

**LOUISIANA DISTRICT
UNITED PENTECOSTAL CHURCH
CAMPGROUND**

**LEASE HOLDER'S
MANUAL**

Approved by:

**Campground Committee – November 29, 2018
District Board – December 4, 2018**

TABLE OF CONTENTS

UTILITY PAYMENTS	1
LEASES	2
WHEN NOT IN USE.....	3
TRASH AND GARBAGE	4
VEHICLES AND PARKING	5
GOLF CART / ATV POLICY.....	6
CHANGES TO DWELLINGS OR LOTS.....	7
MAINTENANCE OF UTILITIES.....	9
DWELLING IDENTIFICATION	10
DWELLING USAGE	10
UPKEEP OF LOTS AND DWELLINGS.....	12
SELLING DWELLINGS	13
CHURCH DORMS.....	13
NEW CONSTRUCTION	14
RV LEASE LOTS.....	16

GENERAL INFORMATION

Property is owned by:

Louisiana District United Pentecostal Church International

Physical Address: 1800 Hickory Hill Road
Pineville, LA 71360

Mailing Address: Post Office Box 248
Tioga, LA 71477-0248

Phone Number: (318) 640-9657 ext. 104

Fax Number: (318) 640-1843

Email Address: ewindham@ladistupc.com

All rules and regulations concerning lease lots are set by the District Constitution, the Louisiana District Board, and/or the District Campground Committee. Any questions on lease lot rules and regulations should be directed to the District Secretary. Allow up to ninety days for any requests or inquiries that require a decision by the Campground Committee. If the Campground Committee determines that a Board decision is required, an additional 90 days may be necessary. The Louisiana District Board is the final authority in interpreting these rules and in settling any dispute related to lease lots, dwellings, and/or vehicles.

All lease holders (cabins, mobile homes, and recreational vehicles) are expected to read, be familiar with, and abide by all of the information contained in this manual. Failure to abide by these rules and regulations may result in additional costs to the lease and/or in revocation of the lease.

It is the responsibility of the lessee to keep their current contact numbers and address on file in the district office at all times. Failure to do so could necessitate the forfeiture of said lease.

All lots are owned by the Louisiana District United Pentecostal Church. No lots are, nor can be, privately owned. Lease holders are responsible for their own insurance. Liability insurance should be included for the lease holder's own protection.

Campground Committee members are appointed by the District Board and ratified by the District Conference each year.

UTILITY PAYMENTS

Utility rates are set by the Campground Committee and approved by the District Board.

CURRENT RATES

Lease Lots Without Private Electrical Meter: \$35.00 per day

Lease Lots With Private Electrical Meter: \$2.00 per day

Any time the dwelling is used overnight, the utilities payment is due in advance AND should be paid upon arrival for the number of designated days. If the lease spot does not have a private electrical meter, the utility payments are also due if the dwelling is unoccupied and the lights, air conditioning, refrigerators, or any other electrical device is left on.

Utilities payments can be made in one of several ways:

- 1) In person upon arrival at the Lease/Utilities Office in the District Office or in a provided envelope and placed in the secure Drop Box at the entrance;
 - a. Office hours during the week are from 8:30 – 4:30 on Mondays – Thursdays, and from 8:30 – 3:30 on Friday.
 - b. The office will also be open at designated times during Camp Meeting and other District functions.
 - c. If anticipated arrival time is before or after hours, prior arrangements for the payment of utilities must be made.
- 2) Advance payments mailed promptly to:
LA DISTRICT UPCI
Attn: Lease/Utilities Department
P.O. Box 248
Tioga, LA 71477
- 3) Online by going to the Give Page on the District's Website (www.ladistupc.com). You can select the Utilities Payment as the Fund and indicate the Lot Number in the Comments Section.

Utility payments may be waived for:

- 1) For all appointed global missionaries;
- 2) For full-time evangelists who are licensed with the Louisiana District up to 30 days per year;
- 3) For certain staff members during district functions at the discretion of the District Secretary or the District Superintendent.

LEASES

An annual lease fee of \$150 shall be charged for each and every lease lot. No lease shall be exempt from this lease fee unless the lessee is declared a hardship case by the Campground Committee or the District Board.

The Annual Lease Lot Fee (\$150.00) is due no later than January 31st of every year.

