- b) Lessee acknowledges that Cabin Owner has not made any representation as to the condition or state of repair of the Premises or made any agreements or promises to repair or improve it either before or after execution of this Lease.

Repairs & Maintenance

Cabin Owner's Obligations – Cabin Owner agrees, at Cabin Owner's expense, to keep in good repair and working order (except to the extent damaged by Lessee's fault):

- a) All structural portions of the Premises, including (without limitation) foundations, walls, floors, stairways, roof, and exterior portions thereof; and
- b) All electrical, gas, water, central heating, central air conditioning, and plumbing equipment and appliances, and any other equipment and appliances furnished by Cabin Owner under this Lease.

Lessee's Obligations – Lessee agrees:

- a) At the end of the term of this Lease, to leave Premises in as good repair and condition as existed at the date of execution of this Lease, reasonable wear and tear expected.
- b) Lessee agrees to pay for cleaning at the rate of \$25 per hour for failure to return the Premises in a clean and healthy condition.
- c) To not allow Lessee's guests to have food or drink in dorm areas of the Premises.
- d) To not tamper with fire alarm systems, emergency pulls, etc. All costs due to damage of such systems will be charged to the Lessee.
- e) To obtain signed Release and Waiver Forms from each and every participant or guest that will enter Premises. If participants or guests are minors, Lessee will obtain the written consent via signature of at least one parent or legal guardian on each Release and Waiver Form.
- f) To reimburse Cabin Owner for reasonable repair expenses for damage caused by Lessee. This includes, but is not limited to, any damages to walls, ceilings, flooring, or furniture; broken windows; damage to appliances or permanent fixtures.

Cabin Owner's Right to Enter Premises

Cabin Owner (or its designee) shall have the right to enter the Premises at all reasonable times for purposes of making emergency repairs to the Premises, examining its condition or use, and performing Cabin Owner's obligations.

Risk of Loss

Cabin Owner shall bear the risk from damage to or loss of improvements and Cabin Owner's real and personal property on the Premises. Cabin Owner shall maintain adequate insurance for its real and personal property on the Premises against loss of damage caused by fire and extended coverage perils. Lessee shall bear the risk of loss arising from damage to or loss of Lessee's personal property located on the Premises. Lessee shall maintain adequate insurance for its personal property located on the Premises. Cabin Owner shall not be liable for any damage to, or loss of, Lessee's personal property located on the Premises.

Cont'd

Lessee warrants that it carries liability insurance with minimum liability occurrence limits of \$1,000,000.

Lessee's Personal Property

Lessee shall remove from the Premises, all of Lessee's personal property as of the date of the termination of this Lease, or when Lessee vacates the Premises, whichever occurs first. If Lessee fails to remove said personal property within said time, Cabin Owner shall be entitled to recover any fees, expenses, or other damages incurred by Cabin Owner due to Lessee's failure.

Indemnification

If Lessee allows guests or a third party to use the Premises during the term of this lease, Lessee agrees to require the third party to hold Cabin Owner harmless, indemnify, and defend Cabin Owner (including Cabin Owner's agents, employees, and representatives) from any and all liability for injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the Premises for Lessee's purposes, regardless of whether such injury or damage results from the negligence of the Cabin Owner (including Cabin Owner's agents, employees, and representatives).

Cabin Owner agrees to hold Lessee harmless, indemnify, and defend Lessee (including Lessee's agents, employees, and representatives) from any and all liability for injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from Cabin Owner's failure to maintain the Premises in a safe and working order.

Termination

Cabin Owner may terminate this Lease without notice if it is determined in Cabin Owner's judgement that Lessee has used or plans to use the Premises in a manner contrary to law or contrary to the beliefs and practices of Cabin Owner.

Assignment and Subletting

Cabin Owner hereby grants Lessee the right to use the Premises for its own activities or the activities of Lessee's guests.

Notice

A notice to be given under this Lease shall be in writing and either delivered in person or mailed, postage pre-paid and addressed: If to Cabin Owner, at _____; and if to Lessee, at Falls Creek Conference Centers, 6714 Hwy 77D, Davis, OK 73030.

Miscellaneous

This Lease contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Any change in, or modification or discharge of, this Lease shall be in writing signed by all persons who at the time are parties to this Lease.

FORM 102

Any headings preceding the text of the paragraphs and sub-paragraphs herein are inserted solely for convenience of reference and do not constitute a part of this Lease nor affect its meaning, construction, or effect.

If any provision of this Lease is held invalid, illegal, or otherwise unenforceable, the remainder of the Lease, other than the invalid, illegal, or unenforceable provision(s), shall not be affected and such provisions in this Lease shall be valid and enforceable to the fullest extent permitted by law.

This Lease and its terms shall be construed under the laws of the State of Oklahoma.

Dated this _____ day of _____, 20__

By and between:

Cabin Owner: _____

Cabin Owner's Authorized Representative: _____

Signature

Date: _____

And:

Lessee: Baptist General Convention of Oklahoma

Lessee's Authorized Representative: _____

Signature

Date: _____

Falls Creek Conference Centers Cabin Brokering Agreement

The Falls Creek Conference Centers and _____ (Cabin Owner), owners of _____ cabin located at the Falls Creek Conference Centers (Falls Creek) enter into this brokerage agreement on this ____ day of _____, 20____ and ending December 31, 20____.

Rate Information

Weekly: \$ _____

Daily: \$ _____

Per Person: \$ _____

Cabin Capacity: Boys _____ Girls _____ Cook's Quarters _____ Other _____

The Falls Creek Conference Centers will initiate the standard contract attached, then mail the contract to the potential LESSEE. The LESSEE will be asked to sign the contract and return said contract within 30 days via mail with the ORIGINAL CONTRACT and DEPOSIT CHECK to the LESSOR, and a COPY of the contract and deposit check for the Falls Creek Conference Centers. The Conference Centers will call LESSOR to confirm receipt of accepted contract and deposit check.

