



## SNOW WOLF LODGE

PAGOSA SPRINGS, COLORADO

Terry Bancesco, Property Manager  
Jillian Wilhelm, Retreat Coordinator  
April Bancesco, Catering Manager  
Ben Phillips, Maintenance Technician

# Group Rental Information

Please visit our web site at [www.snowwolflodge.com](http://www.snowwolflodge.com) for more information and photos of the property and the facilities.

Phone (970) 507-0096  
info@swlodge.com  
(Last updated January 2022)

### Contract and Rental Rates

When a date is booked for your group, we will e-mail you our rental contract. Please read over this information letter and the contract carefully. Collect the necessary signatures and return one copy of the contract along with your \$250.00 booking fee and \$250.00 damage deposit (total of \$500.00) by the due date indicated on the contract. Keep a copy for your records. Your \$250.00 booking fee applies towards your total charge and is non-refundable. Your \$250.00 damage deposit will be refunded in full if there is no malicious damage to the property during your stay here. At your request, the damage deposit can also be rolled over as a booking fee for a future retreat. **We require a signed contract and both deposits to hold your reservation. If we do not have the contract and deposit by the due date, we reserve the right to book another group for those dates.**

### Snow Wolf Lodge Rates are as follows:

**Private Bedrooms-** \$30/person/night (limit 4 people per room, 20 private bedrooms between the two lodges)  
**Dorm Rooms-** \$30/person/night (limit 24 in one dorm room, 26 in the other - 2 dorm rooms)  
**Cleaning Fee-** \$10/person cleaning fee charged for entire stay  
**Kitchen Facilities and Dining Hall (no added cost)-** commercial kitchen, dining room seating for up to 120  
**\*\*\*Children under 6 years of age-** Stay for free

\*\*We require a minimum of 25 people to reserve the lodges. If your group is smaller than 25, we will charge a flat rate of \$750/night.

*\*We will reach out to you **two weeks** before your retreat begins to ascertain the final number of participants in your group, as well as the group itinerary and any other special needs or requests. Payment is due before your group leaves. We prefer that your group pay with a single check.*

### Meals

Snow Wolf Lodge staff is available to cook for groups of 40 or more staying for 3 nights or less. Meal prices are as follows:

**Breakfast** - \$7/person  
**Lunch** - \$9/person  
**Dinner** - \$12/person

If your group arrives with less than the 40 people minimum, Snow Wolf Lodge will charge ½ of the cost of each meal for each person less than 40 to cover grocery costs. A final headcount for your group will need to be given to Snow Wolf Lodge at least one week prior to your first meal.

## Cancellation Policy

Should your group decide to cancel, cancellations made less than 3 months (90 days) prior to your rental dates will be charged a **\$500 cancellation fee**. This amount is payable upon cancellation. Your group will also be liable for any legal and/or collection fees incurred by Snow Wolf Lodge and/or Summit Ministries to enforce the contract. Cancellations made more than 3 months (90 days) in advance will forfeit the \$250.00 booking fee but owe nothing else. **If we are able to rebook your dates to another group, you will receive a full refund of your cancellation fee and damage deposit, totaling \$750 (booking fee is non-refundable).**

## Supervision, Behavior, and Discipline

Supervision and discipline of the group attendees is the responsibility of the rental group. The behavior of the group as a whole and each individual of the group is the responsibility of the group leader. We recommend that each group maintain the following minimum ratio of leaders to children:

<u>Age of Children</u>	<u># of Children</u>	<u># of Adults (18 or over)</u>
8 through 10 yrs. old	8	1
11 through 13 yrs. old	10	1
14 through 18 yrs. old	12	1

Snow Wolf Lodge reserves the right to charge for damage (including graffiti, carpet stains, broken recreational equipment, etc) caused by the rental group to any equipment or property. Charges will be covered by your \$250 damage deposit, unless damage accrued is greater than \$250. **In such cases, the group will be responsible for covering the remainder of the cost for repairs or replacement of property.**

## Facilities / What We Provide

Each rental group has exclusive use of both lodges during their stay, including:

### General Use Facilities

- **Dining Hall** – 8 long tables w/ benches and chairs (seating for 80, but tables can be added to seat up to 120), fireside sitting area, sound system
- **Kitchen**- fully equipped commercial kitchen with sinks, ovens, stovetop, grill, griddle, general appliances, dishes, cutlery, refrigerator, freezer, pantry, etc. Groups using the kitchen will be responsible for thorough cleaning before departure.
- **Game room**- pool table, ping pong table, foosball table, carpetball table, assorted board games, sitting area, soda machine
- **Echo Canyon Great Room**- Fireside sitting area, meeting area (tables and chairs provided for up to 50 people, seating provided for 80 people, capacity of around 100 people without seating), large TV and w/ DVD player, sound & projection systems
- **Sports Field** – Provides seasonal use of a basketball court, sand volleyball court, gaga/octoball pit, 9-square, bouldering/traversing wall, tetherball, and large field for other outdoor activities with recreational equipment included (soccer balls, goals, cones, basketballs, volleyballs, etc)
- **Frisbee Golf Course**- seasonal use, map and basic frisbees provided
- **2 Campfire rings and picnic area**- seasonal use, picnic tables, primitive seating provided around campfire rings, firewood provided. The lower campfire can seat around 40 people and the upper campfire seats around 20 people
- **Outdoor Classroom**- seasonal use, 10 benches and a podium, seats around 40 people
- **National Forest**- our property is bordered on two sides by 1.8 million acres of forested playground for your enjoyment!