For lot fees not paid by January 31st, the following procedure will commence:

1. a certified letter will be sent notifying the Lease Holder that they have 30 days within which to pay the fee (March 1st) or the process will begin for the lot to revert back to the District;
2. If the March 1st deadline is not met, Lease Holders will be able to reinstate their lease no later than District Conference, with the following additional requirements:
 - a. All late fees (utilities, etc.) are paid in full and the lease holder account is made current; AND,
 - b. A reinstatement fee of \$150.00 is paid in addition to the original Annual Lease fee.

If the lease remains unpaid after District Conference, the lot will revert back to the District.*

All RV lots are declared vacant unless a new lease agreement is signed and returned before January 31st each year with acknowledgement of receipt of the current Lease Holder's Manual.

All cabins and mobile homes must be registered in the Lease/Utilities Office and a new lease agreement signed before January 31st each year.

RVs and cabins are not to be placed on leased lots for the purpose of rental. They are not to be rented to others during times between conferences and meetings.

RV lots may be used during conferences, meetings, etc., by others than the lessee if they are immediate members of the family of the lessee.

Lease holders are allowed to have only one lease per household.**

Leases may be assumed only by an immediate member of a family.

*The above policy was approved by the District Board in December of 2023.

**The above policy was approved by the District Board in August of 2023. Any household that has more than one lease prior to August 2023 are grandfathered in and remain in place until such time as any type of transfer should take place.

LEASES

If a cabin or mobile home is sold, the lease lot transfer will go to the new owner.

The lease lot does not transfer with the sale of a travel trailer or motor home.

No changes may be made to the existing lease without the approval of the Campground Committee.

If a lease lot is unused by lessee or immediate family for a period of three consecutive years, the lease is automatically terminated, and lease fees previously paid will not be refunded.

If a cabin is not used for a period of five (5) years, it may be considered abandoned and appropriated by the District for reissue.

The Campground Committee and the District Board reserve the right to revoke a lease or refuse to lease to anyone who is not a member in good standing in a United Pentecostal Church in the Louisiana District.

WHEN NOT IN USE

When the dwelling is not in use for more than a day or two, the following must be done by the lessee:

1. All electricity must be turned off completely at the service entrance or on the service pole. (An exception may be made for short-term absences to keep the refrigerator on for \$2 per day charge.)
2. Water must be turned off at the outside shut-off.
3. All doors and windows must be securely locked.

Neither the District nor District personnel are responsible for damage/loss to the dwelling or its contents.

TRASH AND GARBAGE

During District meetings (District Conference, Youth Camps, Camp Meeting, Men's Conference, Women's Conference, etc.), household garbage must be bagged and placed in the designated areas for pickup.

At other times throughout the year, when lessees make use of their cabins, household garbage is to be placed in the dumpsters located on the right after entering the campground off of Hickory Hill Road.

Dumping of any non-household garbage is strictly prohibited on the campground. Lessees are responsible for removing all unwanted furniture, appliances, building materials, etc., from the campground for disposal.

PUBLIC COLLECTION SITE:

*Progressive Waste Solutions
8285 US-165
Alexandria, LA 71315
318-448-9752*

VEHICLES AND PARKING

Note the section on Golf Carts and ATVs on the next page.

There are to be no bicycles, skateboards, roller skates, or roller blades used on the campground during District functions.

VEHICLES:

PARKING:

All vehicles should be parked so that no part of a vehicle is on or over any roadway.

Respect all designated “reserved parking” signs and spaces at all times.

At no time should a vehicle be parked in designated “No Parking” areas.

Be neighborly and do not impose on the parking areas of your neighbors.

Do not block other vehicles and do not block entry passages to neighboring lots.

Parking for most RV and trailer spaces is at the tongue of the trailer.

Parking for most cabins is either in front of or on one side of the cabin.

Towing and other fees for non-compliance must be paid by vehicle owner.

GOLF CART / ATV POLICY

Effective June 2014

All golf carts, UTVs, side-by-sides, etc., MUST be registered in the District Office before being operated on the Campgrounds.

