

Effective March 1, 2023

TO: Responsible Parties Booking the ConnXtion Retreat Center

Rules & Policy Information, Swimming Pool Rules, Responsibilities, Reminders and Application for Use

The following is information pertaining to the usage of ConnXtion Retreat Center and Swimming Pool. Please pay close attention to this information, and please ask those who are using the facilities with you to do the same.

Rules & Policies regarding use of ConnXtion Retreat Center

1. **Scheduling**: Call or email ConnXtion Retreat Center to tentatively schedule a date prior to sending in an application. (*Phone: 765-998-7490 ; email: connxtionretreatcenter@gmail.com*)
2. **Reserving a booking date**: The Application for Use and Security deposit (*see below*) are required in order to reserve a booking date. Include with your deposit an address to return the unused portion of the security deposit to if different from the mailing address on the application
3. **Full payment for the booking must be in the possession of a ConnXtion Retreat Center representative or postmarked no later than two weeks before the booking date**. ConnXtion Retreat Center reserves the right to offer the booking date to others if the full payment is not received by two weeks prior to the reservation date.
4. **Security deposit**: The security deposit is held for the purpose of covering repairs due to property damage by anyone attending the booking, financial loss due to the need for excess cleaning after the booking or financial loss due to failure to complete payment for a reservation (*ie – “no shows”*). ConnXtion Retreat Center reserves the right to keep all or a portion of the deposit for any of these purposes. Any portion of the Security Deposit not used for these purposes will be returned to the party booking the center within 30 days after the booking date.
5. **ALL overnight uses MUST be supervised by Responsible Adults who are sensitive enough to know when a teenage "overnighter" is getting out of control**. The adults charged with the supervision are legally responsible for any misconduct on behalf of the 20-year-old and younger participants.
6. No smoking allowed on premises.
7. No alcoholic beverages allowed on premises.
8. No pets allowed inside building.
9. Must have appointed adult in charge of fireplace. No fire after people have gone to bed. No roasting any food items in fireplace. (*i.e. marshmallows, hot dogs, etc.*)

Swimming Pool Rules

1. No diving in the pool!
2. No food or drinks allowed in the pool area.
3. Children who are not potty trained must wear swim diapers when in the pool.
(Diapers are not available at the Connxtion Retreat Center.)
4. Door leading outside at the front of the pool area is an **EMERGENCY EXIT** only and is not to be used for in and out traffic! (Pool area has a controlled temperature to reduce condensation.)
5. Swimmers **MUST DRY OFF** in the pool area before returning inside the Retreat Center. Hooks are provided for hanging towels and wet clothing in pool area.
6. An adult **MUST** be on duty in the pool area at all times when anyone 17 years old or younger is in the pool. Even though the two buildings are connected, it is not possible to have one person supervising both buildings at the same time.

Responsibilities of group using the Retreat Center

1. CLEANING

- * Trash taken to DUMPSTER located behind the yellow house across the street. (Thoburn Street)
(This house is not owned by Connxtion so please do not walk in their yard!)
- * Carpet vacuumed.
- * General cleanup of whole building, including kitchen and pool area if used.
(i.e. all trash picked up, pool equipment stored in boxes, chairs and tables returned to original settings, and a search done for "lost and found" items.)

2. FIREPLACE

- * Must have appointed adult in charge of fireplace.
- * No fire after people have gone to bed.
- * No roasting any food items. (i.e. marshmallows, hot dogs, etc.)
- * Do not attempt to put out fire with water. Let it burn out.

3. POOL TABLE

- * All pool balls must be accounted for. Rack the balls on the table in the pool rack.
- * The EIGHT BALL is a HIGH theft item!

4. RUG BALL GAME

- * Rug ball is the game on the west side of the building upstairs. It has 5 red balls and 5 white balls and 2 white balls with red dots. All balls must be accounted for.

5. PLAYER PIANO

- * Make sure all playing ROLLS are back in proper boxes.

