

ON Reservation & Cancellation Policy

Reservation Priority Intentions

It is the intention of Our Nawakwa, Inc. to give rental priority to youth organizations or groups that align with our mission and vision. In accepting reservations for the use of Camp Nawakwa, our Reservations team will give priority, at our sole discretion, to rental groups who are considered to be of youth purpose and function.

Youth activities will possess one or more of the following characteristics including:

- They are administered by a youth focused group, nonprofit, or school.
- They are run by youth.
- They directly benefit youth.
- They invest in the future of our community, environment, and/or globe.

Rental groups are encouraged to plan for the use of Camp Nawakwa. Reservations will be accepted on a first-come, first-served basis. Youth organizations may reserve use of Camp Nawakwa up to 365 days in advance of reservation date(s). Non-youth organizations may reserve use of Camp Nawakwa four months (120 days) in advance of reservation date(s).

Applicants should work with the Our Nawakwa Reservation Team to maximize the use of Camp Nawakwa and should recognize that multiple rental groups can successfully coincide with each other, using the ample space and facilities found at Camp Nawakwa.

Reservations can be requested at: property@ournawakwa.org

Reservations

Reservations for camp will be made in accordance with the following Reservation Policy:

- All rental groups are required to sign a Property Rental Agreement, and provide the following:
 - Proof of at least \$1,000,000 liability insurance (with Our Nawakwa, Inc. listed as an additional insured).
 - Proof that a member of the rental group has a current American Red Cross or equivalent CPR/First Aid certification.
 - Signed Waivers for each participating camper. These can be found at: <https://ournawakwarentportal.org/camp-nawakwa-cornell-wi/camper-releases/>
 - Acknowledgement that all adults in your group have successfully passed background checks, and that you have documented health information for each participating camper.
- Use of properties must not conflict with Our Nawakwa, Inc.'s mission, vision, or programming needs, and must not harm or damage the property's facilities or natural environment. Activities that could damage the property or its facilities, harm the natural beauty of the site, or disturb others are strictly prohibited.
- All activity on property will be in accordance with Our Nawakwa's policies and procedures.
- All reservations for both youth and non-youth Rental groups will be accepted on a first-come first-served basis with priority given to youth focused organizations. Some Rental groups may rent concurrently and/or activities may occur simultaneously using different portions of the property.
- When reserving the entire property: A minimum of 2-night stay is required.
- Exclusive use of the amenities (waterfront, dining hall, flat, etc.) is only available to those who have reserved the entire property. Rental groups who are not renting the entire property can sign up for blocks of time to use Community-Area spaces. See Community-Area Use Policies & Procedures for more information.

Payment Requirements

- Payment in full is due within 30 days of signing this agreement. If your group needs a payment plan, please email our Reservations Team at property@ournawakwa.org to request one.
- If reservation date is within 30 days, payment will be due at time of booking.
- If payment is not received within 30 days, or a payment plan agreed upon, the dates of the reservation will be opened up to other potential renters.
- A refundable deposit of \$75 is required with the rental of the Commercial Kitchen.
- See our website (www.ournawakwa.org) for rental prices and more information.

Cancellations

Because Our Nawakwa, Inc. is a small non-profit, cancellations affect us significantly. If you need to make a cancellation or change your reservation, please contact property@ournawakwa.org as soon as possible. This helps to increase the chance of rebooking.

- A refund will be issues based on when we are notified of the cancelation:
 - If notified more than 14 calendar days prior to reservation: payment will be refunded **minus the reservation fee.**
 - If notified 3 to 13 calendar days prior to reservation: payment will be refunded **minus the deposit plus reservation fee.**
 - If notified 2 calendar days or less prior to stay: **no refund will be processed.**
 - *(Reservation fee = \$5/unit or \$50 when renting entire camp & Deposit = 25% of reservation total)*
- Approved refunds will be issued to the primary contact on the reservation unless otherwise requested by that individual.
- Refunds will be processed in the form of a check. Please allow 30 days for refund.

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

Amended **February 1, 2024**

Amended **April 29, 2024** *update date once board approves

Chair, Our Nawakwa, Inc. Board of Directors