



Welcome to Camp Mak-A-Dream. Thank you for choosing our facility to host your event. The policies and procedures are designed to improve your comfort and safety, as well as the comfort and safety of those around you.

Please note that we are working with the utmost safety in mind at Camp and for our staff during the COVID-19 pandemic. Safety measures for food handling, sleeping arrangements and common areas will be in place for your stay. As of January 1, 2021:

- Your group size must be 50 people or less.
- If Camp Mak-A-Dream needs to cancel your event for safety reasons and/or due to any new state or national guidelines, we will give you as much notice as possible, at least one month, and refund any monies you have paid toward your rental. **If, however, you need to cancel for any reason, the cancellation policy stated below applies.**
- Anyone who is ill or presents to camp with symptoms will not be allowed on the grounds.
- Social distancing of six feet is required and you must wear a mask other than when eating meals, sleeping or in family cohorts.
- Each cabin will have a reduced number of beds available to keep a social distance. While we will keep the common areas as clean and disinfected as possible, you are responsible for bringing your own personal sanitizer and masks.

These COVID-related guidelines are subject to revision as circumstances change throughout the year.

1. We require a 20% deposit or a \$500 minimum, whichever is greater, based upon your estimated rental costs. This is to be paid a minimum of 3 months (90 days) before your event or upon receipt of rental documents if less than 90 days.
2. Confirmation of the number of attendees is required four weeks before your event. We will contact you four weeks before your rental to get your final count. This is the minimum number you will be billed for in your final invoice. This will increase if there are additional attendees. If less attendees are present for your event, you will still be billed this minimum amount.

3. If we receive a request by another rental party for your date prior to our receipt of your deposit, you will be notified and have 14 days to submit your deposit or your date will be released and made available to other groups.
4. If you require an additional cabin to be opened to accommodate guests, we have a minimum 5 guest charge (\$250) due to the inherent costs of housekeeping, utilities and grounds keeping services to make this possible.
NOTE: During the COVID pandemic, we may need to adjust the number of cabins or change our fee structure to per person in order to accommodate for social distancing while still trying to keep our fee structure reasonable.
5. We have enclosed a list of our policies & procedures. Please share this information with your guests or post in your cabins.

Cancellation policy:

- **60+ day notice**- you will receive a full refund minus \$250.00 for administrative fees.
- **45-60 days**- 50% of your deposit will be refunded
- **44 days or less**- your deposit is non-refundable

All contracts and payments should be mailed to:

Camp Mak-A-Dream, P.O. 1450, Missoula, MT 59806-1450

Thank you and enjoy your stay.

Linda Baldwin, Business Operations and Rental Coordinator

rentals@campdream.org

406-549-5987



Policies and Procedures for Rentals at Camp Mak-A-Dream

Please share pertinent information with all participants in your group.

Welcome to Camp Mak-A-Dream. Thank you for choosing our facility to host your event. The policies and procedures are designed to improve your comfort and safety, as well as the comfort and safety of those around you. **The phone number at camp is 406-288-3030. Camp Mak-A-Dream is located just off interstate 90 at Gold Creek exit 166. Take the exit and travel south approximately 1 mile and turn right on Camp Mak-A-Dream Road in front of the white church. Our gate entrance is approximately 1/2 mile west on the left side.**

- This is a non-smoking facility. Camp property and buildings on campus are smoke free. A designated area will be provided upon request.
- **Discounts- Any group who rents the facility 2-3 times per calendar year will receive a 15% discount off of their final bill. Any group who rents the facility 4 or more times per calendar year will receive a 20% discount off of their final bill.**
- The kitchen is closed to guests. If you need assistance, please contact our host/chef.
- Vehicles are to remain in the parking lot. You may park your vehicle behind the lodge to unload, but please stay on the service road (SPEED LIMIT 15 MPH) and do not drive on the sidewalks or grass and return to the parking lot as soon as you are done unloading.
- Wagons are available to help move your luggage or supplies. Do not ride or transport people in them. They are not allowed in cabins or the main lodge due to the damage to the doors and door moldings that occurs when bringing them inside the buildings.
- Please pay careful attention to the sidewalks. During inclement weather, although we attempt to keep them clear, some buildup of ice is unavoidable. Please stay on sidewalks which are lighted at night. There are motion sensor lights on the side of the buildings to ease travel in the evenings, although you may wish to walk with a flashlight.
- Please use caution when walking around the pool and hot tub, as these areas can become slippery, especially at night and during the winter season. Children must be accompanied by an adult and appropriately supervised at all times.
- The hot tub will remain covered except when you use it. Please pull the cover back over the hot tub when you are done. The roller is easy to use and keeping it covered when not in use will save on the heating bill. If you need assistance, please ask for a demonstration. **Anyone under 18 years old must have an adult present while they are in the hot tub.** Please use the restroom in the lower level of the lodge to shower prior to entering the hot tub.

- The game tables are fragile. Please do not sit on or attempt to move the tables. You are responsible for any damage incurred during your group's stay.
- At meals, please bus your tables, with plates and bowls in the large bus tubs and silverware in the small black bins and trash in the cans provided.
- There is filtered water available in all cabins as well as the back of the Dining Room by using the faucet with the thin black handle.
- If walking or running off camp property, keep in mind the ranch to the west of camp and the hill behind camp is private property. Please make a right turn after descending the Camp driveway.
- Thermostats in the cabins are located on the wall next to the fireplace or in the small sleeping room. If the thermostat is located in the small room, the door must remain open to ensure the comfort of everyone in the cabin.
- The fireplaces in the cabins and lodge are available for your use. Wood is available outside each cabin door. Please check that the flue is open. By 11:30 p.m. please be sure the fire is at a minimal level, with coals turned down and the screen closed, and avoid adding wood to the fire at that point. The fireplace in the lodge must be out completely when the lodge is left unoccupied.
- Please use the front door of the cabins. The side doors are for emergencies and should not be used as a main entrance. **Please turn lights out and close all doors when you leave a building**
- When showering, please pull the curtain inside the black rubber strip to avoid flooding. This will help prevent flooding the bathroom floor. If needed a mop and bucket are in the closet across from the sink in the kitchen.
- Each cabin has a phone for on-campus calls only. If you need an outside line, there is a phone in dining room.
- By the phone is an Emergency Procedure Protocol list with the location of the facility. In the event of an emergency (medical, fire etc.) call 911.
- Should there be any needs or facility issues during your stay, please contact our Facilities Director as soon as possible. **Jake Wood 406-546-5181**.
- Food service will be provided by our chef, Joe Colistro. He will be in contact regarding your menu and diet preferences (joe@campdream.org).

Again, these rules are designed to protect you and your fellow participants. Your understanding and cooperation is most appreciated. We wish you a successful and safe event!

The Staff of Camp Mak-A-Dream