Registration requirements:

1. Each golf cart or all-terrain vehicle operated on the campground must be registered when brought onto the grounds.
2. Proof of liability insurance of \$50,000 coverage must be given to the District upon registration of each golf cart and ATV. Proof of insurance must be maintained on the vehicle and presented upon request.
3. Upon registering, the vehicle will be assigned a tag, which is to be placed on the vehicle where it is easily visible. All tags expire on December 31 yearly.
4. The driver will be issued a set of guidelines and rules for operation of these vehicles on the campground.
5. An annual registration fee of \$25 will be charged for each golf cart and ATV. This fee will be paid upon registration and will be valid for the period of January 1 (or day of issue) through December 31.
6. An annual agreement is to be executed by the cart owner which expressly states:
 - a) That each operator of the cart will be a sufficient age of 18 years and have sufficient training and experience to operate the cart (must list operators); Registered students are not permitted drive golf carts.
 - b) That each operator has reviewed the rules and regulations for cart operation upon District property;
 - c) That each owner and/or operator will expressly indemnify and hold harmless the District for any liability attributable to the cart or the ownership or operation of the cart, upon the District properties.

All operators of golf carts and ATVs on the District Campground at any time must have a valid driver's license.

During Kids or Junior Camp, drivers must be at least age 21. During Senior Camp, drivers must be at least age 23.

Security may ask to see a driver's license and will put a lock on any golf carts being driven by unauthorized drivers, including cases where a passenger is an authorized driver.

Registration fees are waived if the vehicle is rented, owned, or operated by the District for District use.

Golf carts and ATVs must not have more passengers that they are designed to carry and those passengers must be sitting in the passenger seats.

GOLF CART / ATV POLICY

Effective June 2014

Golf carts and ATVs that are operated at night must have front and rear lights for visibility.

Cart trailers must be parked at the Albritton Field (next to the tree line) or on the Tenney Drive side of the oxidation pond.

Violations of any portion of these rules will result in security removing the registration tag from the vehicle, thus removing the right for that cart to be driven. Continued violation after this point will result in the removal of the cart from the Campgrounds.

CHANGES TO DWELLINGS OR LOTS

All construction, repair, and remodeling work is to be done by qualified personnel and must be done in a workman-like manner. Approval is not required for interior work that does not affect the outward appearance of the dwelling. Changes that increase the demand on the District's water, sewer, or electrical system must be approved in advance by the District Operations Manager.

The exterior of all buildings must be painted white, off-white, or a neutral color. For any color other than white or off-white, a color chip should be submitted to the District Secretary for approval by the Campground Committee.

Additions to (or replacement of) any dwelling must be approved in advance by the Campground Committee. Requests are to be submitted to the District Secretary in writing. Approval is not required for the replacement of a road worthy RV. If a roadworthy RV is to be replaced, the lot size and electrical service must be sufficient.

If a lessee desires to upgrade a mobile home, the existing lease lot is too small, and an acceptable lot is not available, the lessee's name will be placed on the waiting list for a new lot. The lessee may retain the existing lot while waiting for a larger lot.

Because of limited electrical power in some areas, please contact the District Operations Manager prior to bringing an RV or mobile home that requires a change in the electrical system service. Any changes to the District electrical system that are required for any upgrade will be done by the District Operations Manager and/ or his staff and will be paid for by the lessee. Please allow ample time for the changes to be done prior to the camping season.

There is to be no exterior construction during any of the major District events – District Conferences, Camp Meeting, or Youth Camps. This is for the safety of everyone.

CHANGES TO DWELLINGS OR LOTS

(Continued)

Contact the District Operations Manager for approval before making any changes to an existing lot. Items requiring such approval include, but are not limited to, the following:

- Concrete or gravel drives, parking areas, or walkways
- Fill dirt
- Retaining walls
- Anything else that may affect drainage of your lot, adjacent lots, or roadways

If an agreement is not reached with the District Operations Manager, the request will be forwarded to the Campground Committee.

MAINTENANCE OF UTILITIES

All maintenance and repairs of lights, air conditioning, water, sewer, etc., within private dorms, cabins, trailers, etc., is the responsibility of the owners.

Water and Sewer

The District provides a water and sewer tap for each dwelling. Maintenance of the water and sewer line from the dwelling to the tap is the responsibility of the owner of the dwelling.

Electrical

Owners of cabins and trailers with their own electric meters are responsible for their entire electrical system.

The District provides the overhead line to the building for those cabins without a meter. The District makes the final connection at the building. Everything beyond that connection is the responsibility of the dwelling owner.

