



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: _____
 Departure date: _____ Departure time: _____
 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 will be an **additional \$10 charge per 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.

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 _____



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TERMS AND CONDITIONS FOR THE USE OF CLEAR LAKE CAMP

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

1. 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.
2. Smoking is prohibited in Winka cottage and all other buildings at the OEC.
3. Simple rearrangement of lodge or Winka Cottage furniture is acceptable with the understanding that it is to be returned to original arrangement by the end of the visit.
4. Canoes, paddles, rowboats, oars, and life jackets are provided for exclusive use of cottage residents. Life jackets and paddles are stored at the cottage or paddle shed. Additional use of any camp equipment is restricted unless the Director grants specific permission.
5. The usage fee allows participants use of the cottage, the adjacent lakefront, and the swimming area. Use of the rest of the camp grounds, dormitories, and the main lodge is restricted unless the Director grants specific permission.
6. Guests must arrive no earlier than 3 pm on the first day and depart no later than 11 am.
7. 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.
8. Park cars in the upper parking lot, or Winka Cottage parking area. Keep the road open.
9. 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.
10. 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.