



# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

# MCC Facility Rental User Guide

How to use the Checkfront Booking system to book cabins and campsites

**Updated: 5/1/24**

**Note:** Reservation window is May 1 – Apr 30. The next year opens on May 1 of each year.

## Creating a New Reservation

1. Go to the MCC Facility Rental page <https://michiganscouting.org/facility-rental/>
2. Determine the type of rental that you are (MCC Unit or Out-of-Council Scout Unit), and then choose the camp you would like to reserve at. Click on either the icon for the camp or the wording below. NOTE: For Non-Member/Outside Groups, please click the MITTEN icon to be taken to our Outside Group website to book your reservation.



**MITTEN**  
OUTDOOR ADVENTURES & EVENTS  
UNIQUE LOCATIONS FOR ALL OCCASIONS

Businesses, families, and other groups that are looking to host a special event in an outdoor setting can visit our [Mitten Outdoor Adventures & Events site](#) to book their next gathering.

3. You will be taken to the reservation page for that camp. If you have previously created a login or made a reservation, make sure to click the “Log in” button. By having a login, you can easily view, modify and cancel your reservations. NOTE: This login is COMPLETELY SEPARATE from





# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

any existing Scouting logins that you have.

4. Choose the start date (Friday night\*) that you are interested in. \* All Scout reservations are for Friday – Sunday morning. You must book at least 3 days in advance of your preferred date.
5. Choose the type of facility you are looking to rent – Campsite, Cabin and/or Program Space. The categories are listed right underneath the date picker.

Start Date	05/17/24	Search	
------------	----------	--------	--

<b>D-Bar-A Cablins - Scout Units</b>	D-Bar-A Campsites - MCC Units	D-Bar-A Program Space - Scout
--------------------------------------	-------------------------------	-------------------------------

6. Choose the facility you are interested in. The price shown is for one night. Some cabins will also include in that price a utility fee during the winter months. Any facility that is available on that date will have a “Book Now” button on it; otherwise they will be shown as Sold Out or Unavailable. NOTE: Campsites will show no price for MCC Cub Packs and Scouts BSA – campsites are FREE for all MCC units. TIP: If you want a specific facility and want to find when it is available, click Book Now and you can then click the Availability tab to see when it is available:





# BOY SCOUTS OF AMERICA<sup>®</sup>

## MICHIGAN CROSSROADS COUNCIL

Details Availability Photos Book Now

### Turkey Roost Cabin

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Available Sold out Unavailable


Close Continue

TIP: If you would like to see additional photos, click the Book Now or Availability button and then view the Photos tab

D-Bar-A Cabins - Scout Units D-Bar-A C

Details Availability Photos Book Now

### Birdwatcher Adirondacks



USD  
LE

ya Cabl  
6  
Electric F  
Gas Rang

Close Continue





# BOY SCOUTS OF AMERICA<sup>®</sup>

## MICHIGAN CROSSROADS COUNCIL

- Click “Book Now” to start the booking process.



- Set the tentative number of Adults and Youth. You will not be able to exceed the total capacity for the facility. REMEMBER: Always ensure you are Youth Protection Compliant!

Details Availability Photos **Book Now**

### Turkey Roost Cabin

**Available**

Check-in: 09/22/23

Check-out: 09/24/23

Adult: 2

Youth: 8

Fri Sep 22 2023 - Sun Sep 24 2023: **\$115.00**

Apply Promo or Voucher Close **Continue**

- Click Continue. Provide all your information. You will be asked to provide the estimated number of adults and youth – this may or may not be the same as the total you set on the cabin (you may have daytime attendees, or you may have multiple facilities).
- If you decide you no longer want this facility, you can click “**Clear All**” at the top. You will be asked to click **Confirm Clear** to clear everything from your cart.





# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

11. If you want to add additional facilities to the same reservation, click “Add to Booking” to return to the booking screen.

