

**DISCIPLES CONGREGATIONS AND CHURCH MEMBERS**  
**Laurelview Christian Center Reservation Form**

**Mail to:** Laurelview Task Force, P.O. Box 465, California, PA 15419

**Please email [rentals@laurelview.org](mailto:rentals@laurelview.org) if you have any question**

**CONTACT INFORMATION**

Name of Group \_\_\_\_\_

Purpose for using the center \_\_\_\_\_

Disciples Congregation \_\_\_\_\_

Person Responsible For Group \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

**GROUP INFORMATION (Approximate Numbers)**

Total \_\_\_\_\_ (Males \_\_\_\_\_ Females \_\_\_\_\_) Ages: From \_\_\_\_\_ to \_\_\_\_\_

Must have two adults per group. Groups over 20 must have one additional adult for every 10 youth under the age of 18.

**DATES AND TIMES**

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Time arriving: \_\_\_\_\_ Time Departing: \_\_\_\_\_

*Please note that you need to arrive and depart within an hour of the time you give to us.*

**BOTH SIGNATURES REQUIRED**

**For Special Disciples' Rate**

**MINISTER'S SIGNATURE**

This congregation or church member is in good standing with the Christian Church in Pennsylvania

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GROUP LEADER'S SIGNATURE**

As the person responsible for this group, I accept responsibility for the care of the property, the conduct of the group, and will make all participants aware of the rules of the conference center. Also, we submit a list of names, addresses and email addresses of participants for future Laurelview promotions.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **SPACE & FEES**

### ***Discounted Fees for Disciples Churches and Members***

#### **FIRST CHECK INCLUDES:**

Event Fee: \$250 for entire event  
Fee includes grounds, pavilion, upper barn with labyrinth, basketball and recreation space and Thompson Dining Hall with a large meeting room and large kitchen (Note use of kitchen has additional charge below)

#### Additional Space and Fees

___ Large Kitchen in Thompson Dining Hall	\$50 per day
___ Director's Cabin (Small meeting room with fireplace and small kitchen) Also has two bedrooms sleeping 24 total with two baths	\$100 per overnight
___ Dormitory Cabin #1 (Four pods sleep up to 36 persons with two baths)	\$100 per overnight
___ Dormitory Cabin #2 ( Four pods sleep up to 36 persons with two baths)	\$100 per overnight

Total Amount Due \_\_\_\_\_

#### **SECOND CHECK**

Deposit for Cleaning or Damage \$100 for event

This check is returned once the Camp Host confirms that the space was cleaned and there was no damage.

#### **CANCELLATIONS**

Please contact Conference Center Registrar if there is a need to cancel. If cancelling before 7 days, all money will be refunded. After 7 days, only the check for the Damage and Cleaning Deposit will be reimbursed. The check for the Event Fee will not be refunded but may be applied to a future date within the year.

## **REGISTRATION SUMMARY**

#### **Church Responsibilities if renting for a congregational event:**

MAIL HARDCOPY OF THIS FORM WITH SIGNATURES AND:

- o COPY OF CHURCH'S CERTIFICATE OF INSURANCE naming Laurelview Camp as additional insured for the time of your stay
- o FIRST CHECK FOR FEES made out to Christian Church in Pennsylvania. Note Laurelview
- o SECOND CHECK OF \$100 FOR CLEANING AND DAMAGE (Returned if all is in order after event)  
Made out to Christian Church in Pennsylvania. Note Laurelview

#### **Individual Disciple Responsibilities if renting by an individual for a personal event:**

MAIL HARDCOPY OF THIS FORM WITH SIGNATURES AND:

- o Signed waiver
- o FIRST CHECK FOR FEES made out to Christian Church in Pennsylvania. Note Laurelview
- o SECOND CHECK OF \$100 FOR CLEANING AND DAMAGE made out to Christian Church in Pennsylvania, Note: Laurelview. This check is returned once all is found in order after the event

#### **Registrar Responsibilities:**

- Once both the form and checks are received, the registrar will contact you to confirm your reservation along with a list of what to pack, camp rules and check out procedures
- A Camp Host will be assigned to welcome your group and to insure the safe use of the grounds during your stay.

**Form Updated June 9, 2016**