



MISSION STATEMENT

Camp Lakeside is a Christian Camp where all people may come to recognize God's presence, to enter into and to grow in their relationship with God.

We are delighted that you have chosen to stay with us.

Please complete all applicable information on the Reservation Form, sign, date and return it to Lakeside.

This agreement is contingent upon a willingness of the group to comply with Lakeside's rules and policies & procedures, as detailed in the following policies & procedures guideline.

WELCOME AND INTRODUCTION

- We pray that you will fulfill your purpose for being here and that in the process you will encounter the living God among the hills, trees and waters of this special place.
- Camp Lakeside is a non-profit organization affiliated with the Great Plains United Methodist Conference and is held in trust and governed by a Board of Trustees made up of volunteers from throughout western Kansas. Lakeside has a four person year-around staff, supplemented by additional staff in the summer to meet your needs.
- Lakeside is an American Camping Association accredited site. This means that Lakeside has met the camping industry's recognized standards for quality and safety of its facilities and program services.
- The Lakeside staff wants to serve you during your stay so that you will be as comfortable as possible. If you have needs or encounter problems along the way, let one of our staff know so we can serve you better.
- It is our desire that you be safe during your stay, mentally, physically, and spiritually. To this end, Lakeside has prepared a series of guidelines, procedures and regulations. These policies should be read thoroughly by user groups and if there are questions, the Lakeside staff stands ready to interpret or assist in any reasonable way.

GENERAL INFORMATION

- User groups shall provide on the Reservation Form the name of the person responsible for orienting the group to the camp's procedures and regulations.
- Lakeside's boundaries are identified by the fence on the west and south and the path on the ridge on the north and east.
- The Camp Office, Nurse's Station and Storm Shelter are on the ground level of the Kanza Building (Staff House).
- When opening windows in older summer cabins, use two people: one inside and one outside. **When heat or air conditioning is on, keep doors and windows closed.**
- The Camp Store items are located in the Dining Hall. Please see a Lakeside staff member for assistance.
- Recreation equipment is located in Flowers Building; please return equipment after each use.
- Phone messages will be delivered. Cell reception is very good for Verizon customers and decent for other carriers.
- Mail can be brought to the Camp Office and will post the same day.
- Settler's Cabin is available as a Nature/History area or small group meeting room.
- Before you leave, please sweep floors, pick up trash in and around buildings, and close windows and doors. Place trash sacks near an exit door, but not outside, for pick up. Thank you!

GENERAL POLICIES

ON-SITE

- It is Lakeside's policy that we not share personal information about our guests or campers (addresses, phone numbers, etc) and we recommend that guests not do so either.
- Lakeside reserves the right to provide only those services that have been specified on the Reservation Form.
- Lakeside reserves the right to terminate use of the site for inappropriate behavior.
- Buildings not assigned to your group are off limits to your group.
- **Smoking is not permitted in buildings** at Lakeside. Smokers are responsible to completely extinguish and dispose of cigarette butts in proper receptacles.
- **Alcoholic beverages are not permitted on the site.**
- **Pets are not permitted on the site.**
- Hiking will be done in groups of at least three. In case of injury, one stays with the injured party while one goes for help.

General Policies: On-site Cont.

- Stay on hiking trails, where available, to limit erosion and avoid poison ivy.
- **Rock throwing is not allowed.**
- Place all litter in trash containers and recyclable items in appropriate containers.
- **Incident/Accident report forms are to be filled out by involved persons** and/or witnesses and turned in to the camp office in the event of an incident or accident. Blank forms are available in the office
- Camp fires should be thoroughly extinguished before leaving the area using the hose that is provided.

OFF-SITE

Lakeside is blessed to be located in an area that is rich in natural and historical points of interest. Our nearness to Lake Scott State Park, Battle Canyon, Little Jerusalem, the Monument Rocks, and other interesting locations make off-site trips an attractive option for user groups at Lakeside.

