Michigan Christian Youth Camp & Retreat Center

Glorifying God by providing an environment that promotes Christian Growth

820 North Lake George Road, Attica, MI 48412
www.mcyc.org - 810-664-8040 - mcyc@mcyc.org

Rental Request Form

Group and Contact Information

Name of Group: _____ **Age of Campers:** _____

Address: _____

City, State and Zip: _____

Contact Name: _____ **Work Phone:** _____

Address: _____ **Home Phone:** _____

City, State and Zip: _____ **Cell Phone:** _____

E-Mail Address: _____

What is your preferred method of contact? (Circle One) Email Text Cell Phone Home Phone

What is the best time to talk with you? (Give range and/or day of week) _____

Expected Arrival Date and Time: _____

Expected Departure Date and Time: _____

All camp rates are based on initial estimates. Final counts will be received closer to your scheduled time (approximately 12 days prior). We must receive application with estimated numbers in order to reserve your dates at camp. Dates are only reserved and held once the initial deposit and application are received. Check in time is after 3 p.m. Check out time is 11 a.m. on last day of registration.

	Estimated Number of Participants		Total # of Participants x Nightly	Number of Nights	Total Camp Use Price: (Does not include activities or classes)
Total Number of Campers	M	F	_____ x _____ Total Rate	x _____	$ _____

We require having one adult chaperone of the same gender for every 10 campers (age 17 and younger) that you bring.

NOTE

A retreat for more than a total of 4 nights with children under the age of 18, requires the organization, church or school to acquire a license from the State of Michigan. You may contact MCYC for more information on how to apply for license.

Camp Use Fees - Per person/per night.

Use of camp for single activity - add $2.25 per person to the cost of the activity.
Use of camp for partial day or no overnight stay - $7.25 per person
Overnight Rates are as follows:

September - May - $21.50 for one night and $19.50 for two or more nights. Weekday rate (Sunday - Thursday) - $16.25
June - August - $21.50 per night/per person.

School Day Camps and Overnights available at special rates.
Large Group packages are available to groups of 75 or more,
Call Guest Services for details!

MCYC Use Only

Campfire Night & Time _____
Dorm Requests _____
Deposit Received _____ Contract Received _____
Confirmation Sent _____

Food Service

- Meal times are prearranged with Guest Services so each group is served the best way possible. Times are 8 am/12 noon/5:30 p.m.
- MCYC does not have facilities for groups to do their own cooking. We do have conference rooms that are equipped to do some light cooking.
- Meals are served buffet/cafeteria style in Hawley Lodge with a Cook's choice menu.
- Meal periods are shared with groups under most circumstances.
- Should you have Campers with food allergies please communicate this to us at least 12 days in advance.
- It is expected that each group wipes down tables and puts up benches after each meal. Please plan for this in your scheduling.
- **Sunday food service for Lunch and Dinner is available for groups of 50 or more.**

	Please note meals needed and How many for each meal:	Number of Meals x cost – Ages 6 - 12	Number of Meals x cost – Ages 13 & up	**Total Meal Cost**
Breakfast	S_____ M_____ T_____ W_____ TH_____ F_____ SAT_____	_____ x $6.50	_____ x $8.00	$
Lunch	M_____ T_____ W_____ TH_____ F_____ SAT_____	_____ x $6.50	_____ x $8.00	$
Dinner	M_____ T_____ W_____ TH_____ F_____ SAT_____	_____ x $6.50	_____ x $8.00	$

Lodging

Each cabin is split into dorm style lodging and has their own bathroom and shower facilities. Each lodging area is bunk bed-style sleeping for 13 - 30 people and requires guests to bring their own bedding and toiletries.

- Available from late July - early June.
- MCYC provides hand soap and paper towels in each room.
- **MCYC is a non-smoking and non-alcohol facility. Failure to adhere to policy may result in dismissal from camp without refund of stay.**
- **Pets of any kind are not permitted at camp.**
- Capacity of 300 campers from Mid-April through Labor Day weekend. From Labor Day to Mid-April capacity is 210.

