

Camp o' the Pines Reservation Request

Name	Today's date	Event name
Person responsible for event	Phone	Email
Number attending	Arrival/departure day and date	Arrival/departure times

Rental Type

Private

Affiliations

Check all that apply.

- ☐ Faculty/Staff
☐ Graduate Assistant

Group

Ministry Department _____

- ☐ Day Reservation—\$450
 (Chapel, Rec Room, Skillet Dining Room,
 and your choice of 2 available cabins)

**To reserve facilities for a rehearsal dinner, wedding ceremony, or reception, submit a Wedding Facilities Rental Application to the Campus Church Facilities Coordinator.*

**To reserve facilities for a retreat, PCA activity, or collegian activity, please use the form available from the Interiors Office.*

Rental Location(s)

Cabins—\$15/night each (beds are twin size unless specified)

- ☐ Star Cabin—4 beds, full sofa bed, microwave, stovetop, refrigerator, bed linens, towels
☐ First Aid Cabin—11 beds, full sofa bed, microwave, refrigerator
☐ Cabin N—4 beds, full sofa bed, microwave, compact refrigerator
☐ Cabin 11—4 beds, full sofa bed, microwave, compact refrigerator
☐ Cabin 12—4 beds, full sofa bed, microwave, compact refrigerator

Other—\$10/night

- ☐ RV Pad

Venues—\$100/day each

- ☐ Rec Room
☐ Skillet Dining Room

Venue day and date	Setup/cleanup times	Event times

Rental Information

- You will receive a confirmation email from the Interiors Office when your reservation request is approved. About one week before your event, you will be emailed a memo telling you when to pay the fee and pick up your key(s) from the Cashiers Office.
- Facilities are available for anniversary celebrations, birthday parties, etc., but not for fundraisers or events that promote another organization. Zip lines, waterslides, pool, and paddleboats are not available.
- Single women must be in groups of at least two. Camp is not available for dating.
- Groups are responsible to clean up all areas.

"I agree that my group will abide by all facility guidelines and procedures."

Signature _____

am/hb 2021

Office use only:

Approved by _____ Date _____