

APPLICATION FOR RESERVING WESLEY FOREST

Susquehanna Conference The United Methodist Church

303 Mulberry Drive, Suite 600, P.O. Box 2053

Mechanicsburg, PA 17055-2053

Phones: 1-800-874-8474 717-766-7441

Email: camps@susumc.org

WESLEY FOREST phone: 570-922-1348; email: wesleyforest@susumc.org

_____ % Discount if Applicable *(This space for office use only)*

_____ Deposit Amount Check # _____ Date Received _____

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IMPORTANT: Before completing the information below, read all the information on the Rate Schedule to assure your knowledge of the current fees and details relating to the facilities you're reserving. Return your **completed** (fill-in **both** sides) application with the required deposit fee as prescribed on the Rate Schedule. Make checks payable to: **Susquehanna Conference**. Requested dates will be held no longer than fifteen (15) days after the application has either be mailed from, or picked-up at the Camping Office.

Name of church or group _____

Person filling out this form _____ Email _____

Day Phone (____) _____ Evening Phone (____) _____

Is your group a church or agency of the Susquehanna Conference? ___ Yes ___ No

Dates being reserved :Month: _____ Day(s): _____ Year: _____

Time of Arrival _____ a.m. p.m. Time of Depart _____ a.m. p.m.

Approximate number of participants (including leaders) _____ *(Be sure not to exceed lodging accommodations as prescribed below for the facilities you're reserving)*

Deposit Amount Due: \$ _____ *(The amount deposited will be reflected on your bill at the end of your event.)*

Duration of Stay (Check only one which applies to your group being on site)

() Day Use

() Single overnight

() Multiple overnights

Facilities Being Reserved *(check as many as apply)*

Creek Side Area

() Penns Creek Lodge *(lodging for 42 people)*

() Lick Run Cabin *(lodging for 10 people)*

() Weikert Run Cabin *(lodging for 6 people)*

() Meeting Room

() Arts & Craft Building

() Picnic Pavilion

Mountain Side Area

() White Pine Lodge *(lodging for 24 people)*

() Hemlock Lodge *(lodging for 24 people)*

() Cabins: *(lodging for 9 people per cabin)*

Specify the number you're reserving _____

() Dining Hall

() Group Challenge Course

Meals

All meals will be prepared by the food service staff. No cooking by groups is permitted. Check (✓) below the meals you're requesting for **A LA CARTE PRICING** (B = Breakfast; L = Lunch; D = Dinner; S = Snack)

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
___ B	___ B	___ B	___ B	___ B	___ B	___ B
___ L	___ L	___ L	___ L	___ L	___ L	___ L
___ D	___ D	___ D	___ D	___ D	___ D	___ D
___ S	___ S	___ S	___ S	___ S	___ S	___ S

Check below which **PACKAGE** your group desires, if not using a la carte pricing:

PACKAGE A___ **PACKAGE B**___ **PACKAGE C**___ **PACKAGE D**___ **PACKAGE E**___

The minimum charge for meals will be the number you communicate to the Site Director two weeks prior to your scheduled arrival. Guests dining in excess of the number indicated will billed at the current meal rates.

Insurance

Agencies and churches of the Susquehanna Conference are covered under the Conference insurance plan. Groups incorporated but not related to the Susquehanna Conference of The United Methodist Church are required to submit to the Camping Office a *Certificate of Insurance* prior to their arrival at the site. Non-incorporated groups are hereby notified that any individual claim for accidents, illness or dental is the sole responsibility of the individual, and will need to be submitted for payment to his/her personal health insurance.

Groups using these facilities will be expected to follow the Safe Sanctuaries Child Protection Policies which include:

- ✓ Two adult rule;
- ✓ No children unsupervised;
- ✓ All activities will occur in open view,
- ✓ Supervision shall be 18 years of age and at least 5 years older than oldest child or youth participant,

Outside groups will be provided a copy of the Susquehanna Conference Standards

Covenant

I have read in full the information included in the current Rate Schedule, and accept responsibility for communicating the fees and regulations contained therein to the members of the group named on this application.

_____ Day Phone: (____) _____
(signed)

Evening Phone: (____) _____

Name *(please print)* _____

Address _____

City _____ State _____ Zip _____

Email: _____