



JUNE 2023 – MAY 2024

**Serving Groups, Conferences, Retreats,
Family Reunions and Celebrations Since 1907.**

ESTES PARK CENTER

Group Planning Guide



**YMCA of the Rockies — Estes Park Center is
the place where nature inspires your getaway.**

**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.**

ymcarockies.org



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.

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CONTACT INFORMATION

Phone: 970-586-3341

Extensions:

- Conference Officex1021
- Chaplainx1012
- Food Servicex1099
- Program Departmentx1104

Fax: 970-586-3501

Please include a cover sheet.

E-mails:

- Conference Office
epc_conference@ymcarockies.org
- Program Department
estesparkcenter@ymcarockies.org

SHIPPING FOR YOUR EVENT

Group Name or Individual Name
2515 Tunnel Road
Estes Park, CO 80511

SUBMITTING CONTRACT | DEPOSIT

Contact your Group Sales Representative at 800-777-9622 for instructions on how to return your contract and deposit.



ESTES PARK CENTER
Helpful Information

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

Alcohol & Controlled Substances

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

Altitude

Estes Park Center is 8,000+ 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 Estes Park Center. 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)

A coin operated laundry is located on the lower level of the Longhouse Building and is open 24/7.

Maid Service

Service is limited. Please ask your Conference Coordinator for details pertaining to your accommodations.

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 (see page 7).

You must report the guaranteed number of rooms, cabins and nights by the date shown on your contract. **If you cancel after this date, you will incur a cancellation fee and your deposit will be forfeited.** Please check your contract for these dates and amounts.

Pets

No pets, with the exception of service animals are allowed in lodges and retreat cabins.

Quiet Hours: 11 PM–7 AM

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 may not be taped, pinned or affixed to any YMCA property. Groups are required to remove signage after event. Banners must be pre-approved and hung by YMCA staff.



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 cancellation policy, please refer to your signed contract.

3. Two Months Prior to Arrival

- **First Cancellation 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.
- **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

- **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.



Aspen Dining Room

All-You-Can-Eat, Cafeteria-Style Dining

Breakfast: 7–9 AM

Lunch: 11 AM – 1 PM (Memorial Day through Labor Day)
11:30 AM – 1 PM (Rest of the Year)

Dinner: 5–8 PM

All meals in the Aspen dining room are served “all-you-can-eat” cafeteria style. Members of your group on a meal plan will receive meal tickets that must be presented at each meal.

Other Dining Options

Rustic Café

Snacks, coffee and light meals

The café opens at 7 AM daily, and located in the Administration Building.

Pine Room Restaurant

Adjacent to the Aspen Dining Room, the restaurant is open daily, Memorial Day through Labor Day. Lunch is served daily, with brunch offered on Sunday. Check for closures due to private events. Contact the Pine Room by calling x1145.

Y’s Guys Pizza (Open seasonally)

Fresh pizza, made to order. Ask about our available pizza options at x2000. For contracted groups, pizza orders must be received two weeks in advance by ordering via phone at x1021.

Summer Cookouts (Advance reservations required)

On Thursdays and Saturdays we offer all-you-can-eat public summer cookouts during lunch and dinner. Private cookouts are available Sunday, Monday, Wednesday and Friday. See page 9 for more information.

Catering & Special Events

YMCA of the Rockies offers a variety of indoor and outdoor venues for weddings, receptions and special catered events. For more information about our catering options please contact our Catering Manager at 970-586-3341 x1083. Special meals or menus must be arranged in advance. Sack meals may be ordered by noon, two days before by calling x1021 (see page 9) and should be picked up by the group leader during meal hours in the dining room.



Aspen Dining Room



Pine Room Restaurant





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

Meeting rooms are assigned on a first-come, first-serve basis, according to group size, needs, room availability and date request is received.

Please make copies of this form for each meeting room/breakout room needed. Chairs and tables are provided at no additional charge.

If your group is staying in retreat cabins, a meeting room **IS NOT** included in your lodging fee. Additional charges may apply, availability is not guaranteed.

SUBMITTING FORMS

Please fill out this form and return to your Conference Office Contact 30 DAYS prior to your arrival.

CONTACT INFORMATION

Telephone

888-612-9622

970-586-3341 x1021

E-mail

epc_conference@ymcarockies.org

Fax: 970-586-3501

Please include a cover sheet.

