



**BATTLE CREEK
OUTDOOR
EDUCATION CENTER**
Clear Lake Camp Since 1933

10160 South M-37 Hwy
Dowling, Michigan 49050
Phone: (269) 721 - 8161
Fax: (269) 721 - 1071
www.clearlakecamp.org

FAMILY OR INDIVIDUAL REQUEST FOR USE OF WINKA COTTAGE

Contact person: _____ Expected Group Size: _____
 Arrival date: _____ Arrival time: _____ (no earlier than 3 pm)
 Departure date: _____ Departure time: _____ (no later than 11 am)
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: (_____) _____
 E-Mail: _____

Winka Cottage. 3 bedrooms, 2 bathrooms, furnished kitchen, living room, eating area, and gas fireplace. Sleeps 6 in twin beds. Linens included.

Daily Rate is **\$185.50 with sales tax, \$175 tax exempt**. Two-night minimum stay required. Payment by cash, check or credit card must be postmarked at least 2 weeks in advance of arrival.

If the expected group is larger than 6 people, there is a **\$10 charge per additional person**.

Refunds are permitted only with at least 2 weeks' written notice of cancelation before the arrival date. For all other cancellations, payment is nonrefundable.

Guests are expected to leave a valid credit card number on file in case there are additional fees due to damage or excessive cleaning.

Number of Nights:	Total Due:
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The person signing this application testifies that he/she is either the responsible party or a duly authorized representative for the organization. This signature binds the responsible party or the organization to observe terms and conditions as included with this document and to make full payment of the charges for usage to the Battle Creek Outdoor Education Center.

Signature: _____ Date: _____

A 6% sales tax will be assessed to all invoices for meals and lodging as required by the state of Michigan excepting where the consumer is known to be tax exempt under the provisions of the law.

Is this group claiming tax exempt status? _____ If yes, please complete the following section.

I hereby attest that the organization whose name appears on this application is a tax exempt non-profit organization and that payment due the Battle Creek Outdoor Education Center upon receipt of invoice will be paid by funds administered by said organization. In the event that at a later date it should be determined that said organization does not possess appropriate tax-exempt status I hereby bind said organization and/or myself to make retroactive payment of tax due to the Battle Creek Outdoor Education Center.

Our tax-exempt identification number is: _____

Signature _____ Date _____

TERMS AND CONDITIONS FOR THE USE OF WINKA COTTAGE

All persons, firms, corporations, organizations, or associations, using the Battle Creek Outdoor Education Center (OEC) shall comply with and be bound by the following terms and conditions:

1. Guests must arrive no earlier than 3 pm on the first day and depart no later than 11 am.
2. Respect the grounds. Stay on the trails as much as possible. Refrain from breaking branches or picking live plants. No littering. Respect private staff cabins by not planning activities near staff living quarters.
3. Park cars in the upper parking lot, or Winka Cottage parking area. Keep the road open.
4. Smoking and vaping are prohibited in Winka Cottage and all other buildings at the OEC.
5. No pets are allowed with the exception of guide dogs or companion dogs. If pets are brought, there will be a \$150 cleaning fee.
6. Simple rearrangement of furniture is acceptable with the understanding that it is to be returned to original arrangement by the end of the visit.
7. Quiet hour is from 11 pm to 7 am.
8. Guest are permitted use of the canoes, paddles, rowboats, oars, and life jackets. Life jackets, oars and paddles are stored at the paddle shed. Life jackets are required when canoeing or rowing. Adult supervision of children on the lake is required. Everything should be returned to original location. Additional use of any camp equipment is restricted unless the Director grants specific permission.
9. Guests are allowed use of the cottage, the adjacent lakefront, and the swimming area. Adult supervision of children at the waterfront is required. Use of the rest of the camp grounds, dormitories, and the main lodge is restricted unless the Director grants specific permission.
10. Before departure, guests are expected to leave the place as they found it.
 - Dishes cleaned and shelved.
 - Remove all garbage (inside and out) to the dumpster by the lodge.
 - Bundle used linens and leave on the landing by the stairs in the cottage.
 - Turn off all lights and close windows.
 - Cottage swept.
11. The renter of Clear Lake Camp shall assume all liability for damages to camp owned property caused by accident, vandalism, or deliberate misuse and said organization or individual will be billed for all replacement costs labor. When damage to property or injury to persons is the result of the acts or neglects of the renter, the renter shall save Battle Creek Public Schools, Battle Creek, Michigan, and the Outdoor Education Center at Clear Lake Camp harmless from any liability by reason of such damages. Please take reasonable care of all equipment and the facility and report any damage immediately.
12. Weapons including but not limited to guns, a starting pistol or BB gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles are not permitted on school property, including the Outdoor Education Center at Clear Lake Camp.