- Please notify Lakeside staff of off-site trips.
- State park permits, museum fees, and other off-site fees are the responsibility of the user group.
- User groups must provide bus drivers holding a valid Commercial Drivers' License with bus endorsements if the group plans to use Lakeside bus(es).

PROGRAM INFORMATION

All activities must be requested on the Reservation Form. Further arrangements as to times, etc., for selected activities must be made with the Program Director or Executive Director when you arrive at camp. Persons unwilling to conform to the posted rules and/or verbal instructions will be denied access to activity areas.

SWIMMING POOL

- **One lifeguard for each 25 swimmers** must be present and the **user group is responsible for providing one adult at the pool for every ten swimmers. Non-Lakeside lifeguards must review the “Lakeside Lifeguard Handbook” and provide proof of certification. Pool rules are posted on the pool deck.**
- Maximum numbers of swimmers in the pool at any one time is 75.

CANOEING

- **It is recommended** that all aquatic activities off-site have supervision by persons who hold a **lifeguard certificate** from a nationally recognized certifying body and the equivalent of current Red-Cross first aid and CPR certifications.
- Canoes will be checked out by Lakeside staff to user group leaders. User group leaders are responsible for overseeing proper use of canoes and that they are returned at designated times.
- Use of a personal flotation device (pfd/lifejacket) when in a canoe is a State Park rule.
- The maximum capacity of canoes is three persons.
- Lakeside recommends that if a storm or wind arises while canoes are on the lake, canoeers should go to the nearest place of exit, pull canoes to high ground, turn them over, and seek shelter. If canoeers are stranded on the west side of the lake and it is reasonable, call the camp office. Phones are located at the Park office and at the Beach House. Lakeside recommends at least one adult carry a cell phone to all aquatic activities.

FISHING

Fishing equipment is not provided by Lakeside. Participants are subject to applicable laws. A license may be purchased at the State Park Office, Park Beach House or in Scott City but prices may vary. Park permits are also required.

BIKING

Biking equipment is not provided. Participants are subject to applicable laws.

THE BIG SWING

The Big Swing, located below the Dining Hall, is an important and unique gathering place. Please do not swing so hard as to hit the support beams and **do not swing so hard that it hits the support beams**. This puts considerable strain on both the supports and the moving mechanisms and can cause sections of the swing to unhinge. Do not climb on supports or seats. Please do not place any objects under the swing. The swing should be completely stopped before anyone enters or exits the swing. Please stay in your seats while the swing is in motion. Do not stand directly behind the swing or attempt to push it from behind. **Do not run on the swing**. The Director or Program Director may restrict usage of the swing if abuse is observed or reported.

FOOD SERVICE

Lakeside serves meals buffet style. **Breakfast is served at 8:00 a.m., lunch at 12:00 noon and dinner at 5:30 p.m.** Slight adjustments may be made in meal times if arrangements are negotiated when reservations are made.

DINING HALL PROCEDURES

- Guests are not permitted in the kitchen.
- Food fights and water fights are strictly prohibited.
- Guests must be fully clothed including shoes.
- Take what you want, eat what you take. Adults are expected to monitor children in the dining hall.
- After meals:
 - Plates, silverware and glasses are to be taken to the clean-up table; silverware should be placed in correct containers.
 - Uneaten food and paper items should be scraped into the trash can and liquids poured into the container marked "liquids".

IN THE LODGE AND STAFF HOUSE

When a group does their own cooking, please:

- Scrape uneaten food scraps and paper items into the trash can provided.
- Wash put away dishes and flatware. Tea towels, dish cloths, detergent and other supplies are available in the kitchens. If you do not find sufficient supplies, please notify staff.
- Wipe off tables and chairs.
- Sweep floor in the main room, including under the tables.
- Before you leave, be sure all trash is placed in proper containers. **Please do not place trash outside.**
- Any food items brought into the kitchens by your group must be removed when you leave.

