



Machen Retreat and Conference Center

P.O. Box 91, McDowell, VA 24458

www.machen.org

Dear Brother or Sister,

Thank you for your interest in using the Machen Retreat and Conference Center. It is our mission to “extend the ministry of the Orthodox Presbyterian Church by providing facilities and programs consistent with the reformed faith intended to enable covenant families and individuals in the body of Christ to rest and retreat from the normal distractions of their lives in order to nurture their faith in the Lord Jesus Christ through conferences retreats and family vacations.” We hope that our facilities may be used to provide rest and retreat for you to nurture your faith in our Lord Jesus Christ.

Enclosed is a Usage Request Form. This form will be used by the Machen Retreat Operating Committee (ROC) to process your requested use. Please fill it out as thoroughly as possible and return it to the above address at your earliest convenience. Your best estimate of attendants is all that is needed for this form. We will calculate the final usage fees at the end of your retreat when the exact nights, usage, and number of persons present can be determined. We operate on a first come, first serve basis. The earlier you return this form the earlier your desired dates can be scheduled and confirmed. The maximum capacity of our facilities is 80 persons.

A deposit of \$50.00 or 50% of the estimated usage fees, whichever is less, is required to reserve your requested dates. This deposit is nonrefundable, unless your request is denied by the ROC. Please include this deposit with your Usage Request Form. The deposit will be applied to your final usage fees.

We look forward to serving you and providing a mountain getaway for your family, friends, or church to refocus on Christ. Please feel free to contact me if you have any questions.

In Christ,

David Tack
MRCC Director
director@machen.org



Machen Retreat and Conference Center

P.O. Box 91, McDowell, VA 24458

www.machen.org

Usage Request Form

Arrival Date: _____ Departure Date: _____ # of nights: _____

Purpose of Use: church retreat / family vacation / family reunion / other _____

Church Affiliation/Denomination: _____

Primary Contact Name: _____

Address: _____

Phone # and Email: _____

Our pricing policy separates a personal use fee from the buildings & grounds fees.

Please fill in your best estimate for the following. Fees will be collected after use.

Personal Usage¹:

Number of adult attendants: _____ x \$5/night

Number of paying children (up to two per family): _____ x \$5/night

Number of non-paying children (not included above): _____ (free)

Building Usage:

Main Building Kitchen and Dining Room² _____ x \$50/night

Main Building Upstairs Meeting Room³ _____ x \$25/night

Cabins

Winterized⁴ Cabin #1 _____ x \$10/night

Winterized Cabin #2 _____ x \$10/night

Winterized Cabin #3 _____ x \$10/night

Summer⁵ Cabin #1 _____ x \$10/night

Summer Cabin #2 _____ x \$10/night

Summer Cabin #3 _____ x \$10/night

Summer Cabin #4 _____ x \$10/night

Use your own Tents _____ x \$5/night

Total Estimated Cost (Personal and Building Usage \$ x '# of nights'): _____

¹ This personal usage fee will be waived for dependent children accompanied by a parent or guardian after the second child.

² This building has the only full bathroom facilities (at no charge) and an industrial kitchen, dining room, and meeting hall (all included in the specified fee).

³ This building has the only full bathroom facilities (at no charge) and an industrial kitchen, dining room (that can seat about 50, more seating in adjacent pavilion), and meeting hall (can accommodate about 100).

⁴ Our three winterized cabins have glass windows and heat. All cabins hold up to 12 people.

⁵ Our four summer cabins have screen windows, no heat, and are located furthest from the main building.