

Rental Group Responsibilities:

1. Keep up with and return all equipment used (recreation, kitchen, games, multimedia, etc.)
2. Treat our campus (buildings & land) with respect in every way. If something is broken by your group or if you find something malfunctioning, please report it to the Camp Caretaker.
3. Clean off the counters and sweep the floors.
4. Collect and carry your trash out to the dumpster.
5. Clean and reorganize the kitchen if used.
6. Clean and mop up any spills, whatever they may be, during your entire stay and through out all the facilities that you use.
7. No food and drinks are allowed in the game room or the dorm rooms.
8. Do not use any paints, plasters, inks, glitter, make up, flour/water mixes, stains, oils, dyes, lotions or any type of tape on any floors, ceilings, walls, doors or windows.
9. **Departure time is 11 am** (unless otherwise discussed before-hand)
10. **DO NOT MOVE BUNK BEDS**
11. **DO NOT RUN IN FACILITIES OR AT THE POOL**
12. **DO NOT TRASH THE FLOORS, USE TRASH CANS**

For help with cleaning materials and for maintenance issues,
call Adrian Lawler, Caretaker at 423-721-5431

Cancellation and Refund Policy

Cancellation of an event/retreat should be done via phone or email as early as possible. See the breakdown below for refund policy:

* **Full Refund** - cancellation made at least 30 days prior to selected dates

* **Partial Refund** - cancellation made 15 - 29 days prior to selected dates

Non-Refundable - cancellation made within 14 days prior to selected dates

**If you cannot make your reservation, the deposit is transferable within 1 year of the original booking date. A second cancellation will result in a forfeit of the full deposit.*