6. GOLF BALLS (6) and GOLF CLUBS (6) must be accounted for.

Following are a few reminders:

1. You must call or email to tentatively schedule a date before sending in your application! Your Security Deposit is due with your "Application For Use" before it is officially booked. Include with your deposit an address to return security deposit to if different from mailing address on application.
2. The final balance payment is due 2 weeks before the booking date.
3. A ConnXtion staff person will meet you at the Retreat Center at the arrival time stated on your "application for use" to unlock for you and then return at the specified departure time to close down and secure the facilities.
4. You are responsible to provide your own food, table wear, toiletries and bedding.
5. You should have a cell phone on hand in case of an emergency.
6. All booking times must include set-up times and clean-up times within the hours booked.
7. Treat the ConnXtion Retreat Center with care and respect so it can be available for the enjoyment of all customers at low cost.

Fees and Examples ConnXtion Retreat Center

MONDAY through THURSDAY

\$225.00 - any portion of a 12-hour time

\$300.00 - 13 to 24 hours

\$100.00 - Security deposit

FRIDAY through SUNDAY

\$325.00 - any portion of a 12-hour time

\$425.00 - 13 to 24 hours

\$100.00 - Security deposit

POOL

\$90.00 - for use of pool first day (*up to 24 hours*)

\$60.00 - per day after first day

EXAMPLE 1

Booking is 5 PM Friday, June 16, 2023
thru 2 PM Sunday June 18, 2023
(*overnight, 2 days, 13 to 24 hours*)

\$ 100.00 Security deposit (*see policy 4*)

\$ 850.00 Rental amount

\$ 150.00 Pool

\$1,100.00 TOTAL FEES OWED

\$ -100.00 Less security deposit paid

\$1,000.00 BALANCE DUE

BALANCE DUE DATE: June 2, 2023

*The above line due date is two weeks before
your scheduled time to use the facilities.*

EXAMPLE 2

Booking date is Thursday, June 15, 2023

\$ 100.00 Security deposit (*see policy 4*)

\$ 225.00 Rental amount

\$ 90.00 Pool

\$ 415.00 TOTAL FEES OWED

\$ -100.00 Less security deposit paid

\$ 315.00 BALANCE DUE

BALANCE DUE DATE: June 1, 2023

*The above line due date is two weeks before
your scheduled time to use the facilities.*

ConnXtion Retreat Center

Application For Use

PLEASE NOTE: Call or email to confirm a tentative date before sending in your application! (765-998-7490 or connxtionretreatcenter@gmail.com)

Security Deposit is due with your application to lock in a booking day.

Mail to: 1515 Clark Ave, Bluffton, IN 46714.

Make Checks payable to: ConnXtion Retreat Center

Date(s) of use _____

Arrival time _____ Departure time _____

Name of Group _____

Contact Person _____

Mailing Address _____

Contact Phone Number(s) _____

Type of Activity _____ Approx. # of People _____

Swimming Pool (Y or N) _____ Fireplace (Y or N) _____

\$ 100.00 Security Deposit (see policy 4)

\$ _____ Rental Amount

\$ _____ Pool

\$ _____ **TOTAL FEES OWED**

- \$ _____ Less Security Deposit paid
& any additional portion of fee included

\$ _____ **BALANCE DUE**

BALANCE DUE DATE: _____

The above line due date is two weeks before
your scheduled time to use the facilities.

MONDAY through THURSDAY

\$225.00 - any portion of a 12-hour time

\$300.00 - 13 to 24 hours

\$100.00 - security deposit

FRIDAY through SUNDAY

\$325.00 - any portion of a 12-hour time

\$425.00 - 13 to 24 hours

\$100.00 - security deposit

POOL

\$90.00 - use of pool first day (up to 24 hrs)

\$60.00 - per day after first day

I have read & agree with the policies and responsibilities for use of ConnXtion Retreat Center.

Responsible party signature: _____ **Date:** _____

Please call the ConnXtion Office right away if your plans change (765-998-7490)