

Laurel Ridge Camp, Conference & Retreat Center Rental Rates, Terms and Conditions 2026

Laurel Ridge Camp, Conference & Retreat Center is owned and operated by the Moravian Church in America, Southern Province to provide a facility for its programs and activities of its member churches and agencies. Other Christian denominations, Para-church groups, nonprofit organizations and individuals whose purpose and objectives are not contrary with those of the Moravian Church in America, Southern Province may use the Laurel Ridge facilities as space is available. In keeping with the purpose of Laurel Ridge Camp, Conference & Retreat Center, the director has the authority to schedule or refuse use of the facility.

Rate Information

Rates are per room per day and include one night's lodging and linens.

Salem Wing - Rooms with Private Baths	<u>April 1 - Oct 31</u>	Bishop Wing - Rooms with Semi-Private Baths	<u>April 1 - Oct 31</u>
Salem Wing	\$135.00	Bishop Wing	\$100.00
	<u>Nov 1 - March 31</u>		<u>Nov 1 - March 31</u>
Salem Wing	\$110.00	Bishop Wing	\$90.00

Four Handicap Rooms are available with private baths at applicable rates above.

Meals are available with a minimum of 10 people attending or by special request. Rates are as follows: Breakfast \$13, Lunch \$15, Dinner \$16. Children age 5 to 12 are half price, under age 5 are free.

Conference Rooms may be reserved for meeting space. Rates for Conference Rooms are per day and include set up/take down, A/V, TV-DVD, white board, flip chart, and optional beverage service. There are 4 possible meeting spaces available for use: Morningstar (A&B) \$0, Morningstar A \$0, Morningstar B \$0, Comenius \$0, and Sunrise \$0.

Reservations for equipment, campfire or worship sites and most activities must be made at least 7 business days prior to arrival. For activities that require extra leadership (i.e. GIC, lifeguarding), 30 day notice is required so we may recruit staffing. Charges will be quoted upon reservation.

Laurel Ridge Terms and Conditions:

by checking each box and signing below, you acknowledge you have read and accept these terms & conditions.

- ☐ Laurel Ridge accepts reservations for conferences and retreats anytime but never more than one year in advance of arrival date. Reservations are contracted on a first come, first serve basis, without regard to race, gender, religion, disability or national origin. Groups needing a meeting space may reserve one Conference Room initially and have the option to add Conference Rooms as they are available 30 days prior to arrival.
- ☐ Reservations are made for a specific number of rooms. Groups are encouraged to reserve only the minimum number of rooms deemed necessary for their event. Rooms may be added as availability allows. Please indicate how many of each type of room (view preference, private bath, semi-private bath or handicap) you prefer when reserving. Laurel Ridge Registrar will assign sleeping rooms. Requests for specific rooms are limited to Handicap Rooms.
- ☐ To reserve space, Laurel Ridge must receive a non-refundable deposit of 10%. Deposits are due by the date specified on the contract.
- ☐ A \$50 per lodging room deposit will be required at least 90 days prior to the event to confirm a reservation.
- ☐ Any cancellations or changes must be made at least 30 days before the group is scheduled to arrive. If cancelled after this date all deposits will be forfeited.
- ☐ Upon receiving reservation request, a contract will be mailed to Lessee, stating deposit amounts and due dates. If a deposit is not received in registrar's office by the deposit due date, Laurel Ridge reserves the right to rent to another group or individual. Contract will also confirm retreat rates and program specifics.

CHECK-IN: after 4:00 pm CHECK-OUT: before 11:00 am

- ☐ Check in & out times are firm unless special authorization is obtained. Keys are to be returned to the lobby desk by 11:00 am.
There will be a \$15.00 replacement charge for each lost key.

Food Service: Groups must confirm the number of people eating for any food event, including any food allergies or preferences, at least 5 business days before their arrival.

- ☐ Suggested Meal Times: Breakfast 8:00 am, Lunch Noon, Dinner 6:00 pm. However, we will attempt to accommodate your specific needs. Meals are served buffet style unless otherwise contracted. Proper attire must be worn at all times in the dining room. Adults are asked to supervise children through the serving line to minimize waste and to maintain traffic flow. Our staff will ask children to move with their parents if they begin through the line unattended. The dining room is closed for one hour after each meal for cleaning.

