



Mills Spring Ranch  
8000 Tower Hill Rd  
Casper, WY 82601

## Mills Spring Ranch

307.215.8938  
brentl@rmcsda.org  
www.millspringranch.com

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### General Policies

- **Cabin check in and check out:** Cabin check in starts at 3:00 p.m. and continues till 8:00 P.M. Cabin checkout must be completed no later than 11:00 A.M. all check in and check out times are to be strictly followed unless prior arrangements are made with the director/manager. All cleaning instructions found on the cabin doors must be completed before checkout.
- **Payment:** A 25% non-refundable down payment of total estimated facility rental costs is required along with a contract copy at time of reservation. The remaining payment is due upon checkout.
- **Keys:** All keys must be returned to the director/manager upon checkout. Lost keys will be charged to you at the price of \$25 per key.
- **Children:** Small children need to be accompanied by an adult, at all times. Any cabin occupied by children under 18 years old must be accompanied by a responsible adult over the age of 25.
- **Bicycles:** All bikers must wear a helmet while biking on MSR property. Bikers are expected to yield to pedestrians, ride in a safe, respectful, and responsible manner.
- **Pets:** Good behavior is required. MSR requires all pets to be on a leash at all times. Do not leave a tethered dog unattended. No pets are allowed in any buildings on MSR property. Owners must always clean up after their pets and control excessive barking.
- **Day use building check in and check out:** For all buildings designated for day use, check in starts at 9:00 A.M. and half day use check in starts at 1:00 P.M. Day use building check out must be completed no later than 5:00 P.M. for full day use or half day use (afternoon use only after 1:00 PM and morning use only before 1:00 PM) checkout must be completed no later than 1:00



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or 5:00 P.M. accordingly. All day use facilities must be left as clean or cleaner than they were upon your groups arrival. Cleaning equipment/chemicals are available from the director/manager. All equipment and chairs must be put away before checkout.

- **Motorized Vehicles:** due to insurance, ATV's, dirt bikes, snowmobiles, and all other motorized vehicles are not allowed to be ridden on MSR property. All exceptions must be arranged with the manager upon reservation.
- **Smoking, alcohol, and drugs:** Smoking is **ONLY** allowed outside and downwind from all groups of people. Once entirely out, cigarette butts must be placed in a trash receptacle and **NEVER** left on the ground. Alcohol cannot be served on MSR property, an exception can be made if manager is notified prior to guest arrival for cooking purposes. All drugs known as illegal to the state of Wyoming and illegal possession of legal prescription drugs are never allowed on MSR property.
- **Property damages and vandalism:** All property damages and vandalism found during your groups stay or after your groups departure will be billed to your group at the cost of the repair or replacement.
- **Note from MSR Director/Manager:** I am here to make your stay as fun, safe, and relaxing as possible while accommodate your groups specific needs to the best of my ability. If your group would like to discuss a modification to one of the above policies or would like permission for anything not mentioned above. Please inform me at or before booking so we can discuss the best options for your unique situation.