The District provides a single power outlet for all trailers and RVs that do not have an electric meter.

At no time should any repairs to District-owned electrical, water, or sewer equipment be attempted. Do not remove the interior panel cover of the pole-mounted or pedestal-mounted electrical box. If you lose power or your service is not sufficient, notify the District Operations Manager. Do not replace fuses or reset circuit breaks in District-owned electrical boxes.

DWELLING IDENTIFICATION

A clear and legible sign noting the owner's name, complete home address, and home and cell number must be **prominently displayed** and visible from the outside of every cabin, RV, and mobile home for the purpose of identification in case of emergency. This is a must!

For Emergency Response purposes, the campground assigned street number of all cabins must be posted on the front of the building with numbers at least three inches in height.

DWELLING USAGE

The purpose of housing on the Campground is to provide a convenient place to stay during District meetings. Private dwellings may be used by the lessee at other times for maintenance and remodeling purposes or for an occasional short-term retreat. All other short-term usage must be approved in advance by the District Secretary or the District Superintendent. Long-term usage is usually discouraged and must be approved in advance by the Campground Committee.

Individuals staying in private campground dwellings are required to register with the Lease/Utilities Office during regular business hours. If you will be arriving after 4:30 p.m., Monday – Thursday, or after 3:30 p.m. on Friday, it is requested that you notify the Lease/Utilities Office or the Operations Manager in advance.

Any time a private dwelling is used, an adult must be present who is at least 23 years old. This requirement may be lowered to age 18 if:

- Permission is obtained in advance from the Campground Committee
- A District function is not in session on the campground

DWELLING USAGE

(Continued)

In order for privately owned cabins, mobile homes, and RVs to be used during any Youth Camp, the following guidelines must be followed:

- 1) The Executive Youth Camp Committee must grant permission to all camp-age individuals who are not staying in District or church dorms in advance of Youth Camp registration.
- 2) All individuals – regardless of age – staying in private dwellings must register with the Youth Camp office.
- 3) Each Youth Camp sets its own age requirements for matron and dean for private facilities. These regulations must be strictly adhered to in all cases.
- 4) All rules and regulations of the camp in progress apply to those in private dwellings – whether the individuals are of camper age or not.
- 5) Campground curfew established for the Youth Camps applies to all occupants of private cabins, mobile homes, and RVs.

UPKEEP OF LOTS AND DWELLINGS

All lessees are expected to keep their lots clean and free of debris and refuse. Dwellings are to be maintained so as to be both safe and aesthetically pleasing.

The Operations Manager or his designee will make an annual inspection of all lease property. Items noted as needing attention should be taken care of within ninety (90) days of notification. Frequently noted areas requiring attention include discarded or left over building materials or other trash, steps in need of repair, and broken windows. It is also noted if the facility's roof is in need of attention and if painting or other obvious repairs are needed.

All permanent cabins, portable cabins, mobile homes, and permanently blocked up RVs are to be skirted. Mobile home skirting or open lattice is acceptable.

The District is responsible for mowing the entire campground.

Trees of any size are not to be cut without the specific approval of the Operations Manager. In most cases, requests regarding tree trimming and or removal must be approved by the Campground Committee. If a tree is dead, damaged, or diseased, it may be feasible for the District Superintendent, District Secretary and Operations Manager to make the determination without waiting for a meeting of the Campground Committee.

The Campground Committee will make the decision concerning payment for removal of any trees.

The maintenance and upkeep of flowers, flower beds, shrubs, and other landscaping done at individual/private lots and/or dorms are the responsibility of the lessee.

The Campground Committee reserves the right to require upgrade to any cabin or mobile home that appears to be in neglect. Refusal to make proper improvements may result in the forfeiture of said lease.

SELLING DWELLINGS

Note: This section does not apply to RV lease lots. RV owners take special note of the section on RV Lease Lots.

Normally when a dwelling is sold (or donated), the lease lot transfers to the purchaser. If the dwelling is being sold without the lot (i.e. to be moved or torn down), the bill of sale must specifically state this and must stipulate a deadline for the dwelling to be completely removed from the lot.

A bill of sale is required for all sales of dormitories, cabins, mobile homes, and RVs on the campground. A copy of the bill of sale must be given to the Lease/Utilities Office immediately upon completion of the sale.

