

Shared Visions Retreat Center Facilities Guidelines/FAQs

Thank you for renting the Shared Visions Retreat Center. We hope you have a great event and enjoy the facilities. Here are a few things to help you, addressing some of the “frequently asked questions.”

There should be paper towels, toilet paper, and soap provided for you, but in the case of shortage there are backup supplies in the kitchen cabinets. Also in the kitchen cabinets there are various trash bags for your use.

After cleaning all but the final mopping of the facility (which you have paid for in the cleaning fee), trash should be taken to the dumpster provided on site, which is behind the wooden fence located in the corner of the parking lot across from the house offices.

Your key code is _____. The key box is at the top of the handicap ramp at the main entrance. Please put the key back in the box after locking all doors. FYI – to lock the old doors, turn the key counter-clockwise. To unlock, turn the key clockwise.

There are two thermostats in the Auditorium and both should have the same setting you prefer at all time to avoid confusing the system. In other words, if you choose 72, put both thermostats on 72. When you leave in the hot weather please leave in the cool mode at 78, and in the winter please leave in the heat mode at 60. The hallways and bathrooms are pre-set at 74 and will not need adjusting.

Unless otherwise instructed, please leave tables and chairs where you found them after restacking on the carts that are provided.

Do not use any vinyl tape or affix items to the walls or floor with anything other than painter’s type tape or putty that does not leave a residue.