For our guests' protection and safety, Lakeside recommends that you:

- Use only clean and sanitized dishes, utensils and equipment during food preparation. To sanitize, wash dishes, utensils and equipment in warm water and dish washing detergent, rinse with warm water and rinse again using a solution of ½ teaspoon of Clorox to one gallon of warm water and allow to air dry.
- Clean and sanitize food contact surfaces including counters, cutting boards and knives after each use, using the same solution mentioned above, and
- Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 degrees F. to 140 degrees F.
- Please inform the staff if the temperatures in the refrigerators rise above 40 degrees F.

EMERGENCY &/or SAFETY POLICIES AND PROCEDURES

MEDICAL

DIRECTIONS FOR THE HOSPITAL AND CLINIC: The medical campus is located at 201 Albert Ave, Scott City, KS. Drive south on Hwy 83 to the south end of Scott City. Turn left onto Albert Ave between El Quartejejo Inn and Shopko.

- For your safety and welfare, first aid supplies and an AED are located in the Nurse's Station. A person currently certified in Standard First Aid and CPR will be on site when participants are present and may treat injuries as their training allows. However, user groups are encouraged to provide an adult with First Aid and CPR certifications, as well as first aid supplies for their own members.
- Emergency numbers are posted in various places on site and land-line phones are located in: the Office, Kitchen, and Staff house.
- Scott County EMT Service (ambulance) is available by calling 9-1-1.
- Lakeside does not provide primary accident insurance to campers, but does provide secondary insurance effective after personal insurance has been filed.
- Regarding Health information: Camp Lakeside recommends that the Group Leader gather; names and address of all participants, emergency contact names and numbers, a listing of any person (s) with known allergies or health conditions requiring treatment, restrictions, or other known accommodations while on site, and for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.
- **The aforementioned list is provided to assist user groups, but ultimate responsibility for emergency care and transportation is the with the user group.**

WEATHER AND/OR ENVIRONMENTAL HEALTH

- Lakeside Staff monitors weather conditions and will attempt to inform user groups of dangerous weather conditions. However, group leaders are responsible for monitoring weather conditions and responding to weather threats appropriately.
- In case of a tornado warning, guests will be directed by site staff to the office area, which is a reinforced storm shelter designed for this purpose, if time allows.

- The climate in western Kansas in summer lends itself to sudden, severe storms. It is recommended that user group leaders exercise good judgment leaning toward safety.

RECOMONDATIONS FOR STAFF RATIOS AND SCREENING

Camp Lakeside recommends all group leaders utilize an appropriate method to screen user group staff with responsibility for or access to campers. Ratios of staff that are on duty with campers in units or living groups and in general camp activities should be 1:5 for campers under the age of 5 and 1:6 for campers between the ages of 6-18. Lakeside recommends at least 80% of the staff are 18 years of age or older (100% for camps primarily serving persons with special needs), and all staff is at least 16 years of age and at least 2 years older than the minors with whom they are working.

EMERGENCY/DISASTER

- In case of a disaster, user group leaders should first see to the safety of their campers. Gather the campers and do a roll call.
- Report any disaster situation as quickly as possible to a camp staff person.
- Site staff personnel will direct user group leaders to a designated location for the duration of the disaster/emergency.
- Camp evacuations will be directed by site personnel in charge.
- All media interaction (phone calls, texting, posting, photos) should cease until the situation is assessed by the Executive Director or emergency workers. Members of the reporting media should be directed to the Executive Director for information.

FIRE EMERGENCY

- User group leaders should locate fire extinguishers in their lodging facilities as soon as is possible after arrival at camp.
- In case of fire, move campers to a safe area and take roll. Camper safety is the primary responsibility of user group leadership in case of a fire.
- Report the fire as quickly as possible by notifying Lakeside Staff or calling 9-1-1.
- User group leaders should attempt to extinguish fires **only if it is possible without endangering themselves or others.**

MISSING OR LOST PERSONS PROCEDURES

When a person is thought to be lost or missing, inform site staff that a search for a missing camper has begun. Site staff will assist in the search.