GROUP NAME: _____ GROUP SIZE: _____

CONTRACT | BOOKING NO.: _____

HOW MANY CHILDREN IN YOUR GROUP? _____

E-MAIL: _____

DATE/TIME: _____ | _____

DO YOU REQUIRE AN ADDITIONAL REFRESHMENT TABLE? YES NO

WHEELCHAIR ACCESSIBLE? YES NO

DO YOU HAVE A BAND?* YES NO

If YES, what time will they be playing? _____

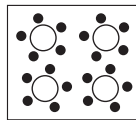
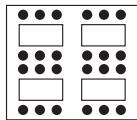
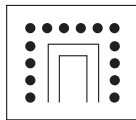
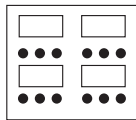
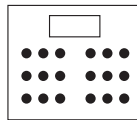
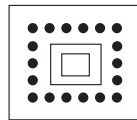
Bands must be finished by 11 PM. Quiet hours are 11 PM to 7 AM.

Courtesy hours are enforced 24 hours.

PLEASE LIST ANY ADDITIONAL NEEDS:

CHOOSE A ROOM SET UP:

Meeting rooms are from the time of check in to check-out the day of departure. Early/late use may be reserved for an additional fee. If this form is not completed, the meeting space will be left empty and a Set up fee will be charged upon arrival if applicable.



- Square Theater Classroom U-Shape Picnic Round
 Custom (indicate below or submit a diagram)

Equipment Rental*

TYPE OF EQUIPMENT	PRICE	HOW MANY?	DATE	TIME
Easel	\$10			
Easel w/Whiteboard	\$20			
Easel w/Flip chart	\$25			
Full-sized Podium	\$30			
Table-top Podium	\$10			
Microwave (limited)	\$25			
Mini Fridge (limited)	\$25			
Pipe & Drape (black)	\$20/per section			
Pipe & Drape (white)	\$25/per section			
Radios (4)	\$20/per day			
Stage Piece (4' x 8' x 16') per unit	\$35			
Stage Piece (4' x 8' x 32') per unit	\$50			
Set up Change of Meeting Room (after initial set up)	<input type="checkbox"/> \$600 X Large <input type="checkbox"/> \$200 Large <input type="checkbox"/> \$100 Medium <input type="checkbox"/> \$25 Small			
Outdoor Set up Fee	\$100			

* Prices subject to change. Limited availability. Price per day unless otherwise specified.



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RENTAL INFORMATION

- Daily rate is for up to 24 hours. Partial or half days are charged at the full day rate.
- Set up and technical support for rental items are included in the AV equipment rental rates.
- Audio Visual Technicians are available to operate rental equipment for an hourly fee, but are unable to operate any equipment that is not owned by YMCA of the Rockies.
- Electrical equipment includes all necessary power cables.
- Alternate video connections are available upon request for Television and LCD Projector rentals at no additional charge.
- Wi-Fi access is available.
- We do NOT supply computers.
- E-mail can be checked at terminals in our Library and Administration Building.
- Special requests for phones, phone lines, internet hard lines, or electrical service must be supplied to the Conference Office in advance. Additional fees may apply for last minute requests or changes.

AV TECH QUESTIONS

For a complete list of available equipment, or technical questions regarding equipment please contact us below:

Phone: 970-586-3341 x1121

E-mail: audiovisual@ymcarockies.org

GROUP NAME: _____ **CONTACT NAME:** _____

CONTRACT/BOOKING NO.: _____ **GROUP SIZE:** _____

PHONE (DAY): _____ **E-MAIL:** _____

DATE | TIME: _____ | _____ **MEETING ROOM:** _____

DO YOU HAVE A BAND? YES NO If YES, please contact the Audio Visual Department for rental and set up information, and attach a stage plot diagram to submitted forms.

PLEASE LIST ANY ADDITIONAL NEEDS: _____

Equipment Rental

Limited availability. Price per day unless otherwise specified. View complete equipment options, including new portable full-colored LED lighting packages at: ymcarockies.org/av

