

To Whom It May Concern,

The board and staff of The Arc of Jefferson and Clearfield Counties has updated our current policies and record keeping system to improve and ensure quality service.

Enclosed you will find the Camp Friendship Rental Contract and Camp Friendship Rental Policies. This agreement ensures that the facility is clean and well stocked before your camp rental. We are continuing to charge a \$150 rental fee and \$50 deposit for the 2025 season. Please submit these payments as two separate checks. The \$50 deposit will be returned to you at the end of your rental if the camp is left in satisfactory condition. If you chose to donate your deposit, all funds go directly into the summer camping program run at Camp Friendship and are greatly appreciated.

We hope that you have found our facility well suited for your needs and will continue to use the beautiful space provided at Camp Friendship. Please fill out the enclosed Rental Contract and return it to:

The Arc of Jefferson and Clearfield Counties Attn: Carla Ferko PO Box 236 Punxsutawney, PA 15767

We look forward to working with you!

Sincerely,

Carla Ferko Executive Director The Arc of Jefferson and Clearfield Counties PO Box 236 Punxsutawney, PA 15767 (814) 952-2467 carlajarc@gmail.com

Encls: Rental Contract, Camp Friendship Rental Policies