

Seabeck Christian Conference Center

Services, Policies and Procedures

SERVICES

Linens Service

- Upon arrival all beds have clean towels, washcloths, soap, fresh bed linen, at least two blankets, and one pillow.
- Guests staying in Spruce, Pines, Reeser, The Inn, Inn Annex, and Maples will find their beds made upon arrival. Those staying in Historic House's make their own beds with the linen provided on the bed. Guests staying more than one night will receive fresh towels in their rooms daily. Please deposit soiled towels in hampers found in bathrooms and report any shortages immediately.

Meeting Area Equipment

- The following equipment is available for meeting rooms: chairs, tables, easels, newsprint pads, arid blackboards or marker boards. Additional audiovisual equipment is available upon request and include TV/VCR combinations, overhead projectors, arid screens. Children's furniture is also available for children's programs. There is no charge for the use of equipment. The Meeting House has a sound system. Firewood is provided in meeting rooms with fireplaces or wood stoves.

Handicap Accessibility

- All major walkways and roads are paved for easy access for disabled or impaired participants. Accessible sleeping accommodations and bathroom facilities are located in: Pines rooms 1-6, Hemlock rooms 1-3, and Spruce room 200. Other accessible buildings include the Dining Room, meeting areas in Pines, Spruce, Maples, Allen Lobby, Colman Center, and Meeting House.

Meals

- Regular meal times are: 8:00 A.M. breakfasts, 12:00 P.M. lunches, and 6:00 P.M. dinners. On arrival day, dinner may be delayed one half hour. Changes in meals times must be arranged in advance and may not be possible if other groups are using the facility at the same time. Meals are served family style in the Dining Room. Each group is assigned an area of tables labeled with the group name. Guests are urged to be on time for meals and should not expect to be served after 20 minutes past the start of the meal.

Special Dietary Needs

- Special group dietary needs such as vegetarian meals and sack lunches are available with advance notice. Individuals with special dietary needs (vegetarian, diabetic, etc.) should relay this information to the group leader who in turn should contact Seabeck. Vegetarian and special dietary meals should be specific as to what will and will not be acceptable (I.e., poultry? fish? eggs? milk products? sugar?)

Beverages And Snacks

- Coffee and tea service is available in meeting areas at a cost of \$.50 "per person. A complimentary coffee/tea service will be provided to adult groups staying overnight upon arrival. Soda machines are located on the Inn porch. Snacks can be ordered from Seabeck with advance notice at an additional charge. A general store located across the street and stocks a wide assortment of food and goods.

Refrigerators

- Refrigerators are available in the Dining Room (8:00 A.M.-7:00 P.M.) and to those assigned to the meeting areas of Pines, Colman Craft Center, and Reeser House.

Airport Service

- Transportation service from Sea-Tac to Silverdale (8 miles from Seabeck) is available from the Bremerton-Kitsap Airport. Arrangements can be made for direct transportation to Seabeck with a specific number of passengers. Call 1-800-562-7948 for more information.

Laundry Facilities

- A coin operated guest laundry is available from June through September. This facility is located in a separate building behind Hemlock.

Copy Services

- Copies are available in the office during office hours at \$.10 per copy.

Fax Service

- Fax service is available during office hours. Charges for outgoing materials are as follows: IN STATE - \$2.00 first page and \$1.00 each additional page, OUT OF STATE - \$3.00 first page and \$2.00 each additional page, INTERNATIONAL - \$5.00 first page and \$3.00 each additional page. Incoming fax materials are charged \$1.00 per page. Our fax number is (360) 830-5504.

Mail

- Mail will be distributed at meal times. The address is: Seabeck Conference Center, 15395 Seabeck Hwy NW, Seabeck, WA 98380-0117. Please have senders include the name of the recipient and conference group on all mail. Out going mail may be left in the Seabeck office for mailing,

Telephones And Messages

- Three public telephones are available for guest use. The numbers are (360) 830-9494 (Inn Lobby), (360) 830-9499 (Pines), and (360) 830-9406 (Colman Center). The number for the Seabeck office is (360) 830-5010. Unless it is an emergency, messages for guests will be relayed at the next scheduled meal.

