

ECCO GUEST INFORMATION/POLICIES

REGISTRATION: The Group Registrar must check in with the office. Each guest is to sign the provided guest register, before occupying any lodge room.

CHECK IN: First day of conference: **4 p.m.**

CHECK OUT: Last day of conference: **9 a.m.**

TOWELS & LINENS: To keep costs down, ECCO provides one set of towels and bed linens. Towels will be changed once during the week for any group staying longer than 3 days. Please do not strip the beds.

KEYS: Available at the office upon request. A \$5 fee will be charged for any key not returned.

MEETING AND LODGE ROOMS: Please turn off lights, heater/air conditioners when rooms are not in use. Keep the doors closed in order to conserve energy. In lodge rooms, if you move any furniture, please return it to its original arrangement before you leave.

SPEED AND PARKING: Do not exceed the posted speed limit of 15 and 20 mph when driving on ECCO property. Park only in designated areas. No off-road vehicles permitted, except bicycles.

NOISE: Quiet time begins at **10 p.m.** Noise should be confined to your assigned meeting room.

AMPLIFIED MUSIC: Allowed only in meeting rooms for program purposes. When playing music in any of the meeting rooms, please control the volume so it does not disturb others.

SMOKING: No smoking allowed in any of the buildings. Smoking areas are outside meeting and lodge rooms, and Lyles' Dining Hall.

DRESS: Modesty of dress is requested. Casual clothes are appropriate. Comfortable shoes, a light jacket, **flashlight** and extra towels are recommended. Shoes must be worn at all time, except in lodge rooms.

FAMILIES: There are no special facilities, daycare, or recreation for children available at ECCO. Children 18 years and younger must be supervised at all times.

PETS: Pets are not allowed at the facility except for Service Dogs.

FOOD AND DRINK: Are not allowed in lodge sleeping areas or in Walters' Chapel.

MEALS: Meals are served at **8 a.m., 12 p.m. and 6 p.m.** An outside bell rings 10 minutes before each meal. Meals are served promptly, and the kitchen closes 20 minutes after the last guest goes through the line. All guests are required to **bus their dishes** promptly after each meal.

PROPERTY DAMAGE: All damage to ECCO buildings, grounds and equipment, over and above normal wear, shall be charged to the group responsible.

LOST AND FOUND: All items left behind will be held for 60 days. If not claimed they will be donated to charity. There is a minimum \$10 fee to cover costs for returning items.

EMERGENCY CONTACTS: In case of fire or medical emergency when office is closed, call 911 and contact your group leader, or the manager on duty, whose number is posted on the message board.

TELEPHONE: There is a local-calls only phone located in Lyles' Dining Hall across from the restrooms. Local calls are free and long distance calls can be made using a credit card or calling card. For incoming messages, use **the ECCO office number (559) 683-8162**. Voice mail will take message when office is closed. Please check the message board outside the office for messages if you are expecting a call.

WIRELESS INTERNET: available in all meeting and lodge rooms. Multiple networks on facility, all password free.