

# Group Re-booking Form

School Name:	Dates Attending:
School Contact:	Phone Number:
Email Address:	Fax Number:

Arrival Date & Time:	Departure Date & Time:
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## General Policies and Pricing Information

### PLEASE REVIEW ALL INFORMATION CAREFULLY

#### Guidelines

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An agenda or schedule that has been established by a group will need to be given to Guest Services no later than 30 days prior to retreat date to help with scheduling of activities and use of camp with other groups.

Guest groups will be responsible for registering their own campers at designated meeting site at MCYC.

Guest groups will be invoiced upon arrival to camp. Final payment is due at this time.

MCYC is a smoke free facility. Please ask for designated smoking areas.

MCYC has a no alcohol and illegal drugs policy. Violation of this policy will result in offending camper(s) to be asked to leave camp. No refund will be given.

Guest groups understand that MCYC is a Christian ministry and agrees to do nothing by word or act that will in any way detract from the camp's mission or purpose. As a Christian ministry, MCYC welcomes attendees of any faith, but prohibits the assembling, teaching, or worshipping not based on the foundational Christian faith.

Lost and Found is kept for 7 days. Any lost articles will be returned via USPS at the cost of the guest. Any items left for more than 7 days will be discarded or donated

All rates are subject to change; through advance notice will be given.

## **Billing**

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A non-refundable deposit is required when reserving a camp date. The deposit is set by Guest Services for each group depending on your total estimated invoice. This is a minimum of \$250 or 10% of your invoice whichever is greater. Balance is due upon arrival or during stay at MCYC. If you need to have different billing options, please discuss it with us prior to arrival.

Additional rooms beyond what is needed for your group may incur a charge of \$50 per room/per visit

Use of MCYC audio/video equipment may incur a charge of \$25 per stay.

## **Final Numbers**

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Final Numbers are due to the camp 12 days before your visit. A final invoice will be emailed to you based on these numbers at this time. Also, if there are any adjustments to the schedule that are necessary it will be done at this time and sent to you as soon as possible. As well, final dorm assignments will be given based on your male/female camper numbers. We will also need any dietary restrictions and/or food allergies given to us so that we may plan your meals accordingly. A 5% variance is allowed at time of check in. Should your numbers vary more than 5% you will be charged for that difference. A credit will be held for up to one year where you can use this difference for any event or item at MCYC.

## **Cancellation Policy**

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With cancellations, deposits may be transferred to a future date only when notice of cancellation has been given 30 days prior to specified date on preliminary invoice. However, second cancellation will forfeit full deposit.

## **Check-In**

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Upon arrival at camp please come directly to Hawley Lodge. Please allow 10 – 15 minutes to check in with Guest Services at this time. We will review your schedule, collect waiver forms, and go over the camp property with you and where your classes/events are located.

Final payment will be due at this time.

## **Check-Out**

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Check out time is 11 a.m. unless otherwise arranged with Guest Services. Additional charges may apply.

## **What is expected at check-out and during your stay?**

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When packing up to go home, please wipe down sinks and take out trash to the outside trash cans, sweep floors, and turn off all lights. Only mop floors if there is standing water in the room or bathroom. Mops are located outside of rooms.

Drop off keys or give to Guest Services at Hawley Lodge. Lost keys cost \$25 to replace.

If you used a meeting room it is expected that all chairs and tables are put away as they were when you came. Refrigerator, sink, coffee maker, microwave, and stove should be wiped down and cleaned. Cleaning supplies are located under sink. It is not necessary to vacuum, however please sweep up as best as possible.

**TERMS AND CONDITIONS**

I/We, \_\_\_\_\_, representing \_\_\_\_\_, have read and acquainted ourselves with the rates and rules of MCYC and agree to abide by them. We also realize that it is our responsibility to make the parent and/or legal guardians of any minors that are attending as part of our group aware of the activities that we are participating in and any risks that are involved as part of these activities. We also agree to provide written permission (waiver) to the camp allowing minors to participate in the chose activities. We understand that MCYC takes reasonable precautions to insure that qualified personnel conduct programs and activities at MCYC in a safe and responsible manner. However, we further understand that these activities involve certain risks and include but are not limited to horseback riding, paintball, teambuilding, waterfront, and other camp activities. \_\_\_\_\_ Initials

I/We agree to abide by MCYC policies and procedures while at camp. This will include General Rules, Dress codes, and appropriate conduct as outlined by MCYC staff and/or school's Code of Conduct and dress codes. \_\_\_\_\_ Initials

I/We, as a group, in part of whole, hereby release, discharge, and agree to indemnify MCYC, its directors, officers, employees, and volunteers from all liability for damage, injury, or illness to the camper or his/her property relating to or deriving from his/her presence at MCYC or participation in or travel to and from MCYC activities. \_\_\_\_\_ Initials

I/We, acting on behalf of our group, hereby grant permission for MCYC to use any photographs of the campers taken during your stay for newspapers, brochures, or other media or social media for promotional purposes. \_\_\_\_\_ Initials

I/We have read and understand and agree to the contents of the Camp Use Application, this contract, and payment, late fee, and cancellation policies. \_\_\_\_\_ Initials

If an injury should occur at MCYC during your stay you must report the injury immediately to Guest Services. An injury report may need to be filled out. \_\_\_\_\_ Initials

If paying by Credit Card, please include the following information:

**A 3% convenience fee will be applied to all credit card transactions.**

Name on Credit Card: \_\_\_\_\_ Visa                      MasterCard                      Discover

Account Number: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_                      V-Code: \_\_\_\_\_

The following will be allowed to be charged to my card by Michigan Christian Youth Camp \$ \_\_\_\_\_

Signature to Authorize Charge to Card: \_\_\_\_\_

**Please check the box to acknowledge that you have read the following statements:**

I understand that while at MCYC, our group is responsible for all administration of first aid and dispensing of medication. We will bring first-aid supplies and over the counter medications as needed.

**Please check the following box if the following statement applies to your group:**

I am interested in participating in MCYC's 'Go Green' movement requiring our campers to bring and use personal water bottles.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Group Leader

\_\_\_\_\_  
Date

Facilities and services will be confirmed only if the signed group contract and deposit are received by the due date.