Lost And Found

- Lost and found articles should be claimed and arrangements made for mailing or pickup as soon as possible. Items are kept at Seabeck for 30 days. Articles still unclaimed after 30 days will be donated to a local charity.

Ferry Schedules

- Ferry fees and schedules may be obtained by calling 1-800-843-3779 (1-800-84-FERRY) or www.wsdot.wa.gov/ferries

Recreation Areas

- Seabeck offers the following recreation facilities, tennis, basketball, volleyball, horseshoes, a children's play area, table tennis, tetherball, open fields, boating, and swimming. Equipment is provided in all recreation areas. Guests need to provide their own tennis rackets and balls. In addition there are several miles of forest trails and a saltwater beach to explore. --

Outdoor Meeting Areas

- "Seabeck offers two campfire areas and an outdoor Cathedral for guest use. Seating is available in all areas and wood is provided at campfires.

POLICIES AND PROCEDURES

Arrangements

- SEABECK arrangements and agreement procedures are to be handled by one representative of the group with SEABECK.
- A deposit of 20% of the total anticipated bill is required to reserve space for a group. The deposit is credited to the final bill at the end of the event. The deposit is seventy-five percent (75%) refundable up to sixty (60) days prior to the scheduled start of the event and six (6) months for groups with exclusive use of the facilities.
- Exclusive use of SEABECK requires a guarantee of 200 people in daily residence.
- Check-in and check out times will be stated on the AGREEMENT and are determined by the beginning and ending meals for which the group has agreed with SEABECK. For use of the facilities

earlier than the stated check-in and after the stated check out time a charge will be made of \$2.00 per participant.

- SEABECK is not obligated to hold space, either housing or meeting areas, for any group for which a signed AGREEMENT and deposit have not been received by SEABECK.
- Conference groups handle their own registration and room assignments.
- A completed set of housing charts (floor plans of assigned units sent with the AGREEMENT) is to be provided to SEABECK upon arrival by retreat coordinator.
- The registrar is to provide SEABECK with a roster listing the name(s), address, housing assignment, and room number of each participant (or family) upon arrival for use by SEABECK.
- Final payment is to be made by one check to SEABECK CHRISTIAN CONFERENCE CENTER and is due at the close of the event. A balance forward is charged 1% per month on unpaid balances.
- All arrangements must be cleared in advance with SEABECK.

Office Assistance

- The office is normally open from 8:00 a.m. to 6:30 p.m. when guests are in residence. Guests needing assistance after the office is closed should call (360) 830-5010 from pay phones at Pines, the Allen Lobby, or Colman Center. Emergency assistance is available by dialing 911.
- Guests needing service, equipment, or with questions about SEABECK policies should inquire at the office.

Please

- Guests are not to bring their pets to SEABECK for reasons of sanitation and safety.
- Vehicles are to be driven only on roads and parked only in designated parking areas.
- Skateboards, scooters, roller blades, and roller skates are not to be used on the grounds.
- All bicyclists are encouraged to use helmets on the grounds.
- Adults should supervise young children on the rope swing and playground equipment.
- Tipping of individual staff members is not permitted. SEABECK maintains a staff appreciation fund to which donations will gladly be accepted and distributed among all employees.

