

# SNOW MOUNTAIN RANCH Group Planning Guide













## Snow Mountain Ranch is the place for bringing together family and friends.

Inside you'll find helpful information on planning your stay, group activities, meal options and forms you'll need to complete prior to your stay.



Our Mission: YMCA of the Rockies puts Christian principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all.

#### **CONTACT INFORMATION**

Telephone: 970-887-2152

**Extensions:** 

Conference Office ......x4127
Program Department .....x4135
Nordic Center .....x4173

#### Fax: 970-887-8964

Please include a cover sheet.

#### E-mail form to:

your assigned conference coordinator, or smrconference@ymcarockies.org

## SHIPPING FOR YOUR EVENT FedEx | UPS

Snow Mountain Ranch–YMCA of the Rockies Group Name | Arrival Date Group Code ATTN: Conference Department 1101 County Road 53, Granby, CO 80446

#### **U.S. Postal Service**

Snow Mountain Ranch–YMCA of the Rockies Group Name | Arrival Date Group Code ATTN: Conference Department PO BOX169, Winter Park, CO 80482

#### SUBMITTING CONTRACT | DEPOSIT

Contact your group sales representative at 800–777–9622 for instructions on how to return your contract and deposit.

## **SNOW MOUNTAIN RANCH**

## **Helpful Information**

Please plan ahead—lodging, meeting rooms and activities fill up quickly.

To ensure that you get the most out of your stay, plan in advance by submitting your Request Forms early.

Our Conference Coordinators are here to help you with planning your itinerary and any special needs such as wheelchair accessible and first-floor rooms. Your group can be divided according to interests and levels, or activities can be planned that the entire group can enjoy. Let your group participants know about their recreational choices and activity opportunities by directing them to ymcarockies.org/activities.



#### Alcohol & Controlled Substances

We do not sell or serve alcoholic beverages, and alcohol is not allowed in common areas or outdoor spaces. You may bring your own and consume it in your lodge room, cabin or indoor meeting room. However, the use of marijuana and other controlled substances are not allowed anywhere on-site.

#### Altitude

Snow Mountain Ranch is 8,750 feet above sea level. Give your body time to adjust by limiting physical activity for the first 24 hours. Drink plenty of water and apply sun block often.

#### Drones

The safety and privacy of our guests is of the highest priority. For that reason we do not allow private or commercial drones to be used in the immediate airspace over Snow Mountain Ranch. Limited use may be allowed when the operator has received written permission from the YMCA of the Rockies. This includes use associated with special events, marketing and in film/photo applications.

#### Laundry (self-service)

Coin-operated laundry is available on-site for guests. Please see your activity guide for hours and location.

#### **Payment & Cancellations**

We accept Visa, MasterCard, Discover, American Express, checks and cash. Please discuss your payment options with your Group Sales Representative during your initial booking. If you are a travel agent, full payment is due 45 days prior to arrival. Your deadline to cancel reserved rooms, cabins and nights is in your contract. For details, please refer to your contract.

#### Pets

No pets, with the exception of service animals, are allowed in retreat cabins, meeting rooms, and most lodge rooms. A limited number of Indian Peaks Lodge rooms are pet-friendly and must be reserved in advance. Pet fees apply.

#### **Quiet Hours: 10 PM-7AM**

For the comfort of all guests please respect our quiet hours. Courtesy hours are enforced 24 hours.

#### Signage

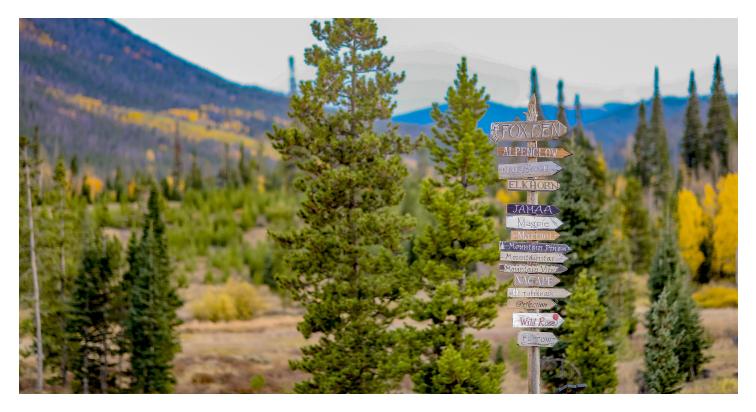
Campaign-style yard signs are allowed. Signs <u>may not</u> be taped, pinned or affixed to any YMCA property. Groups are required to remove signage after event. Banners must be pre-approved by YMCA staff.

#### Transportation

Snow Mountain Ranch does not provide shuttles on or off-site. Please plan your transportation needs prior to your arrival.

#### Wristbands

Please wear your wristband on the YMCA property so that we can easily identify you and grant you access to our free and affordable activities.



## **Group Leader Timetable**

Group accommodations can be reserved up to TWO YEARS in advance. Call Group Sales at 800–777–9622. Please review your contract for accuracy and record important dates below for easy reference.

#### 1. Upon Making a Reservation

#### Pay Deposit

You will receive a contract via e-mail. To confirm your reservation please sign and return with deposit as directed. Please also return your billing form with your contract; this is particularly important if your group is tax exempt.

#### 2. Six Months Prior to Arrival

 The group agrees to give YMCA of the Rockies a preliminary program, including updated attendance figures. For details about releasing/adding rooms or the cancelation policy, please refer to your signed contract.

#### 3. Two Months Prior to Arrival

#### Reservations for Program Activities

Reservations for Program Activities must be made at least 60 days in advance, but can be submitted up to 6 months in advance. Requests are processed in the order they are received.

 The group agrees to give a final program with anticipated attendance figures.

#### 4. One Month Prior to Arrival

#### • Room Attrition Due Date

Your deadline to cancel reserved rooms, cabins and nights is in your contract. Failure to meet this deadline will result in forfeiture charges. Please contact the Conference Office to make any adjustments to your lodging reservations. See your contract for cancellation fees.

#### Forms Due

All documents must be submitted to the Conference Offices one month prior to your arrival date if they relate to your group. These documents include your Room Roster (required from all groups other than online groups), Meeting Room Setup, AV Equipment Request, Tax Exempt Form (if you did not return this with your contract and if applicable), and Refreshment and Catering Requests.

