



SCHOOL PROGRAMS CONTRACT

Contract Name Steele Lane
Client Name Steele Lane S26
Program Coordinator Micah Carlin-Goldberg
Billing Coordinator
Contract # 784831
Date Issued 12/04/2025
Deposit Amount \$3,400 (Total Contract Price - \$15,800)
Deposit Due 11/28/2025
Final Payment Due 03/04/2026
Address 301 Steele Lane
City / State / Zip Santa Rosa/CA/95403
Email mcarlingoldberg@srcs.k12.ca.us
Work Phone

1. Program Arrangements

a. Program Dates Arriving: March 4, 2026 Departing: March 6, 2026
b. First and Last Meals First Meal: Dinner Last Meal: Last Day Lunch
c. Attendees Students: 43 Chaperones: 6 Teachers: 3

2. Guarantee/Finances

- a. Client agrees to issue all payments in the form of a check.
- b. Client understands that a non-refundable, non-transferable deposit is required to hold the space for the dates listed as 1a above.
- c. Client understands and agrees that they will sign and date this agreement and return the original signed copy along with the deposit by the deposit due date listed above.
- d. Client understands that if the signed contract and deposit are not received at Westminster Woods by the deposit due date listed above, Westminster Woods shall be free to release the dates listed above for booking by other groups.
- e. Client understands that the full cost of the program will be specified in an invoice. Client agrees to pay the total amount specified in the final invoice.
- f. Client will submit a Certificate of Insurance with Westminster Woods named as "additionally insured" at least one month prior to program arrival date, in the amount of at least \$1 million.
- g. If different than 1c above, Client will provide final numbers of expected students, chaperones, and teachers to Westminster Woods at least two months prior to program arrival date.
- h. Client will be charged a minimum of 90% of the attendee numbers listed as 1c above. If different than 1c above, client will contact Westminster Woods and request an updated contract with corrected attendee numbers to be signed and returned by the original deposit due date, listed above.
- i. Client will provide final, complete attendance information on arrival day.
- j. Westminster Woods may include in the final invoice any a surcharge for any additional costs incurred by Westminster Woods in connection with special events or special requirements including costs related to utilities, maintenance services, garbage disposal or special permits.
- k. Client agrees to issue final payment by the arrival date listed above.
- l. If the final payment is not received by the arrival date listed above, Client agrees to pay 2% interest per month for any unpaid balance.
- m. If Client is not underwritten by any formal organization, the undersigned agrees to be held individually responsible for the financial obligation in final invoice.

3. Cancellation

- a. If cancellation of this event is necessary before 12/04/2025, the deposit will be forfeited.
- b. If cancellation occurs after 12/04/2025, Client is responsible for the full invoiced amount.
- c. If cancellation occurs due to Force Majeure, defined below, Westminster Woods will use its best efforts to allow, Client, at Client's option, to reschedule a future program, in which case any payments will be applied to the rescheduled program. If Client does not reschedule a future program, any payments will be forfeited.

4. Expectations

- a. Client understands that Westminster Woods assigns cabins, teacher houses, number of trail groups and meeting rooms based upon group sizes and the most effective use of its facilities. Therefore, these assignments may vary from year to year and are subject to last minute changes based upon unanticipated problems arising.
- b. Client agrees to follow all policies, protocols, guidelines, trainings, and safety regulations of Westminster Woods, and all applicable local, state and federal laws.
- c. Client agrees that any injury causing accidents will be reported immediately to the Westminster Woods staff person on duty.
- d. Client is responsible for providing at least one representative, employed by Client, who will remain on location (either on Westminster Wood's property or at the location of any off-site trip) for the duration of the program.
- e. If necessary, Client is responsible for providing a vehicle and qualified driver for transporting participants to a local medical facility.
- f. Westminster Woods reserves the right to remove anyone at any time or from the facility. In the event that a participant is removed from their program, Client is responsible for providing supervision to that person until they leave campus and, if necessary, a vehicle and qualified driver for the participant's transportation from the facility.
- g. Westminster Woods is not responsible for loss or damage to any valuables or vehicles while on the premises.
- h. Client agrees to pay for the repair or replacement of Westminster Woods property or equipment that was damaged or destroyed as a result of use by any of Client's attendees, regardless of whether such use was authorized or unauthorized. Westminster Woods, at its sole discretion, shall determine the extent of damages and the cost of repair or replacement of such property or equipment.
- i. Client may not assign this Agreement without Westminster Woods' written consent.

5. Indemnify and Hold Harmless

- a. Client agrees to indemnify and hold harmless Westminster Woods, its officers, agents, employees, directors and representatives from and against any and all claims, damages, losses of every nature, injuries to person or property (either or both), or expenses of whatever form or nature, including attorneys' fees and other costs of legal defense, whether direct or indirect, occurring in or about or in any way connected with the camp, as a result of or arising out of any acts or omissions of the Client, or any of its respective officers, agents, students, employees, guests or representatives.
- b. Westminster Woods agrees to indemnify and hold harmless the Client, from and against any and all claims, damages, losses of every nature, injuries to persons or property (either or both), occurring in or about or in any way connected with Westminster Woods and its use by the Client, as a result of or arising out of any acts or omissions of Westminster Woods, its officers, agents, or employees.
- c. In the event of any claims, demands, loss or liability arising out of the negligence of both the guest group and Westminster Woods, each party shall be responsible, including reasonable attorney's fees and costs, based upon its proportionate share of negligence.

6. Force Majeure

Should any fire or other casualty, earthquake, flood, epidemic, landslide, enemy act, war, riot, civil commotion, strike, slowdown, boycott or labor dispute or other similar event beyond the reasonable control of either party (any of the foregoing hereinafter referred to as "Force Majeure") prevent performance of this Agreement in accordance with its provisions, performance of this Agreement by either party shall be suspended or excused to the extent commensurate with such interfering occurrence. Force Majeure shall not excuse the payment of any sum of money owing hereunder prior to the occurrence of such Force Majeure. Illness of any guests or employees of the Client shall not be considered a Force Majeure for purposes of this Agreement.

7. COVID-19

In consideration for being permitted to use the Westminster Woods premises, the Client, on behalf of itself, and its respective officers, agents, students, employees, guests and representatives, hereby:

- (a) acknowledges the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure to those who may be infected with COVID-19 while on Westminster Woods' premises and/or participating in its programs, services, and activities;
- (b) knowingly and voluntarily assumes full responsibility for such risks; and
- (c) agrees to comply with Westminster Woods' safety measures and precautions which may include, but are not limited to, wearing personal protective equipment, hand washing, hand sanitizing, and social distancing.

I have read this agreement and agree to be bound by the terms herein:

School Authorized Representative Name: _____ Title: _____

Signature: _____ Date: _____

Group Name: Steele Lane S26

Westminster Woods Representative Name: Chris Rhodes Title: Executive Director

Signature:  Date: 12/04/2025

SRCS approved with the understanding that the high ropes course will not be a part of the trip activities.