Conference Centers Contract Notes

- 1) Falls Creek Conference Centers charges \$25 per contract payable by LESSOR
- 2) Falls Creek Conference Centers will use and provide a standard contract for all brokered cabins.
- 3) LESSOR sets price
- 4) Deposits are 25% of rental price
- 5) Conference Centers Timelines
 - a. Deposit (30 Days from packet postmark date)
 - b. Full Rental Amount Due April 1st
- 6) Cancellation Penalty for Cabins rented prior to April 1.
 - a. 5% of contracted amount.
- 7) Rental Requests after April 1st
 - a. Full Amount is due to reserve cabin (no deposit)
 - b. Penalty for cancellation is 25% of contracts initiated after April 1st
- 8) LESSOR and Falls Creek reserve the right to waive cancellation fees.
- 9) The Oklahoma Baptists convention will provide a report no later than November 1 recapping year to date cabin rental information.
- 10) Maintenance and cleaning are the responsibility of The Church.
- 11) Refer to the attached Cabin Rental Contract for contract details.

Signature of the Church's authorized representative	Date
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Signature of Baptist General Convention of Oklahoma's authorized representative	Date
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Falls Creek Conference Centers Brokering Cabin Rental Lease

This cabin lease agreement ("Lease") is made this ____ day of _____, 20__ between _____ (referred to as "Cabin Owner" in this agreement), and _____ (referred to as "Lessee" in this agreement). Cabin Owner and Lessee, in consideration of rent and covenants herein, enter into this Lease for the following premises, (referred to as "Premises" in this agreement) _____ cabin located at the Falls Creek Conference Centers, 6714 Hwy 77 D, Davis, OK 73030.

Lease Term

This Lease shall begin on the ____ day of _____, 20__ and shall end on the ____ day of _____, 20__.

Rent and Payment

Lessee shall make payment to the **Baptist General Convention of Oklahoma** in the sum of \$ _____ and mailed or delivered to Falls Creek Conference Centers, 6714 Hwy 77 D, Davis, OK 73030. (The **Baptist General Convention of Oklahoma** will then forward payment to Cabin Owner.)

- Payable in full on or before April 1, ____ for a lease of the Premises during Summer Camp, **OR**
 - Payable in full on or before _____, 20__ for a lease occurring during Conference Season
- If the full amount of any installment is not received by Cabin Owner on or before the ____ day after it is due, then a late charge in the sum of \$ _____ shall accrue and be immediately due and payable.

Lessee may be contacted at:

Address: _____ City: _____
 State: ____ Zip Code: _____ Organization Phone #: _____
 Contact # 1 Name: _____ Phone#: _____
 Contact # 1 Email: _____
 Contact # 2 Name: _____ Phone #: _____
 Contact # 2 Email: _____

Use of Premises

Tenant shall use the Premises only for the following purpose(s):

- Provide housing and accommodations to Campers and Sponsors during Summer Camp, **OR**
- Provide housing and accommodations for Lessee's guests attending and participating in _____ (Name of Event), **OR**
- Other: _____

Lessee shall not use, nor permit the use of, the Premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the Premises. Further, Lessee shall not use the Premises for any purpose that is contrary to the mission, purpose, or belief of Cabin Owner, which is a Southern Baptist church. Lessee shall also abide by the rules of the Falls Creek Conference Centers and any "house rules" of the Cabin Owner. The Falls Creek Conference Centers rules and "house rules" are attached hereto as Exhibit A. Activities by Lessee or Lessee's guests shall also be consistent with the *Baptist Faith and Message* (<http://www.sbc.net/bfm2000/bfm2000.asp>).

Lessee Accepts Premises

Lessee has inspected the Premises and is satisfied with the condition of the Premises. Except as otherwise specified in this Lease:

- a) Lessee's taking possession of the Premises shall be conclusive evidence of receipt thereof in good order and repair; and
- b) Lessee acknowledges that Cabin Owner has not made any representation as to the condition or state of repair of the Premises or made any agreements or promises to repair or improve it either before or after execution of this Lease.

Repairs and Maintenance

Cabin Owner's obligations – Cabin Owner agrees, at Cabin Owner's expense, to keep in good repair and working order (except to the extent damaged by Lessee's fault):

- a) All structural portions of the Premises, including (without limitation) foundations, walls, floors, stairways, roof, and exterior portions thereof; and
- b) All electrical, gas, water, central heating, central air conditioning, and plumbing equipment and appliances, and any other equipment and appliances furnished by Cabin Owner under this Lease. (Lessee shall promptly notify staff of the Falls Creek Conference Centers of any problems with the plumbing or electrical systems of the Premises.)

Lessee's obligations – Lessee agrees:

- a) At the end of the term of this Lease, to leave Premises in as good of repair and condition as existed at the date of execution of this Lease, minus reasonable wear and tear.
- b) Lessee agrees to pay for cleaning at the rate of \$25 per hour for failure to return the Premises in a clean and healthy condition.
- c) To not allow Lessee's guests to have food or drink in dorm areas of the Premises.
- d) To not tamper with fire alarm systems, emergency pulls, etc. All costs due to damage of such systems will be charged to the Lessee.
- e) To obtain signed Activity Participation Agreements (either provided by or acceptable to Lessor) from each and every participant or guest that will enter Premises. If participants or guests are minors, Lessee will obtain the written consent via signature of at least one parent or legal guardian on each Activity Participation Agreement.
- f) To reimburse Cabin Owner for reasonable repair expenses for damage caused by Lessee. This includes, but is not limited to, any damages to walls, ceilings, flooring, or furniture; broken windows; damage to appliances or permanent fixtures.

Cabin Owner's right to enter Premises – Cabin Owner (or its designee) shall have the right to enter the Premises at all reasonable times for purposes of making emergency repairs to the Premises, examining its condition or use, and performing Cabin Owner's obligations.