### Create Booking

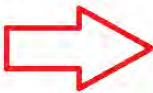
When you are ready to proceed please fill out your details below to confirm your booking.

[+ Add to Booking](#) [- Clear All](#)

Item	Rate	Amount
<b>Turkey Roost Cabin</b> Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 2 x 2 Nights <b>Youth:</b> 8 x 2 Nights <b>Qty:</b> 2 Nights @ \$57.50	<b>\$115.00</b>
<b>White Pine Cabin</b> Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 4 <b>Qty:</b> 1 @ \$143.75	<b>\$143.75</b>
		<b>Sub-Total:</b> \$258.75
		<b>Total (USD):</b> <del>\$258.75</del>

### fill required

fields (marked  
with \*)



**Name \***  
  
Group Name or Unit Name/Number

**Billing Contact Name \***

**Email \***

**Phone \***

**Council \***

12. When your booking is complete, make sure to accept the [Cancellation, Refund, and Camp Use Policy](#) . Click **Continue**.





# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

13. You will be taken to the payment and invoice page. You will be required to pay the full balance before the spot will be reserved.

← Back

### Payment Required

Name on Card  
Troop 123

Card Number  
[Input Field]

VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

Expiry date    MM / YYYY

Validation code    ###    ?

Save card for future payments

**Pay \$258.75 USD**

### Booking Invoice

Michigan Crossroads Council  
BSA

Michigan Crossroads Council  
5001 11 Mile Road  
Auburn, MI 48611-8512  
reservations@michiganscouting.org

**Troop 123**  
Joe Scouter  
joe\_scouter@yahoo.com  
1 (616) 555-1234  
3614 45th St  
Hamilton, 49419

**Booking Date:** September 22, 2023  
**Total (USD):** \$258.75

Product	Rate	Amount
<b>Turkey Roost Cabin</b> 1-6702-1020-101 Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 2 x 2 Nights <b>Youth:</b> 8 x 2 Nights <b>Qty:</b> 2 Nights @ \$57.50	\$115.00
<b>White Pine Cabin</b> 1-6702-7020-102-2 Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 4 <b>Qty:</b> 1 @ \$143.75	\$143.75
<b>Council:</b> MCC <b>District:</b> Lakeshore <b>Unit Name/Number:</b> Troop 123 <b>Estimated # Adults in Group:</b> 2 <b>Estimated # Youth in Group:</b> 8 <b>Which night will you be camping:</b> Friday night <b>Reservation Comments:</b> We would like to rump bump I agree that I have read the Cancellation, Refund, and Camp Use policies. Click below to read policies. <a href="#">MCC Policies</a> <b>Cancellation, Refund and Camp Use Policy:</b> I agree		<b>Total:</b> \$258.75  <b>Amount Paid:</b> \$0.00  <b>Balance Due:</b> \$258.75

Michigan Crossroads Council BSA  
mccbsa-reservations.checkfront.com

Trusted Commerce  
Click to Validate

VERIFIED AUTHORITY

Online Bookings by Checkfront

14. Once paid, you will receive an email confirmation containing the invoice (pictured above) and the status of the booking will be **Pending**. The camp will confirm your reservation, at which time you will receive an email showing your status as **Confirmed**.

If you have any questions, you can always email [reservations@michiganscouting.org](mailto:reservations@michiganscouting.org) or the camp director (both should be in the emails that you receive).

## View a booking

To view an existing booking, you can return to any of the camp booking pages, log in, and then click your name. You will be taken to your booking history page.





# BOY SCOUTS OF AMERICA<sup>®</sup>

## MICHIGAN CROSSROADS COUNCIL

[your name](#) Log out

Start Date  
09/08/23 Search

[Cole Cabins - Cub Scouts](#) **[Cole Cabins - Scout BSA](#)** [Cole Campsites - MCC Cub Scouts](#) [Cole Campsites - MCC Scouts BSA Units](#)

If time and status allows, you can cancel your booking by click the “Cancel Booking” link next to the reservation.

