



SNOW MOUNTAIN RANCH

MEETING PLANNER'S GUIDE FOR GROUPS

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

Inside you'll find helpful information on planning your stay
and forms you'll need to complete prior to your arrival

ymcarockies.org



June 2025 – May 2026

OUR MISSION AND POLICIES

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.

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.

Please refer to your contract for details related to dropping or cancelling lodging, meeting spaces, and meals. Be sure to familiarize yourself with cancellation and attrition policies and penalties, and make note of the deadlines.

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–7 AM. For the comfort of all guests please respect our quiet hours. Courtesy hours are enforced 24 hours. If your group has a band, be sure to discuss this with your Group Sales Representative so your meeting space can be assigned appropriately.

SIGNAGE

Campaign-style yard signs are allowed. Signs may not 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. If you have purchased a meal plan for your group, this wristband also serves as your meal ticket.



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 BOX 169, Winter Park, CO 80482

CONTACT INFORMATION

Telephone: 970-887-2152

Conference Officex4127
Program Department.....x4135
Nordic Center.....x4173

Email forms to:
Your assigned Conference Coordinator

IMPORTANT NOTE ABOUT SHIPPING:

The US Postal Service (USPS) only delivers mail and packages to PO Box addresses in our area, so physical addresses may not be used when shipping using USPS. FedEx and UPS only deliver packages to physical addresses, so PO Boxes may not be used when shipping packages using one of these ground shipping companies.

With this in mind, we do not recommend having mail or packages shipped to Snow Mountain Ranch if you are not sure how the package is being shipped. Packages that are addressed incorrectly for the shipping method used may be delayed or lost.

Please note that we have a sister property, the Estes Park Center, located in Estes Park Colorado. It is about 2.5 hours away from Snow Mountain Ranch. Make sure you travel to the correct property for your check in.

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. CONTRACT AND DEPOSIT

- 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.
- If you have an Individual Reservation Contract, your Group Sales Representative will send you instructions detailing how to reserve rooms held under your group block. You will need to share these instructions with all of your expected guests.
- Provide Certificate of Insurance (COI) – You are required to carry liability insurance for your event (Family Reunions and Weddings excluded). This rule is in place to protect both you as the organizer and YMCA of the Rockies as the venue. Having liability insurance helps mitigate risks associated with the event and ensures that both parties are adequately covered in case of any unforeseen incidents or accidents. Your contract states the following:

INSURANCE:

Without limiting a party's liability or responsibility under this Agreement, each party agrees to carry Commercial General Liability insurance coverage with a combined single limit per occurrence of at least \$1,000,000 (One Million Dollars) and \$2,000,000 (Two Million Dollars) in the aggregate. Meeting Group's policy shall include an endorsement identifying YMCA of the Rockies as Additional Insured. Upon request, each party shall provide to the other party a Certificate of Insurance (COI) evidencing compliance with the provisions of the paragraph. Each party shall also carry Worker's Compensation insurance to cover its employees as required by law.

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 cancellation policy, please refer to your signed contract.

3. TWO TO SIX MONTHS PRIOR TO ARRIVAL

- Reserving Activities for your Group – Reservations for Program Activities must be made at least 60 days in advance, but can be submitted up to 6 months before your group's date of arrival. Requests are processed in the order they are received. See the "Meeting Planner's Guide to Adventure" for details.
- The group agrees to give a final program with anticipated attendance figures.

4. ONE TO TWO MONTHS PRIOR TO ARRIVAL

- Room and Meal Attrition Due Dates – Your contract provides important information regarding adjustments that can be made to your lodging reservations and to the number of people on your meal plan. Review the terms outlined in your contract, and take note of the deadlines for requesting adjustments. Familiarize yourself with the allowable attrition that can occur without incurring forfeiture/cancellation fees. Contact your Conference Coordinator in writing prior to the deadline to request adjustments.
- 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, Condition of Facilities Form, Tax Exempt Form (if you did not return this with your contract and if applicable), and Refreshment and Catering Requests.