Risk of Loss

Cabin Owner shall bear the risk from damage to or loss of improvements and Cabin Owner’s real and personal property on the Premises. Cabin Owner shall maintain adequate insurance for its real and personal property on the Premises against loss of damage caused by fire and extended coverage perils. Lessee shall bear the risk of loss arising from damage to or loss of Lessee’s personal property located on the Premises. Lessee shall maintain adequate insurance for its personal property located on the Premises. Cabin Owner shall not be liable for any damage to, or loss of, Lessee’s personal property located on the Premises.

Lessee warrants that it carries liability insurance with minimum liability occurrence limits of \$1,000,000. Lessee will provide Cabin Owner **with a certificate of insurance at least 7 days before this Lessee begins use of the Premises.** The certificate of insurance will indicate that the Lessee has made Cabin Owner an additional insured on the Lessee’s policy with respect to the Premises.

Indemnification

Lessee agrees to hold harmless, indemnify, and defend Cabin Owner (including Cabin Owner’s agents, employees, and representatives) from any and all liability for injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the Premises for Lessee’s purposes, regardless of whether such injury or damage results from the negligence of the Cabin Owner (including Cabin Owner’s agents, employees, and representatives).

Lessee’s Personal Property

Lessee shall remove from the Premises, all of Lessee’s personal property as of the date of the termination of this Lease, or when Lessee vacates the Premises, whichever occurs first. If Lessee fails to remove said personal property within said time, Cabin Owner shall be entitled to recover any fees, expenses, or other damages incurred by Cabin Owner due to Lessee’s failure.

Termination

Cabin Owner may terminate this Lease without notice if it is determined in Cabin Owner’s judgement that Lessee has used or plans to use the Premises in a manner contrary to law or contrary to the beliefs and practices of Cabin Owner.

Assignment and Subletting

Lessee shall not assign, mortgage, or encumber this Lease, nor sublet or permit the Premises or any part thereof to be used or occupied by others, without prior written consent of Cabin Owner.

Notice

A notice to be given under this Lease shall be in writing and either delivered in person or mailed, postage pre-paid and addressed:

If to Cabin Owner at _____;

And if to Lessee, at _____.

Miscellaneous

This Lease contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter. Any change in, or modification or discharge of, this Lease shall be in writing signed by all persons who at the time are parties to this Lease. Any headings preceding the text of the paragraphs and sub-paragraphs herein are inserted solely for convenience of reference and do not constitute a part of this Lease nor affect its meaning, construction, or effect. If any provision of this Lease is held invalid, illegal, or otherwise unenforceable, the remainder of the Lease, other than the invalid, illegal, or unenforceable provision(s), shall not be affected and such provisions in this Lease shall be valid and enforceable to the fullest extent permitted by law. This Lease and its terms shall be construed under the laws of the State of Oklahoma.

Dated this ____ day of _____, 20__ by and between

Cabin Owner: _____

Cabin Owner's Authorized Representative: _____

Signature

Date: _____

and

Lessee: _____

Lessee's Authorized Representative: _____

Signature

Date: _____

Falls Creek Conference Centers Statement of Compliance for Private Caretakers

By signing this form, it is understood that as a Private Caretaker (PC) for a cabin or cabins at Falls Creek, you are subject to the following requirements:

- Private Caretakers have a distinct responsibility on behalf of cabin owners, as well as the responsibility of holding a unique, third-party representation of Falls Creek itself. Therefore, Private Caretakers must be thoroughly familiar with all of Falls Creek policies and procedures relating to cabin owners, care of property, and the use of third-party contractors.
 - If a Private Caretaker is ever in question regarding an issue to be discussed with Cabin Renters, the Private Caretaker will consult the Cabin Owner and/or Falls Creek to ensure the proper communication of information.
- Private Caretakers must make sure Cabin Owners have secured background checks on all third-party contractors used on the property during event schedules where minors are present on grounds.
 - Private Caretakers must further inform these contractors that Falls Creek has a strict “no tobacco or alcohol” policy.
- Private Caretakers will be familiar with the camp rules for each individual event on grounds and be in compliance with them while carrying out their duties on grounds.
 - This means Private Caretakers must adhere to the code of conduct regarding attire, tobacco, alcohol, etc. while on grounds.

Furthermore, it is understood that any signee of this form acting outside of the requirements specified in this statement of compliance, and/or who demonstrates repeated, problematic behaviors, will be subject to Falls Creek recommending to cabin owners the termination of that individual in order to protect cabin owners and guests of Falls Creek.

Printed Name of Private Caretaker

Signature of Private Caretaker

Name of Church & Cabin #

Signature of Pastor/Church Representative

Contact # for Pastor/Church Representative

This form should be signed, and a copy kept by the cabin owner. The original should be mailed to: Director of Conference Centers, Falls Creek Conference Centers, 6714 Hwy 77D, Davis, OK 73030.

Sample Lease Agreement

THIS INDENTURE, made this ____ day of _____, 20__ between the BAPTIST GENERAL CONVENTION OF THE STATE OF OKLAHOMA, hereinafter referred to as "Lessor," and _____, hereinafter referred to as "Lessee,"

WITNESSETH:

That Lessor in consideration of the covenants and agreements hereinafter set forth and the sum of _____ Dollars in hand paid, receipt of which is hereby acknowledged, does by these presents demise, lease and let unto Lessee the following described real estate, hereinafter referred to as "premises," situate in Murray County, Oklahoma, described with particularity as follows, to-wit:

Lots XX and XX in Block XX
in the Falls Creek Conference Center grounds at Davis, Oklahoma, in Murray County

for a term of twenty-five (25) years from _____ to _____ with covenant of the right of quiet and peaceful enjoyment in Lessee, to be used by Lessee only for the purpose of constructing thereon a cabin or lodge, upon the terms and conditions as follows and not otherwise, to-wit:

- 1. Nature of Improvements.** Lessee shall have the exclusive use of said premises for the purposes above mentioned and shall have the right to erect, equip and maintain thereon buildings and other improvements, provided that such buildings and improvements shall not be commenced without the prior written approval of the Building Committee of Lessor. The plans and specifications for any building or improvements of any nature shall be submitted to said Building Committee in writing and shall be accompanied by such drawings as shall be required by said Building Committee. All buildings and improvements shall conform to all state and local laws and such regulations as may be adopted from time to time by the Board of Directors of Lessor or Lessor's authorized representative. Any appeals to these or future guidelines should be submitted in writing to the building committee for further review. The proposed architectural design and landscape should be in correlation with the Falls Creek master plan as voted by the convention and/or its board of directors. The preferred minimum size of a new structure would provide dormitory spaces totaling at least 80 with appropriate meeting and food service facilities for this number of campers. Lot size will be taken into consideration in determining final approval of building or renovation plans.
- 2. Occupancy of Premises.** Lessee covenants that it will use its best efforts to ensure that the premises are occupied during the annual encampments of the Falls Creek Baptist Assembly. In the event Lessee does not occupy any cabin or lodge constructed on said premises during the annual encampments of the Falls Creek Baptist Assembly, then, in that event, Lessee shall use its best efforts to lease such cabin or lodge. In the event Lessee is unable to lease said cabin or lodge, the Lessee is encouraged to contact the Falls Creek Manager and enlist his assistance in leasing the cabin or lodge. In the event that the Lessee's cabin or lodge is not occupied during any of the weeks during the annual assembly, the Lessee will be responsible for any vandalism to such cabin or lodge which occurs during such non-occupancy.
- 3. Sale of Improvements by Lessee.** It is agreed that the buildings and other improvements placed on said premises by Lessee shall be personal property, and shall not become realty, and may be

sold or removed subject to the provisions of this lease. Lessee shall have the right, privilege and power to sell, trade, sublease or otherwise dispose of this lease, together with the improvements on said premises, but such power shall be exercised only with the prior written approval of Lessor. Any such sale, trade, sublease or disposition of this lease by Lessee shall be in writing on a form approved by Lessor and bearing Lessor's written approval of such agreement. Any sale, trade, sublease or other disposition of this lease by Lessee without such prior written consent and approval of the Lessor shall terminate the lease, but the rights and obligations otherwise provided herein shall remain the same as though the provisions of this paragraph relative to sale, trade, sublease or other disposition of the lease had not been violated. (Legal counsel changing this to a NON-TRANSFERRABLE lease.)

4. **Improvements Must Be Built Within Two Years.** It is further agreed that in the event Lessee fails to place improvements upon the premises herein described within two years from date of commencement of this lease, this lease shall be null and void. In such event, Lessee agrees that any monies paid during this lease and the value of all improvements on leased premises is the reasonable rental value of said premises for the period of time occupied by Lessee prior to the cancellation of this lease. It is further stipulated and agreed that Lessor shall be the sole and exclusive judge as to the nature of the improvements placed on said premises and, in the event Lessor determines the improvements placed upon said premises to be not of a satisfactory and conforming nature, it may declare the lease void as provided herein by notifying Lessee in writing of such decision and action. In such event Lessor shall have the right to re-enter and take possession of premises and any monies paid by Lessee and the improvements placed upon said premises shall be retained by Lessor as sole and exclusive owner thereof, free and clear of any claims or rights of Lessee to recovery thereof.
5. **Use of Premises Controlled by Lessor.** It is further stipulated and agreed that the use of said premises shall at all times be in accordance with Rules and Regulations as adopted by Lessor from time to time, and Lessee covenants that it will comply with all such Rules and Regulations adopted by Lessor or its said representatives relating to use or occupancy of said premises and will pay any reasonable charges made pursuant thereto. If Lessee fails to comply with such instructions or directives, or if the manner in which the premises are used become obnoxious or objectionable to the authorized representatives of Lessor, this lease may be terminated at the option of Lessor. In the event Lessor elects to terminate this lease in accordance with the provisions of this paragraph, it shall notify Lessee of such election to terminate, and it is further agreed by Lessee that in such event, upon receipt of said notice, Lessee will surrender and deliver possession of said premises to Lessor and surrender to Lessor all of Lessee's rights, claim, and interest in and to said premises and the privileges secured under this lease.
6. **Services to be Supplied by Lessor at Its Option.** It is agreed that Lessor, at its option, may supply Lessee with water, garbage disposal, and watchman services, or any of such services. The charge for such service or any of them shall be reasonable, and shall be commensurate with the cost of supplying the same to Lessee. In the event Lessor exercises its option to supply such services, or any of them, then at such time it and Lessee shall, by mutual agreement, determine the charges to be made therefor, and the manner and time of payment of said charges. Lessor shall act in good faith and in a reasonable manner at all times in exercising its option to supply said services and in the event Lessee fails or refuses to use and pay for such services or any of them when Lessor elects to supply the same, such refusal or failure by Lessee shall constitute a breach of a material condition of this lease concerning use and occupancy of the premises.
7. **Termination Because of Lessor's Need for Premises.** It is further stipulated and agreed that in the event it becomes desirable or necessary for the Lessor, in the operation of Falls Creek Baptist Assembly, to regain possession and use of the premises to facilitate the Assembly's growth and

development, or its orderly expansion, this lease may be terminated at the option of Lessor, and the compensation for such termination shall be determined in accordance with the provisions of paragraph numbered 8 below. Lessee further agrees that in such event it will surrender and deliver possession of said premises to Lessor and surrender to Lessor all its rights, claim, and interest in and to said premises and the privileges secured under this lease. However, Lessee shall not be required to surrender actual physical possession of premises until the whole sum of compensation determined to be due Lessee, in accordance with the provisions of paragraph numbered 8 below, has been paid.

