

Program Reservation Procedures

BOOKING A PROGRAM

- Contact the Outdoor Program Manager at Camp Libbey at 1-800-356-1447 or 419-784-5888 to make a reservation.
- When calling we will request the following information:
 - Troop Contact Information
 - Possible dates and times for program(s)
 - Programs wanted
 - Number of girls and adults that will be participating in the programs
- Two copies of the reservation form will be sent to the contact person to confirm the program.
 - White copy: Keep for your records
 - Pink copy: Send back to Camp Libbey with the payment
- Program fees vary depending on the focus and duration of the program.
- All programs must be paid for three weeks in advance.
- Programs booked less than three weeks in advance will have to pay for the total number of participants indicated at the time of reservation.
- Troops/groups may make changes in the number attending the program up to three weeks prior to the program.

CANCELLATIONS/CHANGES/REFUND POLICY

- Cancellations or changes can only be made by the person listed on the **Program Confirmation Sheet**.
- All program fees must be paid by DUE DATE listed on the Program Confirmation which is three weeks in advance.
- Changes in participant numbers can be made until the DUE DATE without any penalty.
- There are no cancellations, changes or refunds after the DUE DATE.
- On the DUE DATE the Troop/group is responsible for paying the total fee for the number of participants registered regardless of participant cancellations after that date.
- For Cancellations made before the DUE DATE, a full refund will be given.
- A full refund will be given if a program is cancelled by an instructor (i.e. weather, illness).

If program fees are not paid by DUE DATE we reserve the right to cancel your program and fill your space with another troop.