5. ARRIVAL AND DEPARTURE

When arriving at Snow Mountain Ranch, please come to the Front Desk in our Administration Building. To get there, after turning onto County Road 53 from US Highway 40, drive until you reach the first 4-way stop. On the left, you will see a sign that says "Guest Check-In". Turn left here and you will be in the parking lot of the Administration Building. Make your way to the Front Desk to start your check-in process.

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

If you are the Group Leader of a Group Pay Contract:

- Upon arrival, send in one or two representatives from the group to the Front Desk. This should either be the group leader or a pre-approved designated representative for the group. No one else in the group will be able to check in until the Group Leader or designated representative has arrived and completed the group check-in.
- Be prepared to provide a valid picture ID, and any updates to your room rosters and other forms if applicable.
- You will receive the keys and locations of your accommodations and meeting rooms (as applicable), and wristbands for your group showing that you are guests at Snow Mountain Ranch. If you have a meal plan, these wristbands double as your meal tickets.

If you are the Group Leader for an Individual Reservation contract, you will receive specific check-in instructions for yourself and for your guests from your Conference Coordinator.

Check-Out Time is 10 AM from Cabins, Yurts and Lodges, and 12PM from Campsites

If your group has not checked out of accommodations by 10 AM (12 PM for campsites), a half day fee may be applied. Please pass this information on to all members of your group. At check-in you will receive information to help you prepare for departure.



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

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



During your discussion with Group Sales, an agreement is made to determine 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 arrival. 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.

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.

MANDATORY AFFIDAVIT OF TAX STATUS

We **DO** qualify as non-taxable or tax exempt under Colorado law as outlined below. By signing below, I confirm that 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).

1. 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

No changes to tax status will be made once your reservation is checked-in.
The YMCA of the Rockies **WILL NOT** make any adjustments to taxes assessed after check-in.



CONDITION OF FACILITIES GROUP ARRIVAL INFORMATION

**RETURN FORM NO LATER THAN
30 DAYS PRIOR TO ARRIVAL**

PLEASE READ BEFORE SIGNING

Snow Mountain Ranch is committed to providing meeting room and accommodations that are maintained, clean and ready for your use according to your specific requests. Upon arrival to your meeting spaces and accommodations, let us know if you have any needs or concerns. Please 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 with the repair or replacement of the damaged property.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND AND ACCEPT THE TERMS OF THIS CONDITION OF FACILITIES AGREEMENT.
PLEASE PRINT:

| | |
|-------------------------|------------|
| Group/Organization Name | Group Code |
| Printed Name | Title |
| Signature | Date |

Please inform us of your group's arrival information:

Arrival Date: ____/____/____

Departure Date: ____/____/____

On-Site Group Leader: _____

Authorized Leader Arrival Time: _____

On-Site Phone Number: _____

Attendees Arrival Time: _____

Additional People Authorized for Check In:

Name: _____

Contact Number: _____

Name: _____

Contact Number: _____

*Or Circle Here for All Adults on Roster

Please circle the type of transportation your group is using while at Snow Mountain Ranch.

Vans Cars Buses Drop-Off

If your group is arriving by bus, will the bus be staying on property for the duration of your stay? Yes No

If yes, what is the name of the bus company and phone number?

Please note that Snow Mountain Ranch does not provide transportation on site or off property.

CONTACT INFORMATION

Telephone:
970-887-2152 x4127

Email form to:
Your assigned Conference Coordinator, or
smrconference@ymcarockies.org



MASTER ACCOUNT CONTRACTS (Group Leader collects all payments from attendees and is responsible for paying all charges billed to the Master Folio)

If you have booked your group as a master account, you will need to provide the names of all attendees to your Conference Coordinator no later than 30 days prior to your arrival. We have provided forms to help you gather the needed information.

Please read through the information provided on this page before completing your group's roster forms.

You are welcome to use your own template for rosters, but please include all information requested on these forms. As a courtesy, we appreciate receiving rosters in a printer-friendly version (no photos please).

