



Frost Valley YMCA
Welcome
Forstmann Conference Center for Family & Group Programs



Dear Guest,

In order to provide the best experience for your group or family we need you to please review the enclosed forms and return them to us within *three weeks* prior to your visit.

The following items need to be completed and returned to Frost Valley in the envelope provided.

1 Emergency Contact Information Form.

If you are bringing a group with minors (girl scouts, youth groups etc.) we need the names, addresses, telephone numbers and e-mail addresses of all participant's legal guardians.

If you are bringing a group of families we need the names, addresses, telephone numbers and e-mail addresses of all the different families.

A single family reservation does not need to provide us with this form.

2 Guest Service Information Form

This gives our program staff the needed information to schedule the programs that your group or family wants.

3 Lodge Layout Forms

Please use this form to list the names and room assignments of all your guests and indicate how many people are coming in the different age categories.

If you are the leader of a group please make sure to review the Chaperone Guidelines with all of your parents, teachers and chaperones. When you were mailed your contract you were also provided with a list of guest policies. Please make all members of your group aware of all policies. If you need an additional copy you can find it on our website (www.frostvalley.org).

• Directions to Frost Valley YMCA can be found on our website (www.frostvalley.org)

Please call or e-mail if you have any questions.
Remember, we need your help to make your visit a success!

Carmel T. Dorn, Registrar
845-985-2291 ext. 205 • Fax 845-985-0056
reservations@frostvalley.org

Please note our payment policy;

- Final payment is due upon arrival. (no exceptions will be made). Payment can be made with cash, check, Visa or MasterCard.
- For group visits, it is the responsibility of the group leader (the person under whose name the reservation has been made) to present the group's payment in it's entirety at check in. No separate bills will be allowed.