



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.

1. We require a 20% deposit or a \$500 minimum, whichever is greater, based upon your estimated rental costs. This is to be paid, along with return of the signed rental contract, a minimum of 3 months (90 days) before your event, or upon receipt of rental documents if less than 90 days.
2. We will contact you two weeks before your rental to get your final count. This is the minimum number you will be billed for in your final invoice. If fewer attendees are present for your event, you will still be billed for this minimum amount.
3. If we receive a request by another rental party for your tentative 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 (\$300) due to the inherent costs of housekeeping, utilities, and grounds keeping services to make this possible.
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 of your deposit 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. All Camp property and buildings on campus are smoke free.
- **Discounts - Any group who rents the facility 2-3 times per calendar year will receive a 15% discount off their final bill. Any group who rents the facility 4 or more times per calendar year will receive a 20% discount off 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 paved service road (**SPEED LIMIT 15 MPH**). 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 in 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 work 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.
- **Use of pool or hot tub:** Appropriate swimwear is required when in or around the pool or hot tub. Anyone under 18 years old must be accompanied by an adult and appropriately supervised at all times. Please shower prior to entering the hot tub, using the restroom in the lower level of the lodge. 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.
- 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.

- 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, putting plates and bowls in the large bus tubs, 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. Please be sure the fire is at a minimal level by 11:30 p.m., with coals turned down and the screen closed. 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. 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 the dining room. There is guest Wifi in the Lodge for your use. Please ask our Facilities Director for the password.
- 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, (406)546-5181.**
- Food service will be provided by our chef, **Erin**. You will be contacted regarding your menu and dietary preferences. During your rental, you can contact her at **(406)544-4299.**

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

The Staff of Camp Mak-A-Dream