

STANDARD OFFICE PROCEDURES

SHORT TERM CAMPING-PUPUKEA

- COMPLETE SHORT TERM RESERVATION FORM
 - ✓ Number of campers, campsite, facilities, special accommodations, special supply request, etc..
- CAMP SPECIALIST WILL CONFIRM BY EMAIL OR PHONE AND A 24 HOUR COURTESY HOLD WILL BE GIVEN FOR RESERVATION FEE AND DEPOSIT IF ANY.
- UPON RECEIPT OF RESERVATION FEE, A CONFIRMATION LETTER WILL BE SENT OUT WITH CAMP USAGE POLICY AGREEMENT, FEE SCHEDULE AND INVOICE AND RECORDED INTO CALENDAR
- FOLLOW UP ON SIGNED LETTER OF AGREEMENT, HOLD HARMLESS, LOCAL TOUR PERMIT AND LIABILITY INSURANCE, IF APPLICABLE.
- WRITTEN APPROVAL OF SERVICE PROJECT BY UNCLE SAM TO WAIVE PARTICIPANT FEES
- PAYMENT IN FULL NEEDS TO BE RECEIVED TWO WEEKS IN ADVANCE OF RESERVATIONS
- IF APPLICABLE, SEE CANCELATION CLAUSE FOR REFUNDS LESS NON-REFUNDABLE RESERVATION FEE
- EMAIL WEEKLY CALENDAR TO UNCLE SAM WITH CONFIRMATION OF PAYMENT, LETTER OF USAGE AGREEMENT, LOCAL TOUR PERMIT, AND HOLD HARMLESS
- CHECK OUT PROCEDURES CHECKLIST COMPLETED
- SECURITY DEPOSIT RETURNED