

**LOUISIANA DISTRICT  
UNITED PENTECOSTAL CHURCH  
CAMPGROUND**

**LEASE HOLDER'S  
MANUAL**

and

**And RV Rental Lot Information**

**Approved by:**

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

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# 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      *FAX Number:* (318) 640-1843

*Email address:* admin@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. A listing of current rates may be obtained from the Lease/Utilities Office in the District Office complex.

Any time the dwelling is used overnight, the utilities payment is due in advance. Utility payments are due if the dwelling is unoccupied and lights, air conditioning, refrigerators, or any other electrical device is left on and the lease spot does not have a private electric meter. Utility payments may be waived for certain staff members during district functions at the discretion of the District Secretary or the District Superintendent.

All utilities must be paid in advance upon arrival for the number of designated days.

Utilities are to be paid in the Lease/Utilities Office in the District Office complex, from 8:30 – 4:30, Monday – Thursday, and from 8:30 – 3:30 on Friday during non-meeting times and during designated times during Camp Meeting and other District functions. If anticipated arrival time is before or after hours, prior arrangements for the payment of utilities must be made. Payment may be placed in a provided envelope and dropped in the secure box at the entrance of the District Offices.

Payments may be made online via credit card by going to the District's website ([ladistupc.com](http://ladistupc.com)) and selecting "Donate" then "Utilities & Leases" from the menu. Please indicate the type of payment and the lot number.

Otherwise, all advance payments should be mailed promptly to:

**LA District UPCI  
Attn: Lease/Utilities Dept.  
P. O. Box 248  
Tioga, LA 71477**

Utilities payments are waived (up to 30 days per year) for full-time evangelists who are licensed with the Louisiana District. Utility payments are also waived for all appointed global missionaries.

# LEASES

An annual lease fee of \$150 shall be charged for each RV lot. All RV lots are declared vacant unless a new lease agreement is signed and returned before June 1st each year with acknowledgement of receipt of the current Lease Holder's Manual.

An annual lease fee of \$150 shall be charged for each cabin and mobile home lot. All cabins and mobile homes must be registered in the Lease/Utilities Office and a new lease agreement signed before June 1st each year. 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.

If the lease fee is not paid by August 1st of any given year, the lessee will be notified to pay the lease within 90 days. If the lease is not paid within the 90-day period, the dwelling and its contents will become the property of the District, to be disposed of as the District Board sees fit.

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.

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

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

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.

- 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.)
- Water must be turned off at the outside shut-off.
- 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.

Any RV that is left on grounds, other than the period of March 1<sup>st</sup> through July 31<sup>st</sup>, will be charged \$5 per day storage beginning August 1<sup>st</sup> and \$10 per day beginning September 1<sup>st</sup> and each month thereafter. RVs that are not moved hinder the mowing and maintenance of grounds during August through February.

# 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 ADDRESS AND PHONE NUMBER:*

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.

## **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 operators of golf carts and ATVs on the District campground must have a valid driver's license.

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. 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. An annual registration fee of \$10 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.
5. An annual agreement is to be executed by the cart owner which expressly states:
  - The cart has been maintained pursuant to the manufacturer's standards;
  - 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.
  - That each operator has reviewed the rules and regulations for cart operation upon District property;
  - 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.
6. 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.

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

Violations of these rules will result in the removal of the golf cart and/or ATV from use.

## **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.
  - a. If plans are not submitted, the lease agreement will be cancelled and the lease fee will be forfeited.
  - b. 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.
  - a. They will either approve, disapprove, or approve with stipulations on all plans submitted.
  - b. 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 lessee will become a renter with lots available on a first-come, first-served basis.

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.

## **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.

## RV RENTAL SPACES

The District maintains RV rental spaces for the convenience of those who are attending functions on the campground. These spaces are available on a first-come, first-served basis and cannot be reserved in advance of the actual RV arrival with the following exception:

A space will be held in reserve for Camp Meeting for any full-time Louisiana-licensed evangelist if the lot will be used at least three days of the Camp and the request is made to the Lease/Utilities Office no later than June 1. The District Secretary or his designee will assign the specific lot to be held.

Please make every effort to arrive during regular business hours, Monday through Friday. If you will arrive at a time other than during regular office hours, you must call the Lease/Utilities Office in advance during regular office hours to make special arrangements.

Utilities are due and payable in the Lease/Utilities Office during regular business hours or online. Please note the section of this manual entitled "Utility Payments."

Utility payments are waived for 30 days per calendar year for full-time evangelists who are licensed with the Louisiana District. Utility payments are also waived for all appointed global missionaries.

Those desiring to secure an RV rental space are required to register with the Lease/Utilities Office and to be assigned a specific parking space prior to parking. Due to our extremely limited space during Youth Camps and Camp Meeting, explicit instructions will be given on exactly how to park the RV. In most spaces, there is not room for awnings to be opened. Normally, the automobile parking space for RV owners is at the tongue of the trailer.

RV rental spaces do not accrue extra charges during the following months when they are not occupied and utilities are not connected: March 1<sup>st</sup> through July 31<sup>st</sup>. Beginning on August 1<sup>st</sup> there will be a \$5 charge per day for storage and this will increase to \$10 per day September 1<sup>st</sup> and will remain at \$10 per day each month afterwards.

## **RV RENTAL SPACES**

**(Continued)**

**PLEASE NOTE:** During Youth Camps and Camp Meeting, a special parking area on the northeast corner of the office complex has been designated for RV owners to stop and enter the District Office complex. This will keep the vehicles waiting to be parked from blocking the driveway in front of the District Offices.

The District will maintain as many rental lots as is practical but cannot guarantee the availability of a lot. In the event all of our rental lots are full, the Lease/Utilities Office personnel will help direct you to an RV camping facility in the area.

During Youth Camps and Camp Meeting, the RV parking spaces in the Peppermint Park area are reserved for the following people:

1. Special guests who are approved by the District Secretary or his designee.
2. The physically handicapped. An official handicapped parking sticker or license plate is required.
3. Staff members, subject to availability, who are approved by the District Secretary or his designee.

RV parking spaces are maintained near the Dining Hall for kitchen workers. Those desiring to use these spaces must be approved in advance by the Campground Committee. Staff members desiring special consideration for RV parking spaces must receive approval from the head of the department in which they will be working (video, sound, kitchen, etc.) in advance of arrival. The head of the department should then forward the list of requests to the District Secretary.