



## 2014 Rates & Policies

Group packages include comfortable lodging, meeting facilities and equipment<sup>†</sup>, full use of our 370-acre mountainside property, and numerous recreation options. The Oak Leaf Gift Shop and Wagon Wheel Snack Shop are open regular hours most of the year. When not scheduled they can be opened upon request with prior notice.

Updated 5/12/13  
Rates & policies subject to change

### Lodging Accommodations

Two nights required on weekends – rates on program event dates will include program fees

#### \*New\* Spruce Lodge Rooms

Rooms 201-216; 301-316; 401-416

48 air conditioned rooms with linens, towels & private bath, Thirty-six rooms have a queen and two single beds. Twelve rooms are wheelchair accessible with a queen and a single bed, Each accessible room adjoins a standard room.

<u>Deposit:</u> \$50.00/room	<b>Room Rate:</b> \$133/room/night
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#### Dorm-Style Rooms

Birch Hall

Birch Hall has 11 Retreat Center rooms that share two large bathrooms. Recommended for groups of 20-40, Bedrooms sleep 2, 4, or 6 people, all in single-bed bunk style for a total of 40 beds. Linens & towels are provided but you need to make up the beds.

<u>Deposit:</u> \$550.00	<b>All 11 Rooms:</b> \$968/night
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#### Motel-Style Rooms

Carol, Homestead, Pines, Hemlock, Stone Terrace (room 50), Twin Oaks (room 57 & 58)

44 Retreat Center rooms with private bath, a double or queen bed, and an additional bunk or single. Most are wheelchair accessible, and four rooms have roll-in showers. Linens and towels are provided.

<u>Deposit:</u> \$50.00/room	<b>Room Rate:</b> \$123/room/night
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#### Mountainside Lodges

Mountain Laurel, Hearthstone, Aspen, Streamside, Creekview

Four lovely 4-6 bedroom lodges that accommodate 20-26 people per lodge. Each building is complete with a kitchen, dining room, meeting room, and fireplace. Linens and towels are included. Prepare your own meals or arrange in advance to enjoy them in our dining room. There is a trail through the woods from Mountain Laurel Lodge to the retreat center area that is about a 15 minute walk.

<u>Deposit:</u> \$350 (within 3 months, first night rate)	<b>Max Occupancy</b>	<b>Rate per Night</b>
<b>Aspen Lodge</b>	20	\$500
<b>Hearthstone Lodge</b>	24	\$720
<b>Mountain Laurel Lodge</b>	26	\$720
<b>Streamside Lodge</b>	12	\$375
<b>Creekview Lodge</b>	21	\$850

Hearthstone Lodge is equipped to accommodate up to 50 people for dining and meeting.

Early check-in or late check-out fees for lodges:

- May be scheduled, as available, within one month of the arrival date
- Up to 6 hours (combined) prior to check-in and/or after check-out time: ½ nightly rate
- Six or more hours (combined) may be scheduled for the nightly rate

#### Inn-Style Rooms

Spruce Hall & Stone Terrace (#51, 52 & 53)

9 Retreat Center rooms with private bath, a double bed, and an additional single. Linens and towels are provided.

<u>Deposit:</u> \$50.00/room	<b>Room Rate:</b> \$113/room/night
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#### Kitchenette Suites

Acorn Loft, Oak Loft, Cedar Nook, Pool House

4 Retreat Center apartments complete with a kitchen and lounge area, perfect for families or those wanting just a little extra space. Linens and towels provided.

<u>Deposit:</u> \$50.00/room	<b>Room Rate:</b> \$133/kitchenette/night
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## Wilderness Camp Facilities

*Huckleberry, Cabins (Brookside, Hillside), Barn, Pavilion, Woodside*

These rustic, yet comfortable accommodations offer an economical way to enjoy Spruce Lake. Huckleberry House is a 5 bedroom/3 bath log cabin that accommodates up to 26 people. The 7-room Barn is a bunkhouse that sleeps 36, and comes with a lounge as well as a guys & girls bathrooms. Hillside and Brookside cabins each have 6 bunk beds accommodating 12 people. The Woodside Bathhouse is available for groups using the cabins. The Pavilion offers a multi use area for meetings and dining, and has a large kitchen for preparing your own meals. Linens, pillows & towels are not available in any of the Wilderness Camp Facilities.

