

Guidelines and Costs for the Use of Machen Retreat and Conference Center

If your church would like to utilize MRCC, just check the calendar for an open date and send a request by email to director@machen.org. You will receive confirmation by email.

The following information may help you:

- 1) Work groups will receive first priority. You can check the schedule on the Calendar
- 2) Very large groups will require special coordination. The facilities presently include 7 cabins that sleep 12 each (3 of which are 'winterized').
- 3) The kitchen can feed over 100 but you will have to provide your own food, cook, and kitchen help. The inside dining room can only seat about 45 to 50. The remainder will have to use the picnic tables outside under the shelter or you could eat in shifts.
- 4) The guidelines for cleanup of the facilities provide the standard for preparing the facilities for the next group to follow yours.
- 5) These rules and regulations must be followed.
- 6) You can obtain answers to your questions and help scheduling worship services by emailing the Director at director@machen.org

Usage Fee Schedule

Main building kitchen and dining - \$50/night
Main building upstairs (meeting room) - \$25/night
Bunkhouses - \$10/night (\$40 max / family)
Tents - \$5/night
Personal - \$5/nt/person* (\$20 max / family)

Usage fees may be sent to the treasurer at:

Kenley Leslie

MRCC Treasurer

PO Box 91

McDowell, Virginia 24458

email:[treasurer AT machen DOT org](mailto:treasurer@MACHEN.ORG)

Checks should be made out to MRCC.