INTRUSION OF UNAUTHORIZED PERSONS PROCEDURES

When the presence of unauthorized persons is noted or suspected, on-site user group leaders will remove campers from the immediate locale and report to site staff personnel.

FIREARMS REGULATIONS

Firearms are not permitted on Lakeside property without permission from the Executive Director.

PERSONAL PROPERTY REGULATIONS

- Personal property is the responsibility of the user groups, including cameras, sports equipment and other valuables.
- With the exception of the two "Camp Dogs" which have been fully vetted, **Pets are not permitted at Lakeside.**
- Lakeside reserves the right to search and/or seize personal property when there is reasonable cause to suspect possession of drugs, alcohol, stolen property, or other unauthorized items.

EMERGENCY PHONE NUMBERS

Land-line phones are located in the Camp Office, Staff House and Kitchen.

Poison Control 1-800-332-6633

Fire 9-1-1

Ambulance 9-1-1

County Sheriff 9-1-1

NOTE: If you are using a cell phone to call in an emergency situation or for an ambulance, call the local sheriff's office at 872-2133 or 872-5805 rather than 9-1-1.

NON-EMERGENCY NUMBERS

Hospital 872-5811

Clinic 872-2187

State Park Office 872-2061

Beach House 872-3959

County Sheriff 872-5805

Area Mental Health 872-5338

YEAR-AROUND STAFF CELL PHONE NUMBERS

Site Director: Meg Anderson 217-737-9796

Program Direc: Amber McMurray-Stanley 620-214-4903

Maintenance Manager: Reed Rolfs 620-874-8083

Food Service Manager: Brenda O'Dea 620-214-1992

ACTIVITY LIST

STAFF GUIDED ACTIVITIES; Participating in the following activities are expected to comply with verbal instruction. Participating in or questions about shall be arranged with the Executive Director or Program Director.

Outdoor Education Program

Outdoor Ed at Lakeside is provided by Lakeside's Executive Director Andie Strong and Program Director Amber McMurray-Stanley. As a former history teacher, Andie understands the impact outdoor education can have on any classroom. These educators are skilled at bringing history and nature to life for your students, and will accompany geological points of interest and various nature studies.

Why Outdoor Education?

- Links classroom study to real world experiences
- Instills a sense of responsibility
- Builds self confidence
- Reinforces teacher/student relationships

Initiative Center

Our Initiative Center is a series of mental and physical challenges that are designed to pull a group closer together. Each element is facilitated by our trained staff and is designed to develop certain characteristics of the community. These characteristics include communication, problem solving, and trust.

You'll Develop

- Leadership
- Trust
- Listening Skills
- Problem Solving
- Communication

On Site Opportunities which require Lakeside staff supervision includes:

- Trailer Rides around the Lake
- Historical, Geological, Fossil and Nature Tours
- Swimming Pool
- Canoes
- Camp Store

Ask our staff to help you arrange any of the following activities:

- Bull Canyon Hiking Trails
- Wilderness Camping
- Water Games/Water Slides
- Camp Chapel
- Orienteering Equipment
- Arts and Crafts Cabin

Please enjoy the rest of the Camp Lakeside at your leisure:

- On site Hiking Trails
- Frisbee Golf
- Nature Cabin
- Sports Equipment
- Horseshoe pit
- Fishing
- Reflection Pond
- The Bridge
- Cross of Nails
- The Big Swing
- Outdoor Chapel
- Various Outdoor Meditation Grottos

Keepin' It Green

How You and Camp Lakeside Can Make a Difference.

Power to the People: One simple way to conserve energy is by not using more than we need. Turn off lights and other electric devices when not in use.

Down the Drain: Believe it or not the average person uses 100 gallons of water a day! Taking shorter showers and turning off the faucet while you brush your teeth can save a lot!



Sort it Out: Recycling is a great way to make the most of our resources. Please use our recycling containers for pop cans and plastic bottles. If you would like to recycle other materials while you're here just let us know in the office!