LODGING REQUESTS

If you did not book the necessary accessible rooms during the contracting phase, please reach out to your Conference Coordinator as soon as possible, as these sell out fast. All other location and lodging requests should be provided as early as possible. Every request is considered, but we cannot guarantee assignment of specific rooms or cabins.

ROSTER

When filling out the roster, please list the first and last name of each group member staying on-site. List all children lodging with their parents. Maximum occupancy of each lodge room is 6 people. Maximum occupancy of cabins varies based on cabin size. If rooms or individuals are staying for different dates, note the arrival and departure date next to that room/person. If specific arrival/departure dates are not listed, we will assume the room/guest is staying for the full set of contracted dates.

ROOM NUMBERS

As a courtesy to groups staying in 30 or more lodge rooms, we will provide the room numbers upon request up to one week before arrival so room assignments can be made prior to arrival. Please do not give room numbers to attendees in advance. Please note that sometimes rooms can be reassigned after the numbers have been provided. If this happens, we will try to make you aware of these changes as soon as possible so you can adjust your assignments accordingly.

Group Leaders with fewer than 30 rooms and/or cabins will receive the room numbers and/or cabin names upon arrival when the lodging is clean and ready. Please be prepared to assign room numbers and/or cabin names to the roster on the day of check in. We will not give out room numbers to smaller groups or provide cabin names before they are ready on check-in day, as assignments are subject to change and can cause housekeeping confusion and delays. If you do not know the room numbers or cabin names when completing the roster form, leave this space blank to be filled in when room numbers and cabin names are provided at check in.

KEYS

Keys to your accommodations will be issued only if we have received a completed roster. Our standard is to provide two keys per lodge room. You can request additional keys (max 6/room). For cabins, our standard is to provide one key per bedroom. For example, if you have an 8-bedroom retreat cabin, we will make 8 keys unless you specifically request additional keys (max 12/cabin). Please make requests for specific numbers of keys on the roster form; if you do not list a specific number of keys, we will provide our standard number. SMR cannot provide a master key for all lodging. For group leaders needing access to all lodging, please include an additional key in the number of keys requested.

Please ask all group attendees not to write on keycards. We can provide key card sleeves if you need to provide the number of the room with the individual key/s.

INDIVIDUAL ACCOUNT CONTRACT

If you signed an individual account contract, you will be able to request the current list of reservations made by your attendees from your Conference Coordinator. You do not need to fill out the roster form if you have an individual account contract.

CONTACT INFORMATION

Telephone: 970-887-2152 x4127

Email form to: Your assigned Conference Coordinator, or smrconference@ymcarockies.org



**PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED FOR ALL LODGE ROOMS BOOKED
UNDER A MASTER ACCOUNT CONTRACT.**

Full information and directions for roster creation can be found on page 6 in the Meeting Planner's Guide for Groups.
Please email completed forms to your assigned Conference Coordinator or to smrconference@ymcarockies.org.

Group Name:

Group Leader:

Arrival Date:

Departure Date:

Group Leader Arrival Time:

Group Arrival Time:

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |

| | | | |
|--------------------------|-------------------|-----------------|----|
| Room No. | Arrival/Departure | | |
| No. of Keys Req. | Age of Guests | | |
| | 13+ | 6-12 | -5 |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| Name: | | | |
| PACK 'N PLAY (HOW MANY): | | ACCESSIBLE: Y N | |
| OTHER REQUESTS: | | | |



PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED FOR ALL CABINS BOOKED

Cabin names are assigned when they are clean and ready for check in. Please indicate individuals arriving and/or departing on different dates. Cabin rosters do not need to show individual bedroom assignments.

Group Name: _____ Group Leader: _____

Arrival Date: _____ Departure Date: _____

Group Leader Arrival Time: _____ 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: | | No. 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: | |

TOTAL # OF GUESTS 13+ YEARS:

6-12 YEARS:

0-5 YEARS:

PACK 'N PLAY (HOW MANY):

ACCESSIBLE: Y N

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.