#### 5. Arrival and Departure

#### • Check in to Lodging

Group leaders should check in for the group. Accommodations are guaranteed by 6 PM, but may be ready earlier. Group members may enjoy the property and facilities while accommodations are being prepared.

#### Check out from Lodging by 10 AM

The group leader will receive a preliminary invoice prior to arrival. We request that you finalize your payments 14 days prior to your arrival. If the group is not checked out of their accommodations by 10 AM, a half day fee may be applied.

## **Billing Information**



#### RETURN FORM NO LATER THAN 30 DAYS PRIOR TO ARRIVAL.

#### U.S. Postal Service

Snow Mountain Ranch—YMCA of the Rockies Group Name Group Code Attn: Conference Office PO BOX 169 Winter Park, CO 80482

#### CONTACT INFORMATION

**Telephone** 970-887-2152 x4127

Fax: 970-887-8964 Please include a cover sheet.

E-mail form to:

your assigned Conference Coordinator, or smrconference@ymcarockies.org.

During your discussion with Group Sales, an agreement is made to the type of contract you will create for your group or reunion. If you choose the Online Reservation option, each of your attendees will make their own reservation online under your agreed upon contract terms and each are responsible for their own payments. If you decide not to choose this option, then you, as group leader, are responsible for collecting all payments from your attendees and will pay the total balance due upon departure. Any changes to the billing plan created for your group must be received by the Conference Office at least 60 DAYS prior to arrival.

NO CHANGES TO THE BILLING WILL BE MADE AFTER THAT DATE. ALL RETREAT CABINS WILL BE BILLED AS A UNIT PRICE AND THE TOTAL CHARGE WILL BE THE RESPONSIBILITY OF THE GROUP LEADER. UNIT PRICE WILL NOT BE SPLIT BETWEEN INDIVIDUAL GUESTS.

#### MANDATORY AFFIDAVIT OF TAX STATUS

**ANY GROUP** that makes purchases from the YMCA of the Rockies must complete this affidavit and declare their tax status. An original of this affidavit must be completed, signed and submitted prior to check in for each visit.

- We DO qualify as non-taxable or tax exempt under Colorado law as outlined below. I understand and declare, under penalty of perjury, that the following statements are true:
  - The name of our tax exempt organization is included (in-part or full) in the name on this
    reservation.
  - Any payments for non-taxable goods and services will be made with a check, drawn on the tax exempt organization's bank account, or with a credit card in the name of the tax exempt organization.
  - No payments for tax-exempt goods and services will be accepted by personal check or personal credit card.
  - The tax exempt organization listed has not and will not receive any reimbursement through direct payment, collection or donation from any individuals or other organization for the use or consumption of said goods and services (complete items 1 through 9 below).

I. NAME OF TAX-EXEMPT ORGANIZATION	
2. SALES TAX-EXEMPTION NO.	
3. GROUP NAME (AS IT APPEARS ON YOUR YMCA OF THE	ROCKIES CONTRACT)
4. GROUP CODE	
5. DATES OF RESERVATION	6. TODAY'S DATE
7. NAME (PRINT)	8. TITLE
9. SIGNATURE	



A TENTATIVE ROOM ROSTER IS REQUIRED AT LEAST 30 DAYS PRIOR TO ARRIVAL

Please indicate individuals a	arriving and/or departing on d	lifferent dates. Room keys will	not be issued	d without a completed roster.	
Group Code:		Group Leader:	Group Leader:		
Group Name:		Who else can check in for y	Who else can check in for your group?		
Arrival Date:		Group Leader Arrival Time:			
Departure Date:		Group Arrival Time:			
		lodge room to ensure we are able t aximum occupancy of each room is		p members regarding phone	
ROOM NO. ASSIGNED*:	# OF KEYS REQUESTED:	ROOM NO. ASSIGNE	D*:	# OF KEYS REQUESTED:	
Name:		Name:			
Name:		Name:			
Name:		Name:			
Name:		Name:			
Name:		Name:			
Name:		Name:			
TOTAL # 13+ YEARS: 6- PORTABLE CRIB (HOW MANY): HANDICAP ACCESSIBLE: ☐ Y [ OTHER REQUESTS:		TOTAL # 13+ YEARS PORTABLE CRIB (HO HANDICAP ACCESSII OTHER REQUESTS:	W MANY):	ARS: 0–5 YEARS:	
ROOM NO. ASSIGNED*:	# OF KEYS REQUESTED:	ROOM NO. ASSIGNE	D*:	# OF KEYS REQUESTED:	
Name:		Name:			
Name:		Name:			
Name:		Name:			
Name:		Name:			
Name:		Name:	Name:		
Name:		Name:			
TOTAL # 13+ YEARS: 6- PORTABLE CRIB (HOW MANY): HANDICAP ACCESSIBLE:Y [ OTHER REQUESTS:		TOTAL # 13+ YEARS PORTABLE CRIB (HO HANDICAP ACCESSI OTHER REQUESTS:	W MANY):	ARS: 0–5 YEARS:	
as needed. Complete and return form(s) to the Conference Office 30 DAYS prior to your arrival.  Group Name   Arrival Group Code ATTN: Conference		n Ranch–YMCA of the Rockies Arrival Date	Telephone 970-887-21 Fax: 970-88		

Use this form to list guests staying in lodge rooms for your group. Lodge rooms are assigned when they are ready for check in.

ymcarockies.org 5

E-mail form to:

Your assigned Conference Coordinator, or smrconference@ymcarockies.org.

PO BOX 169, Winter Park, CO 80482

<sup>\*</sup> If you do not know the room number yet, leave this blank to be filled in when room numbers are assigned. We do not guarantee assignment of specific rooms, cabins or meeting spaces.



A TENTATIVE CABIN ROSTER IS REQUIRED AT LEAST 30 DAYS PRIOR TO ARRIVAL

Use this form to list quests staying in a cabin for your group. Cabin names are assigned when they are ready for check in. Please indicate individuals arriving and/or departing on different dates. Cabin rosters do not need to show individual bedroom assignments. Keys will not be issued without a completed roster.