TYPE OF EQUIPMENT	PRICE*	QUANTITY	START DATE/TIME	END DATE/TIME
Standard LCD Projector Package Includes projector, screen, table, VGA cable.	\$200			
High Definition Projector Package Includes HD projector, screen, table, HDMI cable.	\$250			
Projection Screen Size is dependent on room size and availability.	\$35			
Television Includes HDMI cable	<input type="checkbox"/> 32": \$30 <input type="checkbox"/> 37": \$35 <input type="checkbox"/> 55" 4k: \$90			
Video Players	<input type="checkbox"/> DVD: \$10 <input type="checkbox"/> Blu-ray: \$20			
PA System (select number of speakers) Includes wired vocal mic, headphone jack input, and 4 channel mixer.	<input type="checkbox"/> Single: \$95 <input type="checkbox"/> Double: \$160 <input type="checkbox"/> Four: \$320			
Lighting Packages	Contact for pricing			
Computer Speakers	\$30			
PA Package for Bands 4 speaker PA, 2 subwoofers, 16 or 32 channel mixer with snake.	<input type="checkbox"/> 16-CH: \$450 <input type="checkbox"/> 32-CH: \$500			
Audio Mixer Upgrade Select number of channels required, must rent or provide own PA system.	<input type="checkbox"/> 16-CH: \$100 <input type="checkbox"/> 32-CH: \$185 <input type="checkbox"/> Add Snake: \$75			
Wired Mic with stand and cable Must rent or provide own PA system.	<input type="checkbox"/> Vocal: \$25 <input type="checkbox"/> Instrument: \$25			
Wireless Microphone Must rent or provide own PA system. Please specify microphone types for 4 mic system.	<input type="checkbox"/> Lavalier: \$60 <input type="checkbox"/> Handheld: \$60 <input type="checkbox"/> Headset: \$60 <input type="checkbox"/> 4 Mics: \$200			
Subwoofer (18 inch, powered)	\$110			
Stage Monitor (powered speaker)	\$60			
Wireless In-Ear Monitor Choose from Shure or Westone earpieces (price per receiver 4-pack).	<input type="checkbox"/> Shure: \$280 <input type="checkbox"/> Westone: \$280			
Music Stand	\$10			
Band Package STANDARD: Up to 12 wired mics, 6 monitors, 6 DIs, 6 music stands, all cables. LARGE: Add guitar amp, bass amp, drum kit, electric piano. Stage plot diagram required.	<input type="checkbox"/> Standard: \$550 <input type="checkbox"/> Large: \$750			
Electronic Keyboard (76 key)	\$40			
Electric Stage Piano (88 key, weighted)	\$100			
Conference phone	\$30			
Extension Cord	\$3/day; \$15/stay			
Power Strip	\$3/day; \$25/stay			
Live Streaming	Contact for pricing			
AV Technician Event Fee	\$60/hr			

* Prices subject to change.



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During your discussion with Group Sales, an agreement is made to the type of contract you will create or 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).**

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. CONTRACT NO/BOOKING NO. _____

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.**



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FOOD ALLERGIES

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. YMCA of the Rockies 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 Food Service at 970-586-3341 x1250 or x1128.

Pre-ordered refreshments can be delivered to your meeting room between 7 AM and 7 PM. Please make additional copies for multiple orders.

GROUP NAME: _____
 DELIVERY LOCATION: _____ DATE/TIME: _____ | _____
 NO. OF PEOPLE: _____ CONTRACT | BOOKING NO.: _____
 E-MAIL: _____

Refreshments and Snacks*

NOTE: One (1) Gallon serves 16 people

- | | |
|---|--|
| <input type="checkbox"/> Coffee regular (\$25 per gallon) | <input type="checkbox"/> Brownies (dozen) (\$12 per dozen) |
| <input type="checkbox"/> Coffee decaf (\$25 per gallon) | <input type="checkbox"/> Doughnuts (dozen) (\$12 per dozen) |
| <input type="checkbox"/> Hot cocoa (\$23 per gallon) | <input type="checkbox"/> Muffins (dozen) (\$12 per dozen) |
| <input type="checkbox"/> Hot cider (\$20 per gallon) | <input type="checkbox"/> Cookies (dozen) (\$12 per dozen) |
| <input type="checkbox"/> Sodas (assorted) (\$2.25 per 12 oz. bottle/can) | |
| <input type="checkbox"/> Lemonade (\$20 per gallon) | |
| <input type="checkbox"/> Hot tea (\$20 per gallon / assorted bags with hot water) | |
| <input type="checkbox"/> Iced tea (\$20 per gallon) | |
| <input type="checkbox"/> Hot water (\$7 per gallon) | <input type="checkbox"/> Cold water (\$7 per gallon) |
| <input type="checkbox"/> Ice (\$7 per 8 lbs.) | <input type="checkbox"/> Cold water (\$2.25 per 12 oz. bottle) |