Deposit: \$350 (within 3 months, first night rate)	Max Occupancy	Rate per Night
<b>Huckleberry Chalet</b>	26	\$500
<b>Barn</b>	36	\$500
Deposit: \$50		
<b>Hillside Cabin</b>	12	\$123
<b>Brookside Cabin</b>	12	\$123
<b>Woodside Bathhouse</b>	No lodging	\$60
<b>Pavilion &amp; Kitchen</b>	No lodging	\$110

Please contact us for per person pricing including meals

## Spruce Lodge Dining Room

Delicious two entrée, buffet-style meals complete with salad bar, fruit, dessert and hot and cold beverages. A minimum of 20 persons are needed to serve in the dining room (if your group is smaller ask to see if we are serving other guests). Arrangements to have meals in the Wagon Wheel Snack Shop (a la carte choices) can be made for smaller groups.

	Breakfast	Lunch	Dinner	Sunday Noon Dinner	5 meals: Beginning Sat. Breakfast	5 meals: Beginning Friday Dinner
<b>Ages 12 &amp; up</b>	\$8.20	\$11.30	\$14.40	\$15.90	\$58.00	\$56.50
<b>Ages 6-11</b>	\$4.10	\$5.65	\$7.20	\$7.95	\$29.00	\$28.25

*Ages 5 & under are free*

## Meeting Rooms

Meeting rooms are provided at no charge for overnight guest groups based on group size and the accommodations reserved. There may be a charge for additional meeting space requests as well as early arrival or late check out.

Day Groups may reserve a meeting room within 2 months of the arrival date based on availability (the fee is in addition to day fees and meals).

Meeting Room	Capacity	When applicable	Meeting Room	Capacity	When applicable
Cedar Hall	120	\$100	Carol Lounge	15	\$35
			Hemlock Lounge	15	\$35
Sunroom	70	\$75	Twin Oaks Lounge	15	\$35
Evergreen	70	\$75	Commons	30	\$35
Hemlock Hall	50	\$50	Nursery	--	\$35
Oak Room	40	\$50	Lakeview Program Ctr	600	call

‡ Rental fees apply to PA systems and video projectors

All rates subject to change.

## Snacks

Served in meeting rooms from Labor Day to Memorial Day. The snack shop is available in the summer.

<b>#1</b> – Fresh Fruit, Cheese, Crackers, Hot & Cold Beverages (per session)	\$3.50/person
<b>#2</b> – Vegetables & Dip, Cheese, Crackers, Hot & Cold Beverages (per session)	\$3.50/person
<b>#3</b> – Pretzels, Apples, Hot & Cold Beverages (per session)	\$2.50/person
<b>#4</b> – Cookies, Hot & Cold Beverages (per session)	\$2.00/person
<b>#5</b> – Hot & Cold Beverages (per session)	\$1.50/person

## Day Guests

Groups, with advance notice, or Individuals that want to enjoy Spruce Lake for the day are welcome. Register at the office upon arrival for payment and to arrange for any meals desired. The day guest fee allows access to the grounds and recreational amenities, most without additional fees.

Non Program Days:	Adults: \$5.00/day	Children (6-18): \$2.50/day
Programmed Days:	Adults: \$10.00/day	Children (6-18): \$5.00/day

*Concert Charge is additional*

## Family Campground

The Family Campground is open from mid-April to mid-October. All sites include water and electric hookups, a fire ring, and a picnic table. Two sites have sewer hookups, and a dump station is located nearby. Meeting rooms, if available, can be reserved separately for a fee, please call for details.

<p><b>Camp Site</b>      Non Program Dates \$41.00/site/night      Program Dates \$51.00/site/night                  2 adults &amp; children under 18 -- Additional adults: \$5.00/night  <i>Two nights required on weekends – Three nights required on Memorial Day &amp; Labor Day Weekends</i>  <i>Family Week 1 &amp; 2 are six night packages – Family Week 3 is a 5 night package</i></p> <p>Deposit: \$41.00/site (non refundable)                  Sites 21-37: 20 amps, remaining sites have 20, 30, and 50 amps available – sites vary from 25' to 35'  <b>Maximum of 8 people per site - 2 tents; or 1 RV &amp; 1 tent permitted per site</b></p>
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## Recreation Activities