Group Code: @		Group Leader:		
Group Name: \		Who else can check in for your group?		
Arrival Date:		Group Leader Arrival Time:		
Departure Date:		Group Arrival Time:		
Please list the first and last name of each group member staying in your cabin to ensure we are able to contact group members regarding phone calls and emergencies. List all children lodging with their parents.				
CABIN NAME:*		# OF KEYS REQUESTED:		
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
Name:	Name:	Name:	Name:	
TOTAL # OF GUESTS: 13+ YEARS: 6–12 YEARS: 0–5 YEARS: PORTABLE CRIB (HOW MANY): HANDICAP ACCESSIBLE:YN OTHER REQUESTS:  * Please leave this blank, it will be filled in when your lodging is assigned. We do not give out cabin names before they are ready for check-in. We do not guarantee specific rooms, cabins or meeting room assignments.				

#### **SUBMITTING FORMS**

Please make additional copies of this form as needed. Complete and return form(s) to the Conference Office 30 DAYS prior to your arrival.

**U.S. Postal Service** Snow Mountain Ranch-YMCA of the Rockies Group Name | Arrival Date **Group Code** ATTN: Conference Office PO BOX 169, Winter Park, CO 80482

#### **CONTACT INFORMATION**

Telephone 970-887-2152 x4127

Fax: 970-887-8964 Please include a cover sheet.

E-mail form to:

Your assigned Conference Coordinator, or smrconference@ymcarockies.org.



## RETURN FORM NO LATER THAN 30 DAYS PRIOR TO ARRIVAL.

Please make copies of this form for each meeting room reserved. Chairs and tables are provided at no additional charge. Audio visual equipment should be requested on page 8. Initial meeting room setup is included at no charge. Any additional setup changes will incur a setup fee starting at \$75.

Meeting rooms are assigned on a firstcome, first-served basis, according to group size, needs, room availability and date request is received. Specific meeting rooms not guaranteed unless contracted.

Additional meeting room space may be reserved at a daily rate determined by the size of the room requested. Ask your Conference Coordinator for more details.

Use of lobbies for registration is allowed on a limited basis. Please discuss with your Conference Coordinator if you plan to conduct registration outside of your assigned meeting room.

Wi-Fi is available in most areas. Please check with the Conference Office for further information.



Group Name:	
Group Size: _	Group Code:
E-mail:	
Start Date   Tir	ne: End Date   Time:
Please let us ki movie night, et	now your intentions for the meeting room: Ex: formal meeting, games, crafts, cc.
lf yes, what tim	band?  Yes  No ne will they be playing? 10 PM to 7 AM. Bands must be finished by 10 PM.
Wheelchair Ac	cessible?   Yes   No
	te this form & return to the Conference Office in advance of your group's arrival. A 00 will be charged for any setups requested on the day of arrival.
Square	☐ Theater ☐ Classroom ☐ U-Shape ☐ Picnic ☐ Round
Diagram:	
Would you like	extra tables at the front of the room for a presenter? Yes, how many?
Would you like □Yes □No If Would you like	extra tables at the front of the room for a presenter? Yes, how many? extra tables for refreshments? Yes, how many?
Would you like □Yes □ No If Would you like □Yes □ No If	Yes, how many? extra tables for refreshments?
Would you like  ☐Yes ☐ No If Would you like ☐Yes ☐ No If Tables and Cha Extra tables ar outdoor shelte	Yes, how many? extra tables for refreshments? Yes, how many? airs to Other Locations
Would you like  ☐ Yes ☐ No If  Would you like ☐ Yes ☐ No If  Tables and Cha  Extra tables ar  outdoor shelted  days of deliver	Yes, how many? extra tables for refreshments? Yes, how many? airs to Other Locations ad chairs can be reserved and delivered to other locations (e.g., fire rings, cabins, ers). An additional fee of \$1/chair and \$10/table will be assessed on
Would you like  ☐ Yes ☐ No If  Would you like ☐ Yes ☐ No If  Tables and Cha  Extra tables an  outdoor shelte days of deliver  Please list othe locations, date  Self-led Cam  Gather around	extra tables for refreshments? Yes, how many? airs to Other Locations Indicate the control of the control
Would you like  ☐ Yes ☐ No If  Would you like  ☐ Yes ☐ No If  Tables and Cha  Extra tables an  outdoor shelte days of deliver  Please list othe locations, date  Self-led Cam  Gather around time slot is \$30	extra tables for refreshments? Yes, how many? airs to Other Locations ad chairs can be reserved and delivered to other locations (e.g., fire rings, cabins, ers). An additional fee of \$1/chair and \$10/table will be assessed on y and takedown.  er additional setup requests for tables and/or chairs below. Be sure to include and times for delivery and pickup.

June 2024–May 2025 7

## YMCA of the Rockies **Snow Mountain Ranch**

## Equipment | Audio Visual (AV) | Grill

**Request Form** 

#### **RETURN FORM AT LEAST 30 DAYS PRIOR TO ARRIVAL**

Group Name:	Group Code:
• Daily rate is for up to 24 hours. Partial or half days are cha	arged at the full daily rate.

- · Technical support for rental items is included in rental rates. We are not able to provide technical support for equipment not owned by YMCA of the Rockies.
- Electrical equipment includes all necessary cables. We **DO NOT** supply computers or thumb drives.
- · Wi-Fi access is available through our general guest login.
- · Special requests for phones, phone lines, internet hard lines, or electrical service must be made to the Conference Office in advance; additional fees may apply.

