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Dear Camping Group:

Welcome to Camp Cascade a Free Methodist campground. Enclosed are the original and two copies of your Lease Agreement. **Return the reservation request form (and your \$200 deposit) to me by \_\_\_\_\_.**

To make your camping experience more enjoyable and successful, we call your attention to the following:

1. **Questions?** We are happy to announce that Chuck and Cindy Vincent are resident Camp Managers at the campground. You may contact them at the campsite in Donnelly (208-325-3048).
2. **Check-in and check-out times.** An extra day's rent will be charged against you if you arrive at the camp site before your check-in time or leave later than the departure time. We are trying to eliminate confusion between incoming and outgoing groups.
3. **Number of campers.** You are required to contact Chuck or Cindy Vincent at least 7 days before your arrival to give them a guaranteed number of campers. This is necessary to have the right amount of food on hand to feed your group.
4. **Meals.** The number of meals prepared will be based upon your guaranteed number of campers. A menu plan will be supplied to you before your arrival, but in some cases Cindy can be flexible in preparing special meals or planning for special dietary needs, etc. if notified in advance. If you would like an evening snack, please talk with Cindy in advance to arrange the time and the snack. **Please also let Cindy know of any food allergies.**

Please plan your activity schedule around the meal times of 8:30, 12 noon and 6:00 pm. These are the times meals will be **served**, so have your group assembled and the announcements, invocations, singing, etc. completed **before** these times. We also ask that trays, plates, silverware, etc. be promptly returned to the kitchen so that our kitchen help can clean up as quickly as possible. If you would like meals served at other times, please discuss this with Cindy in advance.

You are required to provide an adult Dining Hall Supervisor (note Regulation 10). A job Description is enclosed for your reference. Cindy has found this type of help in the Dining hall makes meals run much smoother.

5. **Regulations.** To prevent any misunderstandings, take the time to thoroughly review the camp regulations listed on your Lease Agreement -- especially our requirements for noise level guidelines and **liability insurance and liability waivers** (Regulations 14, 15 and 16). Please make sure your camp staff has an understanding of the camp rules and regulations.

I have also enclosed our camp clean-up rules and suggested dining hall procedures. We urge your camp director to arrive at the campsite 60 minutes **before** the rest of the group to meet with Chuck or Cindy to discuss our campground regulations.

If you are using the kitchen, you must have an on site kitchen interview before your camp date arrives. **You can not transport any perishable food items. They must be delivered to the camp site.**

6. **Fee payment.** Have your camping fee payment ready to submit to Chuck or Cindy upon your departure from camp.
7. **First-Aid.** Your camping group is responsible for any first aid that is necessary during your stay. A well-equipped first-aid kit should be included in your supplies. For our large summer groups, we will set aside one cabin with a bathroom for your first aid needs. **This is where campers should have there medical needs tended to, not in the lodge area.**
8. **Phone.** Two phones are available for your emergency use. We prefer you use your own calling cards and cell phones.
9. **Evaluation.** We would like any input you can offer regarding the operation and facilities of the camp. Please assign someone in your group to complete the evaluation form and return it to us after your stay.
10. **Camp Counselors** in order to provide the best camping experience for each camper, we request that you have at least one adult (over 18 years of age) for each cabin.

We hope you have a wonderful and fulfilling stay at Camp Cascade.

Sincerely yours,