

## **RESERVATION PROCEDURES**

### **Reservations:**

Reservations for the use of Calvin Center are accepted on a first-come, first-served basis and can be made through the office Monday - Friday 9:00 am - 4:00 pm. Reservations will be accepted up to one year in advance. Overnight fees include a meeting space suitable to the size of the group and some AV equipment. If available, additional meeting spaces may be rented. Generally, we serve multiple groups at the same time; however, exclusive use rates are available. Upon receiving your request for use of Calvin Center, a contract will be emailed to you for your approval. The signed contract must be returned to the Calvin Center office along with the full Non-Refundable deposit, (50% of the estimated total). Once the signed contract and the deposit are received, the reservation will be confirmed and secured. All deposits go to the final invoice.

### **Payment Schedule:**

- 1) At time of contract - 50% deposit of estimated total is required.
- 2) 30 days prior to event - Final numbers are due for overnights and meals.
- 3) Upon arrival - Final payment due.

**Conference Lodge (Hotel):** Conference Lodge bedrooms have one queen and one twin bed in each room and are billed at a per room, per night rate (including linens). Minimum booking for the Conference Lodge is 5 rooms. A limited number of rollaway beds are available upon request. Once overnight minimum numbers are met, children ages 3 to 9 years are charged at half price for meals. No charge for children under three years.

**Hicks Lodge, Unit 5 & Geneva Lodge (Bunk Style):** Hicks Lodge, Unit 5 and Geneva Lodge are bunk style facilities which are all billed at a per person, per night rate with minimums to reserve. Linens are not provided. Calvin Center can provide linens for a one-time fee. Once overnight minimum numbers are met, children ages 3 to 9 years are charged at half price for both lodging and meals. No charge for children under three years.

### **Food Service:**

All Groups using Calvin Center foodservices are responsible for notifying our office of the final meal numbers no later than 14 days prior to the event. A minimum of 10 people are required to use our Food Service. Groups will be allowed 10% over/under on these numbers and charged accordingly. If there are special dietary needs (food allergies, vegetarians etc.) please let us know two weeks in advance.

**Usage Policies:** There are very few restrictions for guests at Calvin Center. Groups will be held responsible for observing the following policies;

**Recreational Facilities & Equipment:** It is not uncommon to have more than one group meeting at Calvin Center at the same time. Guests are expected to share (and return when finished) recreational facilities and equipment.

**Health Care:** No medical services will be administered by Calvin Center Staff. Insurance coverage is the responsibility of the guest.

**Quiet Time:** Rest is essential to a successful retreat. At 11:00 pm all guests are to be in their own facilities and quiet time is to be observed. Any exception must be negotiated in advance with the Calvin Center office.

**Damages:** Groups will be charged for damages based on material and labor cost for repairs / replacement.

**Smoking is prohibited** inside any building at Calvin Center.

**Firework/Firearms:** Possession of fireworks / firearms on the property is prohibited.

**Pets:** For health and safety of all guests, pets **are not** permitted on the grounds.

**Inclement Weather Cancellations:** Calvin Center follows the GA state inclement weather closure policy. Groups that need to cancel their event because of inclement weather, may transfer their deposit to another date within 90 days of original event (subject to availability).