#### **Equipment | AV Rental** (Limited availability. Return form no later than 30 days prior to arrival.)

TYPE OF EQUIPMENT	PRICE PER DAY	HOW MANY?	START DATE	START TIME	END DATE	END TIME
Battery-Powered PA	\$75					
Dance Floor Charged on day of setup and takedown. Other sizes available upon request.	□12′x12′ \$200 □15′x15′ \$250 □18′x18′ \$300 □21′x21′ \$350					
Easel Only Easel with paper and 3 markers Easel with whiteboard and 3 markers	□\$12 □\$30 □\$25					
Extension Cord	\$3/day; \$15/stay					
Projection setup: depending on meeting room assigned, this will be either a projector and screen or a large HDMI-ready wall mounted monitor.	\$100					
Mini-Fridge for Meeting Room	\$25					
Microphone (Mic) with Stand	□Wireless \$60 □Wired \$30 □Lavaliere \$60					
Music Stand	\$10					
PA System/Mic/Mic Stand/Aux Cords (assessed by group size)	\$100 (up to100 ppl) \$200 (100+ ppl)					
Band PA System/4 Mics/Mic Stands/Aux Cords 16 Channel Mixer (Groups up to 200. Larger systems, including a 32–Channel Mixer, are available for larger bands.)	\$450					
Full-sized podium	\$30					
Tabletop Podium	\$20					
Projection Screen (size dependent on room)	\$35					
Wireless Tabletop Microphone set (8) w/speakers	\$100					
Stage: 8' x 4' (per piece) Charged on day of setup and takedown.	\$35					

#### **BBQ Propane Grill Rental**

Please check with your Conference Coordinator to see if your accommodation already has a grill. Grills can be delivered to your cabin or fire ring upon request. We cannot deliver grills to lodge rooms.

☐ Small Grill   \$30/day   up to 10 people	☐ Large Grill   \$150 /day   up to 200 people
Delivery Date:	(Must be reserved at least one month in advance)
Delivery Time:	Delivery Date:
•	Delivery Time:
Location:	Location:
Pick-up Date:	
Pick-up Time:	
	Pick-up Time:



## RETURN FORM NO LATER THAN 30 DAYS PRIOR TO ARRIVAL.

#### **CONTACT INFORMATION**

**Telephone** 970-887-2152 x4127

Fax: 970–887–8964 Please include a cover sheet.

**E-mail form to:** your assigned Conference Coordinator, or smrconference@ymcarockies.org.

#### PLEASE READ BEFORE SIGNING

Snow Mountain Ranch is committed to providing meeting room accommodations that are maintained, clean and ready for your use according to your specific requests. Upon arrival to your meeting space, please let us know if you have any needs or concerns, or to report anything that is in need of repair and we will be ready to assist you.

Please do not tack, nail or tape anything to YMCA property and walls, or suspend anything from our ceilings as this can result in charges for damages being added to your invoice.

Upon your group's departure, all Snow Mountain Ranch facilities including lodge and meeting rooms, and lobbies, should be left in the same physical condition as when you arrived. If any damages are found, your group/leadership will be responsible for any cost associated in the repair or replacement of the damaged property.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND AND ACCEPT THE TERMS OF THIS CONDITIONS OF FACILITIES AGREEMENT.

PLEASE PRINT:		
Group Name:		
Group Code:		
First Name:	_ Last Name:	
Signature of Group Leader:		
Title:	Date:	



If not specified in your contract, please ask your Conference Coordinator for your current meal plan.







#### All-You-Can-Eat Meals

All meals are served buffet-style at the Schlessman Commons Dining Hall. Individuals in each group receive designated wristbands that must be presented at each meal. A fee will be charged to replace lost wristbands.

We do our best to accommodate dietary restrictions. If you have concerns, please contact your conference coordinator.

#### **Boxed Meals**

Boxed meals (see page 12) must be ordered at least one month in advance of the date needed. All boxed breakfast and lunch orders are available for pick-up at the Schlessman Commons Dining Hall, or can be delivered to your meeting room. For more information please contact your Conference Coordinator.

#### Catering

Groups | Weddings | Special Events (ask for availability)

For more information about catering for your group, contact your Conference Coordinator. If you are interested in catering for a wedding or special event, please contact our Special Events Venue Coordinator at 970–887–2152 x4128.

#### **Buckboard Grill & Pizza**

Administration Building. Hours vary and may be closed at times. Please check for availability.

Offering eat-in or take-out pizza, sandwiches, to-go items, and assorted beverages. Menu items vary based on availability.





## Refreshments | Food | Grills

No. of people:

**Request Form** 

#### **RETURN FORM NO LATER THAN** 4 WEEKS PRIOR TO ARRIVAL.

#### **CONTACT INFORMATION**

**Telephone** 970-887-2152 x4127

Fax: 970-887-8964

Please include a cover sheet.

#### E-mail form to:

your assigned Conference Coordinator, or smrconference@ymcarockies.org.

YMCA of the Rockies makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff on the severity of food allergies. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time without notice. Guests concerned with food allergies need to be aware of this risk. We will do our best to accommodate your needs. Snow Mountain Ranch will not assume any liability for adverse food reactions to foods consumed, or items one may come in contact with while eating at any of our food service establishments. Please keep in mind that our menu is subject to change without notice.

For additional information please contact your conference coordinator.

FOR INTERNAL USE ONLY
Sent to Food Service:
Initials:
Date:
Total charges posted: \$

Pre-ordered refreshments can be delivere 7AM and 8:30 PM. (Please make additional copies for multiple orders.)	d to your meeting roo	om between
GROUP NAME:		
GROUP CODE:		
E-MAIL:		
DELIVERY LOCATION:	DATE/TIME:	/
WHEN WOULD YOU LIKE CATERING REMOVED	FROM YOUR ROOM?	
DATE/TIME: /		
Refreshments and Snacks		
NOTE: One (1) Gallon serves 16 people. Please specify quan	tities	
Coffee regular (\$25 per gallon)	Bagels w/ Cream Che	ese (\$16 ner dozen)
Coffee decaf (\$25 per gallon)	Brownies (dozen)	(\$12 per dozen)
— Hot cocoa (\$23 per gallon)	Muffins (dozen)	
Hot tea (\$20 per gallon, includes	Cookies (dozen)	
assorted tea bags with hot water)	Doughnuts (dozen)	•
Iced tea (\$20 per gallon)	20uga.s (a02c.i)	(#1. pc. doze.i)
Lemonade (\$20 per gallon)		
Sodas (assorted, \$2.25 per 12 oz. bottle/can)		
— Hot water (\$7 per gallon)		
Cold water (\$7 per gallon)		
Canned water (\$2.25 per 12 oz. can)		
Ice (\$5 per 8lb. bag)		
Platters		
Vegetable platter (\$8 per person)	No. of p	people:
Seasonal fruit platter (\$8 per person)	•	people:
Cheese + Crackers platter (\$10 per person)		people:
Hummus platter (\$8 per person)		people:
Cheese + charcuterie board (\$14 per person)	No. of p	people:
Food Breaks (25 person minimum)		
<ol> <li>Fiesta Break (\$6 per person)         Crispy chips and salsa     </li> </ol>	No. of p	people:
2. Deluxe Continental Breakfast (\$22 per person Bagels, cream cheese, pastries, fresh seasonal yogurt, granola, cold cereal, coffee, juice and m	fruit,	people:
3. Deli Lunch (\$20 per person) Fresh sliced meats, cheeses, assorted breads, cor potato chips, one green salad or potato salad, as	ndiments,	people:
Snack Attack (\$8 per person)     Includes chips, pretzels, granola bars, seasonal from the season		people:

June 2024-June 2025 11

5. Ice Cream Social (\$12 per person, max 50 people)

Includes assorted toppings, chocolate and vanilla ice cream and syrup



\*Please complete this form and return to your Conference Coordinator at least 4 weeks prior to arrival. If you are requesting boxed meals on multiple days, please complete one form for each day.

Group Name:	Group Code:
Arrival Date:	Departure Date:
Date boxed meal requested:	Time Requested for Pick-Up:

\*Boxed meals can be picked up at the Schlessman Commons Dining Hall. To arrange delivery to your meeting space, please contact your Conference Coordinator. Pickups and deliveries available between 7am—8:30 pm.

#### **Boxed Breakfast Options**

- Regular Boxed Breakfast No. \_\_\_\_\_\_\$15.50/meal Includes cereal, milk, muffin, fruit and granola bar.
- 2. Gluten–Free Boxed Breakfast No. \_\_\_\_\_\_\$17.50/meal Contents vary depending on availability, but will be comparable to option #1.



\*Water bottle filling stations can be found in convenient locations on property. We encourage our group leaders to ask members of their group to bring a reusable water bottle with them. Souvenir water bottles can be purchased in our General Store. Bottled water and other beverages can be purchased from the Buckboard Grill, the General Store, or from one of the vending machines on site.

## Boxed Lunch Options – beverages not included\* GF = Gluten Free

Unless restricted by allergens, each lunch option includes sandwich or wrap, condiments, fresh fruit, carrots, chips, granola bar and a sweet treat.

1. Turkey Sandwich Boxed Lunch	No	\$18/meal
	No. GF	\$20/mea
2. Ham Sandwich Boxed Lunch	No	\$18/meal
	No. GF	\$20/mea
3. GF Veggie Wrap with Cheese Boxed Lunch	No	\$20/meal
4. GF Veggie Wrap without Cheese Boxed Lunch	No	\$18/meal
5. Peanut Butter & Jelly Boxed Lunch	No	\$18/meal

OFFICE USE	
Group Code:	Conf Coord Initials:
Date:	Notified Food Service
Charges posted to group:	

## **Our Activity Passes**

#### **Stay Pass**

One Stay Pass per guest is included in the price of your lodging accommodations.

Your Passes will be given to your group when checking in at the Administration Building. Your Pass should be worn during your stay to allow us to recognize you as a guest, and provide you with access to activities.

#### **Day Pass**

If members of your group are not staying at Snow Mountain Ranch, they will need to purchase a Day Pass at the Program Building.

\$29 per adult (13+) \$14 per child (6-12) Children 5 and under FREE

YMCA of the Rockies members (with proof of Y membership) receive a free Day Pass. Day Passes can be purchased in advance for multiple days.



#### **Free Activities**

The following activities, depending on the season, are included in your stay. Children under 13 must always be accompanied by an adult. Some activities may require a refundable deposit for equipment rental.

#### Year-round Indoor

Basketball, billiards, foosball, pickleball, roller rink, table tennis, volleyball, and indoor pool. Lifeguards are on duty during all scheduled pool times. Cameras, camera phones and video equipment are not allowed in the pool area or locker rooms. Pool is closed during lightning alerts.

- · 25-yard heated pool and adult lap time
- · Aquatic climbing wall and slide
- · Sauna and showers
- Pool capacity: 80 (Maximum number may fluctuate depending on guard ratios)
- · Pool may be booked for private sessions on the group activity request form

#### Spring, Summer and Fall

Trike park, 18-hole mini golf and 9-hole toddler mini golf course, playgrounds, sand volleyball, tennis, tetherball, 18-hole disc golf, historic sites (seasonal activities are weather dependent).

#### Winter

Ice skating, snow tubing, nordic ski trails, and snowshoe trails. Availability is weather dependent. Call the Program Department for confirmation that snow and ice-based activities are running. Safety Waiver Required for Ice Skating and Tubing.

#### **Summer Tubing Hill**

Our tubing hill is open from June through September (weather permitting). Groups up to 50 people can reserve 45 minute time slots (may not be a private session). For reservations call 970–887–2152 x4135 or complete and return the form on page 15. Safety waiver required for this activity.

#### **Family-Friendly Activities**

When you check in, pick up or download a copy of our Activity Guide. You'll find information on scheduled activities, musical performances, wildlife education, guided hikes and other family fun!

#### **Historical Sites**

The Rowley Homestead lets you experience the way life was as a Rocky Mountain rancher in the late 1800s and early 1900s.

#### Library

Stop by for a wonderful selection of books, games and free Wi-Fi. We also have a computer available for use.

#### Trail Running/Hiking/Walking

Snow Mountain Ranch offers miles of beautiful trails for running, hiking, and walking.

#### **Chapel Services**

On weekends and religious holidays, an ecumenical worship celebration is offered for all guests and ages. Service includes music, a devotional message, praise and worship, and a children's message. See the Activity Guide for more information, or call 970–887–2152 x4003.

#### Fee-based Year-Round Activities

The following activities require pre-registration and a fee.

#### Archery

Learn the basics of archery. We will cover safety rules and beginner aspects of shooting, then provide instruction on proper technique. Outdoor range available during the summer months, and indoor range available for winter usage.

#### **Climbing Wall**

Our indoor wall makes this activity available year round. Challenge yourself on a variety of routes from easy to intermediate. Our staff will be there to help challenge you and provide all needed safety equipment. Safety Waiver required for this activity.

