



Changing Lives - Body, Mind and Soul!

2019 - 2020 Guest Services Rates and Rules

Each year Christianville welcomes several hundred guests to our campus visiting for a vast variety of purposes. Whether you are bringing a mission team to serve in Haiti, working on a project, conducting research or just visiting friends, our campus is the perfect place to call home during your visit. The following outlines our fees and policies for various services which are requested by visitors to our campus.

RATES:

<u>Rate Category</u>	<u>Guesthouse</u>	<u>Mission House</u>
<i>*All rates listed are per person per night unless otherwise indicated</i>		
Standard Guest Rates**	\$75	\$65
Scouting/Vision Guest Rates	\$40	\$40
Extended Stay/Intern Rates	\$500 per person per month - dorm room or similar	
Conference Group Rates	Negotiated at group level by Guest Services	
Late Night Driver Rate	\$20 per night	

*Any special rates outside of those published require approval. Contact guestservices@christianvillehaiti.com

**Coming soon - our new dorm rooms will be available summer 2020!

TRANSPORTATION FEES:

Transportation fees are not included in the rate schedule above. Transportation rates for incoming guests are typically \$120 +tip each way for airport transportation, depending on group size. All in country travel within the Christianville local community during business days and business hours is priced as needed. Specific project/trip rates can be negotiated based on need. Extra charges may apply for:

- Weekend travel
- Beach excursions
- Extended distance travel
- Large group (more than 20) travel
- Travel outside of business hours

These fees apply to all Rate Categories. Requests for special travel accommodations can be made by emailing guestcoordinator@christianvillehaiti.com. All requests are subject to approval by Guest Services.



Changing Lives - Body, Mind and Soul!

MEAL FEES:

Meals are included in our standard guest rates as noted in rate category definitions. Where meals are not included, arrangements for meals may be made in advance. Requests should be made in writing prior to arrival via email to guestcoordinator@christianvillehaiti.com. Christianville will collaborate with incoming guests to provide a cost effective solution to their meal needs.

Rate Category Definitions:

<u>Rate Category</u>	<u>Definition</u>
Standard Guest Rates	Rates applied to incoming mission teams and guests for overnight accommodations. Rates include meals. Transportation is not included.
Scouting/Vision Guest Rates	Applied for overnight accommodations for small groups of 5 or less visiting Christianville to plan for upcoming team trips or project work. Rates do not include meals.
Extended Stay/Intern Rates	Rates applied to students and volunteers or guests doing work on campus and in surrounding areas. Accommodations will be made in the Dorm with spillover determined as needed by Operations. Meals are not included in this rate and can be negotiated on a case by case basis to best accommodate guest needs.
Conference Rates	Rates applied to attendees of special conferences held on campus. (Rates may include meals and transportation).
Late Night Driver Rates	Rates charged to guests who arrive late or leave early requiring their driver to safely overnight versus driving back to PAP late at night. Meals provided to drivers when needed.



Changing Lives - Body, Mind and Soul!

RATE RULES:

RESERVATIONS:

Reservations may be made by emailing guestcoordinator@christianvillehaiti.com.

DEPOSIT AND PAYMENT INFORMATION (applied for all Rate Categories unless noted):

- Deposits of \$25 per reserved bed due 180 days prior to arrival; deposits required to confirm and lock in dates.
- Should number of beds increase, additional deposit funds will be required upon increase.
- All deposits are non-refundable, but may be applied to your total trip balance should your initial number of reserved beds needed decline.
- 50% of total team payment is due 90 days prior to arrival date. These funds are non-refundable, but can be applied to the total team payment if beds needed decline.
- 100% of total team payment is due 30 days prior to arrival date and is non-transferrable and non-refundable.
- Team payments must be made as a group, not individually. The team leader is responsible for ensuring the team's funds are turned in by all due dates.

All deposits and payments maybe made on the Trip Payment section of our web site at www.christianvillehaiti.com/TripPayment.

If you prefer to pay by check you can do so by mailing a check made out to:

Christianville Foundation, Inc.
973 N. Shadeland Ave. #158
Indianapolis, IN 46219

NOTE:

Please note due dates for:

- Deposits – within 10 business days of making reservation
- 50% payment due – 90 days prior to arrival
- Cancellation – 45 days prior to arrival
- 100% payment due – 30 days prior to arrival

Deposit Exceptions: Rate categories exempt from deposit requirements include Extended Stay/Intern and Conference rate categories require a deposit of \$250 per person which is non-refundable, non-transferrable and subject to cancellation policy.

CANCELLATION POLICY:

Cancellations must be made prior to 45 days before arrival date. If made prior to 45 days before arrival date, payments made to date **excluding** deposits will be returned. Reservations cancelled less than 45 days prior to arrival will not be refunded and are non-transferrable.

Monies not refunded will be considered a donation and a donation receipt will be provided.



Changing Lives - Body, Mind and Soul!

Community Services:

Christianville is a lively campus in a thriving community which is home to many other missions that from time to time look to Christianville for various services. Below is a schedule of those Christianville offers and the costs associated with them. These services may also be utilized by Christianville guests as needed.

Service Offering	Rates	Rules
<p><i>All services must be requested and paid for in advance in the administrative office where a receipt will be provided for the services. The only exception will be for services needed after office hours which will be processed the following business day. Visitors are not to approach individual staff members with requests but must process through management.</i></p>		
Laundry Services	\$5 per load of laundry	Request must be made through guest coordinator and subject to laundry room availability. All laundry will be done by CV housekeeping staff only.
Mechanical Services	Priced per job Parts paid for in advance	All mechanical services will be requested through the administrative office. There are to be no mechanical 'side jobs' conducted on CV property.
Vehicle Usage	Priced per request	All request for vehicle use must be made with CV Director and in advance of need.
Late Night Driver Accommodations	\$20 - this rate includes overnight accommodations, a meal and toiletries as needed.	Occasionally drivers must deliver passengers to our area late at night and it isn't safe for them to return to PAP. Send drivers to CV with \$20 for their stay and call the guest coordinator to grant them CV gate access.
Equipment Rental	Priced per request Small deposits may be requested	Occasionally neighbors need to borrow equipment/tools. These requests all must be made with the Director of Operations who will determine fees. Equipment must be returned in original condition.
Staff Services	Priced per request	Occasionally the talented CV staff members are needed to assist on various community projects. Any request for their services during work hours must be made through the Director.
Meeting Space Rental	Priced per request	All requests for meeting space must be made by calling or emailing our guest coordinator at guestcoordinator@christianvillehaiti.com