

Check-In Policy

For Overnight Rental: check-in time is 3:00pm and check-out time is 11am.

For Day Rental: Full day rental times are 8am-6pm. Half Day rental times are 8am-1pm or 1pm-6pm.

- Upon arrival the Rental Group must check in with the Camp Host. When the Camp Host is unavailable, the Rental Group must sign-in to the Rental Logbook located in Hobbs office.
- Rental Groups should add in their selected times for Community-Use Areas into the Rental Logbook. If the group plans these ahead of their arrival, they can contact the Registrar, and the Camp Host will log them in ahead of arrival.
- Please contact the Registrar if you want to arrive early or stay later than designated times. They will approve or deny based on camp activity. Early arrival/late departure may require additional fees.
- All reservations are for specific units, if you wish to move or change your reservation in any way, you must inquire with Registrar or Camp Host before doing so.
- Upon arrival at your unit please report any visible defects to Registrar or Camp Host.
- No outside boats/watercrafts are allowed (including inflatables).

Cleaning Policy

- Rental Groups are responsible for all set-up and clean-up.
- Remove all personal gear from the cabin or campsite.
- Clear area of trash, including the grounds around the rented unit.
- Clean out fire pits and stack extra wood in designated area neatly.
- Remove all trash bags from rented facility and throw in camp dumpster or recycling bin as appropriate (located next to the Dining Hall).
- Empty all food items from refrigerator, freezer, and cabinets unless marked as Our Nawakwa.
- Sweep & mop floors.
- Wipe down unit's sinks, toilets, and showers inside and out.
- Clean mirrors.
- Additional Clean-Up procedures may be documented at your individual unit, please complete all procedures.
- All renters are responsible for leaving all equipment and facilities in a clean and orderly condition.
- Rental Groups are financially responsible for property damage and extra cleaning costs above and beyond normal use. Fee must be paid within 30 days of use.

Check-Out Policy

At the designated check-out time have all items completed on the cleaning checklist.

- Camp Host will complete a walk-through of your rented unit to check for cleanliness and/or damage.
 - If Camp Host is not available, sign-out in the Rental Logbook located in Hobbs office, indicating that the cleaning checklist was completed, and what time you departed from camp.
 - If Camp Host is available, failure to complete a check-out with them may result in a \$100 cleaning fee per unit.

Approved by the Board of Our Nawakwa, Inc. on the day of **January 22, 2024**

Amended _____.

Chair, Our Nawakwa, Inc. Board of Directors