

PROCEDURES FOR SCHEDULING RETREATS

Howell's Mill Christian Assembly

304-743-4332 or timyankey@howellsmill.org

1. Call for available dates for your event and to discuss your event in detail.
2. Agreed upon dates will tentatively be placed on the calendar.
3. HMCA will send a packet of required documents to finalize the event. Included are:
 - a. **Contract** reflecting minimum number of rooms contracted for plus the rate.
 - b. **Contract Addendum**, which must be initialed and returned with contract.
 - c. **Insurance Coverage**, usually covered by your own organizations insurance policy. We need a copy faxed to us.
 - d. **Deposit** requirements (non-refundable/non-transferable)
 - \$50 for day events + 25% of resources requested
 - \$250 for retreats + 25% of resources requested
4. Finalization of contract
 - a. Signed contract, contract addendum, deposit, *meal menus, snack menus, and insurance form must be returned within **14 days** of the reservation date.
 - b. Final count and scheduled agenda are due **14 days** before the event

OTHER IMPORTANT INFORMATION

1. ***Meals** – a part-time cook may be available to provide meals for your event. If you would like this service, please make a request when you complete your contract. You will be billed for the final count you give 14 days before your event if we cook your meals.
2. **Resource Needs** – There are a variety of activities available and there is a small fee for some of these. These must be scheduled ahead of time to assure they are not double booked. See Resource Request Form. A set-up fee may be charged for last minute changes.
3. **Audio/Visual/Sound Equipment** – arrangements must be made in advance for use of audio/visual equipment. Availability is on a first come, first serve basis.
4. **Arrival Time** – guests are asked to choose an arrival time for their group not longer than a one-hour window. HMCA will assist all guests during this arrival time (ex: 6:30 – 7:30 p.m.).
5. We recommend the group brings an adult with the following qualifications:
 - a. CPR Certification from a nationally recognized provider, and
 - b. First Aid Certificate from a nationally recognized provider.
 - c. Lifeguard certified (*for canoes on the river or during August events*).

THE DORMS

1. If staying in the dorms, **guests must provide their own bedding and towels.**
2. Vehicles are asked to unload and then park in the parking lot as space is available. This is for the safety of our campers, children, and your vehicles from falling limbs and during mowing.