CONTACT INFORMATION

Telephone: 970-887-2152 x4127

Email form to: Your assigned Conference Coordinator, or smrconference@ymcarockies.org



**PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED FOR ALL YURTS AND CAMPSITES
BOOKED UNDER A MASTER ACCOUNT CONTRACT**

Full information and directions for roster creation can be found on page 6 of the Meeting Planner's Guide for Groups.

Group Name:

Group Leader:

Arrival Date:

Departure Date:

Group Leader Arrival Time:

Group Arrival Time:

Each yurt sleeps up to 6 people with an exterior tent pad to accommodate an additional 2 people. Each campsite has a maximum of 8 people per site, for a maximum of either 2 tents or 1 RV and a tent. Maximum of 2 pets.

| | |
|---|-------------------|
| *Site Name or No. | Arrival/Departure |
| No. of Keys Req. | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| TOTAL 13+: 6-12: Under 5: | |
| PETS: Y N ACCESSIBLE (if Yurts): Y N | |
| OTHER REQUESTS: | |

| | |
|---|-------------------|
| *Site Name or No. | Arrival/Departure |
| No. of Keys Req. | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| TOTAL 13+: 6-12: Under 5: | |
| PETS: Y N ACCESSIBLE (if Yurts): Y N | |
| OTHER REQUESTS: | |

| | |
|---|-------------------|
| *Site Name or No. | Arrival/Departure |
| No. of Keys Req. | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| TOTAL 13+: 6-12: Under 5: | |
| PETS: Y N ACCESSIBLE (if Yurts): Y N | |
| OTHER REQUESTS: | |

| | |
|---|-------------------|
| *Site Name or No. | Arrival/Departure |
| No. of Keys Req. | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| Name: | |
| TOTAL 13+: 6-12: Under 5: | |
| PETS: Y N ACCESSIBLE (if Yurts): Y N | |
| OTHER REQUESTS: | |

*Please leave this blank, it will be filled in when your lodging is assigned.

CONTACT INFORMATION

Telephone: 970-887-2152 x4127

Email form to: Your assigned Conference Coordinator, or smrconference@ymcarockies.org



**RETURN FORM NO LATER THAN
30 DAYS PRIOR TO ARRIVAL TO
YOUR CONFERENCE
COORDINATOR**

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 11. 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 first-come, first-served basis according to group size, needs, room availability and date request is received unless a specific space has been listed in your contract.

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.

All of the Snow Mountain Ranch meeting spaces have Wi-Fi.



Group Name: _____

Group Code: _____

Email: _____

Start Date: _____

Start Time: _____

End Date: _____

End Time: _____

Please let us know your intentions for the meeting room: Ex. formal meeting, games, crafts, movie night, etc.

Do you have a band? ☐ Yes ☐ No

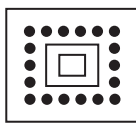
If yes, what time will they be playing? _____

Quiet hours are 10PM to 7AM. Bands must be finished by 10PM.

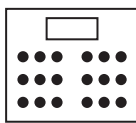
Wheelchair Accessible? ☐ Yes ☐ No

Choose a Room Setup

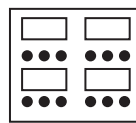
Please provide number of people for room setup.



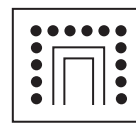
☐ Square



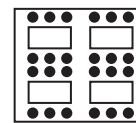
☐ Theater



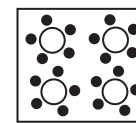
☐ Classroom



☐ U-Shape



☐ Picnic



☐ Round

☐ Custom - if you only want chairs in the room (e.g. 15 chairs set in a circle), or a different custom set up, please indicate your preference below or submit a diagram.

Diagram: _____

Would you like extra tables at the front of the room for a presenter?

☐ Yes ☐ No If yes, how many? _____

Would you like extra tables for refreshments?

☐ Yes ☐ No If yes, how many? _____

Tables and Chairs to Other Locations

Extra tables and chairs can be reserved and delivered to other locations (e.g. fire rings, cabins, outdoor shelters). An additional fee of \$2/chair and \$10/table per day will be assessed.