Meeting Facilities

Meeting Rooms	Capacity	Rate per Stay
Conference Room 5	30	$55
Conference Room 6	50	$55

**There is a $55 cleanup charge in addition to the room fee if you are cooking in a conference room.

Meeting Rooms Requested	List rooms here:

Policies

PLEASE REVIEW ALL INFORMATION CAREFULLY

Guidelines

- A tentative number in your group is required at time of application. A final count of attendees is required 10 days prior to retreat date. If final count for meals drops below indicated number at time of retreat, a 5% variance will be allowed.
- 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. This will help us schedule requested events from MCYC as well as meals.
- The group will be responsible for registration of guests at their designated meeting site.
- Additional rooms beyond what is needed for your group could incur a charge of $50 per room per visit.
- Use of MCYC audio/video equipment may incur a charge of $25 per stay.
- Groups will be invoiced upon arrival to camp. Final payment is required at that time.
- **MCYC is a totally smoke free facility and has a no-alcohol policy.**
- **All campers and adults that participate in an activity or class that is given by MCYC will need to have an activity release form.**
- Copy Services are available through Guest Services during meal times at a cost of $.12 for B & W and $.28 for color.
- Lost and Found will be kept for 7 days. Any lost articles will be returned via USPS at the cost of the guest. Any items left more than 7 days will be discarded or donated.
- Wireless service is provided at Hawley Lodge. Please ask for network password and network ID should you need it.
- All rates are subject to change, though advance notice will be given.

Application and Deposit

- Requested dates are not secured until both a signed contract and deposit are received.
- Deposits received to secure your overnight retreat dates will be applied to your final invoice.
- Applications received less than 30 days from date may not have all programs available.
- Any changes to schedule less than 14 days to event could be charged a $25 administrative fee. This will be discussed by Guest Services prior to changes being made.
- A minimum of $250 deposit is necessary for each group depending on group size and length of stay. Deposit size is determined by Guest Services at time of contract.

Cancellation Policy

- 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.
- If it is necessary for MCYC to cancel a retreat, a full refund will be given.

Check-In

- Is at Hawley Lodge upon arrival. Check in prior to 3 p.m. on day or arrival may incur additional charges. Payment is expected at this time. Please allow 10 - 15 minutes for check-in.
- Have activity release forms ready for review. Discuss any concerns at this time that you may have with allergies or activity levels of campers with Guest Services.
- Receive final schedule for your visit if necessary.
- This is a good time to get any sports equipment that you may need or reserve it for the following day.

Check out

- Check out is at 11 a.m. on last day of stay. Late checkout please arrange with Guest Services. Additional charges may apply.

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

- Wipe down sinks, take out trash to outside trash cans, sweep floors, turn off all lights.
- Mop floors only if there is standing water in room or bathroom. Mops are located outside of rooms.
- Bring room keys to Guest Service office and leave in tray or drop off with Guest Services. Lost keys cost $25 to replace.
- If you used a conference or 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 cleaned. Cleaning supplies are below sink. It is not necessary to vacuum, however please sweep up as best as possible.

We hope that your stay with us is safe and enjoyable. 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. Please contact us if you have any questions.

Final Costs

- Figures are based upon your estimated numbers. Final invoice will be based upon camper numbers called in 12 days prior to retreat with a 5% variance allowed.

A 3% convience fee is added to all credit card transactions.

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

Name on Credit Card: _____ Visa MasterCard Discover

Account Number: _____ Expiration Date: _____

Signature: _____ V-Code: _____

Amount being applied to card: _____ Mailing Zip Code for Card:_____

- I/We have read and understand and agree to the contents of the Rental Rate Agreement as well as this application, including the Payment, Late Fee, and Cancellation Policies.

_____
Authorized Group Signature (s) Date

MCYC Mission Statement:
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