

Dear Interested Party,

Thank you for your interest in renting the MUCC Cedar Lake Outdoor Center. Please find enclosed a copy of our 2025 Cedar Lake Outdoor Center Leasing Packet.

If, after a review of these materials, you are interested in renting the center please:

1. Contact our Camp Director at (517) 346-6462 or [camp@mucc.org](mailto:camp@mucc.org) with any questions and to tentatively reserve your dates. We require a non-refundable $550 deposit check and your Certificate of Liability Insurance before we can hold your dates.
2. Please be mindful that all reservations are taken on a FIRST COME basis and we often fill weekends quickly during the shoulder season months, so early reservation planning is recommended.
3. Please submit applications to:

**Michigan United Conservation Clubs Attention: Camp Rental**

**PO Box 30235**

**Lansing, MI 48912**

Thank you for your interest in renting the Cedar Lake Outdoor Center. We will do everything we can to ensure your stay with us meets all your needs and is enjoyable.

Regards,



Shannon Stover

Camp Director and Educator

[Camp@mucc.org](mailto:Camp@mucc.org) Office: (517) 346-6462

All property rentals include on call emergency services from a Camp Director.

Lease Rates for **Weekend Facility** Rental: Grounds/Cabins/Lodge/Bathrooms/Kitchen:

* $2500 (Weekend Rentals are Friday 9 am - Sunday 5 pm) IF you cannot accommodate to these arrival and departure times, you MUST add on the number of days you would need.

**Preparation/Set-Up Fee**: If your rental group needs to come to the property prior to 9 am on Friday, there will be a

* **$250 preparation fee** for each additional day you need access to the property.

Lease Rates for **Daily Facility** Rentals: Grounds, Lodge, & Bathrooms, and Kitchen only:

* $550 (8-hour Rental)

Lease Rates for **Overnight Facility** Rentals: Grounds/Cabins/Lodge/Bathrooms/Kitchen:

* $1400 (24-hour Rental)

**Security Deposit Fee for all rentals:** $550 (non-refundable)

\*Please note that the rental includes private access to the property and use of its facilities. Other than the keys to buildings and cleaning/maintenance supplies, we do not provide any other services/goods. There is no working staff on-site during your rental, and camp director is at least 1 hour away if an emergency arises.

**Cleaning:**

All facilities must be in the same condition as at check in or a cleaning fee of $250 will be deducted from your security deposit. Cancellation of reservations must be made 30 days prior to the arrival date as listed on the lease or deposit will be forfeited. If the property is returned in good condition, then the Security Deposit will go towards your total bill.

**Equipment Use**

* All rentals include access to our waterfront equipment such as the dock, kayaks, and canoes. Please note that all adults and youth using boats are **REQUIRED** to always be in a life jacket while on the water. If your group has minors, a lifeguard is required for boating.
* Any other camp items used must be placed back exactly where they were when arriving to the property.
* The archery and shooting range are OFF LIMITS. The gate to the range and the archery shed is to remain locked at all times during your rental.

**Rental Application Guidelines**

Applications for use of the center are accepted on a first come first served basis within our priority system. The reservation is NOT FINAL until a deposit with the appropriate paperwork has been received and approved by the CLOC Director.

Priority System: The following priorities will be considered in accepting and approving applications.

* + 1. Past Renters in good standing
    2. School/Youth Groups with natural resources focus
    3. Groups that are community based or public agency sponsored
    4. Service Learning and Work Service Groups
    5. Affiliated Clubs
    6. Adult Groups

*Reasons for refusing application are as follows:*

1. Past Record of the Group: It is never the intent to deny a groups access to leasing the facility or grounds however, if a group has a history of damages that result from negligence of indifference by the group, MUCC may deny your application and refuse your lease. Attitude of the group is also considered and those who have demonstrated themselves as being “difficult” to work with may also be denied. This is determined by the sole discretion of the Director.
2. Incomplete Paperwork: Included in this packet is a list of paperwork that you must submit with your application. Incomplete or missing paperwork may result in a denial of lease. This includes your security deposit.
3. Conflict of Dates: If the facility is already leased for your desired dates we will do our best to find another date that works with your group. If a resolution cannot be found MUCC reserves the privilege to deny your request and refuse your lease.

**Rental Application**

Applicant must submit the following:

* Completed Rental Application
* Group Itinerary
* Liability Insurance Certificate of Additionally Insured ($1,000,000 Coverage)
* Security Deposit Check of $550 (non-refundable)

***Please Type or Print Clearly***

**Name of group or organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main contact person for rental group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main contact address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Date:**

* **Arrival Time:**

**Departure Date:**

* **Departure Time:**

**Preparation Days ($250/day) - Must include any days needed prior to 9 am on Friday.**

**# of days needed: \_\_\_\_\_\_\_**

**Estimated number in attendance:**

**Male \_\_\_\_\_\_Female \_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_**

Signature of Applicant: Date of application:

Deposit Enclosed: Yes/No

Date: Check No. Amount:

**I have read and understand all pages of the Cedar Lake Outdoor Center rental information provided by MUCC including the License Provisions. Initial** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(To be completed by MUCC with copy to Renter)**

**Michigan United Conservation Clubs License to Rent the Cedar Lake Outdoor Center**

Your application for reserving the Cedar Lake Outdoor Center has been received and:

Approved Denied

**If denied**, reason for denial: (If the application is denied, the deposit check will be refunded promptly.)

**If approved:**

Name of Club or Organization:

|  |  |  |  |
| --- | --- | --- | --- |
| Deposit Amount: |  | Date received: |  |
| Arrival date: |  | Arrival time: |  |
| Departure date: |  | Departure time: |  |

Estimated total number of persons including children and staff/leaders: Additional charges of $ are due for:

\_\_\_\_\_\_ Preparation Days ($250/day) # of days needed: \_\_\_\_\_\_\_ Extra Cost: \_\_\_\_

Total Estimated Due: (\*In addition to the deposit fee of $550.)

50% Due 15 days prior to event (Date to Be Paid) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remainder due no later than 15 days past billing (Date to Be Paid)

**In accepting this license, it is agreed that:**

1. **Additional charges will be made and deducted from the deposit fee for any damages and/or required custodial services as necessary.**
2. **Any BALANCE DUE for damages, custodial services, instructional staff, and use of equipment in excess of the deposit fee will be paid within 15 days of receipt of billing.**

Licensee also agrees that use of the Cedar Lake Outdoor Center shall conform to the rules, policies, and procedures that govern the use of the Center. A complete list of these rules is attached to the Rental Application under the title License Provisions. This License does not grant the Licensee any rights whatsoever and the Licensor may revoke this License at any time and for any reason whatsoever. Please carefully read all documents provided to insure no complications during your stay. Additional copies can be obtained by contacting the Center Director at 517-346-6462.