Facilities

- Groups using more than one housing unit are to fill bed space available in each unit before using another housing unit.
- Rates are based on double or more occupancy of rooms. An additional charge of \$15.00 per night for single occupancy of rooms designated double or more occupancy will be made.
- Housing will be held in proportion to guarantees given and may be adjusted by SEABECK at the time of final declaration of numbers. Groups should not take reservations for people exceeding the number of assigned beds until first arranging for additional space.
- Furnishings, beds, and bedding are not to be moved or removed by guests from housing units. A staff member will move any furnishings that may be required. A charge will be made for unauthorized moving of furniture and bedding that has to be returned.
- A sleeping room used for purposes other than occupancy of a participant may be charged the prevailing rate minus meal costs.
- Guests are asked to strip their beds of sheets and pillow cases and place them along with dirty towels next to the door of their room prior to breakfast on the departing day. Guests may be asked to vacate rooms the morning of departure in order to prepare for incoming groups.
- Smoking is not permitted in meeting rooms, sleeping areas or in the Dining Room.
- SEABECK facilities will be maintained in a neat, orderly, and sanitary condition at all times. Groups are expected to leave the site in a clean and orderly condition at the end of occupancy.
- Guests are asked not to bring food or snacks into sleeping areas. Recreational vehicles are not to be used at SEABECK.
- Maintenance needs should be reported to the SEABECK office as soon as possible.

- Meeting areas are assigned to groups by SEABECK as required by group size, needs, and availability.
- The Dining Room is strictly for guest meal service and is not available for group programs or activities.
- Kitchen use is available in Pines upon request. A daily fee of \$10.00 maybe charged and a cleaning deposit of \$25.00 is required. The kitchen is to be used for the purpose of serving snacks. SEABECK does not provide dishes. A limited amount of kitchen equipment is available upon request
- Meeting area furniture should not be moved outside of buildings.
- Craft activities are to be conducted either outside or in the Colman Center. Meeting rooms are not to be used for craft activity.
- Do not place labels, tape, tacks, etc. on walls or doors.
- Groups are required to read and sign the "Rules for Lagoon Use" before starting waterfront activities.
- SEABECK reserves the right to restrict use of boats and other facilities to groups who cannot provide required supervision.

Other

- Medical and accident insurance is not provided by SEABECK for guests. Insurance is the responsibility of the group or individual using the facilities.
- SEABECK reserves the right to remove any persons from its property who, at the sole discretion of SEABECK, are unauthorized, who are creating an unnecessary disturbance, or who are jeopardizing the health, safety, and rights of other guests.
- SEABECK reserves the right to prohibit or stop activities or events that in SEABECK's judgment present a danger to its property and its guests.
- SEABECK assumes no responsibility for loss or damage of personal property. Participants are responsible for safeguarding their possessions. Valuables may be placed in the office safe during business hours.
- In accordance with RAW 84.36.030 any and all commercial sales of goods or services are forbidden on Seabek property. This involves sales by any individual or company that are not incorporated non profits and/or where the proceeds of such sales do not go directly to serve the mission and purpose of the organization renting SEABECK facilities.
- **Conserve Energy!** Please turn off lights in rooms when you leave, leave thermostats at the recommended setting of 65 degrees, and make sure doors and windows are closed when the heat is on. Also, firewood is not an unlimited resource please use it wisely.
- The SEABECK Board of Trustees disapproves the use of alcoholic beverages at SEABECK in the belief that such use is inconsistent with the purposes of SEABECK. Therefore, alcoholic beverages may only be consumed in areas agreed on with the Director and may never be used in public places or visible out on the grounds.
- Noise at SEABECK coming from guest activities often affects the peace and quiet of other groups on the grounds and the surrounding community. Groups need to be conscious of the effect of their activities on others. In order to help assure that all groups can enjoy their stay and that SEABECK does not serve as a negative influence on the community and to comply with the Kitsap County Noise Ordinance, the Board has instituted the following guidelines:
 - The Meeting House bell will not be rung by guest groups before 7:30 a.m. or after 8:30 p.m.
 - The use of amplified music on the grounds should be limited to places and volumes that limit its tendency to carry beyond the grounds. Amplified music will be kept below 80 decibels.
 - The Kitsap County Noise Ordinance prohibits music or other noises that can be heard off the grounds after 10:00 p.m.
 - SEABECK reserves the right to ask groups to modify their activity or equipment to comply with this policy.