#### **Fee-based Summer Activities**

#### Mountain Bike + Electric Bike Rentals (Summer & Fall)

Explore our miles of scenic trails spring, summer and fall. Our staff can help you pick the best trails for your skill level and available time. Hourly, half or full day rates and trailer rentals available.

#### **Aerial Challenge Course**

Available late May to early October

Traverse from tree to tree, well above the forest floor. Each 2-hour session begins with a 30-minute ground school that each participant must pass before entering the course. People with known heart conditions or who are pregnant may not participate. Participants must be between 35 and 250 pounds. Minimum height 4'9" for all participants.

## **SNOW MOUNTAIN SPORTS**

**On-site at Snow Mountain Ranch!** 

Get the best prices on downhill ski and snowboard rentals in the Valley!

800-544-1523

winterparkskirental.com/smr



#### **Fee-based Winter Activities**

Availability of our winter-based activities is weather dependent. Our Nordic Center typically closes around the1st week in April and opens around Thanksgiving. However this timing varies from year to year. Please keep this in mind when planning your adventures in April, May, November and December.

#### **Nordic Center**

Our Nordic Center offers over 120 kilometers of cross-country and snowshoe trails, which can accommodate the first-time cross-country skier and snowshoer to the elite racer, as well as skiers with special needs.

Visit the Nordic Center's full-service ski shop for deals on group and private lessons, snowshoes, skate and classic ski rentals, and the latest ski gear and apparel for sale.

#### **Snowshoe Guided Hikes**

Explore our winter wonderland! To schedule a hike for your group please call the Program Department at 970–887–2152 x4135.



## Snow Mountain Ranch Concessionaires

The following Programs are booked through partner organizations. Please contact them directly to book

#### **Grand Adventures**

Available only in the winter. Preregistration required. Fees apply. Call 970–726–9247 or visit grandadventures.com to book. Grand Adventures offers snowmobile and ATV tours.

#### **Mad Adventures**

Available only in the Summer. Preregistration required. Fees apply. Call 970-726-5290 or visit madadventures.com to book. Mad Adventures offers rafting and ATV tours.

#### **Redemption Dog Sled Tours**

Preregistration Required. Fees apply. Visit redemptionsledtours.com to book. Redemption Dog Sled Tours offers dog sledding late December through early April and educational dog sledding presentations the rest of the year.

#### **Rocky Mountain Stables**

Available all year. Preregistration Required. Fees apply. Call 970–363–9944 or visit rockymountainstables.com to book. Rocky Mountain Stables offers year round trail rides as well as winter sleigh rides.

RESERVATIONS MUST BE MADE AT LEAST 60 DAYS IN ADVANCE, AND CAN BE SUBMITTED UP TO SIX MONTHS IN ADVANCE. REQUESTS WILL BE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED.

#### **CANCELLATION POLICY**

Activities must be canceled two weeks prior to the reserved date or you will be charged full price.

#### **SUBMITTING FORMS**

Please make a copy and send via:

#### **U.S. Postal Service**

Snow Mountain Ranch–YMCA of the Rockies Group Name | Arrival Date Group Code ATTN: Program Department PO BOX169, Winter Park, CO 80482

#### FedEx | UPS

Snow Mountain Ranch–YMCA of the Rockies Group Name | Arrival Date Group Code ATTN: Program Department 1101 County Road 53, Granby, CO 80446

### CONTACT INFORMATION

#### **Program Office**

970-887-2152 x4135

#### E-mail

Raeanna Fehl, Program Administrator rfehl@ymcarockies.org 970-887-2152 x4138

FOR INTERNAL USE ONLY
Group Code:
Date Received by Conference:
Date Received by Program:
Date sent to Program:
Initials:



A Snow Mountain Ranch representative will contact you to confirm program dates and times based on availability. Please fill out this form, make a copy and return it to the Conference Office. Bookings are on a first-come, first-served basis.

Group Name:	
Group Code:	
Arrival Date: Departure Date	<b>:</b>
Contact Name:	
Phone:	
E-mail:	
Contact Address:	
City/State/Zip:	
Softball Field	
Reserve our field for a game of softball, kickball, dodgeball and	family games.
Date Requested: Time Requested:	
Summer Tubing Hill	
Reserve your thrill ride down Colorado's first summer tubing hil Memorial Day Weekend through October1st (weather permittin	_
Limit: Only one advance reservation per group. Limit 60 tubers	per session.
NOTE: May not be a private session.	
Date Requested: No. of people	· •
Time Requested (please check one): 10 AM 2 PM 4	PM



## **Group Activity Request Form**Page 2

Group Name:	·				
					NO OF PEOPLE
ACTIVITY (FEE-BASED)	FEE (PER SESSION)	DATE	SESSION START TIME (AM)	SESSION START TIME (PM)	NO. OF PEOPLE
ARCHERY Age: 5+ Limit:12 persons per session	\$120		□9 AM □10 AM □11 AM	□1PM □4PM □7PM □2PM □5PM □8PM □3PM □6PM	
CANOEING Mid June–Early August Age: All Must be able to fit into our lifejackets Limit: 20 persons per session.	\$175		□9 AM □10 AM □11 AM	□2 PM □3 PM □4 PM	
CLIMBING WALL Min. Weight: 40 lbs Limit:12 per session	\$120		□9 AM □10 AM □11 AM	□1PM □4PM □7PM □2PM □5PM □8PM □3PM □6PM	
GUIDED HIKES** Age: All (16 and under require adult supervision) Limit: 15 persons per guide	\$60 per guide				
Waterfall Hike: 3 miles (easy)	\$60		□9 AM-12 PM	□1–4 PM	-
Night Hike: 1 mile (easy)	\$60			Dusk (by season)	-
9-Mile Mountain Hike: 3 miles (moderate)	\$60		□9 AM–12 PM	□1–4 PM	
AERIAL CHALLENGE COURSE Late May–Early October Min. Weight: 35lbs Max Weight: 250lbs Min. height: 4' 9" Limited availability. Limit 15 people/session.	\$35/person		□ 8:30 am □ 9:30 am □ 10:30 am □ 11:30 am	□12:30 pm □1:30 pm □2:30 pm □3:30 pm	
LOW CHALLENGE COURSE/ TEAMBUILDING*** Minimum: 10 persons (pp)	\$110 (10 pp) \$220 (11–20 pp) \$330 (21–30 pp) \$440 (31–40 pp)		□9 AM-12 PM	□1–4 PM □5–8 PM	
INDOOR POOL SESSION" Private Age: All (children require adult supervision) Limit: 80 persons per session. Maximum number may fluctuate based on lifeguard ratios.	\$175/hr		□ Before 9 AM	□1 PM □4 PM □8 PM	

Unless otherwise noted, most sessions last 45 minutes to allow proper cleaning of equipment between sessions.

