PLEASE inform all guests that we do NOT supply bedding, pillows, or towels.

**New Reservation Policy— as of July 2017**

- Reservations can be requested up to one year in advance
- Priority will be given to:
  1. Returning groups requesting same dates of use
  2. Returning groups requesting to change their dates of use
  3. New group reservations. Reservation requests by new groups will be considered:
     - in order of receipt
     - by size of the group

**3-Step Reservation Procedure**

1. **Submit tentative** reservation request using our on-line Reservation Request Form (link) or by phone. Guest Services will reply to acknowledge receipt of tentative reservation request and provide information and required documentation.
2. **Submit required Documents and Info.**
   - Groups and individuals please call 1-360-661-5105 to provide Credit Card info to hold reservation or submit full payment in advance.
   - Groups also submit a completed/signed Facility Rental Agreement and Certificate of Insurance as described in the Agreement.
     **Note:** Washington, Oregon, Upper Columbia Conference SDA entities do not need to submit Certificates of Insurance.
3. **Receive Confirmation email.**
   - Guest Services will confirm your reservation AFTER receipt of Credit Card info or full payment, Completed/signed Facility Rental Agreement, and Certificate of Insurance.

The group leader’s responsibilities include:

- Returning a completed Facility Rental Agreement, Certificate of Insurance, and Credit Card info (or full payment) to Guest Services Coordinator within the specified timeframes.
- Collecting payments from all participating families and individuals in your group.
- Ensuring that all guests are made aware of the regulations and policies before arrival.
- Working with management to ensure smooth operation and to promote and ensure compliance with campus policies. Please remind all guests of our **NO PET** policy. Violation may incur $50 fine per pet and removal of pets from campus.
- When possible, the group leader should plan to be the first guest to arrive and also the last to leave.
- Upon checking out, the Group Leader should check all cabins and facilities used to make sure that they have been left clean and tidy and ensure all keys have been returned to the Key Display Board in Lindgren Hall.
- **Ensure minor supervision at all times** with one competent adult sponsor over the age of 18 for every 10 minors.

**CHECK-IN** after 3 pm. **CHECK-OUT** is 11am. Guests arriving late should make arrangements with group leader.