

STEPS TO MAKING YOUR RESERVATION

1) Call the Reservationist with the following information:

1. Date/s preferred
2. Type of lodging preferred
3. Number of rooms, cabins or shelters needed
4. Number of meals needed
5. Number of guests

Be prepared to give the Reservationist a non-refundable deposit to start the reservation paperwork. Once this has been paid, the Reservationist will send you a Covenant stating the terms of the reservation.

2) Sign and return the Covenant:

1. Be sure to read your entire Covenant and if you have any questions, call the Reservationist
2. Sign the Covenant and return it along with the remaining non-refundable deposit (if not already paid) by the **due date**

3) Return all other required paperwork:

1. A Certificate of Liability Insurance may be required.....it is as simple as making a phone call to your Insurance Company and making the request – they can also mail it directly to Camp for you
2. If the group is tax exempt be sure to include a Tax Exemption Form with your Covenant
3. The Reservationist will also send you a 1 Month or Final Report to be completed prior to your retreat.....be sure you do so and return it by the **due date**
4. With the Final Report, the Reservationist will send a Guest Group Roster form which will need to be completed and mailed back or given at the time of arrival

4) Pre-retreat arrangement:

1. Designate a registration site at Camp and ask your group to report there upon arrival at Camp. This will be the place to distribute any paperwork or keys that you may have for them. Camp will provide a table for you upon request.
2. Tell your group what to pack – ie; linens, pillows, flashlights, alarm clocks, etc.
3. If you are all driving together, be sure the group remains in the vehicle until after the group leader or designated person has checked in (it is best for one person to report to the office)

5) Retreat Day:

1. Check in with the Office upon arrival
2. Meet the Reservationist and get your "Welcome Pack" and keys (if applicable)
3. Go over any paperwork questions at that time and make payment arrangements
4. Meet your group at the pre-arranged location and distribute keys, paperwork, etc....
5. If you didn't already submit the Guest Group Roster with your Final Report, then it **must be** completed and given to the office or to your host the **evening of your arrival**