



CEDAR LAKE OUTDOOR CENTER RENTAL APPLICATION

Name Of Applicant/Organization		Name Of Contact Person
Date of Application Submission		Contact Person Email Address
Business Mailing Address		Contact Person Phone Number
Requested Dates of Use		Contact Person Mailing Address
Arrival Time	Departure Time	Est. Number of People (Max 200)
Please Provide a Brief Description of Your Event/Rental Itinerary		

**2026 Rates**

**ALL RENTALS REQUIRE A \$550 (NON-REFUNDABLE) DEPOSIT TO SECURE YOUR DATES.**

(This excludes rental rates under \$550. The deposit will go towards your total if no damage or issues occur during your rental)

<p align="center"><b>Weekend Facility Rental</b> <b>(Friday 9 am to Sunday 5 pm)</b></p> <p>Includes private access to grounds, buildings, lodge, bathrooms, kitchen, and waterfront equipment.</p>	<p><b>\$2,500</b></p>
<p align="center"><b>Daily Facility Rental</b> <b>(8-hours)</b></p> <p>Includes private access to grounds, cabins, lodge, bathrooms, kitchen, and waterfront equipment.</p>	<p><b>\$550</b></p>
<p align="center"><b>One Day Overnight Facility Rental</b> <b>(24-hours)</b></p> <p>Includes private access to grounds, buildings, lodge, bathrooms, kitchen, and waterfront equipment</p>	<p><b>\$1,400</b></p>
<p align="center"><b>Grounds Only Rental</b> <b>(8-hour per day)</b></p> <p>- Only includes access to the property grounds. No bathrooms, lodge, kitchen, or cabins. Will provide keys for one building in case of an emergency.</p>	<p><b>\$250/day</b></p>
<p align="center"><b>Preparation/Set Up Fee</b></p> <p>If you have a weekend rental and need to come to the property prior to 9 am on Friday for additional set up or preparations.</p>	<p><b>\$250/additional day</b></p>

**Once application is received, it will be reviewed and approved or denied. If approved, you will receive an invoice for the remainder of your balance. By signing below, you understand and accept all policies and conditions listed on next page.**

Printed Name	Signature
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**Please submit application, deposit, and insurance to:**

Michigan United Conservation Clubs

Attention: Camp Rental

PO Box 30235 Lansing, MI 48912



## CEDAR LAKE OUTDOOR CENTER RENTAL APPLICATION

### CONDITIONS AND REQUIREMENTS

1. 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 are no staff working on-site during your rental, and the camp director is at least 1.5 hours away if an emergency arises.
2. We require a non-refundable \$550 deposit check and your Certificate of Liability Insurance before we can hold your dates.
3. Please be mindful that all reservations are made on a FIRST COME basis and we often fill weekends quickly during the shoulder season months, so early reservation planning is recommended.
4. 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. If the property is returned in good condition, then the Security Deposit will go towards your total bill.
5. 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.**

6. Priority System: The following priorities will be considered in accepting and approving applications.
  - Past Renters in good standing
  - School/Youth Groups with natural resources focus
  - Groups that are community based, or public agency sponsored
  - Service Learning and Work Service Groups
  - Affiliated Clubs
  - Adult Groups
7. If you would like to pay by card, please let the camp director know and we can set up an online invoice for you to pay a deposit or any remaining rental balance.



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**(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 ensure there are no complications during your stay. Additional copies can be obtained by contacting the Center Director at 517-346-6462.

**Director Signature:** \_\_\_\_\_