

**Guest Policies for Tower Hill Camp & Retreat Center**  
12173 Tower Hill Road, Sawyer, MI 49125  
(269) 426-3881 registrar@towerhillcamp.org

**Reservation:**

Contact the Camp Office to make a reservation. Reservations may be made one year in advance. When you request a date, we will mail you a contract. You will have 30 days to return the signed contract & deposit. If you do not, your reservation will be forfeited. We will not automatically book & hold space for you for next year.

**Reservation Renewal:**

For 30 days immediately following a group's reservation the camp office will tentatively hold a time slot as close to the dates you had as possible. If you did not meet the minimum number of people we will work with you to find an alternate building. If you do not contact us within the 30 days the space will be relinquished for other groups to book.

**Minimum Occupancy:**

The rate sheet has the minimum occupancy for each building. Beginning in 2012 everyone who does not meet these numbers will be billed for the minimum regardless of any past exceptions that were made.

**Fees:**

Building & food fees are on the rate sheet. Each person using the camp will be charged a \$2 Endowment Fee except for Cottage Rentals which are assessed a building fee that is printed on the Rate Schedule. Michigan's 6 % Sales Tax will be applied to all reservations unless the organization provides a letter of non-profit status.

**Escrow Account:**

Groups who wish to book multiple retreats at either location can pay a deposit of \$500.00 to an escrow account. This account will guarantee all reservations made by the organization. However, should a reservation be cancelled you will be billed the standard cancellation fee. Failure to pay the fee will result in forfeit and closure of your escrow account. For information about the escrow account contact Outdoor Ministries at (815)447-2390.

**Billing:**

Please do not leave a check in your room. Email or call the week after you leave with your final numbers. We will send you an invoice. Invoices not paid within 30 days of invoice date will be charged a 2% monthly finance charge (24% annually)

**Cancellations:**

Cancellations must be made through the camp office and must take place 90 days prior to your stay in order to receive a refund minus a \$25.00 fee. If cancellation is less than 90 days you will not receive your building deposit(s) back. Groups that have an escrow account or are sponsored by the Illinois Conference will be billed for the building deposits. Weather Cancellations: In cases of extreme weather conditions the staff at Tower Hill Camp will contact you to rebook you at either site at a later date. If you need to cancel due to road conditions in your area you must call before 4PM on the day of your expected arrival.

**Alcohol, Smoking & Pets:**

Alcohol is allowed inside the buildings. If you drink, please do so responsibly and in moderation. All guests will sign the Alcohol, Drugs & Smoking Policy that is included with their reservation materials. Smoking is only allowed in the designated area behind the kitchen. No pets are allowed in camp. Service Animals must be registered and a copy of their paperwork is required at the time of registration.

**Check In & Out Times:**

Tower Hill Camp is located in the Eastern Time Zone and operates as such.

Check In: 4PM

Check Out: **11 AM**

Early arrival and/or late departures may be made if the building is not booked. An additional **\$75** charge for every 2 hour block of time will be added to your bill.

**Confirming Meal Numbers:**

Please contact the camp office one week prior to your visit to reconfirm your meal numbers and special diet requests. We try to accommodate Vegetarian, Vegan, Gluten Free, Kosher and Diabetic Dietary requests. If you do not inform us we may not have options on hand.

To secure your reservation please sign and date.

Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

**ENDOWMENT INFORMATION:**

The funds collected toward the Endowment Fund are deposited in the Outdoor Ministries Endowment Funds. The interest from these funds are used to underwrite the ministry of Pilgrim Park & Tower Hill. To inquire about an Escrow Account contact the Outdoor Ministry Office at (815) 447-2390

**SERVICE PROJECTS:**

If your group would like to do a service project at camp please let us know 2 weeks prior to your arrival. Any group who provides 4 hours work per the # of nights stayed will have their lodging waived if they eat in the dining hall.

**CENTURY CLUB:**

Tower Hill Camp has a Century Club that helps with improvements to the Camp. In 2011 the funds were used to put in new bunk beds in the Pines, Marshall, Edwards & the A Frames and to air condition the Dining Hall. To be a member of the Century Club you make a \$100 a year donation to Tower Hill Camp.

**CONSERVATION EASEMENT:**

The Outdoor Ministry is working with the SW Michigan Land Conservancy to assess whether placing 28 acres of the wooded land at Tower Hill into a conservation easement would be beneficial to the long term health of the camp.

**PINES BATH HOUSE:**

A group of volunteers from Peace Memorial Church is working to raise the money to replace the bath houses in the Pines. If you are interested in working on this project please contact the Tower Hill Office. Pines 3 has been removed so that a new facility can be built.