	Availability	Rates
Bicycles	Late Spring, Summer, Fall	\$2.00/hour
Disk Golf	Year round	Refundable Deposit for Disks
Game Room	Year round	Coin operated games
Gym (Indoor Volleyball & Basketball)	Year round	No charge, evening hours reserved
Hiking Trails	Most year round	No charge
Ice Skate Rental	Winter	\$1.00/person
Mini Golf	Spring, Summer, Fall	\$5.00/person/game
Outdoor Volleyball & Basketball	Spring, Summer, Fall	No charge
Paddle Boats & Kayaks	Summer	No charge
Pool (heated)	Summer	No charge during open swim
Snowshoe Rental	Winter	\$5.00/person
Tennis	Spring, Summer, Fall	No charge
Tubing	Winter	No charge

## Adventure Activities.

An ideal way for groups and individuals to enter a new and fuller dimension of life as participants:

- STRETCH toward new goals.
- CONQUER your fears.
- ACQUIRE greater self-confidence.
- COOPERATE and COMMUNICATE as a team as you together learn to solve problems creatively.
- EVALUATE your personal or group experience, gaining insight into personal and interpersonal dynamics.
- APPLY life lessons gleaned from the activity to your spiritual walk with Jesus Christ.

See web site for specific information regarding activities. (Rates below are subject to change.) Each activity has a \$50 set-up fee, which is due as a non-refundable deposit upon scheduling. The AP activity will be cancelled if the deposit is not paid 3 weeks prior to the event date. Phone a group coordinator with questions or to schedule one or more of these activities.

<b>Activity</b>	<b>Time (hours)</b>	<b>Age Limit</b>	<b>Group Size</b>	<b>Price per participant</b>	<b>Set-up Fee</b>
Adventure Challenge Course	2.5	8+	8-15	\$6.50	\$ 50.00
Challenge Course	2.5	12+	8-15	\$6.50	\$ 50.00
Challenge Initiatives	1.5	8+	8-15	\$3.50	\$ 50.00
Climbing Tower	1.5	8+	12-24	\$4.50	\$ 50.00
Climbing Wall	1.5	8+	8-15	\$3.50	\$ 50.00
Bouldering Wall	1.5	5+	8-15	\$3.00	\$ 50.00
Bouldering & Climbing Wall	2	8+	8-20	\$6.00	\$ 50.00
High Ropes - Outdoor	3	12+	10-18	\$15.00	\$ 50.00
Indoor High Ropes	3	12+	10-18	\$10.00	\$ 50.00
Mini Zipline	1.5	8-11	8-15	\$5.00	\$ 50.00
Indoor Power Swing	1.5	8+	8-16	\$3.50	\$ 50.00
Outdoor Power Swing	2	8+	8-16	\$4.50	\$ 50.00
Vertical Playpen	3	12+	10-18	\$7.50	\$ 50.00
Zipline	2	12+	12-24	\$6.50	\$ 50.00

# Group Reservation & Cancellation Policies

## Deposits

- Deposits are not refundable & are due with the signed contract to confirm the reservation.

## 3 Months Prior to Arrival Date

- Submit the 3 Month Update which allows groups the opportunity to adjust the number of rooms reserved and the projected number of people. There are no penalties to reduce the number of rooms, but cancellation of Mountain Lodges or Wilderness Camp Facilities will result in loss of deposit

## 3 Weeks Prior to Arrival Date

- Submit the 3 Week Update & projected Room List to reflect updated information on expected participants and to notify us of equipment needs, gym time, snack shop, gift shop or other requests.

## Upon Arrival

- At check in, present the final Room List with the total number of participants for all meals, lodging or other services. Day guests should be included. **The final bill is based on this information and is due at check in unless other arrangements have been made.** The group is responsible to pay for additional people that were not included at check in.
- To allow for illness or emergencies, the Guaranteed Minimum is 80% of the Projected Total based on either the Contract, or the 3 Month Update if received three months prior to the arrival date.
- Maximum occupancy for accommodations is based on the number of bed spaces. Under certain circumstances, a 10% overage may be granted for an additional per person charge (which includes a mat & linens). If greater than 10%, additional rooms, when available, will be added to the reservation and final bill. If not available, the group is responsible for securing off site lodging.

## Cancellations

- Cancellations three months prior to the arrival date result in loss of deposit.
- Meals, rooms, lodges and facilities (partial or full) cancelled within three months of the arrival date are subject to a cancellation fee of 80% of the Expected Total based on either the Contract, or the 3 Month Update if received three months in advance of the arrival date.

## General Policies

### Lodging:

Check in: 4 PM

Check out: Weekends-12 PM Midweek-10 AM

### Campground:

Check in: 2 PM

Check out: 2 PM

*You are welcome to enjoy the outdoor amenities after check out.*

### Meals:

**Breakfast Lunch Dinner**

Standard Meals Times: 8:00 12:00 5:00

Depending on the number of guests being served, we may request that your group come at an alternate time.