<sup>\*\*</sup> Please call the Program Department at 970-887-2152 x4135 for details. Outdoor activities weather permitting.

<sup>\*\*\*</sup> Outdoor course available late May through early October. Indoor teambuilding options are available when the outdoor course is not.



## Assumption of Risk | Waiver of Liability

**Adults 18 Years and Older** 

PLEASE MAKE A COPY OF THIS FORM, AND HAVE EACH PERSON ENROLLED IN THE FOLLOWING ACTIVITIES READ AND SIGN THIS WAIVER.

Please bring your group's signed waivers to the Programs Office when you check in, or to your first scheduled activity.

The following activities require a signed waiver:

- Climbing Wall
- Aerial Challenge Course
- Sledding, tubing, ice skating
- Low Ropes Course

## IF YOU HAVE QUESTIONS, PLEASE CONTACT:

Rae Fehl, Programs Administrator rfehl@ymcarockies.org 970-887-2152 x4138

#### PLEASE READ BEFORE SIGNING

There are risks involved in this activity and/or these activities. You need not participate. It is your choice whether you participate in this activity or these activities and to what level. Our philosophy is "Challenge By Choice," which means you select the degree of challenge (if any) to which you will be exposed. However, in order for you to participate at any level in this activity or these activities you must sign this document, and your signature forever waives your right to sue the YMCA of the Rockies (and its directors, staff, employees and other contracted parties) for any injury (or death) you may suffer arising out of your participation in this activity or these activities.

#### **ACKNOWLEDGEMENT OF RISK**

I acknowledge that there are risks and hazards in any of the activities in which I have chosen to participate. These risks include, but are not limited to: physical injury, trauma, emotional injury, death, and property damage. These hazards include but are not limited to: Falling from a height of up to 50 feet (climbing wall and high challenge course only); equipment failure; interference from other activities in the vicinity; high altitude (above 8,000 feet); and rigorous physical activity and exhaustion. Risks for tubing include but are not limited to: falling out of the tube; traveling at various rates of speed; collisions with other tubes, tubers, or spectators; collisions with man-made objects such as fencing, collisions with natural objects, collisions with associated equipment, variations in terrain and steepness of terrain, varying surface conditions, slippery walking surfaces, and the use of the tubing lifts.

The activity or activities in which I have chosen to participate may include intense physical challenges which aggravated by high altitude conditions, may place unusual demands on my bodily systems. I acknowledge that this is not an exhaustive list of the risks or hazards I may encounter, and that I may encounter unforeseen situations.

#### PROTECTIVE HEADGEAR

I acknowledge that protective headgear (helmets) are available and it is my choice to wear that headgear while tubing. \_\_\_\_\_ (INITIALS REQUIRED)

#### **CERTIFICATION OF FITNESS**

I certify that I am completely healthy (both physically and emotionally) and capable of participating in this activity or these activities. However, I understand that it is solely my responsibility to determine whether there is any medical reason, including personal or family history of cardiac disease or any other medical condition, which would prohibit me from participating.

#### **WAIVER OF LIABILITY**

In order to participate in the activity or activities listed above, I forever waive my right to sue the YMCA of the Rockies (including its directors, staff, employees and other contracted parties) for any injury (including death) I may suffer arising out of my participation in this activity or these activities. I understand that by signing this document all liability of the YMCA (including its directors, staff, employees, and other contracted parties) to myself for any injuries (including death) I may suffer arising out of my participation in the activity or activities listed above will be forever extinguished.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND AND ACCEPT THE TERMS OF THIS ACKNOWLEDGEMENT OF RISK/WAIVER OF LIABILITY FORM. I FURTHER ACKNOWLEDGE THAT NO ORAL REPRESENTATIONS CONCERNING THIS DOCUMENT HAVE BEEN MADE TO ME AS AN INDUCEMENT TO SIGNING THIS DOCUMENT.

Group Name:		
Name of Participant (please print	t):	Age:
Address:		
City:		
Home Phone:	Work Phone:	
IN THE CASE OF EMERGENCY I	PLEASE CONTACT:	
Name:	Phoi	ne:
Signature of Participant:		Date:
OUESTIONS? Please contact t	he Program Admini	istrator at 970-887- <i>2</i> 152 x



## Assumption of Risk | Waiver of Liability

Adult on Behalf of a Minor

PLEASE MAKE A COPY OF THIS FORM, AND HAVE EACH PERSON ENROLLED IN THE FOLLOWING ACTIVITIES READ AND SIGN THIS WAIVER.

Please bring your group's signed waivers to the Programs Office when you check in, or to your first scheduled activity.

The following activities require a signed waiver:

- Climbing Wall
- Aerial Challenge Course
- Sledding, tubing, ice skating
- Low Ropes Course

## IF YOU HAVE QUESTIONS, PLEASE CONTACT:

Rae Fehl, Programs Administrator rfehl@ymcarockies.org 970-887-2152 x4138

#### PLEASE READ BEFORE SIGNING

There are risks involved in this activity and/or these activities. Your child need not participate. It is your child's choice whether your child participates in these activities and to what level. Our philosophy is "Challenge By Choice," which means your child selects the degree of challenge (if any) to which your child will be exposed. However, in order for your child to participate at any level in these activities you must sign this document, and your signature forever waives your right (and your child's right) to sue the YMCA of the Rockies (and its directors, staff, employees and other contracted parties) for any injury your child may suffer arising out of their participation in this activity or these activities.

