



**Camp Fire USA Council**  
**16250 Northland Drive, Suite 301**  
**Southfield, MI 48075**  
**Phone: 248-559-5840**  
**Fax: 248-559-4307**

---

Rental Procedure: If you are interested in renting our camp, please call our Southfield office at (248) 559-5840 in order to hold your date(s). At that time, we will tentatively hold your requested dates until we have received your signed rental agreement and your deposit. Once we receive these items, your date will be secured and you will receive a confirmation packet. Please note: the signed rental agreement must be registered within 14 days with a \$100 security deposit along with 20% of your rental fee to secure your dates.

The entire rental fee is due 30 days before your check-in date.

#### Security Deposit Policy

You will be expected to keep your rental in good condition or you will be charged for damages incurred during your stay. (Damages/cleaning fees will be outlined in writing and will be deducted from your deposit if necessary). If the facility is clean with no damage, the security deposit will be refunded within 30 days AFTER your rental. The confirmation package includes a check-in and check-out procedure; please refer to these documents.

Cancellation Policy: You may cancel up to 60 days before your check-in date with no penalty. If you cancel in the 30-60 days before your check-in date, a \$35 cancellation fee will be assessed. If you cancel within 30 days of your arrival, there is no refund of your security deposit or rental fee.

#### Confirmation Policy:

In order to confirm your reservation, send the following within 14 days:

- \_\_\_ Rental Agreement, please sign and date the agreement form
- \_\_\_ Insurance Statement, with Camp Wathana added as an additional insured\*
- \_\_\_ \$100 security deposit
- \_\_\_ 20% deposit of your rental fees

Please make checks payable to Camp Fire USA.

\*Must be a 1 Million Dollar liability policy

Upon receipt of the above-mentioned items, Camp Fire USA will send a complete confirmation packet.

#### Facility Use and Procedure Waiver

A confirmation package will be sent after your deposit is received. The packet will include a policy & procedure waiver form that must be signed and sent back with final payment. Also included in the packet is a map of the camp, information and directions to the camp.