**NOTE: If the status is CONFIRMED, you can no longer cancel or modify your booking without contacting the Camp Director for the camp you have reserved.**

*Bookings*

Created Date	Booking Date	Item Summary	Booking Total	Total Paid	Booking Status	
<a href="#">23</a>	3/14/23	Thu Mar 30, 2023	Archery , Conference Room 101 ... Conference Room 201 ... Team Building Group G...	\$1,440.00	\$0.00	<a href="#">Cancelled</a>
<a href="#">23</a>	7/26/23	Fri Sep 22 2023 - Sun Sep 24 2023	Turkey Roost Cabin, White Pine Cabin	\$258.75	\$0.00	<a href="#">Void</a> <a href="#">Cancel Booking</a>

Total: \$1,698.75 View 1 - 2 of 2

To view a full invoice of the reservation, click the reservation number link in the first column.

[TYSD-260723](#) [7/26/23](#) [Fri Sep 22 :](#)

You can **Edit this Booking** by clicking that link in the top right corner of the invoice. If timing and status permits, you can Add to the booking or change the information provided at the time of booking. Otherwise contact the Camp Director of your camp to make any necessary changes.

You can also print a **PDF version**.





# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

### Invoice

[← Back to my account](#)

[Edit this booking](#)

#### Booking Invoice

**VOID**



#### BOY SCOUTS OF AMERICA®

##### MICHIGAN CROSSROADS COUNCIL

Michigan Crossroads Council BSA  
Michigan Crossroads Council  
5001 11 Mile Road  
Auburn, MI 48611-8512  
reservations@michiganscouting.org

**Troop 123**  
Joe Scouter  
✉ [joe\\_scouters@yahoo.com](mailto:joe_scouters@yahoo.com)  
1 (616) 555-1234  
0011 1234 01  
000000 10110

<b>Booking ID:</b>	TYSD-260723
<b>Created:</b>	July 26, 2023
<b>Booking Date:</b>	September 22, 2023
<b>Total (USD):</b>	\$258.75

Product	Rate	Amount
<b>Turkey Roost Cabin</b> 1-6702-7020-101 Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 2 x 2 Nights <b>Youth:</b> 8 x 2 Nights <b>Qty:</b> 2 Nights @ \$57.50	\$115.00
<b>White Pine Cabin</b> 1-6702-7020-102-2 Fri Sep 22 2023 - Sun Sep 24 2023	<b>Adult:</b> 4 <b>Qty:</b> 1 @ \$143.75	\$143.75

**Council:** MCC  
**District:** Lakeshore  
**Unit Name/Number:** Troop 123  
**Estimated # Adults in Group:** 2  
**Estimated # Youth in Group:** 8  
**Which night will you be camping:** Friday night  
**Reservation Comments:** We would like to rump bump  
I agree that I have read the Cancellation, Refund, and Camp Use policies. Click below to read policies.  
[MCC Policies](#)  
**Cancellation, Refund and Camp Use Policy:** I agree

**Total:** \$258.75  
  
**Amount Paid:** \$0.00

[PDF \(Print\)](#)







# BOY SCOUTS OF AMERICA®

## MICHIGAN CROSSROADS COUNCIL

### Edit Booking

[← Back to the invoice](#)

Booking Items

Booking Form

+ Add Item

Status	Item	Qty	Date	Tax	Total
<input type="checkbox"/> Void	Turkey Roost Cabin Adult: 2 x 2 Nights Youth: 8 x 2 Nights Qty: 2 Nights @ \$57.50	1	Fri Sep 22 2023 - Sun Sep 24 2023	\$0.00	\$115.00
<input type="checkbox"/> Void	White Pine Cabin Adult: 4 Qty: 1 @ \$143.75	1	Fri Sep 22 2023 - Sun Sep 24 2023	\$0.00	\$143.75
				Sub-total	<b>\$258.75</b>
				<b>\$0.00</b>	<b>\$258.75</b>