Completing the Cycle: Buying products made from recycling materials completes the circle and is vital to the survival of our recycling centers. Check out the camp store and you'll find grocery totes and fleece jackets made from recycled plastic bottles!

Think Outside the Juice Box: Reusable containers are a green, convenient way to reduce our use of plastic. Thermoses or reusable drink bottles not only cut waste but save you money when you refill at the convenience store! Lakeside provides glasses, mugs and other dishes in both the lodge and staff house for your use. Please use as few throw away items as possible while you're here. If you'd like a great looking drink bottle, Camp Lakeside stainless steel bottles are available in the Camp Store.

Bring your Own Bag: Keep our site clean and beautiful by leaving your plastic bags at home. Reusable totes are not only green, but stronger, more comfortable to carry and generally have larger capacity.

A Bright Idea: Switching the light bulbs in your house to compact fluorescent light bulbs is a good way to save energy. Camp Lakeside has switched out light bulbs in most lamps on site. Be sure to give them a little extra time when you turn them on!



Dress for Success Ever shivered in your house on a hot summer day? Worn shorts when it's snowing outside? Appropriate clothing for the season can mean a huge energy savings. Dress in layers during the spring and summer to beat the unpredictable Kansas weather and throw on a cozy sweater instead of turning up the heat. A dip in the lake or a cool lemonade beats the AC anytime! Original

CAMP LAKESIDE PRICE LIST

Effective January 1, 2017

LODGING PER NIGHT:

		<u>BASIC RATE</u> (June-Aug 15)	<u>DISCOUNTED RATE</u> (Aug. 16 through May)
Lodge (20 minimum/40 maximum capacity)	Per Person	\$ 43.00	\$41.00
Baker Cabin (11 maximum capacity) – Overflow from Lodge—prices same as above			
Kanza (Staff House) (16 maximum capacity)	Per Person	Not Available	40.00
2 Handicapped Accessible Cabins--Tabor & Zion (24 maximum capacity) each		300.00	250.00
4 Summer Cabins East Canyon (12 maximum capacity) each		175.00	150.00
2 West Canyon Rustic Cabins (maximum 12 capacity) each		45.00	45.00

DAY USE OF SITE including Flowers Building or a Pagoda: 75.00 50.00

OUTDOOR EDUCATION/TOURS/AREA RESOURCE PERSON: Call for more information and pricing

BUILDING RENTAL FOR DAY USE ONLY:

Lodge	300.00	250.00
Chapel	300.00	250.00
Dining Hall (Does NOT include use of the kitchen)	200.00	150.00
Staff House	200.00	150.00
Cleaning Deposit (refundable-required for wedding rentals)	500.00	500.00

THE FOLLOWING ACTIVITIES ARE INCLUDED IN THE LODGING OR BUILDING RENTAL FEES DEPENDING UPON THE SEASON: Swimming, canoeing, hiking, fire ring, horse shoes, Frisbee golf, softball, basketball, volleyball.

SPECIAL OPTIONS MUST BE PREARRANGED--ADDITIONAL CHARGES INCLUDE:

Linens (bed and bath)/per person	6.00
Use of Camp Vehicle/per mile (plus driver)	2.00
Hay rides/per trailer/per hour/20 maximum	20.00
Initiative Center (with emphasis on Leadership, Teamwork, Problem Solving, etc)	\$10.00 per person

MEAL PRICES (Minimum number to be served is 10 Maximum 120)

Breakfast	(Served at 8:00 a.m.)	\$7.00
Lunch	(Served at 12:00 noon)	8.00
Dinner	(Served at 5:30 p.m.)	10.00

TOTAL LODGING CAPACITY:

Winter	67
Spring-Fall	120

Meals are figured per person and based on the number given us before the event; if there are fewer than expected, the group will be charged for the original number given. If the number turns out to be significantly more than expected, the food supplies may not be adequate for the increased number.