8. **Compensation for Termination to be Determined by Board of Arbitrators.** In the event this lease is terminated as provided in paragraph numbered 5 or 7 above, Lessee shall receive compensation for such termination, the sum of which compensation shall be determined by a Board of Arbitrators. Said Board of Arbitrators shall be appointed as soon as practicable after notice provided in paragraph numbered 9 below, is received by Lessee, and shall consist of five members, two of whom shall be selected by Lessor, two of whom shall be selected by Lessee, and one selected by the other four members. Said Board of Arbitrators shall determine a reasonable sum of compensation in an amount not greater than the fair market value of the improvement on the premises at the date of termination to be paid to Lessee by Lessor in full and complete satisfaction of any and all claims against Lessor by reason of Lessor's termination of this lease in accordance with the provisions of paragraph 7 above. Said sum of compensation determined to be due Lessee shall be paid by Lessor within a reasonable length of time after the amount thereof is determined.
9. **Notice of Termination of Lease.** In the event Lessor elects to terminate this lease in accordance with any of the provisions hereof, it shall mail written notice of such termination to Lessee at Lessee's usual mailing address. Such notice shall state the reason for such termination and shall be mailed to Lessee by Certified Mail.
10. **Renewal of Lease.** Upon expiration of the normal term of this lease, Lessee shall have the right to renew the lease upon conditions and provisions substantially the same as those offered at the time of renewal, to other parties who are at that time entering into initial leases for similar real estate in the Falls Creek Conference Centers in Murray County, Oklahoma. In any event, other things being equal, Lessee shall have priority over other prospective lessees in the re-leasing of said premises by Lessor at the end of the term of this lease.
11. **Removal of Improvements at Expiration of Lease.** In the event this lease is not extended or renewed, Lessor, at its sole option, shall have the right to re-enter and take possession of the premises and the improvements thereon without consent of Lessee, at the expiration of the term of this lease, and at the election of Lessor, Lessee shall be required to remove the improvements from the premises, including foundations and footings to the ground level, and as nearly as practicable, restore the land to its natural condition. In the event Lessor exercises its option to require Lessee to remove the improvements from the land, Lessee shall commence such removal and restoration within sixty (60) days from the expiration date of this lease and shall continue such work diligently to completion at Lessee's sole expense. In the event Lessee fails to commence such removal or restoration work within the time herein provided, or to continue it diligently to completion, then, in that event, Lessor shall have the right to commence such work on the account of Lessee and Lessee shall be liable for all expenses actually incurred therein by Lessor for Lessee's use and benefit, and Lessee shall reimburse Lessor in full for such expenses upon receipt of statement of the same from Lessor.
12. **Waiver of Provisions Must be in Writing.** The failure of Lessor to insist, in any one or more instances, upon a strict performance of any of the terms, covenants, conditions or agreements of this lease, or to exercise any right or option herein contained, or to serve any notice, or to

institute any action or summary proceeding, or otherwise to act as though this lease had expired pursuant to the provisions hereof, shall not be construed as a waiver, or a relinquishment for the future, of such covenant or option or right thereafter to serve notice and to terminate this lease under the provisions hereof, but such covenant or option or right shall continue and remain in full force and effect. No waiver by the Lessor of any provision hereof shall be deemed to have been made unless expressed in writing and signed by the Executive Director-Treasurer or Lessor; and even though a consent to an assignment hereof, or to any subletting, be given, no further assignment or subletting shall be made without express consent in writing given as hereinbefore provided.

13. **Provisions Binding on Successors and Assigns.** It is agreed that the covenants and provisions of this lease shall extend to and be binding upon and inure to the benefit of the administrators, executors, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties to this contract have hereunto set their hands and seals the day and year first above written.

(Seal)
ATTEST:

BGCO, Secretary

BAPTIST GENERAL CONVENTION OF THE
STATE OF OKLAHOMA, Lessor

By _____
Executive Director-Treasurer

(Seal)
ATTEST:

Secretary

_____, Lessee
(Name of Church)

By _____
(President or Trustee)

(Signature and seal required if President of incorporated church signs)

{ NOTE: If Lessee is a corporation, the lease must be signed by its president and his signature attested by the corporate secretary. If the Lessee is an unincorporated religious association, it should be signed by all of its trustees. }

Trustee

Trustee

Trustee

Trustee

Trustee

Fire Safety Guidelines Regarding Bunk Layout

Fire safety and building codes are very complex and require the interpretation of someone trained in these engineering disciplines. Understanding this, Falls Creek has enlisted the services of a fire safety engineer/code specialist to help us identify some basic guidelines that will address the majority of the issues related to occupant loads in a cabin. Below are a few of these guidelines to help you eliminate the most common problems related to maximizing occupancy in a building. This list is not intended to address everything and should not be viewed as the final authority regarding issues of occupant loading. The target of this occupant load discussion is limited to sleeping quarters and bunk layout only. It is not intended to address issues related to safety systems, fire protection, or kitchen and meeting space. The occupant load calculations are specific to a given room in which people sleep and are confined by a doorway leading to another room or to the exterior of the building. The first major point of definition is the number of beds in the room. Beds are defined by the number of people who can sleep in the room. Path of egress is defined as the path used to move from lying in a bed to exiting a door.

Rooms with 50 or less beds:

- Must have at least one doorway leading out of the room.
- The door must swing out of the room, not into the room.
- Each bed in the room must have at least one (1) unobstructed path of egress 36" or wider all the way to the door.
- The total path of egress must not exceed 50' in length.
- Dead end isles may not exceed 20'.

