

Camp on the Boulder

Guest Reservation Policies & Procedures

It is our mission to serve and provide Christian hospitality to all groups that call. In order to fulfill our mission, we have established a few guidelines that are helpful to the group leaders and to us. Thank you for letting us share them with you.

- † The group leader contacts the camp manager for information about the camp and available dates.
- † The camp manager sends the group leader brochures, website information, and other information.
- † The group leader confers with his/her group and reports back to the camp manager with dates they would like and requests a contract.
- † If the dates are still available, the camp manager issues the group leader a contract with terms and conditions for those dates.
- † **The group leader signs the contract and mails it with the 20% non-refundable deposit to the camp within 21 days.**
- † The camp manager signs the contract, and sends a copy back to the group leader with a receipt and retreat-planning guide.
- † If the group leader fails to send back the contract or deposit within 21 days, the dates and lodges and prices will not be guaranteed for that group. They will be offered to other groups that call.
- † **DATES ARE NOT RESERVED UNTIL A SIGNED CONTRACT WITH DEPOSIT IS RECEIVED.**
- † Two to three weeks before the scheduled visit, the group leader contacts the camp manager to confirm numbers and any group needs. If numbers change before their visit, the group leader will call the camp manager.
- † At any time, the group leader may call the camp manager to ask questions and share ideas.
- † **The Camp does not allow use of the camp kitchen or catering; the camp staff prepares all meals.**
- † The group leader will be the first person to arrive at the camp. The group leader will check in at the office with the camp manager. Together they will plan the registration set-up for the group. The camp staff may have a representative at registration to help with room assignments, provide information, and to keep track of guest numbers.
- † During the guests' stay, they should feel free at any time to let the camp manager and ministry team know how they can best serve.
- † At checkout time, the group leader will meet with the camp manager to settle the bill. The group will be billed for either the contract number, the number given ahead of camp, the number given upon arrival, or the actual number...whichever is highest.
- † At checkout time reservations may be made for next year. If the group does not wish to book for next year at this time, the dates will be open to other groups that call.
- † If another group calls, requesting dates that may be needed for a regular guest group, the manager will call the regular group. If the regular group would like those dates, they will be issued a contract immediately. If the regular group declines, the new guests may have those dates.
- † **Groups may reserve the camp up to two years in advance.**
- † **Again, a signed contract and 20% deposit are required for all reservations. Please book your group early, we want to serve you!**