LAKESIDE SPECIALS:

UNITED METHODIST CHURCHES: Free use of site for one day, by prearrangement up to 90 days in advance, subject to availability. Seasonal restrictions will apply to activities. Optional services (including meals and certain activities) may be available with appropriate fees applicable if prior arrangements are made.

AREA CLERGY: Free lodging by pre-arrangement, subject to availability, in Ararat Cabin. Ararat Cabin is a self-contained cabin designed for clergy and camp leaders and includes bathroom facilities, heat and A/C, a queen-sized bed, and small refrigerator and microwave.

FAMILY GROUPS: children under 5 are free; fees are half price for 5-10 year-olds.

DEPOSITS: 20% of the total lodging or building use fee. Cancellations within 180 days will result in loss of deposit, but it may be applied to next year's event (one time). If day groups cancel at any time, the deposit is forfeited.

ALCOHOLIC BEVERAGES ON SITE AND SMOKING INSIDE BUILDINGS ARE NOT ALLOWED AT LAKESIDE.

FACILITIES:

SCHUTTE LODGE has heat or A/C, an equipped kitchen, large meeting room with fireplace and piano, two dorm areas on either side which will house 20 guests each in newer single beds, six bathrooms (including six showers) and is wheelchair accessible. This building is scheduled for restroom remodeling in early 2009.

BAKER CABIN houses 11 individuals in newer beds. The cabin has heat and air-conditioning, and has two showers, two lavatories and two stools included in its bathroom facilities. Plans are for remodeling this cabin in early 2009.

KANZA BUILDING (STAFF HOUSE – UPPER LEVEL)

is available for fall, winter or spring gatherings. It will house 16 guests in four bedrooms with two bunk beds in each, and has its own bathrooms, equipped kitchen and meeting room. It has heat and air conditioning.

EAST CANYON SUMMER CABINS: four older, rustic, pine-paneled summer cabins will house 12 guests each. The two newer summer cabins (housing 24 each) and adjacent bathhouse are wheelchair accessible. All cabins have air conditioning and newer beds. Restroom facilities are in the east canyon bathhouse.

WEST CANYON RUSTIC SUMMER CABINS: two older, rustic, pine-paneled summer cabins will house 12 guests each. These cabins have older cot-type beds with no heat or air conditioning. Restroom facilities are available in the swimming pool bathhouse or east canyon bathhouse.

DINING HALL which was completely remodeled in 2008, accommodates 120 in the main dining room for meals. Excellent meals will be provided by Lakeside's food service personnel and are served buffet style.

CARPENTER CHAPEL is a beautiful, native stone building with pews seating about 120 people. A large picture window looks out over the hill with a cross. It has heat and A/C.

FLOWERS BUILDING is shelter-house type of building constructed from native stone. It has a fireplace at one end and wooden shutters that can be closed in inclement weather. A ping pong table is located here and sports equipment stored in this building.

MOAB (Trading Post Building) is the location for the Camp Store. It includes a snack and gift shop, and may be used for crafts and as a meeting room.

PAGODAS: There are three open-air buildings called pagodas located around the camp site. They have concrete floors and a roof but are not suitable for shelter during very inclement weather.

Camp Lakeside Email: Camplakeside@wbsnet.org

Camp Lakeside on the Web: www.camplakeside.net



Reservation Form

300 E. Scott Lake Dr., Scott City, KS 67871

Phone: 620.872.2021 Fax: 620.872.3023 Email: amber@camplakeside.net

Meg Anderson, Site Direc. (217.737.9796) or Amber McMurray-Stanley, Program Direc. (620.214.4903)

Group Name: _____
 Contact Person: _____ Email: _____
 Mailing Address: _____
 Contact's Telephone: Home: _____ Cell: _____

Dates Reserved: _____ Days of the Week: _____
 Arrival Time: _____ A.M. or P.M. Departure Time: _____ A.M. or P.M.
 Type of Group: Youth _____ Adults _____ Family _____ Other _____ Number Expected _____