Rooms with 51 or more beds:

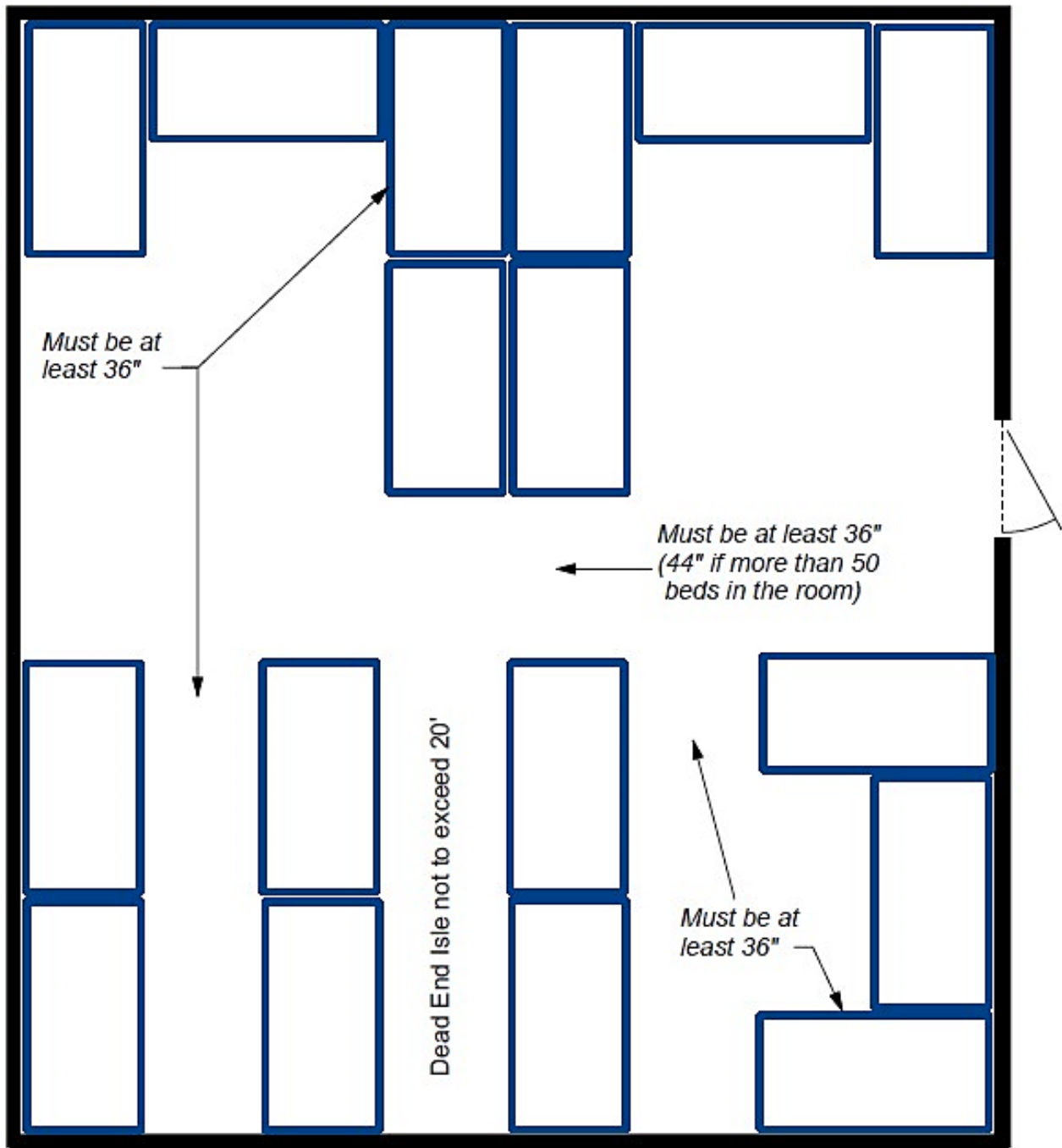
- Must have at least two (2) doorways leading out of the room.
- The doors must swing out of the room, not into the room.
- The doorways may not be any closer than half of the diagonal measurement of the room. (If a room measures 50' diagonally then a straight line distance of 25' or more is required between the two doorways.)
- Each bed in the room must have at least one (1) unobstructed path of egress 36" or wider all the way to a common path or isle.
- The common path or isle must be 44" or wider all the way to the doorway.
- The total path of egress must not exceed 50' in length.
- Dead end isles may not exceed 20'.

Common Conditions for all Rooms:

- Beds may be side by side as long as there is one side that allows 36" of egress.
- Beds may be end-to-end or end-to-side as long as there is 36" of egress.
- Top bunks must have a ladder. The end of the bunk can be the ladder, but if the end is not accessible because of arrangement then the ladder must be on the side.
- 36" of egress is inclusive of the whole path. This means that if you have 36" between bunk rails, but you have a ladder on the side on the bunk, the ladder further constricts that path width and will not meet code. Make sure that absolutely nothing constricts the path at any point. The best approach would be to allow an extra inch or so to make sure that it does not drop under 36" for any reason at any location along the path.

Cabin Bunk Layout Example

Example of Acceptable Configurations for Cabin Bunk Layout, minding fire code.



2026 FALLS CREEK CABIN INFORMATION

Falls Creek Conference Centers
6714 Hwy 77 D
Davis, OK 73030
Phone: (580)369-2101
frontdesk@oklahomabaptists.org

Complete this form and send it back to us, preferably email, by **November 1st for a 5% youth camp registration discount. At least 6 of 8 youth weeks must be filled in for discount to apply.** Please also include any updates to your cabin, such as changes in bed count, added features, rate changes, etc.
Update for this upcoming year, we are now requiring [at least two points of contact.](#)

CABIN INFORMATION

Cabin Name	
Cabin#	

CHURCH INFORMATION

Email	
Phone#	
Mailing Address	

CHURCH MEMBER PRIMARY CONTACT

Contact Name	
Email	
Phone#	

CABIN CARETAKER

Contact Name	
Email	
Phone#	

Email updated photos, with your cabin name and #, to frontdesk@oklahomabaptists.org
Please list any updates to your cabin in the space below:

Please provide your cabin rental for the upcoming year.