SPECIAL INSTRUCTIONS:

Platters* (25 person minimum)

- | | |
|--|----------------------|
| <input type="checkbox"/> Vegetable platter (\$7 per person) | No. of people: _____ |
| <input type="checkbox"/> Seasonal fruit platter (\$7 per person) | No. of people: _____ |

Food Breaks* (25 person minimum)

1. **Fiesta Break (\$8 per person)** No. of people: _____
 Crispy chips and salsa
2. **Deluxe Continental Breakfast (\$20 per person)** No. of people: _____
 Bagels, cream cheese, pastries, fresh seasonal fruit, yogurt, granola, cold cereal, coffee, juice and milk
3. **Ice Cream Social (\$10 per person)** No. of people: _____
 (includes whipped cream, nuts and cherries)
 Select two (2) flavors of ice cream
 (additional flavor add \$2 per person):
 vanilla chocolate strawberry
 Comes with chocolate and strawberry sauce
4. **Deli Lunch (\$20 per person)** No. of people: _____
 Fresh sliced meats, cheeses, assorted breads, condiments, potato chips, one cold salad, assorted sodas, bottled water
5. **Health & Fitness (\$20 per person)** No. of people: _____
 Fresh fruit tray and vegetable tray with dip, whole grain muffins, hummus, pita, assorted fruit juices
6. **Snack Attack (\$8 per person)** No. of people: _____
 Includes chips, pretzels, granola bars, assorted sodas

*Prices subject to change

Gift Baskets*

REQUESTED BY: _____

OCCASION: _____

DELIVER TO: _____

DATE/TIME: _____ | _____

1. **Deluxe Gift Basket / \$66 per basket** **No. of baskets:** _____
YMCA coffee mugs, in-house coffee blend, muffins, mixed nuts, chocolate bar, homemade fudge, assorted fruits and snacks.

Sack Meals*

All orders **MUST BE PLACED BY 12 PM**, three days prior to your required date. Place your orders with the Conference Office at x1021.

No additional charges if on meal plan except for the gluten free sack lunch (additional fees will apply). Sack meals can be picked up by the Group Leader at the Aspen Dining Room during meal hours (see page. 4).

PICKUP DATE: _____ GROUP NAME: _____

1. **Sack Breakfast** **No. _____ \$15.50 per meal**
Includes milk, juice, muffin, yogurt, fruit, granola, cheese, and nut mix
2. **Turkey Sack Lunch** **No. _____ \$18 per meal**
Includes turkey sandwich, carrots, cheese stick, chips, yogurt, granola bar, fruit, sweet snack, water, condiments
3. **Sack Dinner** **No. _____ \$20 per meal**
Includes a half of a roasted chicken, deli salad, roll, vegetable, sweet snack, drink

GLUTEN FREE AND VEGETARIAN OPTIONS

1. **Gluten-free Sack Lunch (GF)** **No. _____ \$20 per meal**
Includes gluten-free sandwich, carrots, cheese stick, yogurt, granola bar, fruit, sweet snack, water
2. **Peanut Butter & Jelly Sack Lunch (V)** **No. _____ \$18 per meal**
Includes sandwich, carrots, cheese stick, yogurt, granola bar, chips, fruit, sweet snack, water

BBQ Grill Rental*

Gas grills can be delivered to your cabin or picnic area.

Lunch hours: 9 AM–3 PM, Dinner hours: 4–10 PM, 7 days a week

- Large Grill (68 lb. propane tank)**
Delivery and pickup: \$50 per meal or \$100 per day
2' x 5' cooking surface
- DELIVERY DATE: _____ DELIVERY TIME: _____
- LOCATION: _____
- PICK-UP DATE: _____ PICK-UP TIME: _____
- Small Grill (propane tank)**
Delivery and pickup: \$30 per meal or \$60 per day
1' x 3' cooking surface
- DELIVERY DATE: _____ DELIVERY TIME: _____
- LOCATION: _____
- PICK-UP DATE: _____ PICK-UP TIME: _____

*Prices subject to change

MUST BE SUBMITTED 30 DAYS PRIOR TO ARRIVAL.

All-you-can-eat Cookouts*

Plan early—we start taking reservations in February for our public and group cookouts! 25 person minimum.

Our lunch and dinner public cookouts are every Tuesday, Thursday and Saturday, 11:30 AM–1:30 PM or 5–7 PM, from June through August. The pavilion accommodates up to 225 people so your group may be sharing the space with others. To arrange a private cookout for your group please see below.

