

## *The Retreat Center Guidelines*

1. The party is solely responsible for any property damage, accident or injury to any person or loss sustained by any person during their Retreat Center stay.
2. All members of the party are required to fill out Release & Liability forms provided by Hammer & Nails (those under the age of 18 must be signed by a parent or legal guardian).
3. For safety purposes, The Retreat Center should remain locked at all times (even when there are people on the property).
4. The party is responsible for providing all linens and sleeping accommodations (towels, bedding, air mattresses, sleeping bags, etc.).  
The party is also responsible to bring paper products such as paper towels; toilet paper, paper plates, napkins, plastic ware.
5. The party is responsible for providing their meals during their stay.  
\*Note: There is no stove available. (Crockpot, griddle, toaster & outdoor grill are provided) Basic spices are available.
6. The party is responsible for providing adult supervisors (18 years or older) who will be on property grounds the entire time there are adolescents present.  
Required ratio per sex: 1 adult per six children ages 6 to 8, 1 adult per eight children ages 9 to 14, 1 adult per ten children ages 15 to 18
7. **General Rule/Conduct**
  - a. No open fires, gas lanterns, candles, fireworks, or exposed flames permitted on the premises.
  - b. Smoking is prohibited anywhere on the premises.
  - c. Alcoholic beverages and illegal drugs are prohibited.
  - d. No firearms or weapons are permitted on the premises.
  - e. No pets permitted except for the use of service animals.
  - f. No profane language.
  - g. Suggested that groups remain inside after 10:00 pm, with use of "quiet hours" in respect of neighbors.
  - h. Indoor furniture must remain indoors.
  - i. Any "messes" should be cleaned up immediately so the property sustains minimal damage and Hammer & Nails be notified.
  - j. Tampering with smoke detectors or other safety equipment is prohibited.
  - k. The Retreat Center phone is for local emergency calls only.

8. Check-In Walk Thru to be completed with group representative and The Retreat Center/Hammer & Nails representative. Group representative and H&N representative will sign Check-In Walk Thru list.
9. The cleaning checklist must be completed before each group's departure.
  - a. All trash must be removed to the outdoor bins/Hammer & Nails dumpster.
  - b. The refrigerator and cupboards should be cleared of any perishable items brought by the group.
  - c. All kitchen utensils should be properly cleaned and put away.
  - d. All furniture and other items in the house should be returned to their original locations.
  - e. Any damages to the property must be reported to The Retreat Center Manager prior to leaving.
  - f. Check to make sure all personal items are removed from The Retreat Center before leaving. The party is responsible for any costs involved in returning items left behind.
10. Hammer & Nails will provide laminated signs for guest parking. Four parking spots are available plus one handicap parking spot next to the wheel chair ramp. Additional on street parking is available. Hammer & Nails suggests that valuable not be left in vehicles. Hammer & Nails is not responsible for any items lost or stolen from vehicles.
11. A final Walk Thru must be completed with group representative and The Retreat Center/Hammer & Nails representative. Fines will be assessed for any damages to property and sign off will be completed.