If your rental changes, contact Falls Creek at (580)369-2101 or by email.

EVENT NAME	EVENT DATE	List either Rented or Available *if multiple cabins, fill out separate forms *Left blank, will list available
Fall Back	Oct 17-18, 25	
North Texas Easter RT	April 2 - 4	
OKB Spring Retreat	April 10 - 12	
OKB Women's Retreat	April 17 - 18	
OKB Men's Rewired	April 24 - 25	
ACC #1	May 24 - 27	
ACC #2	May 27 - 30	
Youth Week 1	June 1 - 5	
Youth Week 2	June 8 - 12	
Youth Week 3	June 15 - 19	
Youth Week 4	June 22 - 26	
Youth Week 5	June 29-July 3	
Youth Week 6	July 6 - 10	

Youth Week 7	July 13 - 17	
Youth Week 8	July 20 - 24	
Indian FC	July 26 - 30	
Collegiate Week	August 2 - 6	
other rental dates		



FALLS CREEK CONFERENCE CENTERS

EST. 1917



FALLS CREEK MAIN BUILDINGS

- 1 R.A. Young Tabernacle
- 1a West Decision Room
- 1b Massey Chapel
- 1c North Decision Room
- 2 Amphitheater
- 3 Mathena Family Event Center
- 4 Jordan Welcome Center
- 5 Wynn Missions Center
- 6 Thompson Family Lodge
- 7 Kannady Family Lodge
- 8 1917 Cafe / Gift Shop
- 9 Adams Lodge
- 10 Moorer Lodge
- 11 Round's Corner
- 12 West End Coffee Shop
- 13 Trinity Amphitheater

- PARKING LOT
- RECREATION
- SEASONAL SWIMMING AREA
- COVERED PICNIC AREA
- CONFERENCE CENTER HOTEL/LODGE
- ATM
- COFFEE SHOP & CONCESSIONS
- FIRST AID
- DUMPSTER PARK



FALLS CREEK

CONFERENCE CENTERS

EST. 1917

Ada, Trinity #1	735	Fort Cobb, First	732	OKC, Kelham	503
Ada, Trinity #2 The Quarters	704	Frederick #1	645	OKC, Kentucky Ave.	402
Ada, Trinity #3 The Annex	737	Frederick #2	644	OKC, Mayridge	741
Apache, First	744	Geronimo, First	525	OKC, Olivet	450
Ardmore, Emmanuel	504	Goldsby, First	522	OKC, Portland Ave.	653
Ardmore, First	500	Great Plains Assoc.	621	OKC, South Lindsay	110
Atoka, Southside	315	Guthrie, First Southern	411	Oklahoma African	335
Banner Assoc.	631	Guthrie, Seward Road	314	American Fellowship	
Bartlesville, First	407	Healdton, First	601	Pauls Valley, Trinity #1	200
Blanchard, First	507	Hobart, First	202	Pauls Valley, Trinity #2	711
Bryan Assoc. #1	707	Holdenville, First	201	Perry, First	616
Caddo, Blue River	603	Hollis, First	246	Purcell, First	203
Carnegie, First	722	Johnston Marshall Assoc.	562	Ratliff City, First	613
Chandler, Southern	316	Jones, First	422	Rosedale, First	635
Chickasha, First	717	Kemp Alpha	541	Rush Springs, Southern	430
Chickasha, Sharon	705	Kemp Omega	739	Schulter, Cedar Creek Bible	713
Clinton	431	Kingfisher, First	715	Bible Fellowship	
Comanche, First	710	Lawton, First	545	Seminole, First	424
Comanche, Patterson Ave.	755	Lawton, Letitia	339	Sperry, First	604
Davis IBC	230	Lone Grove, First	508	Springer, First Southern	334
Davis, First	544	Madill, Little City	324	Stonewall, First	608
Del City, First Southern	617	Marlow, Connection Church #1	712	Stratford, First	614
Dougherty, First	423	Marlow, Connection Church #2	714	Sulphur, Calvary	425
Duncan, Fair	563	McAlester, First	600	Temple, First	745
Duncan, First	111	McCloud, Hillside	636	Tishomingo, First	607
Duncan, Immanuel	728	Medicine Park	346	Tulsa, Nogales Ave.	750
Duncan, Parkview	726	Milburn, First	326	Union Assoc.	325
Durant, Calvary	312	Minco, Canaan	560	Union Valley, First	540
Durant, First	304	Mullins Association	300	Velma # 1	738
Eason, Victory Pointe	322	MWC Lodge	461	Washington Osage Assoc.	723
El Reno, First	703	Nash, First	700	Waurika, First	231
Eldorado, Corinth	403	Norman, First	303	Weleetka, First	731
Elk City, Main Street #1	341	Norman, Franklin	536	Wetumka, First	655
Elk City, Main Street #2	344	Norman, Hilltop	760	Wewoka, First	702
Elk City, Main Street #3	306	Ochelata, First	725	Wilson, First	618
Enid, First	302	OKC, Brookwood	606	Wilson, Zaneis	706
Enid, Open Door	716	OKC, Dickson	637	Wynnewood, First	427
Fitzhugh, First	568	OKC, Exchange Ave.	502	Yukon, First	615