<p>Meals Please check which meals you like served in the Dining Hall and on which dates:</p> <p><input type="checkbox"/> Breakfast (dates) _____ <input type="checkbox"/> Lunch (dates) _____ <input type="checkbox"/> Dinner (dates) _____</p> <p>Please list any special dietary requests such as diabetic diet or vegetarian choices: _____ _____ _____</p>	<p>Overnight Accommodations: Please check which lodging facilities you would like to reserve. Number in parentheses denote maximum capacity.)</p> <p><input type="checkbox"/> Lodge (40) dates: _____ <input type="checkbox"/> Baker Cabin (11) dates: _____ <input type="checkbox"/> Staff House (16) dates: _____</p> <p>Summer Cabins: <input type="checkbox"/> Tabor (24) dates: _____ <input type="checkbox"/> Zion (24) dates: _____ <input type="checkbox"/> Chatter Box (12) dates: _____ <input type="checkbox"/> Ding-a-Ling (12) dates: _____ <input type="checkbox"/> Horeb (12) dates: _____ <input type="checkbox"/> Nebo (12) dates: _____</p>	<p>Day Use ONLY Building Rental Please check which buildings you would like to rent for the day (no over nights) Please note: Flowers, Fire Ring, and Pagodas are available for use free of charge to overnight guests unless previously reserved by another party.</p> <p><input type="checkbox"/> Chapel (dates) _____ <input type="checkbox"/> Lodge (dates) _____ <input type="checkbox"/> Flowers (dates) _____ <input type="checkbox"/> Pagodas (dates) _____ <input type="checkbox"/> Staff House (dates) _____ <input type="checkbox"/> Fire Ring (dates) _____ <input type="checkbox"/> Dining Hall Meeting Areas (dates) _____ Number of Rooms: _____</p>
<p>Equipment Needs:</p> <p><input type="checkbox"/> TV/DVD (dates) _____ <input type="checkbox"/> CD Player (dates) _____ <input type="checkbox"/> Overhead Projector (dates) _____ <input type="checkbox"/> PA System (dates) _____ <input type="checkbox"/> Lap Top Projector (dates) _____ <input type="checkbox"/> Tables (dates) _____ /#’s _____ <input type="checkbox"/> Grill (dates) _____</p>	<p>Deposits: Deposits are 20% of the total estimated Lodging or Building Rental fee. To hold a reservation, this form and your deposit must be received at the above address. All requests are subject to availability and are honored on a first come first serve basis. The amount of the deposit will be applied to the total invoice if there is no unnecessary damage to buildings, equipment or site.</p> <p>Refund Procedure: Cancellations within 90 days will result in loss of deposit, but it may be applied to next year’s event (one time). Payment is due upon departure or within 30 days of the event. A late charge of 1.5% per month (18% annual) will be charged on past due accounts.</p> <p>Multiple Use of Site: Lakeside reserves the right to schedule multiple groups on the site.</p> <p>No alcohol is to be on the site. No smoking inside buildings. No pets are allowed on site.</p> <p>Please complete all applicable information on this form, sign, date and return it to Lakeside. This agreement is contingent upon a willingness of the group to comply with Lakeside’s rules and policies & procedures, as detailed in the enclosed policies & procedures packet. I agree to comply with these policies & procedures and will supervise the group’s compliance with them.</p>	
<p>Activities: The availability of activities is dependent upon several issues including weather conditions, season of year and presence of staff. Therefore all listed activities must be prearranged. Please check all those you wish to arrange.</p> <p><input type="checkbox"/> Swimming Pool (dates) _____ <input type="checkbox"/> Canoes (dates) _____ <input type="checkbox"/> Outdoor Education Tour (dates) _____</p> <p><input type="checkbox"/> Area History Tour (dates) _____</p> <p><input type="checkbox"/> Trailer Rides (dates) _____ <input type="checkbox"/> Initiative Center (dates) _____</p>	<p>Signature: (Group Contact) _____ Date: _____</p> <p>Total Deposit Due/Enclosed: _____ Received: _____ (office use only)</p>	