

# Policy Guidelines

## General:

- Our facility is smoke and alcohol free.
- On-site parking is restricted to the paved parking area.
- Our guest's desire to conduct business and rest in serenity is of paramount concern.

Therefore, conduct adverse to these conditions is not acceptable.

## Conference Facilities:

Meetings for non-residential guests will be confined to the following hours:

Monday – Friday ..... 9:00 a.m. to 9:00 p.m.

Saturday ..... 8:00 a.m. to 4:00 p.m.

- Except for the Robinson Board Room, meeting space is configurable to your specifications. Guest will be expected to restore the rooms to their original configuration prior to departure.
- Rooms are equipped with one 10ft. table, one podium and your specific number of chairs. If you require additional equipment or furnishing they are available for an additional charge. Arrangements should be made with the Center Director at least 24 hours prior to your scheduled meeting time.
- The Center staff will take telephone messages while you are our guest. Messages will be delivered to your meeting either at a designated break time or at the scheduled conclusion of your meeting.

## Banquet Service:

A list of approved caterers is provided to your group for any meal service you may require. Engagement of the service is your responsibility. The Center Director will coordinate all logistical arrangements, once your caterer has been selected. **This does not include special price package.**

## Guest Rooms:

The Center Director, upon receipt of your signed contract, will provide your group with an occupancy form. This form should be returned to the Center at least 48 hours prior to your arrival. Room assignments will be made by the Director based on availability.

Special guests' needs due to physical limitations or medical conditions must be identified with the submission of the occupancy form.