#### **ACKNOWLEDGEMENT OF RISK**

I acknowledge that there are risks and hazards in any of the activities in which my minor child has chosen to participate. These risks include, but are not limited to: physical injury, trauma, emotional injury, death, and property damage. These hazards include but are not limited to: Falling from a height of up to 50 feet (climbing wall and high challenge course only); equipment failure; interference from other activities in the vicinity; high altitude (above 8,000 feet); and rigorous physical activity and exhaustion. Risks for Tubing include but are not limited to: falling out of the tube; traveling at various rates of speed; collisions with other tubes, tubers, or spectators; collisions with man-made objects such as fencing, collisions with natural objects, collisions with associated equipment, variations in terrain and steepness of terrain, varying surface conditions, slippery walking surfaces, and the use of the tubing lifts.

The activity or activities in which my minor child has chosen to participate may include physical challenges, which, if aggravated by high altitude conditions, may place unusual demands on my minor child's bodily systems. I acknowledge that this is not an exhaustive list of the risks or hazards my minor child may encounter, and that my minor child may encounter unforeseen situations.

#### PROTECTIVE HEADGEAR

I acknowledge that protective headgear (helmets) are available and it is my choice that my child wear that headgear while tubing. (INITIALS REQUIRED)

#### **CERTIFICATION OF FITNESS**

I certify that my minor child is completely healthy (both physically and emotionally) and capable of participating in the activity or activities. However, I understand that it is solely my responsibility to determine whether there is any medical reason that my minor child should not participate in the selected activity.

#### **WAIVER OF LIABILITY**

In order that my minor child may participate in the activity or activities listed above, I forever waive my right (and my child's right) to sue YMCA of the Rockies (including its directors, staff, employees and other contracted parties) for any injury my minor child may suffer arising out of my minor child's participation in these activities. I understand that by signing this document all liability of the YMCA (including its directors, staff, employees, and other contracted parties) to myself and my minor child for any injuries my minor child may suffer arising out of my minor child's participation in the activity or activities listed above will be forever extinguished.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND AND ACCEPT THE TERMS OF THIS ACKNOWLEDGEMENT OF RISK/WAIVER OF LIABILITY FORM. I FURTHER ACKNOWLEDGE THAT NO ORAL REPRESENTATIONS CONCERNING THIS DOCUMENT HAVE BEEN MADE TO ME AS AN INDUCEMENT TO SIGNING THIS DOCUMENT.

Group Name:			
Name of Participant (please print)	<b>:</b>		Age:
Address:			
City:	State:	_ Zip:	
Phone (Home):	Phone (Work):		
IN THE CASE OF EMERGENCY P	LEASE CONTACT:		
Name:	Phone:		
Signature of Parent or Guardian:			Date:
QUESTIONS? Please contact t	he Program Administ	rator at 97	0-887-2152 x413



We count on you to make our YMCA a unique place of inspiration and healing. Your gift to YMCA of the Rockies extends beyond our properties and into communities across the nation. Your support ensures families can come together and create valuable memories, children can continue to experience the wonder and magic of camp, and groups can connect and remember what is truly important.

## Ways to Give

- 1. Please consider adding a tax-deductible contribution to your final bill when you check out.
- 2. Give by completing the form below, and mailing with your payment by check.
- 3. Request that your tax-deductible donation be added to your group's invoice.

Name:				
Group Code:				
E-mail:				
Phone:				
Address:				
City:	State:	Zip:		
YES, I would like to support t Please accept my tax-deduct			he Rockies.	
□ \$500   □ \$250   □ \$100   ı	□\$50 □\$25	5 □ Other	r\$	
□ Please charge to our group To have your donation added to your Conference Coordinate	to your bill, p			
☐ My check is enclosed. Please make your check Mail to: YMCA of the Roc ATTN: Conference Office PO BOX169, Winter Park	kies–Snow N			

#### Find out more about charitable giving.

YMCA of the Rockies has many charitable giving options. To find out more please contact:

Gretchen Bergen, Philanthropy Director Snow Mountain Ranch 970-887-2152 x4268 Gbergen@ymcarockies.org

YMCA of the Rockies is a 501(3)(c) organization.



Camp Chief Ouray Campers



The Roberts Family from Colorado recently enjoyed their time on a Mission 623 Military Getaway at YMCA of the Rockies–Estes Park Center.



Adam's Camp—Snow Mountain Ranch



#### **Airport**

Denver International (DIA) 720-730-4359 IFly flydenver.com

#### **Airport Shuttle**

Home James 970-726-5060 833-274-3397 homejamestransportation.com

#### **Downhill Ski Areas**

Ski Granby Ranch 888-850-4615 granbyranch.com

Winter Park Resort 970-726-5514 skiwinterpark.com

#### **Downhill Ski & Snowboard Rentals**

Snow Mountain Sports 800-544-1523 winterparkskirental.com/smr/

#### **Golf Courses**

Grand Elk Golf Course 970-887-9122 grandelk.com

Grand Lake Golf Course 970-627-8008 grandlakerecreation.com

Granby Ranch Golf Course 970-887-2709 granbyranch.com

Pole Creek Golf Course 970–887–9195 polecreekgolf.com

#### Grand Mountain Rides Shutttle & Luxury Car Rental

970-531-4702 gmrbooking.com

#### **Horseback Riding**

Rocky Mountain Stables 970–363–9944 rockymountainstables.com

#### Hot Sulphur Springs Resort & Spa

800-510-6235 hotsulphursprings.com

#### Medical

Fraser Medical Clinic 970-726-6778

Lincare Professional Services Wheelchair Rentals 970-887-2120

Middle Park Health—Granby 970-887-5800

Middle Park Health–Winter Park 970–887–5839

#### **Rocky Mountain National Park**

970-586-1206 nps.gov/romo

Trail Ridge Road Conditions 970-586-1222

#### Snowmobiling/ATVs

Grand Adventures 970-364-0470 grandadventures.com

On the Trails Rental 970-627-0171 onthetrailrentals.cm

#### **Weather & Road Conditions**

Colorado Road Conditions 877–315–7623 cotrip.org

Berthoud Pass Road Conditions isberthoudpassopen.com

Trail Ridge Road Conditions 970-586-1222

#### White Water Rafting

Mad Adventures 970-726-5290 madadventures.com