Lunch Cookout

Hot dogs, hamburgers, veggie burgers (upon request), baked beans, potato salad, watermelon, lemonade, water and coffee.

Dinner Cookout

BBQ beef, roasted chicken, hot dogs, veggie burgers (upon request), corn on the cob, baked beans, potato salad, corn bread, brownies, watermelon, lemonade, water and coffee.

GROUP NAME: _____

CONTRACT/BOOKING NO.: _____

GROUP LEADER: _____

PHONE: _____

E-MAIL: _____

BEST TIME TO CALL: _____

Please sign us up for the:

- Public Lunch Cookout
 Public Dinner Cookout
 Private Group Dinner Cookout

Public Lunch Cookout (Price per person)

No. of adults **ON** meal plan _____ x \$5.50 = \$ _____

No. of adults **NOT** on meal plan _____ x \$18 = \$ _____

No. of children **NOT** on meal plan _____ x \$13 = \$ _____

Public Dinner Cookout (Per person price.)

No. of adults **ON** meal plan _____ x \$5.50 = \$ _____

No. of adults **NOT** on meal plan _____ x \$22 = \$ _____

No. of children **NOT** on meal plan _____ x \$16.50 = \$ _____

Private Group Dinner Cookout (Price per person)

Cost per person **ON** Meal Plan: \$10 Adult | \$4.50 Child

No. of adults on meal plan _____ x \$10 = \$ _____

No. of children on meal plan _____ x \$4.50 = \$ _____

Cost per person **NOT** on Meal Plan: \$26 Adult | \$15 Child

No. of adults not on meal plan _____ x \$26 = \$ _____

No. of children not on meal plan _____ x \$15 = \$ _____

Cookout Dates

First Choice: _____ Second Choice: _____

CANCELLATION POLICY: Cancellations will incur a 50% cancellation fee. To cancel, contact the Conference office x1021 by 12 PM, two days prior. Cancellations due to inclement weather will not be charged.

Once we receive this form, our Conference Office will contact you to confirm your date.



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

Please list the first and last name of each group member staying in a lodge room or retreat cabin to ensure we are able to contact group members regarding phone calls and emergencies. **List all children lodging with their parents.**

ROOM NUMBERS ARE ASSIGNED AT CHECK IN. Some retreat cabins do not have room numbers. Please indicate individual(s) arriving and/or departing on a different date. If rooms are for different dates, write the arrival and departure date next to that room.

ROOM KEYS WILL NOT BE ISSUED WITHOUT A COMPLETED ROSTER.

SUBMITTING FORMS

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CONTACT INFORMATION

Telephone

888-612-9622

970-586-3341 x1021

E-mail

epc_conference@ymcarockies.org

Fax: 970-586-3501

Please include a cover sheet.

Use this form if you are a group leader making room assignments for your group.

GROUP | FAMILY NAME: _____

CONTRACT | BOOKING NO.: _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

PLEASE INDICATE YOUR CHOICE BY CIRCLING THE CORRESPONDING CODE BELOW:

Codes: A = Adult | C = Child (ages 6 - 12) | I = Infant (ages 5 and under)

<p>ROOM NO.: _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p>	<p>ROOM NO.: _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p> <p>Name: _____ A C I</p>
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Faith-based Programs

Our Chapel Ministry offers year-round, on-site worship and spiritual programs for all staff and guests. Check our weekly program schedule, or contact the Chaplain to arrange a customized program for your group.

Services and programs include:

- Adventure Ministry
- Baptisms
- Bible Studies
- Communion Services
- Family Reunion Services
- Memorial Services
- Pastoral Care
- Vow Renewals
- Weddings



Hyde Chapel

Sunday Worship 10 AM, June–August
Multi-denominational service

Ponder Chapel

Sunday Worship 10 AM, September–May
Multi-denominational service

Legett Christian Center

Monday–Friday
Christian Educational Experiences

Summer Events

Campfire Worship, Christian Concerts and Events,
Vespers Service and Communion, Weekly Bible Studies,
Worship Hikes

For more information please contact the Chapel
Ministry at 970-586-3341 x1012 or x1077.

For weddings and catered events, contact our
Event Coordinator at 970-566-3341 x1024.



Summer Day Camp at Estes Park Center

Giving children a camp experience to remember!

