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 $100 rental fee and $50 deposit for the 2023 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, we will be deeply appreciative as all funds go directly into the summer camping program run at Camp Friendship.

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