### Main Lodge (Use of rooms based on what you rent)

- **2 Large Dorm rooms**- sleep up to 24 in one dorm room, 26 in the other, all bunk beds.
- **5 private bedrooms**- 1 room w/ 1 queen bed, 4 rooms w/ 1 queen bed and set of bunk beds

### **Echo Canyon Lodge (Use of rooms based on what you rent)**

- **15 private bedrooms-** 10 rooms w/ 1 queen bed and set of bunk beds, 5 rooms w/ 1 set of bunk beds and two twin beds, each room has attached private bathroom (limit 4 persons per room)

The group leader is responsible for assigning housing for group participants. We suggest putting girls in the Echo Canyon Lodge and boys in the dorm rooms of the Main Lodge. Or, if you are only using the Main Lodge, the 2 dorm rooms can be used separately for boys and girls.

**Snow Wolf Lodge provides a pillow, pillowcase, fitted sheet, flat sheet, and light wool blanket on each bed; Snow Wolf Lodge also provides a towel and washcloth for each person.**

In addition to what the facilities offer, Snow Wolf Lodge can also provide the following:

- Chairs and Tables (classroom tables, seat 4 people, or round tables, seat 6-8 people)
- Sound systems in both lodges
- Microphones
- Large projection screen (with projector)
- Easel and whiteboard
- Small wooden podium
- Board games, cards, and puzzles

There are guest phones in The Main Lodge Kitchen and in the entryway of Echo Canyon Lodge that are available for group members to use and have unlimited long distance. Limited internet is available to the group leader and retreatants as necessary. Most cell phones do not receive service at Snow Wolf Lodge.

### **Snow Wolf Lodge Store**

There is a small store located in the game room where guests can purchase items such as books, candy, soda, t-shirts, sweatshirts, mugs, beanies, stickers, etc. Based on your group itinerary, Snow Wolf Lodge staff will make the store available during the most suitable times. Store hours can range from 30 minutes to 2 hours, depending on what the group leader prefers.

### **Insurance / Medical Provisions**

Snow Wolf Lodge carries a general liability policy that covers our staff. This policy DOES NOT cover rental group staff or counselors. Any liability policy to cover rental group staff is the responsibility of the rental group. Snow Wolf Lodge does not carry health or accident insurance for rental groups. We suggest that you check with your church or organization to determine what coverage is provided for your participants.

We **strongly** recommend that you keep a record of the names and addresses of all participants in your group, as well as emergency contact information should the need arise to contact parents, guardians, or next of kin. We also suggest that you gather information regarding the special health concerns of your participants, including known allergies, chronic or recent health concerns and healthcare treatments which a participant may need on the trip. For minors, a signed *Permission to Treat* statement from parent or guardian should also be obtained.

Snow Wolf Lodge does not provide health care for rental groups. It is the responsibility of the rental group to provide first aid and/or emergency care for group participants. We recommend that someone in your group hold at least a current certification in basic first aid and CPR from a nationally recognized provider. We do keep a small stock of minor first aid supplies (band-aids, ointment, etc.) which your group is welcome to use.

Finally, emergency medical transportation is the responsibility of the rental group. There is a family medical clinic and a full service hospital in Pagosa Springs (30 minutes from the lodge). Should a trip to the clinic or hospital be necessary, Snow Wolf Lodge is serviced by an ambulance and EMS personnel from the Upper San Juan Hospital District, or you may choose to transport the patient in a private vehicle, if appropriate. Snow Wolf Lodge is not liable for any ambulance and/or medical fees incurred by your group.

**Snow Wolf Lodge requires a certificate of liability insurance from your group's insurance carrier naming Summit Ministries Inc, PO Box 207, Manitou Springs, CO 80829 with a minimum of \$100,000 of liability insurance for your group. This document must be on file at Snow Wolf Lodge before your arrival.**

## **Responsibility**

This section summarizes the responsibilities of the Snow Wolf Lodge Staff and the rental group using the facilities:

### **Responsibilities of the Snow Wolf Lodge Staff:**

- Facilities and grounds maintenance
- Thorough cleaning of the camp prior to group arrival
- Welcome / safety orientation when the rental group arrives
- Walk-through of both buildings with the group leader to ensure proper cleanliness upon arrival
- 24 hour availability for any questions, concerns, or need of assistance
- Trash removal
- Restocking firewood
- Keeping roads plowed
- Providing weather reports to group leaders before and during their stay
- Walk-through of both buildings with the group leader upon departure to check for damage and ensure the group has performed their cleaning responsibilities properly
- Laundering pillowcases, towels, fitted sheets, flat sheets, and blankets after the group leaves

