



## **Guest Policies**

- Check in/Check out: Check-in time is 4pm. Check-out time is at noon.
- Security Deposit: 30% non-refundable deposit is required at time of booking. Deposit is applied towards booking fee.
- Balance Due: Remainder of balance due 90 days prior to scheduled event for summer bookings and 30 days prior to booking for off season.
- Cancellations: Booked events are non-re-fundable and reservations are considered “blocked bookings” which means one or two nights of your reservation cannot be cancelled.
- Damage Deposit: A \$250.00 credit card cleaning/damage ticket will be held open (or a check will be held) until building, equipment and surroundings have been thoroughly checked for damage or improper cleaning. Check will be returned within 14 days.
- Group Size: Miller Hall can sleep 65 in beds. We allow groups of up to 75 in Miller Hall. For groups sizes above 75 we recommend booking the President’s Cottage that sleeps 16-17.
- Waivers: Waivers must be signed by individuals participating in the inflatable jumps, pool, hot tub or banana peel bikes.
- Pets: No pets are allowed inside Miller Hall. Only two dogs per group may be allowed outside and must be cleaned up after.
- Smoking: No smoking allowed inside the building. Please dispose of all cigarette butts in trash canisters.
- Swimming Pool: No lifeguard on duty. An adult must be present at all times if under 14. Follow all safety rules posted regarding use of the pool.

- Fires: Check with site manager before building any fires. Build fires only in the provided fire pits! Absolutely no flames or candles inside the building at any time.
- Laundry: There are no public laundry facilities at Campus Retreat.
- Bedding: Queen beds have all bedding provided. Bunks and futons do not have bedding. Please bring sleeping bags for bunk beds and futons.
- Towels: Hand towels for bathrooms, cleaning and kitchen towels are provided.  
**You must bring your own bath and beach towels.** We do rent bath towels for \$2 each.
- Personal hygiene items: Hand soap, dish and cleaning soaps are provided. **Please bring your own shampoo and personal hygiene items.**
- Yard equipment: All sports and yard equipment must be picked up from outside and returned to the storage room in Miller Hall.
- Keys: A lost key fee of \$15 may be applied.
- Furniture: Please do not move furniture inside Miller Hall unless pre-arranged with the host.
- Camping: A fee of \$10 is charged per recreational vehicle or trailer per night. A fee of \$5.00 is charged per tent per night.
- Minimum Nights: Summer bookings require a 3 night minimum on weekends and 2 night minimum on weekdays. Off season is a 2 night minimum on weekends.