Laurel Ridge Terms and Conditions continued:

- ☐ Children must be supervised at all times. No running, jumping on furniture or other horseplay is allowed. Laurel Ridge is a great and safe place for youth; however, experience has shown us that most incidents of unsafe behavior, accidents, and vandalism occur when youth are not properly supervised by adults. Our staff will speak to your children if they are behaving inappropriately.
- ☐ Your group is expected to cooperate in maintaining a tranquil and restful atmosphere for all persons using the facility, including other groups, sojourners, residential staff, and neighbors. After 10:30 p.m. and before 7:00 a.m., noise should be limited to quiet indoor conversations.
- ☐ Lessee will be responsible for all repair, replacement or associated costs for damages beyond normal wear and tear to grounds, facilities, furnishings and equipment caused during the rental period. We inspect our facilities and will bill your group for damage to a facility beyond normal wear and tear.
- ☐ Lessee agrees to release and indemnify and hold harmless Laurel Ridge and its agents from and against liability for personal injury to guests resulting from any cause whatsoever except such personal injury caused by the willful negligence or intentional acts of Laurel Ridge or its agents.
- ☐ A list of furnished items is in each guest room. Please notify the front desk of any missing items or damage in room upon arrival. Laurel Ridge will not be responsible for lost, stolen or damaged belongings. Please keep track of your belongings and take them home when you leave. Any items found will be kept in a "Lost & Found" for 30 days and will be donated to a charitable cause if not claimed within that time frame.
- ☐ Upon completion of retreat, Lessee will check out, return all keys and settle accounting of charges which include but are not limited to room charges, extra meal costs, and remaining balance due. Lessee may pay final balance due or if preferred, may be billed for charges, payable within 30 days of rental period.
- ☐ Alcohol policy: Laurel Ridge does not provide or serve alcoholic beverages. Groups may bring their own alcohol which must be kept in their assigned meeting room. Guests are required to drink in moderation and to keep themselves isolated from other groups during and after consuming alcoholic beverages. Alcoholic beverages may not be consumed by anyone under the age of 21.
- ☐ No unauthorized pets are allowed at Laurel Ridge. Service animals are only allowed with proper documentation and permits.
- ☐ Vehicles are only allowed in designated areas.
- ☐ Laurel Ridge strives to provide a healthy and smoke free environment. Smoking is prohibited inside any and all facilities and is only permitted in outside designated areas. Illegal drugs, weapons, and fireworks are absolutely prohibited.

Lessee agrees to abide by the following "Rules For Groups"; a list of safety and maintenance rules. For groups with children or youth, parents or adult leaders are responsible for enforcing the "Rules For Groups".

☐ For your safety & the safety of the Community, Please:

wear your shoes at all times.
walk, do not run, down hills.
do not throw rocks.
do not swim, canoe, or wade in the lake without a lifeguard.
provide adult supervision for children fishing or otherwise near the lakes.
stay within camp boundaries.
hike in groups and inform others of hiking plans.
build fires only by permission & only in designated areas.
do not tamper with fire extinguishers.

☐ For your welfare and the welfare of the community, Please:

respect other groups with whom you are sharing the camp.
do not go in unrented facilities, except common areas.
share common areas (ie, activities center, softball field) with other groups.

☐ To respect Laurel Ridge and its natural setting, Please:

do not attempt to enter locked buildings.
do not go in the camp kitchens.
put litter in trash cans and aluminum cans in recycling bins.
do not drive on lawns or on the mountaintop or block roads with vehicles.
do not write on walls or otherwise deface buildings or furnishings.
If you move furniture, return it to its original place before you leave.
smoke only in designated areas and put filters into proper receptacles.
leave the facility clean and in good condition.
do not pick flowers or other vegetation.

Weather Policy: Laurel Ridge always considers the safety of our guests first when deciding to close because of weather. If Laurel Ridge cancels an event because of inclement weather, lessee will receive a full refund. If Laurel Ridge determines conditions are safe for event to proceed and the lessee cancels, standard cancellation policy applies.

Group Name: _____

Date of event: _____

Signature: _____

Date: _____