



**Lutheran
Outdoor
Ministries
Indiana-Kentucky**

Website: www.lomik.org
 Email: mark@lomik.org

Rev. Mark Radloff, Exec. Director
 Phone: 260.667-7750



**Send this completed
form and deposit to:**

Lutheran Hills

6371 N Bear Creek Rd
 Morgantown IN 46160-9060

Kathy Roberts, Manager
 Phone: 812.988-2519
kathy@lomik.org

Application for Use -- Lutheran Hills

Name of Group _____

Congregation _____

City/Town _____

Program Planned _____

Dates: From _____, time _____ To _____, time _____
M/DD/YY ETA M/DD/YY ETD

Group Total: (Adults _____ Youth _____ Children _____)

Our group has insurance coverage: Yes No

Lodging

Check which accommodations you desire to reserve

_____ Shedron Lodge (No Pets) \$ 100. deposit

_____ Rex House (No Pets) \$ 100. deposit

_____ Bear Creek Cottage #1 (No Pets) \$ 100. deposit

_____ Bear Creek Cottage #2 (No Pets) \$ 100. deposit

_____ Cabins (No Pets)

_____ Tent/RV sites (May-October)

We understand that due to health and safety issues,
 PETS ARE NOT PERMITTED at Lutheran Hills.

Meeting & Meal Arrangements

Wick Hall Kitchen Usage (to prepare your own meals and snacks)

Meal Service (call or email with exact count 2 weeks prior to event)

Breakfast Day(s)/Time _____

Lunch Day(s)/Time _____

Supper Day(s)/Time _____

One Day Meeting: Wick Hall ~ OR ~ Shedron Lodge

Group picnic/hiking/fishing Waterfront usage (May-Sep)

REGISTRATION PROCEDURES

1. A confirmed reservation will require a minimum \$100 deposit per building returned to Lutheran Hills (6371 N. Bear Creek Road, Morgantown IN 46160).
2. Cancellation of less than 6 (six) weeks notice—or failure to use all buildings reserved--will result in forfeiture of \$100 of deposit. Cancellation notice should be given to Lutheran Hills Resident Manager via phone: 812.988-2519.
3. Requests for food service should be made at time of reservation with a confirmed people count no less than 2 (two) weeks in advance to the Resident Manager. The minimum food service charge will be based on that count. The minimum charge for any one meal is \$100.00
4. Requests for waterfront usage require a completed Waterfront Policy form.
5. Your deposit will be credited to the total amount due for the event unless there are damage charges. If there has been damage, your deposit will be held to cover the repair cost with any additional expense billed to your group. Any credit will be refunded.
6. The balance due on any event is payable to the Resident Manager BEFORE YOU LEAVE CAMP.

FEES ARE SUBJECT TO CHANGE WITHIN SIX MONTHS OF THE EVENT

AGREEMENT

WE AGREE TO:

1. Check in with Resident Manager upon arrival - and to pay balance due at checkout.
2. Be responsible for the behavior of our group, follow all rules posted in and around building, NO PETS, and to report any property damage to the Resident Manager immediately.
3. Furnish the following: 1) one adult leader (21 years or older) for each six (6) boys or girls in attendance AND HAVE A MINIMUM OF 2 MALE ADULTS/2 FEMALE ADULTS SLEEPING IN EACH AREA of boys/girls; 2) an adult certified in First Aid/CPR to be on duty for emergency care; 3) a certified lifeguard to manage your group's pool and waterfront activities; and 4) first aid supplies and emergency transportation to medical care facility, if needed.
4. Check out with Resident Manger prior to departure and do our best to leave camp better than we found it.
5. Have following information on each group member: name, address, phone number, emergency contact names and phone numbers, listing of any known allergies or health conditions or restrictions, insurance information, and (for minors) signed permission to seek emergency medical treatment. Provide a written report of any incidents, injuries or accidents that occur during our stay.

WE FURTHER AGREE to have an **On-Site Coordinator** who is responsible for group behavior and will provide overall leadership--supervision of first aid, emergency care, emergency transportation, any specialized recreation activities—and will receive orientation from the camp's Resident Manager of camp rules and safety regulations. Our group members agree to abide by the rules provided by the camp, including not bringing on site anything that could be construed as a weapon. Our congregation/organization has approved the program to be carried out by this group.

On-site Coordinator Name _____ **Cell Phone** _____

Signature _____ Your Printed Name _____

Address _____
Street City State Zip

Home phone _____ Cell phone _____

I request a confirmation of this application by email.

E-mail Address _____