### **Responsibilities of the Rental Group and Group Leader:**

- Thorough cleaning of the kitchen if cooking is handled by group.
- Contacting Snow Wolf Lodge one week before the retreat to communicate itineraries, housing arrangements, and other special needs or requests
- Housing assignments for group participants
- Arranging ski rentals, lessons, and lift tickets for the group, if necessary
- Ensuring all group members are present for the welcome / safety orientation
- All games, activities, programs, and the schedule for the retreat
- Adult supervision of group participants at all times; ensuring that supervision ratios are met
- Controlling group participant behavior and discipline
- Clearing and wiping down tables after each meal
- Leaving the camp moderately clean, including picking up all trash in the buildings and across the grounds, and collecting all lost and found items
- Compliance with state Child Care Licensing Rules and Regulations, if staying for longer than 72 hours
- Medical and/or liability insurance for group participants
- First aid and/or emergency care for group participants
- Emergency medical transportation for group participants, if needed

Note that any other responsibilities not specifically listed here are the responsibility of the rental group and the rental group leader.

As the persons assuming ultimate responsibility for the lodge and its facilities, the Snow Wolf Lodge Property Manager, Maintenance Supervisor, Retreat Coordinator, Catering Manager, or a designee is always in direct control of what happens on the Snow Wolf Lodge grounds. The Snow Wolf Lodge Property Manager, Maintenance Supervisor, Retreat Coordinator, and Catering Manager reserve the right to:

- Veto any activity that is too dangerous
- Postpone or cancel activities due to dangerous conditions (lightning, for instance)
- Send home from the lodge any child or adult who is acting in a reckless manner towards Snow Wolf Lodge property or other group participants.

## **Skiing at Wolf Creek**

Many of our winter groups ski at the nearby Wolf Creek Ski Area. Snow Wolf Lodge is located 36 miles from the ski area (about a 45-60 minute drive, depending on the weather). Snow Wolf Lodge is not affiliated with Wolf Creek Ski Area, but we do offer some suggestions for ski trips:

- Snow Wolf Lodge does not rent skis or equipment. We recommend that your group rent directly from the rental shop at the ski area. They are usually well organized, reasonably priced, and good at accommodating large groups. In addition, you can leave your equipment at the ski area instead of hauling it back and forth to camp.
- Snow Wolf Lodge does not sell lift passes. They can be purchased directly from the ski area.

Wolf Creek offers group discounts on ski rentals, lessons, and lift passes for groups of 25 or more. For more information and group package literature, call Wolf Creek Ski Area at 1-800-SKI-WOLF (1-800-754-9653) or visit their web site at [www.wolfcreekski.com](http://www.wolfcreekski.com). Don't forget that Wolf Creek requires all your group information forms **two weeks before** your first day of skiing.

## **Winter Transportation Requirements (December – April)**

All vehicles should have either 4-wheel drive or tire chains.

### **Charter Buses**

If your group will be traveling by charter bus, we would like to offer some important tips to make your trip hassle free. We suggest that you call your charter bus company and confirm the following details with them:

#### **Your bus should:**

- Have snow tires or all-season radials with adequate and legal tread depth
- Have tire chains that fit and are in good repair with rubber chain tighteners (*this is required for any vehicle 15 passenger van or larger that comes onto our property when there is snow on the ground*).
- Be able to release the air off the tag axle for added traction
- Have an engine heater for cold morning starts

#### **Your bus driver should:**

- Have experience in Colorado winter driving and mountain road conditions
- Make arrangements to stay at a motel in Pagosa Springs or with your group on the property
- Know the highway route to get from your city to Pagosa Springs, CO. It is not uncommon for drivers to miss turns or intersections (get lost) and add several hours on to an already long ride.

#### **The bus company should be aware that:**

- Colorado State Patrol may (depending on road conditions) require tire chains on all vehicles over 10,000 lbs. GVW in order to go up Wolf Creek Pass.
- Snow Wolf Lodge is located 3.5 miles off of US-84 on a maintained gravel road. During the winter months, buses larger than 40 passenger tour buses may not be able to make it up our private road due to tight turns and high snow banks. There is, however, room to turn around at the property entrance and buses can be safely parked in this location.

## **Miscellaneous**

We are an alcohol, drug, and tobacco free property.

Snow Wolf Lodge does not allow guest firearms on the property.

Personal pets are not allowed, though accommodations will be made for service animals.

*If we can help in any way, please let us know. We look forward to hosting your retreat!*

**Snow Wolf Lodge**

***“Encouraging intentional rest and worshipful reflection.”***

**Psalm 46:10**



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