

Prairie Woods Environmental Learning Center
Residential Environmental Education Programs

These policies help both Prairie Woods and Green Lake Lutheran Ministries cover the costs of reserving program time and lodging space for your group. Thank you for your cooperation.

Deposit Policy

Prairie Woods requires a deposit of **25% of the estimated cost** of your visit, based on the number of students you reasonably expect to attend.

This deposit is **nonrefundable**. It will be credited in full to your final bill.

Cancellation Policy

46 days or more prior to the retreat, your deposit is forfeited.

45 days or less prior to the retreat, your deposit is forfeited and you will be billed an additional 25% of estimated cost (for a total of 50% of estimated cost).

Participant Numbers

Please do your best to give Prairie Woods an accurate estimate of participants during the planning process. We will plan staff, equipment & materials, and building usage based on this number.

Important: Please call Prairie Woods no later than **10 days in advance** of your visit to confirm your final numbers. If the actual number of participants varies by **more than 5** from the confirmed number, additional charges may be incurred.