Any transaction that would result in the transfer of a lease to anyone who is not a member in good standing in a United Pentecostal Church in the Louisiana District must be approved in advance by the Campground Committee.

Any sale and/or purchase of a dwelling from one party to another must be approved by the Campground Committee.

CHURCH DORMS

All rules and regulations contained in this manual apply to church dorms with the following exceptions:

- 1) No annual lease payment is required.
- 2) Utility payments are not required during **events requiring registration**. (Registration fees cover these costs.)
- 3) There is no fee for tapping into the water and sewer systems.

Each church may reserve up to two parking places adjacent to their dorm.

NEW CONSTRUCTION

The process to be followed for building a new cabin on a new or existing lease lot is as follows:

- 1) Contact the District Secretary or his designee to determine lot availability and restrictions.
- 2) At the time a lease lot is chosen, a lease agreement with the payment of the annual lease fee is required.
- 3) The plans for proposed construction must be submitted to the District Secretary within three months of the date the lease agreement is signed.
 - i. If plans are not submitted, the lease agreement will be cancelled and the lease fee will be forfeited.
 - ii. Clearing of the lot, preparation for construction, etc., cannot begin until submitted plans are approved.
- 4) The Campground Committee will review proposed plans and the site for the construction of a new cabin.
 - i. They will either approve, disapprove, or approve with stipulations on all plans submitted.
 - ii. If resubmission of plans is required, this is to be accomplished within 60 days of notification or the lease agreement will be cancelled and the lease fee will be forfeited.
- 5) Pay the \$50 tap fee for hooking into the sewer and the \$50 tap fee for hooking into the water after approval of plans and prior to beginning construction.
- 6) The lessee will have one year from date of final approval by the Campground Committee to begin and complete construction on the cabin. If within that 12-month period construction is not completed, an extension of one year may be requested.
- 7) If within the 12-month period no earnest construction has been attempted or begun, the lease and all fees will be forfeited. Any exceptions must be approved by the Campground Committee.

NEW CONSTRUCTION

(CONTINUED)

- 8) If, at the end of the last approved 12-month period, construction is not completed, the lease may be canceled and all fees paid will be forfeited. The District is not responsible for any improvements made to the lot, though construction has not begun and been completed and the lease is revoked.
- 9) No new construction begin between June 1st and the end of the Camp Meeting of any year.
- 10) There is to be no exterior construction during any of the major District events – District Conferences, Camp Meeting, or Youth Camps. This is for your safety and the safety of the attendees at these meetings.
- 11) The Campground Committee reserves the right to revoke or refuse a lease to anyone who is not a member in good standing in a United Pentecostal Church in the Louisiana District.
- 12) No new cabin or dorm construction shall begin between March 1 and the completion of Camp Meeting, unless a firm plan is in place to complete construction by May 15.

RV LEASE LOTS

Any trailer or RV lease lot without a permanently blocked up trailer or RV as of September 1, 2000, falls under this category. Lots with permanently blocked up RVs will fall under this section when the current RV is removed from the lot.

These lots are for roadworthy recreational vehicles (RVs) only. An individual or married couple may have only one RV lease lot. No portable buildings, mobile homes, or permanently blocked up RVs are to be placed on these lots. No porches or covers are to be built on these lots. Any exception must be approved.

If an RV is upgraded to the point that the existing lease lot is too small, the lease lot will be relinquished.

The lease may be revoked on any RV lease lot that is not used for three consecutive years by the lessee's immediate family. Usage by extended family or friends does not count toward this time. Exceptions to this may be made by the Campground Committee due to extenuating circumstances.

RV lease lots cannot be sold or transferred, outside of immediate family members, even if the RV on the lot is sold. RV lease lots can be transferred to immediate family members only.

CAMPGROUND ACCESS

The District Campground is now a closed campus when meetings are not in progress. Throughout the year, the gates are open Monday through Thursday from 8:00 a.m. to 4:30 p.m., and on Friday from 8:00 a.m. to 3:30 p.m., excluding holidays. Unless a meeting is in progress on the campground, the gates will be locked at all other times.

For after-hours access, all lease holders must call the district office during regular business hours to get a temporary gate code. The office will log the following information: the purpose of the visit, the location of the visit, and the length of the visit.