

TRAIL'S END YOUTH CAMP RESERVATION POLICIES AND PROCEDURES

MISSION:

The mission of Trails End Camp is to serve a diverse population of indoor campers by providing clean and safe facilities with a strong emphasis on attracting, catering to and educating youth organizations interested in outdoor recreation and learning.

POLICIES:

1. All groups excluding weddings have 30 days after camp use to book their future year dates.
2. Groups wishing to use the camp for the first time shall fill out a registration request form.—If two groups request the same date, the first received request date will have priority.
3. The Trail's End Camp Coordinator shall allow at least four hours "open" time between the departure of one group and the arrival of the second. Check in time is NOON on arrival day, check out time is NOON on departure day unless other times are designated and approved by the caretaker. This is to allow adequate time for the caretaker to inspect and prepare the grounds.
4. Cancellation Policy: Youth groups that cancel their pre-scheduled dates will not have their dates reserved the following year. Private use groups that cancel less than 60 days in advance of their reserved dates will forfeit \$50 per day booked from their security deposit.

PROCEDURES:

1. Confirmation will be given to prior users upon receipt of their reservation form and required documentation. Confirmation for new users will be given on a first come-first served basis.
2. Once confirmed, dates will be held, barring special action of the Trustees. Arrival and departure times may change upon notification pursuant to Policy #3 listed above.
3. Reservations including rates and policy changes confirmed for a future year, prior to the annual meeting, shall be subject to change.