Please list other additional setup requests for tables and/or chairs below. Be sure to include locations, dates and times for delivery and pick up.



PLEASE READ BEFORE SIGNING

Group Name: _____

Group Code: _____

- Partial or half days are charged 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. | <input type="checkbox"/> 12'x12' \$200 <input type="checkbox"/> 15'x15' \$250 <input type="checkbox"/> 18'x18' \$300 <input type="checkbox"/> 21'x21' \$350 | | | | | |
| Easel Only Easel with paper and 3 markers Easel with whiteboard and 3 markers | <input type="checkbox"/> \$12 <input type="checkbox"/> \$30 <input type="checkbox"/> \$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 | <input type="checkbox"/> Wireless \$60 <input type="checkbox"/> Wired \$30 <input type="checkbox"/> Lavalier \$60 | | | | | |
| Music Stand | \$10 | | | | | |
| PA System/Mic/Mic Stand/ Aux Cords (assessed by group size) | \$100 | | | | | |
| 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'x4' (per piece) | \$35 | | | | | |
| Electronic Piano 88-Key with Stand | \$100 | | | | | |

☐ I would like to be contacted regarding my Audio/Visual Needs

- Best Contact Phone Number: _____
- Best Contact Email Address: _____

Give a brief description of how your meeting room AV & Equipment will be used:



RETURN FORM AT LEAST 30 DAYS PRIOR TO ARRIVAL

Group Name: _____

Group Leader: _____

**PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED FOR MULTIPLE REQUESTS.
RETURN COMPLETED FORMS TO YOUR ASSIGNED CONFERENCE COORDINATOR.**

Self-Led Campfire Ring Reservation*

Gather around the campfire with your group for your own planned activities. Each fire ring reservation includes one bundle of firewood and matches that can be picked up at the Front Desk. Additional information will be provided at check in. Please note that unused firewood cannot be returned for a refund. Speak with your Conference Coordinator if you have a specific location in mind or activities that you plan to do at the requested fire ring.

Notes: _____

Fire Ring: _____ Rent: \$30.00 _____ Date: _____ Time: _____ # of People: _____

Notes: _____

*Fire Rings are available from late May through mid October, weather permitting.

Portable Campfires: Guests are allowed to bring portable propane-powered fire pits as long as they are set up at least 20 feet from any building. We do not allow the use of portable wood burning fire pits.

BBQ Propane Grill Rental

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

☐ **Small Grill | \$30.00/Day | Up to 10 People**

of People: _____

Delivery Date: _____

Delivery Time: _____

Location: _____

Pick Up Date: _____

Pick Up Time: _____

☐ **Large Grill* | \$150.00/Day | Up to 200 People**

of People: _____

Delivery Date: _____

Delivery Time: _____

Location: _____

Pick Up Date: _____

Pick Up Time: _____

*Large Grills must be reserved at least 1 month in advance.

Fire Bans & Lightning Alerts

Weather-related and/or fire restriction cancellations are considered on a case-by-case basis. Please contact the Front Desk at least an hour before your reserved time to discuss.

Tilghman Park Pavilion Reservation*

Tilghman Park is a pavilion with picnic tables with seating for about 50 people and a playground. The rental fee includes the exclusive use of the space as well as the grills (one large propane grill and two charcoal grills**). A half day is up to a 4 hour block, while a full day is anything more than 4 hours. Use of alcohol is not allowed in this space.

Tilghman Park: Half Day: \$200.00 Date: _____ Start Time: _____ # of People: _____
Full Day: \$300.00 End Time: _____

Notes: _____

*Additional tables/chairs can be delivered upon request. Pricing: \$10.00/Table | \$2.00/Chair. Price is a per day charge.

**Charcoal not included

Other Outdoor Areas and Pavilions

Some outdoor areas are first-come, first-served spaces and others require a reservation and rental fee. Please speak to your Conference Coordinator as early as possible if you are interested in reserving an outdoor space for something other than YMCA of the Rockies hosted activities.