

SNOWBIRD FACILITY RENTAL AGREEMENT AND POLICY

Registration

1. You are not booked, registered, or scheduled until you complete online registration by paying your deposit online. Speaking to someone on staff does **not** reserve your spot. There is no “penciling in.”
2. IF you have ANY additions to your original booking, please register for more spots online. Spots are subject to availability. To add: sign into your account, click VIEW on the reservation you would like to increase and click EDIT. Continue through the payment process.
3. If you have ANY subtractions, you must call our offices at (828) 321-2210. This should be done as soon as you know of any changes so that booking numbers can be accurate and to avoid further penalties/charges.
4. The number of spaces you reserve when registering is the number of **NON-REFUNDABLE / NON-TRANSFERABLE** deposits you are responsible for. If you are unable to fill your reserved spots, you cannot “sell” your spots to another church/individual. You and your organization are financially responsible (see cancellation policy) for any spots you are unable to fill.
5. There is a \$50-\$100 per person **NON-REFUNDABLE / NON-TRANSFERABLE** deposit due at the time of registration. If your retreat price is less than \$50 per person, payment is due in full at time of registration and is **NON-REFUNDABLE / NON-TRANSFERABLE**.
6. Groups must register for a MINIMUM of 15 spots to reserve a date unless there are at least 15 spots already reserved for the same date.

Fees

The following fees will be charged for each group. There are no exceptions.

1. Registration Fee: Your group will be charged a \$15 administration fee.
2. Cleaning Fee: A \$100 refundable fee is charged per group. Students are responsible for cleaning their cabins/equipment/facility rental area before departure. A staff member will inspect each room/equipment/facility rental area. If your cabin/equipment/facility rental area is found clean and undamaged your cleaning fee will be refunded before you depart. If you leave early, neglect to pick up the refund, neglect to clean to satisfaction or damages to camp property are incurred your cleaning fee is forfeited. Your organization will also be billed for any damages incurred.

Forms Policy

1. **All forms and rosters are due TWO WEEKS prior to your arrival.**
 - Please have all forms alphabetized by last name. This helps us to quickly locate forms in the case of a medical emergency.
 - Make sure all signature requirements are met.
 - Make sure each Release of Liability is notarized with a stamp or seal.
2. A **Medical Information** form and a **Release of Liability** form are required for EVERY camper/chaperone/youth leader/adult camper and children of leaders. *The Release of Liability form MUST BE NOTARIZED WITH SEAL OR STAMP!!* These forms are required by our insurance company and no one is allowed to stay on our property without them.
3. An alphabetized **Snowbird Group Roster** must be filled out to make sure camp attendees and medical forms coincide. Please fill out the spiritual bios so that our staff will be able to pray specifically over your students and they will have some knowledge of your students prior to arrival. This should be turned in with the above mentioned forms.
4. If you plan on rafting the Nantahala River a **Nantahala River** form is required for every individual.(Seasonal)
5. If you plan on rafting the Ocoee River an **Ocoee River** form is required for every individual.(Seasonal)

Modified October 24, 2011.



SNOWBIRD FACILITY RENTAL AGREEMENT AND POLICY

Group Cancellation Policy

1. Cancellations done 30 days or more prior to scheduled retreat will not be responsible for the remaining balance.
2. Cancellations done 21-29 days prior to the scheduled retreat are responsible for 25% of the remaining retreat balance.
3. Cancellations done 15-20 days prior to the scheduled retreat are responsible for 50% of the remaining retreat balance.
4. Cancellations done 14 days or less prior to the scheduled retreat are responsible for 100% of the remaining retreat balance.

*The Snowbird Wilderness Outfitters cancellation policy is non-negotiable and your organization will be charged the appropriate amount based on time of cancellation. Deposits, transaction fees, and registration fees are all non-refundable and non-transferable.

**In climate weather does happen from time to time making the roads dangerous to travel upon. In the event that such weather happens we will work with you and/or organization to reschedule your retreat.

Lost and Found Policy

Due to the number of campers we have each week, we are not responsible for churches'/individual's items left at Snowbird, Cataloochee or any other off campus location. Skateboards, helmets, skis/snowboards, paintball guns, sleeping bags, jewelry, cell phones, cameras and the like will be thrown away or given to the local thrift store. Please read below and inform your group/individual of this policy. It will be strictly enforced.

- Snowbird is not responsible for any items lost, damaged or stolen while at Snowbird.
- Do not keep things in black trash bags, they are "at risk" for being considered trash.
- If a participant chooses to bring any of their personal recreation equipment (skateboards, paintball markers, etc), Snowbird is not responsible if they are lost, stolen, or damaged.

Modified October 24, 2011.

