

# Welcome to the Seminary

## GUEST POLICIES

**CHECK IN:** for overnight guests, standard check-in is no earlier than 3pm.

**CHECK OUT:** 11am is our check out time. Late check out must be arranged during the booking process. If your group is meeting beyond 11am, but does not have late check out, please bring your luggage to the reception office so that your room may be vacated by 11am.

**PARKING:** All guests must use the Student/Visitor Parking Lot in the rear of the building.

**ENTRANCE:** Guests are encouraged to enter through the front door and to take their vehicle to the rear parking lot after they have checked in. This door remains unlocked from 7 a.m. to 10 p.m.

**EXTERIOR DOORS:** For safety and security exterior doors should not be propped open at any time. Front Door is locked during non-business hours. If you find yourself locked out of the building, contact your group leader so a door can be opened.

**SMOKING:** Smoking is NOT permitted inside the building. NY State Law requires tht smoking must be 20 feet from our building. Please use the designated areas outside for smoking.

**ELEVATOR:** In order to maintain the good working order of our elevator please restrict its use to anyone with a disability or someone that has difficulty climbing stairs and to transport large luggage pieces or retreat materials. When using the elevator, you MUST WAIT until you hear a beep and a click for the doors to release. Opening prior to that will disable the elevator.

**MEETING ROOMS:** The meeting space assigned to your group should be the only space used unless other arrangements are made with Guest Services. No food is permitted in meeting spaces unless pre-arranged with Guest Services. ONLY LED candles may be used in meeting spaces. Equipment needed in your meeting space should be pre-arranged with Guest Services or brought in by your group.

**CHAPELS:** We have 4 beautiful chapels available for guest use. You are welcome to pray individually in any of them at any time. Please check the chapel schedule outside the door of each chapel to ensure that a group is not currently booked to use that chapel first. Your group has specific assigned chapel times as well, please obey those designated times and make sure that you have cleaned and returned the chapel to the way you found it prior to leaving. Please be considerate of other groups and ensure that your service ends on time and that you leave time for the next group to enter and set up.

**GUEST ROOMS:** The rooms are not sound proof, please use hushed tones in order to respect each other's privacy. Turn off lights and shut windows when departing after retreat.

**Food and drink are not permitted in guest rooms.**

**LINENS:** After your stay place sheets and towels in pillowcase and leave outside your guest room door. Blankets and bedspread should remain in room.

**HALLWAYS:** The stone and marble that make our building beautiful also makes our building resonant. Please use quiet voices in hallways.

**QUIET HOURS:** Out of respect for our residents and our other guests, no chapel services may begin after 10pm unless special permission has been granted by the Guest Services Director. All guests are asked to ensure that they observe silence when moving through the hallways after 10pm.

**MEALS:** Meals are served at 8am, 12:30pm, and 6:00pm unless otherwise arranged with Guest Services. Only use the tables that are marked with your group's name. Meals are served buffet style and it is our policy that guests clean their used plates/cups/silverware/trash when finished and place in designated area. Many special diets CAN be accommodated with 1 week advance notice. Do not enter into the kitchen area for safety & health reasons.

**GROUNDS:** We hope that you will enjoy and take advantage of our grounds. A map including some trails is located in your guest directory and you can obtain a copy to take with you from the Guest Services office. For your safety, we ask that you stick to the trails and that you take a cell phone or preferably another person with you. Minors hiking on the property must always be accompanied by 2 adult chaperones. Please read through the Tick and Wildlife notice posted near exits and at the picnic area.

**PICNIC AREA AND FIRE PIT:** Please check with Guest Services if your group would like to use these facilities during your stay, so that we can ensure other guests are not already booked into the area. If you use the fire pit, your group must supply the wood and must ensure that the fire is completely extinguished before returning to the building. There is electricity at the picnic area if you would like to plug in a stereo or other equipment.

**GUESTMASTERS:** A staff member is available from 7:30a.m.-10p.m. most days located in the Reception Office on the first floor if you need assistance.

**EMERGENCY PROCEDURES:** Red phones are located at both ends of each hallway on each floor. There are instructions posted next to them. You can reach either 911 or Seminary personnel (dial 100), depending on the emergency. Example of 911 emergency: fire, unconscious person, etc. Example of "in-house" emergency: flood, no hot water, etc.

**An AED Machine can be found on the 1<sup>st</sup> and 3<sup>rd</sup> floors by the elevator**

**In case of fire alarm, please make your way to the nearest exit and proceed to the front of the building.**