



# SUMMER CAMP CHURCH GROUP REGISTRATION

P.O. Box 267 Clayton, OK 74536  
Phone: (918) 569-7856 Fax: (918) 569-4790

## ACCOUNT & CONTACT INFORMATION

Event Name: \_\_\_\_\_ Event Director: \_\_\_\_\_ Phone: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Church Name: \_\_\_\_\_ Church Telephone Number: \_\_\_\_\_  
Church Contact Person: \_\_\_\_\_ Fax Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Person's Cell #: \_\_\_\_\_  
City: \_\_\_\_\_ Contact Person's Home #: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Person's Email: \_\_\_\_\_

## LODGING RESERVATIONS

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
(Check in begins at: \_\_\_\_\_ Exceptions are listed under "Notes & Special Provisions")

Number Of Females In Dorms \_\_\_\_\_ Number Of Males In Dorms \_\_\_\_\_ Total People In Dorms \_\_\_\_\_

The above "Dorm Numbers" must include Counselors and Campers regardless of age. If they are to have a bunk, they must be included in the count.

Number Of Motel Rooms Requested: \_\_\_\_\_ # In Each Room: Room 1: \_\_\_\_\_ Room 2: \_\_\_\_\_ Room 3: \_\_\_\_\_ Total \_\_\_\_\_  
(Motel Check-Out time is 8:00 A. M. Keys must be turned in by this time. Exceptions are listed under "Notes and Special Provisions")  
Total Expected Attendance From Your Church \_\_\_\_\_

**You must provide MCC with a completed MCC provided Roster and Camper or Counselor Registration, Health & Activities Form (included in your registration packet) with the name of EVERY person attending. A copy of your event's schedule is due at the time of check-in, or prior to arrival if requested.**

### Commuter (Day Use) Fees

Any individual attending Minnetonka Christian Camp, Inc. who is not a registered guest at MCC may be charged a fee of not less than \$7.50 per day to use MCC facilities and grounds. Other charges may apply based on activities in which the individual participates.

## FOOD SERVICES

### DINING HALL RESERVATIONS

Dining Hall meals have been scheduled for your church group at the regular dining times for the week that your church is attending.

### SPECIAL MENU REQUEST

Minnetonka Christian Camp can not be responsible for special dietary requirements or food allergies. It is the responsibility of your church group, or individual, to provide for any such requirements. We will, however, make every effort to assist with storage and provide equipment, if available, for you to prepare special foods. It will be your responsibility to make arrangements with the kitchen supervisor for the above special services in advance.

### ADDITIONAL MEALS

This generally refers to 'box lunches' on the day of departure. This service is available, if arranged prior to your church group's arrival. There is an additional fee for the requested 'box lunch' which is due at check-in.

**Camp activity pictures are updated daily on FaceBook: Minnetonka Christian Camp**

**Event Space & Scheduled Events:**

The following list shows every event that IS NOT part of the week’s regular schedule, but has been requested by your church group.

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**NOTES AND SPECIAL PROVISIONS**

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**FINANCIAL OBLIGATION AND SIGNATURES**

**Property Damage/Abuse**

The above named church group will have financial responsibility for any damages and excessive wear and tear incurred to the MCC grounds, facilities, or property. Clean up of any facilities or grounds that are excessively dirty will be the financial responsibility of the group. Repairs and clean up will be billed at a rate that includes materials and labor. Should such damages, excessive wear and tear, or clean up needs be discovered after departure, a bill will be sent to the above stated address.

**Payment**

All groups registered for lodging and/or meals will be required to pay their projected total bill at check-in with the balance, if any, to be paid at check-out. Failure to pay any remaining balance by check-out will result in a 20% additional charge.

**General Policies and Insurance Requirements**

Lodging and event space will be assigned by MCC to best meet the needs of each event. MCC reserves the right to change guest rooms, conference space and/or other events and services to best meet overall guest, property and staffing needs. MCC will attempt to notify applicable groups of any such changes. MCC does not provide security of any type. This is the responsibility of your camp, group, conference or retreat sponsor.

Prior to arrival, each participating group shall provide a current Certificate of Insurance that names Minnetonka Christian Camp as an additional insured for the group’s General Liability, Automobile Coverage for the vehicles brought to Camp and all other coverage necessary to cover against any claims of abuse, mistreatment or molestation. If the group does not have the insurance coverage described above or fails to provide the Certificate of Insurance prior to arrival, Minnetonka Christian Camp, Inc. may secure the required coverage for the group and add the cost of such insurance to the group’s financial obligation.

Each participating group is responsible for conducting, and by signing below promises to conduct, a thorough background check for each chaperone, counselor and/or camp director the participating group brings to MCC and shall have determined that each such chaperone, counselor and/or camp director is appropriate for their role and is solely responsible for the behavior of all the members of their group, their well being, and their adherence to posted camp policies.

This registration becomes effective after MCC has received the signed original at our office. Please contact MCC Executive Director before making any alterations to this form. Alterations will be considered valid if dated and initialed by both MCC and the sponsoring group. The attendance numbers may be increased if housing and conference space allow. An amended registration form may be sent to the group reflecting all changes that are mutually agreeable.

**Neither ‘over-the-counter’ nor prescription medications are allowed in the dorms at MCC. All medications must be taken to the First Aid Station (if one has been designated by the event director) for safe keeping or stored where they can be accessed only by personnel authorized to dispense the medication. MCC does not provide medical personnel. This is the responsibility of the event director.**

**MCC does not provide security of any kind and is not responsible for lost, stolen, or damaged guest vehicles or personal property. It is understood that the distribution of drinks, snacks or other food items will not be allowed. Plain bottled water will be permitted.**

**An authorized official of the sponsoring church group is to sign in the space provided below and return one copy of the contract by \_\_\_\_\_ to reserve space for the requested week.**

Authorized Signature \_\_\_\_\_ Print \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

MCC Business Services Signature \_\_\_\_\_ Print \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_