- Early check-in or late check-out of meeting rooms or lodges should be arranged in advance (may be subject to additional charges).
- Generally, groups have the first option of reserving the same facilities for the comparable weekend the following year (while still on site). However, dates may change due to calendar and holiday shifts.
- Adventure Programming (AP) & Extra Services requests should be submitted **at least 3 months in advance** to allow time for activity and staff scheduling. A short notice fee applies for Adventure Activities contracted within 3 weeks of the arrival date. Please provide expected number of participants for the activity at check in.
- Pets are not permitted.
- The use of Alcoholic Beverages is not permitted in any rooms, in any building, or anywhere on the grounds of Spruce Lake Retreat. Smoking is only permitted at the designated area on the north side of the Program Center.
- All areas are to be quiet by 11:00 pm. Pianos, PA systems or any other loud instruments should not be played after this hour. Please remind participants that running in the halls, doors opening and closing, and raised voices may disturb other guests trying to sleep.
- Children (up to age 11) must be supervised at all times.
- High standards of modesty are expected in your choice of attire. All guests are requested to keep their shirts on while in public areas on the Retreat Center property.
- Cooking is not permitted in rooms (except kitchenettes).
- Groups are responsible to pay for any damage to Spruce Lake facilities, equipment, or property and will be billed accordingly.
- The mission of Spruce Lake Retreat is to *Point People toward Christ*. Spruce Lake staff, along with its policies and guidelines, will promote Christian teaching, fellowship, recreation and nurture as we host your group.

**Spruce Lake Retreat**  
*Summary of Accommodations*  
 2014

	bedrooms	beds	maximum	Rate/Night	Off Peak Rate/Night
<b>Retreat Center Area</b>					
<i>Motel-style</i>					
Carol	11	24	37	123	93
Hemlock	12	36	48	123	93
Homestead	12	36	50	123	93
Pines	6	18	24	123	93
Spruce Lodge 201-216; 301-316; 401-416	48	132	180	133	99
Stone Terrace #50	1	2	4	123	93
Twin Oaks	2	6	8	123	93
<i>Motel-style Total</i>	<b>92</b>	<b>254</b>	<b>351</b>		
<i>Inn-style</i>					
Spruce Hall	6	12	18	113	83
Stone Terrace #51,52,53	3	6	9	113	83
<i>Inn-style Total</i>	<b>9</b>	<b>18</b>	<b>27</b>		
<i>Dorm-style</i>					
Birch Hall	11	40	40	968	770
<i>Kitchenettes</i>					
Acorn Loft Kitchenette	2	3	5	133	99
Cedar Nook Kitchenette	2	3	5	133	99
Oak Loft Kitchenette	1	1	2	133	99
Upper Pool House (summer only)	2	3	4	133	99
<i>Kitchenettes Total</i>	<b>7</b>	<b>10</b>	<b>16</b>		
<b>Retreat Center Area Total</b>	<b>119</b>	<b>322</b>	<b>434</b>		
<b>Wilderness Camp Area</b>					
Huckleberry	5	22	26	500	440
Barn	7	36	36	500	440
Brookside	1	12	12	123	93
Hillside	1	12	12	123	93
Woodside Bathhouse				60	60
Pavilion & Kitchen				110	110
<b>Wilderness Camp Area Total</b>	<b>14</b>	<b>82</b>	<b>86</b>		
<b>Mountainside Lodges</b>					
Mountain Laurel	6	20	26	720	630
Hearthstone	4	20	24	720	630
Aspen	5	16	20	500	440
Streamside	4	8	12	375	375
Creekview	5	15	21	850	850
<b>Mountainside Lodges Total</b>	<b>24</b>	<b>79</b>	<b>103</b>		
<b>Grand Total</b>	<b>157</b>	<b>483</b>	<b>623</b>		

**Off peak rates are available during the following times:**

Monday - Thursday nights after New Year's to the Thursday before Memorial Day

Monday - Thursday nights after Labor Day to the day before Christmas

Rate applies to Sunday night only when booked along with Monday (minimum 2 nights)

The Off Peak Rate *does not apply* to any night if the stay includes a Friday or Saturday night

The Off Peak Rate for rooms (not lodges) may also be available certain weekends such as:

*Palm Sunday, Easter, Mother's Day, & Thanksgiving*