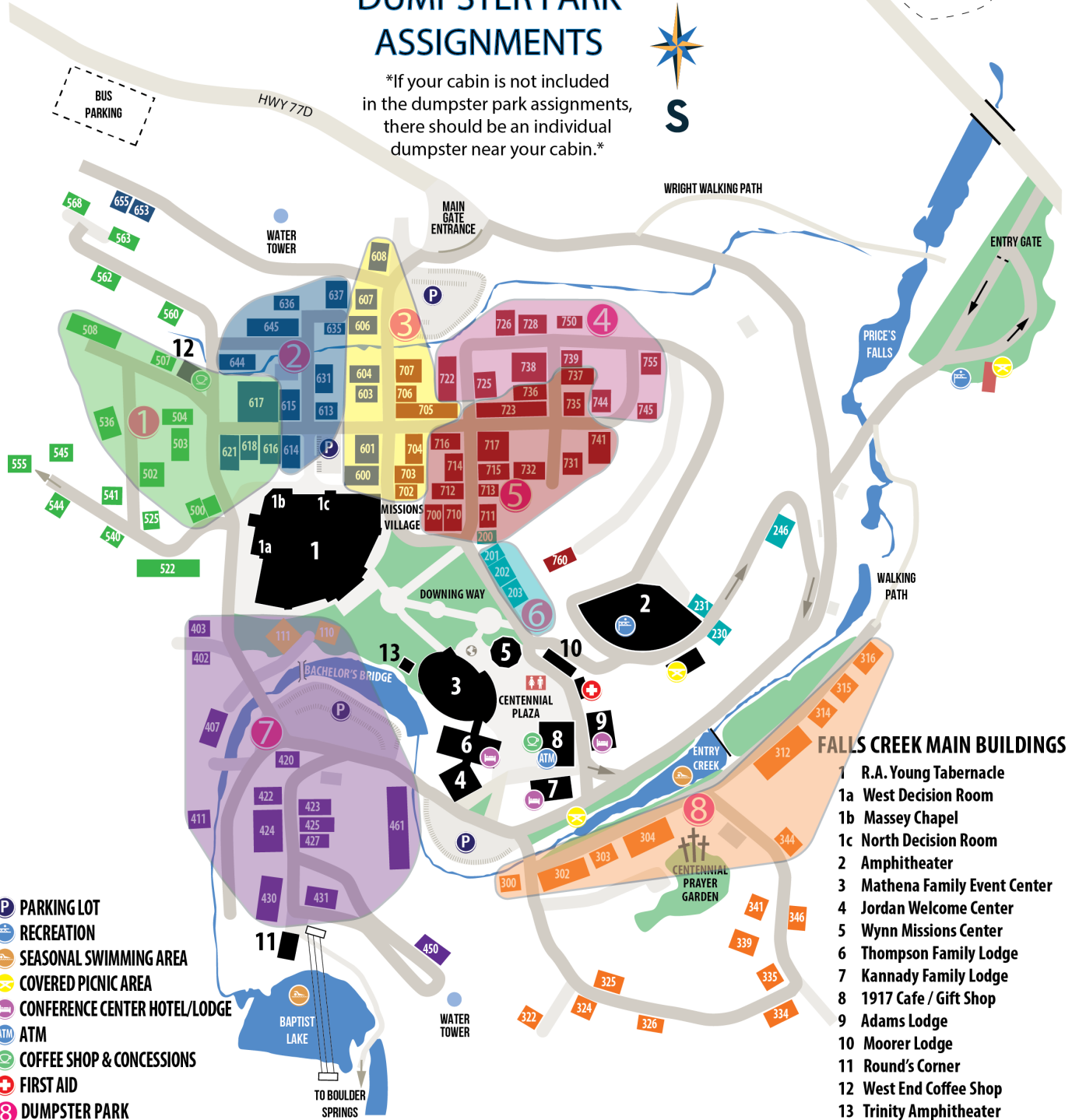


FALLS CREEK CONFERENCE CENTERS

EST. 1917

DUMPSTER PARK ASSIGNMENTS

If your cabin is not included in the dumpster park assignments, there should be an individual dumpster near your cabin.



FALLS CREEK MAIN BUILDINGS

- 1 R.A. Young Tabernacle
- 1a West Decision Room
- 1b Massey Chapel
- 1c North Decision Room
- 2 Amphitheater
- 3 Mathena Family Event Center
- 4 Jordan Welcome Center
- 5 Wynn Missions Center
- 6 Thompson Family Lodge
- 7 Kannady Family Lodge
- 8 1917 Cafe / Gift Shop
- 9 Adams Lodge
- 10 Moorer Lodge
- 11 Round's Corner
- 12 West End Coffee Shop
- 13 Trinity Amphitheater

FALLS CREEK CONFERENCE CENTERS

FULL-TIME EMPLOYEES

Chad Fielding
Director of Conference Centers
Ext. 2114
cfielding@oklahomabaptists.org

Jason Copenhaver
Conference Centers Associate Dir.
Ext. 2108
jscopenhaver@oklahomabaptists.org

Rob Hunt
Hotel Manager
Ext. 2117
rhunt@oklahomabaptists.org

KaraBeth Copenhaver
Director's Assistant
Ext. 2121
kcopenhaver@oklahomabaptists.org

Nick Luttrull
Audio/Video Manager
Ext. 2111
nluttrull@oklahomabaptists.org

Rachel Crawford
Food Services Manager
Ext. 2110
rcrawford@oklahomabaptists.org

Ashton Doughty
Front Desk Clerk
Ext. 2122
adoughty@oklahomabaptists.org

Jordan Anson
Guest Experience Leader
Ext. 2107
janson@oklahomabaptists.org

Deborah Thomas
Business Manager
Ext. 2106
dthomas@oklahomabaptists.org

Nathan Thompson
CrossTimbers
Guest Services Associate
Ext. 2120
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Michelle Ervin
Food Services Assistant Manager
mervin@oklahomabaptists.org

Christian Crawford
Camp Services Associate
Ext. 2109
ccrawford@oklahomabaptists.org

Sam Snyder
Maintenance Manager
Ext. 2119
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Corey Dodd
Assistant
Maintenance Manager
Ext. 2112
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Jason Ervin
Utilities Manager
Ext. 2113
jervin@oklahomabaptists.org

Dakota Deer
Maintenance
ddeer@oklahomabaptists.org