Our summer day camp offers children ages 3 to 17 a chance to experience horseback riding in the mountains, hiking and exploring trails, archery, splashing and playing in the pool, singing, creating crafts and more. Our highly-trained staff bring attention to the YMCA core values of caring, honesty, respect, responsibility and faith. We are proud to have our Day Camp Programs accredited by the American Camp Association which we earned by meeting or exceeding current camp industry standards.

CAMP SCHEDULE

Monday – Friday (June through mid-August)

8:15 AM – 3:15 PM

Choose the days that fit your schedule. Before and after care is available, fees apply.

CAMPER GROUPS

Bennett "Beavers": Ages 3–4

Specialty Camp (week-long): Grades 3–8

Traditional Camp: Grades K–8

Teen Camp: Grades 9–12

REGISTRATION & FEE INFORMATION

To register for camp, view more
information, or download a Day Camp
brochure please visit:
ymcarockies.org/summer-day-camp
970-586-3341 x1280
daycampepc@ymcarockies.org



BE A PART OF OUR
PLAY, LEARN, SERVE, WORK PROGRAM
AND BECOME A JR. RANGER.



Airport

Denver International (DIA)
800-247-2336
flydenver.com

Estes Park Events & Things to Do

800-443-7837
visitestespark.com

Estes Park Visitor Center

800-443-7837
500 Big Thompson Ave, Estes Park

Colorado Road Conditions

877-315-7623
cotrip.org

Fly Fishing

Sasquatch Fly Fishing
Summer: 970-586-3341 x1153
Winter: 303-601-8617
sasquatchflyfishing.com

Golf Courses

Estes Park Golf Course (18-hole)
970-586-8146

Lake Estes Golf Course (9-hole)
970-586-8176

Medical

Estes Park Health
970-586-2317

Rapid Transit Rafting

800-367-8523
rapidtransitrafting.com

Rocky Mountain National Park

970-586-1206
nps.gov/romo

Ski Area

Eldora Mountain Resort
303-440-8700
eldora.com

Snow Report

coloradoski.com

Stables

Jackson Stables
970-586-6748 (Winter)
970-586 3341 x1140
jacksonstables.com

YMCA ATM | Gift Shop | General Store

Administration Building
970-586-3341 x1015

YMCA Chapel & Worship

Faith-based programs for families and groups of all ages.
970-586-3341 x1012

YMCA Craft & Design Center

970-586-3341 x1132

YMCA Day Camp

970-586-3341 x1280
ymcarockies.org/summer-day-camp/

YMCA Employment & Volunteer Opportunities

970-586-3341 x1032

YMCA Environmental Education

Spring and Fall Programs are offered to school groups.
970-586-3341 x1102
For lodging: 800-777-9622

YMCA Firewood

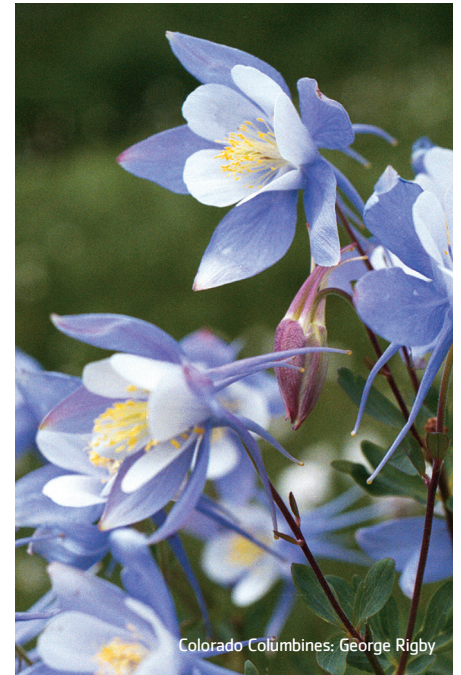
May be purchased at the Sweet Memorial Building or Administration Building.
970-586-3341 x1104 or x0

YMCA Laundry

A coin-operated laundry is located in the lower level of the Longhouse Building.

YMCA Library

Books for all ages. Check the program bulletin for offerings.
970-586-3341 x1133



Colorado Columbines: George Rigby

YMCA Lost & Found

Please remind family members or conference attendees to check their rooms for any personal items before checking out.
970-586-3341 x1225

YMCA Museum

970-586-3341 x1136

YMCA Post Office

Located below the Walnut Dining Room.
970-586-3341 x1124

YMCA Swimming Pool

970-586-3341 x1135

