

Deposit Amt: \_\_\_\_\_

Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

Damage/Loss: \_\_\_ Yes \_\_\_ No

Cleaning Done: \_\_\_ Yes \_\_\_ No

Dep.Refund Amt: \_\_\_\_\_

# Inlow Baptist Camp & Conference Center

P.O. Box 258 Torreon, NM 87061

Phone: 505-384-2410

Email: info@inlowcamp.com

Organization Name		Event Leader		# attending /reservation	
Organization Mailing Address (street)			City, State, Zip		
Event Leader Phone		Alternate Phone		Event Leader Email Address	
Date and approx. time for first arrivals:				*meals are typically 8:00,12:00 & 5:30	
Date and approx. time for main arrivals:		1st camp prepared meal:		(breakfast, lunch or dinner)	
Date and approx. time for group departure:		Last camp prepared meal:		(breakfast, lunch or dinner)	
Desired time for check-out walk through of each building used with Inlow staff member:					

**1.**  Yes  No **There are children attending this event without a parent/guardian. (if yes, answer No.2)**

**2.**  Yes  No **I have completed a background check on all adults attending the event.**

<b>Reservation Information (must be approved/confirmed by camp administration)</b>					
Recreation:( <input checked="" type="checkbox"/> ) _____ Climbing Wall _____ Low Ropes _____ Mountain Bikes _____ Shooting Range _____ Sports Equipment					
Store/Canteen Request : _____ Date(s) _____ Time(s) _____ Duration _____					
<b>Event Buildings Request:(<input checked="" type="checkbox"/>) (must be approved/confirmed by camp administration)</b>					
_____ CCC (Gym)		_____ Taylor Tabernacle		_____ Heritage Chapel _____ Acorn (classroom)	
_____ Pinon (classroom)		_____ Pinecone (classroom)		_____ S.America(pavilion) _____ Europe (pavilion)	
_____ Los Tres Pinos (outdoor amphitheater)		_____ Firepit			
<b>Equipment Request:(<input checked="" type="checkbox"/>) (must be approved/confirmed by camp administration)</b>					
_____ Extension Cord(s)		_____ Sound System(Tabernacle)		_____ firewood _____ ladder(s)	
_____ Bedding (Elliott,Wilson)		_____ Stove Pellets (one bag, lasting 1-2 days, is included for each dorm cabin used;			
_____ Bedding(Elliott, Wilson)		\$7.00 for each additional bag)			

I have received, read, and agree to the camp policies and cleaning requirements and I agree to make all persons in my group aware of these policies. A deposit of \$20 per person must be received to confirm reservation. This deposit is non-refundable in case of cancellation. If no damage has occurred and the cleaning requirements were completed, the deposit will be returned via mail within 20 days. Cabins must be filled to capacity before another cabin may be used. There is a 25 person minimum charge to reserve Elliott Lodge and a 25 person minimum charge for camp prepared meals. Groups with up to 40 campers will include use of one small event building, groups 40-100 will include the use of one large event building, groups 100-150 will include the use of two event buildings, groups 175 and up may request to use the entire camp. No group is guaranteed exclusive use of the entire camp. Event Leader will be required to walk each used building prior to departure, making sure that all cleaning requirements were completed and no damage or loss occurred. A cleaning fee of \$100.00/cabin, \$200.00 for Elliott Lodge, plus \$200/event building will be charged for each building not properly cleaned. (All cleaning supplies will be supplied by camp administration.)

\_\_\_\_\_  
Contact Person/Leader's Signature

\_\_\_\_\_  
Date

Please fill out this form completely. If you have any questions call (505) 384-2410. If your call is not answered, please leave a message and your call will be returned. A letter from Inlow, upon receipt of your deposit, will confirm your reservation.

**Comments/Notes:**