

SCHWEITZER CHAPEL

POLICY FOR RETREAT USE

Winter Ski Season 2017-2018

Thank you for your request to use Schweitzer Chapel for a retreat. The Chapel was built through the vision, energy, and contributions of many people as a place where young and old can find enjoyment, inspiration, and fulfillment. The facility is available for use by Christian churches and organizations with a priority for junior and high school youth during the ski season. The following policy has been adopted by the Schweitzer Chapel Board of Directors which reserves the right to choose who may use the facility.

Should you find that your group is unable to keep its reservation, please notify the manager, Nicole Rust, at schweitzerchapel.reserve@gmail.com as soon as possible.

KEYS:

Pick up keys at the Selkirk Lodge in Schweitzer Mountain Resort Village. The Chapel is located at 347 Northwest Passage, about 1/2 mile from the entrance to the Resort's "permit" parking lot.

ARRIVAL & DEPARTURE:

Arrive after 5:00 PM and depart no later than 4:00 PM. Other arrangements should be made with Nicole Rust.

UTILITIES:

Heat and hot water will be turned on before your arrival. In case it isn't:

Fireplace: leave at 70 degrees; thermostat is on the back wall next to the picture collage.

Overhead heat: on/off only.

Dorm: leave at 65 degrees; thermostat is inside the door into the lower level hallway. Turn heat down rather than opening windows or doors.

Hot Water Tanks: turned to "vacation". See instructions on refrigerator door in kitchen. Turn back to "vacation" when you leave, and kitchen hot water to "off".

WORSHIP SERVICES:

Winter Services begin on Christmas Eve and continue each Saturday thereafter. We encourage you to attend one of the services.

Catholic Mass: *Saturdays at 4:30 PM*

Non-Denominational Service: *Saturdays at 3:30 PM*

THE SANCTUARY:

Available for your group's programs and services. You may use the video projector. Follow the instructions which are located under the communion table. **Please do not move the communion table.** If you bring audio equipment or other stage pieces, they must be removed prior to the Saturday night worship services. They may be stored at the wide end of the sanctuary. **No food or drink is allowed in the sanctuary.**

INSURANCE:

Each group using the facility must assume responsibility for group insurance coverage. Schweitzer Chapel maintains liability for public use of the building only.

RESERVATION & PAYMENTS:

A \$250 deposit should be made via PayPal at www.schweitzerchapel.com (click on DONATE) or mail check to Schweitzer Chapel, PO Box 55, Ponderay ID 83852. **(\$200 will be applied to the first night stay; \$50 is non-refundable).** Full payment of \$200.00/night should be received no less than 14 days prior to stay.

KITCHEN/DINING FACILITIES:

We have (2) refrigerators, (2) stoves w/ovens, (2) microwaves, (3) 6-quart slow cookers, coffee makers, griddles, and cooking pots, pans and cooking utensils.

You will need to bring: Eating utensils (paper/plastic plates, cups, napkins, forks, knives, spoons), dish towels, paper towels, toilet tissue, shower supplies, and personal bedding.

GARBAGE:

Garbage pick up is on Wednesday...please keep driveway clear.

Please stack used plates and cups when clearing tables to keep garbage to a minimum. Please flatten boxes before disposing. Recycle clean empty cans and plastic bottles in marked recycle bin. Place all trash inside the dumpster. Do not leave any additional garbage outside or inside. If you have too much for the dumpster, it should be taken to a secondary dumpster site next to the Fire Station at the roundabout. During the Spring, Summer, & Fall seasons, all trash should be taken to the dumpster site at the roundabout.

PARKING:

Unload and then park. Please do not park on the roadway at any time. We have some parking spaces at Schweitzer Creek 100, just across the road from the Chapel on Stella Rd. 2 or 3 cars may be parked in the Chapel driveway but do not park over the snow sensor for the heated driveway. (Snow sensor is small blue cap in upper driveway.). **Buses must park at the Fall Line Parking** at the bottom of Musical Chairs ski lift less than a mile down the hill on Telemark Rd. **PUT YELLOW PARKING PASSES IN ALL VEHICLES PARKED AWAY FROM OUR FACILITY.** Find them in first drawer of kitchen island.

SUPERVISION:

Each group will be expected to provide adequate supervision. The trail at the end of our building is for Condo Owners below us as well as Chapel groups. **PLAYING, SLEDDING OR MAKING JUMPS ON IT ARE PROHIBITED! BE SURE YOU INFORM YOUR GROUP MEMBERS!**

FACILITIES:

The 48-bed dormitory has two floors, four rooms on each floor, 6 beds to a room. Bathroom and shower room on each floor. Upper floor is for girls. No bedding or towels are furnished. Bring sleeping bags or comforters and pillows. We suggest bringing slippers or shower clogs. Tile floors are cold. There is a DVD and TV/VCR, but no antenna for the TV.

No food or drinks are allowed in the dorms.

SNOW REMOVAL:

Please help us keep the walkway free of snow and ice for the safety of everyone. Brush snow from boards and skis and store on racks. Try to keep the tile floor mopped dry around the board rack area.

CLEANING:

Vacuum cleaners, mops, brooms, buckets, cleaning supplies, emergency paper goods, are in the Supplies Closet and bathrooms. We expect you to find the facility clean and we ask that you leave it clean when you depart. *A cleaning checklist will be provided at arrival.* We do a walk-through following the retreats to determine that no damage has been done. **Be sure the heat and hot water are turned down, lights are off, and doors are locked.** Return keys to the Selkirk Lodge.

LIMIT:

We ask for an overnight limit of 48 persons per event.

SKI-IN, SKI-OUT:

A trail across the road passing the maintenance garage leads to the lower ski lift. You may ride the lift once to get to the Day Lodge to buy tickets. To return to the Chapel, take the trail just below the Day Lodge, turn left just above the Chapel, coming down on the Fireplace end of building.

ALCOHOL, DRUGS AND SMOKING are prohibited on Chapel property.

DOORS TO REMAIN OPEN AT ALL TIMES PER ORDER OF THE FIRE CHIEF

HAVE A GREAT TIME AT SCHWEITZER CHAPEL!

For Emergency assistance call: Dick Ensminger, (208) 263-6944

(PLEASE GIVE COPIES OF THIS POLICY TO YOUR LEADERS/KITCHEN HELP)