

Christ the King/ Rex Mundi	Title: Check In-Check Out	
Policy	Document Prepared By: RMS Board of Directors	Date Prepared: August 11, 2022
	Last Revision:	Date Approved: August 15, 2022
	Related Policies/Documentation: Tenant Check Sheet	

Summary: The RMS Board of Directors aims to make the experience at our Camp one that Families, organizations, and Campers will value for future events and recommend to others. Working together, our Caretakers and Renters can ensure a great experience for all.

1.	Check In: <ul style="list-style-type: none"> • 4:00 p.m. on the first day of rental.
2.	Damage Deposit: <ul style="list-style-type: none"> • A cheque for \$500 will be submitted upon arrival and kept on file for damages or other fees incurred. • The campgrounds and facilities will be inspected with the renter and caretaker or/+ person designated by the board of directors on the last day of the rental. • The Board will assess any obvious damages incurred and work with the Renter to rectify them. • The damage deposit cheque will be returned following inspection if all is in order.
3.	Check Out: <ul style="list-style-type: none"> • 2:00 p.m. on the last day of the rental. • The renter shall submit the balance of the rental fee prior to departure. • A completed accommodations tenant worksheet (cabins/ camper-sites) with payment must be given to the caretaker prior to departure. • Camp grounds and cabins must be cleaned according to the usage policy prior to check out. • All camp keys must be returned prior to departure. (A \$10 fee will be applied for missing keys.) • The Renter must do a walk-through with the Caretaker/designate prior to check-out. • Please fill in the Check-out Sheet and give to the caretaker. Your feedback is valuable. Thank you.