

# Immanuel Retreat Center

## Host's/Group Leader's Guide

**Equipment:** Immanuel Retreat Center can provide the following upon request: Easels, Newsprint, Markers, TV with DVD and/or VCR, LCD/Data Projector and Screen.

**Copies:** A staff person can make copies for you at .05 cents per copy.

**Key Deposit:** A key deposit of \$2 per key may be charged and refunded upon return of the key.

**Parking:** Guests may park in the parking lot between Church and Retreat House. If your group is large, please reserve parking lot for overnight guests. There is street parking for day use and a municipal lot just south across School St.

**Pets:** Pets are prohibited in our buildings. Guide dogs or therapy dogs are allowed for other-abled individuals.

**Telephones & WiFi:** Landlines in office spaces are for staff use only except in emergency. We have good cell phone service in Bellows Falls for most carriers. Basic WiFi is available in all three buildings.

**Property Damage:** Immanuel Retreat Center reserves the right to charge for repairs to the facilities, including grounds, furnishings, and equipment when deemed appropriate. Please inform staff of any damages before departure. An inspection of the facilities will be performed before and after your group's event. Thanks you for respecting our facilities so that all groups can experience the same quality for their events.

**Smoking/Alcohol:** All buildings are smoke free by law. Consumption of alcoholic beverages is allowed for 21 and over groups. A properly license beverage caterer is required for group service. Please discuss your needs prior to arrival.

**Valuables:** Immanuel Retreat center is not responsible for lost or stolen property. Please leave valuables at home or keep them with you.

**Linens/Bedding:** Upon arrival, guests will find their beds with a comforter and a pillow with bed pad on the mattress. Sheets (fitted, flat and pillow case) and bath towel will be folded on the foot of their bed when they arrive. Guests make their own beds. Please be sure they use the flat sheet as well as the fitted and pillow case. This helps keep the comforter sanitary for the next person. Before guests depart, please instruct them to strip their beds (leaving bed pad on the mattress) and place sheets and towel in their pillow case and leave the bundle on the floor of their rooms.