

Field Trip/Day Use Policies

FACILITIES, EQUIPMENT, FURNITURE, AND BEDDING POLICIES

- * NO FURNITURE OR EQUIPMENT IS TO BE REMOVED FROM ASSIGNED BUILDINGS WITHOUT APPROVAL BY CLC STAFF
- * ALL EQUIPMENT AND FURNITURE PROVIDED BY CLC MUST BE RETURNED TO ORIGINAL PLACEMENT BY PARTICIPANTS PRIOR TO DEPARTURE

SECURING OF DATES FOR EVENT:

- * SIGNED CONTRACT MUST BE RETURNED WITHIN 10 DAYS OF DATE OF CONTRACT ALONG WITH \$100 SECURITY/DAMAGE DEPOSIT

- * REQUESTED DATES WILL BE HELD FOR 10 DAYS FROM DATE OF CONTRACT

CLC RESERVES THE RIGHT TO RELEASE HOLD DATES IF SIGNED CONTRACT ALONG WITH \$100 SECURITY/DAMAGE DEPOSIT IS NOT RECEIVED WITHIN 10 DAYS OF RECEIPT BY RETREAT REGISTRANT

- * CERTIFICATE OF LIABILITY INSURANCE GIVEN TO CLC STAFF PRIOR TO EVENT DATES (IF CERTIFICATE CANNOT BE OBTAINED BY RETREAT REGISTRANT, NOTIFICATION MUST BE GIVEN TO CLC STAFF PRIOR TO EVENT DATES)

REFUNDING OF DEPOSIT:

- * IN CASE OF CANCELLATION DEPOSIT IS REFUNDABLE UP TO 6 WKS PRIOR TO EVENT DATES

- * AFTER EVENT IS CONCLUDED: REFUND WILL BE GIVEN WITHIN ONE WEEK OF DEPARTURE BY RETREAT REGISTRANT AFTER INSPECTION OF FACILITIES BY CLC STAFF

(IF RETREAT REGISTRANT NOTICES ANY DAMAGES UPON ARRIVAL THEY MUST NOTIFY CLC STAFF IMMEDIATELY;

TO NOT DO SO COULD RESULT IN LOSS OF DEPOSIT)

- * CLC WILL PROVIDE OUTLINE OF DAMAGES FOUND (TYPE AND LOCATION) IN WRITING IF REDUCTION IN REFUND IS NECESSARY