

## Mountain View Summer Camp and Retreat Center Guidelines:

Mountain View Summer Camp and Retreat Center (MVSC) is available to any group whose intent of their retreat is not in conflict with its mission, beliefs, values, and guidelines. Contact with the director will bring clarification.

**Sabbath** (from ½ hour before dusk on Friday to ½ hour after dusk on Saturday) is a day of special significance at MVSC. It is a day of spiritual renewal and blessing. We therefore ask all our guests to focus on values-based experiences in group meeting and nature setting that are related to the teachings of Jesus and their application by the Seventh-day Adventist Church (Adventist). Sports equipment and use of the gymnasium and other regular activities are not available on that day. Initial arrival to and departure from camp is discouraged during this time. Set up needs by the rental group will be ½ hour before dusk on Friday, and ½ hour after dusk on Saturday.

**You are about?** We request in writing, from any rental group a statement of beliefs, mission statement, and a detailed outline of the program and purpose of your retreat at our facility. These documents are to be in harmony with the values of MVSC and the Adventist Church.

**Supervision** It will be the responsibility of rental groups to ensure they provide adequate supervision for any children who are part of the group. We recommend one adult for each 8 young people (under the age of 18).

MVSC is a smoke free and alcohol-free environment. Designated smoking areas may be requested by the renter.

Guests are not allowed to bring pets of any kind.

**Vegetarian Meals** (Eggs, Cheese and Milk is included) All meals served in our kitchens are vegetarian (includes dairy). We cannot cater to special diets. Special diets are the renter's responsibility.

The minimum number we will cook for is 20. We can cater for banquets and special occasions.

While our commercial kitchens are not generally available for rent, we have a small self-contained kitchen for rent at our Retreat Center (to serve groups up to about 40).

Rental groups are responsible for any damage caused by their participants and will be billed for the repairs. Please report any damage to the camp personnel.

When there are smaller groups (under 50) management reserves the right to book multiple groups.

### Finances:

At the time of booking, a non-refundable deposit equal to 15% of rental or \$850.00 (**whichever is greater**) will be required in order to hold the date. Thirty days prior to arrival an additional 15% will be required to continue to hold the date. For groups whose estimated rental is less than \$1,000.00 the second deposit is not required. The estimated balance is payable when you arrive. Final balance is payable 7 days after the event. Prior arrangements can be made.

This deposit will be refunded only if the camp is successful in re-booking that date with an equal or larger booking. This deposit is in addition to the payment. Deposits can be made beginning in January in the year of the requested event. **Final estimate payment for your fees is due when you arrive.** The deposit will be returned within 7 days of the event.

Audio-visual equipment is available to rent if needed. Please arrange this before you arrive on site.

The cabins, lodge, washrooms, and other occupied buildings will be left neat and tidy. Failure to do so may add an additional charge of up to 15%. Groups will be provided a cleaning checklist and clean supplies.

Facility rental rates are based on a two-night rental minimum – if your group wishes to stay for only one night, a surcharge of 15% may be added. Additional costs will be added for photocopies, faxes, etc.

We trust that you will enjoy your stay and we will do our best to help your group have a great time at MVSC.