

## Information \* Policies \* Guidelines

Thank you for booking your retreat at LGCC! It is our privilege to serve you! We hope your stay is pleasant and memorable for all involved. For the comfort and safety of all guests, we have several policies and guidelines in place.

### Welcome Center Office Hours:

8:00 a.m. - 4:30 p.m. Monday thru Friday unless otherwise noted.

Staff Cell (320-815-5422) is monitored at all times

After 11:00 p.m. please call with emergencies only

- **Check-Out time is 11:00 a.m.** unless other arrangements have been made.
- Lake Geneva Christian Center is a tobacco, vaping, alcohol, illegal drugs, and weapons free zone across the entire grounds. No smoking or vaping is permitted. Violations will result in eviction with no refund.
- **NO PETS**, or animals are allowed at LGCC except for small dogs are welcome in personally owned RV's in the Hillcrest RV Park. Pet owners are responsible for the sanitary and safe keeping of their animals. They must be leashed at all times and confined when the owners are away. Excessive noise/barking or failure to properly care for a pet will be cause for removal.
- **SERVICE DOGS** defined by Title II & Title III of the ADA for guests with Disabilities are allowed on LGCC grounds and in buildings. If you plan on bringing a Service Animal to LGCC you must notify the office ahead of time and you will need to provide a health certificate and documentation for the animal. All clean up from the animal is your responsibility.
- Out of respect of all guests and our surrounding community, the City of Alexandria outside noise curfew of 11:00 p.m. will be strictly enforced. Stay up as late as you wish, but please be respectful of sleeping guests. LGCC quiet hours are 11:00pm to 7:00am.
- **PLEASE DRIVE VERY SLOWLY** on the grounds and only when necessary. Camp speed limit is **9 MPH!** Parking is available west of the Dining Hall and north of the Retreat Center. Roads must remain open 20 feet for emergency vehicles.
- Due to Fire and Safety Codes, no cooking is permitted in any housing. Electrical appliances such as toasters, griddles, & crock-pots **are not** permitted. Outdoor fires are permitted in designated areas only. Please contact Guest Services prior to your event to request a bonfire.
- Bicycles, skateboards, golf carts, etc. are not permitted in or around buildings. No one under the age of 16 may operate any type of motorized vehicle on the grounds, including golf carts and motorized scooters.
- Fishing is never allowed in or around the swimming area. No beachfront equipment use is allowed when lifeguards are not present. Children under the age of 10 must have an adult with them at all times.
- LGCC is not responsible for personal lost, stolen, missing or damaged items. Please check all rooms and areas for belongings prior to checkout time. Items found will be held for pick up for 30 days and can be returned for a shipping and handling fee.
- Charges will be assessed for any damages incurred during a retreat.
- Please sign and return this form with your contract and keep a copy for your records

I have read and understand the Policies and Guidelines of Lake Geneva Christian Center and agree to

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_