

MCAAP Policies on Cottage Rental

Reservations may be made by phone, or in person Monday through Thursday 0630-1700, Friday and Saturday 0830-1730. Reservations may be made 1 year in advance.

No one under the age of 18 may reserve a Cottage and if minors are to occupy the Cottages a responsible adult must be present.

Check In Time is between 1400 and 1700. Please arrange your travel plans accordingly. If you cannot arrive by 1700, please call our office to arrange for key pickup.

Check Out Time is 1200 PM. We must adhere to this schedule in order to get the Cottage ready for the next occupants.

Linens And Towels are provided with our rentals. Beds are made and enough personal hygiene products will be present (i.e. Shampoo, conditioner, soap, deodorant, and lotion.)

Your Cottage will be clean when you arrive. If we have not heard from you within 1 hour of your check in, we will assume you found the Cottage in acceptable condition. We require that the Cottage should be left as you received it. The kitchenware should be cleaned and stored. All trash should be bagged and placed according to the instructions in your Cottage. Outdoor B-BQ pits (if used) also need to be cleaned, upon the return of your Cottage.

If you choose to cancel your confirmed reservation, a 10% service fee of the total amount may be charged to your household account. No refund will be issued for NO SHOWS or Cottages that are not re-rented. All cancellations must be made at least 3 weeks in advance.

You may transfer deposits and any payments to a different time in the same Cottage with no penalty. Deposits and payments will not be transferred to other properties unless re-rented (see cancellations).

Please pay careful attention to the capacity listed for each Cottage. Please limit your party so as not to exceed capacity.

Pets are not allowed in our Cottage. There are no exceptions to this policy. If a pet is brought to the Cottage, MCAAP MWR reserves the right to charge a minimum fee of \$150.00 for flea extermination or cleaning.

Messages and mail can be received through our office. If you are expecting mail, please check with our office. Make sure the party contacting you knows which Cottage you will be in. Messages will be delivered only in a case of emergency.

All Cottages are furnished for normal housekeeping with dishes, cookware, flatware, and glassware. Our Cottages are equipped with microwave, television and telephone, unless otherwise stated in the the unit description. Furnishings are not to be moved or rearranged.

All equipment in our Cottages should be in working order. Please report any inoperative equipment to our office promptly. Every effort will be made to resolve the problem as quickly as possible. No refunds will be made for equipment failures.

All long distance calls must be charged to your credit card or home phone. Calls coming into the cabins have to be routed through base security. Have the outside party call 918-420-6642 and they will be transferred to your extension.

Smoking is not permitted inside the Cottages.

Upon departure from the Cottages please dispose of trash in dumpsters. Strip all beds used (do not remake). Put all soiled towels on bathroom floor. Clean up any mess you may of occurred. Cottage is to be departed in the same condition as when you checked in except as stated above.