

## Scheduling of the Nevada State 4-H Camp for 2010

Due to the heavy demand for certain weeks in the summer, the following procedure has been established to ensure fairness in the scheduling process.

- A. All users from the previous year will be notified in writing of this procedure by October 9, 2009. Other groups that indicated an interest in using the Camp season will be notified as well.
- B. All groups who wish to reserve dates for facility use will provide the Nevada State 4-H Camp Office with a written request for dates based on a first, second, and third choice preference by October 28, 2009. Our standard time of entry is 3:00 p.m., and the standard time of exit is 12:00 noon. **If you require early entry or late exit, please note the times on the request form. We will attempt to honor your request; however we must schedule adequate time for cleaning prior to your arrival.**
- C. Requests will be reviewed, attempting to accommodate all first preferences insofar as possible. Users will be notified of the dates being held for them beginning December 1.
- D. All groups must meet the standard occupancy minimum as specified in the contract.
- E. In case of conflicting preferences, dates will be reserved for users as follows:
  - 1. Nevada 4-H groups
  - 2. In-state youth education groups based on size of group, years of prior use, and special needs
  - 3. UNR educational groups
  - 4. In-state adult education groups based on years of prior use, and size of group
  - 5. All others

**Scheduling preference is given to larger groups (100+ campers and staff members).**
- F. Those groups who request use after October 28, 2009 will be accommodated on a first come, first serve basis.
- G. Return your request by mail (P.O. Box 6868, Stateline, NV 89449) or fax it to (775) 588-5373.