



## **Guidelines**

### **Eligibility**

Members of Tallowood Baptist Church may use Pampell Retreat upon agreement to guidelines and objectives.

**Objectives:** The Pampell Retreat Center serves as a place of refreshment and relaxation in an environment that honors Christ. It is hoped that those using these facilities will find a place of refuge from the daily routines and a time to draw near to God through relaxation, fun, fellowship and study.

### **Reservations**

1. Reservations should be made and confirmed through the Pampell Retreat Coordinator at (713) 468-8241.
2. Weekend reservations may be made 60 days in advance.
3. Weekday reservations may be made up to 2 months in advance.

### **Overnight Check-in/out**

1. Check in is 4 p.m. Early check-in may be available in some situations. Retreat Coordinator must approve early check-ins or late check outs.
2. Check-out is no later than noon.
3. Other arrangements are subject to approval from Pampell Retreat Coordinator.
4. Guests may not stay past their expected checkout time without approval.

### **Day use only:**

150 people max allowed on the property. Check with Retreat Coordinator for exceptions.

### **Payment**

All payment will be made through Tallowood Baptist Church. Payment may be made by cash, check, and debit/credit card.

- a. Day use reservations require a non-refundable deposit of 50% of anticipated fees at the time of reservation.
- b. Overnight reservations require a, non-refundable deposit of 50% at the time of reservations.
- c. Balance of payment is due seven days prior to the event.
- d. Cost for usage:
  - \$5 per person for day use
  - \$50 per stay up to 2 nights. \$25 per night afterwards up to 5 maximum nights.
  - RV hook up is \$25 per night. 5 night maximum.

## **Keys**

Keys may be picked up in church office and should be returned within five days of event.

## **Cancellations**

Administrative fees may be charged if the cancellations are less than 1 week from reservation.

## **Usage Guidelines**

1. Thermostats are set for the most efficient use when the building is not occupied. Feel free to set temperature to your comfort level during your stay. At your departure, please reset thermostat to 74 in the summer and 68 in the winter.
2. Dirty bed linens, bath towels, kitchen towels, etc. should be left in utility area. When stripping the beds, unless told otherwise, leave the blankets, comforters and pillows on the bed and remake the bed.
3. Please dispose of any opened food containers in the refrigerator. Unopened containers may be left. Please leave the kitchen in the same condition you found it.
4. Paper towels and toilet paper are located in the pantry in the kitchen.
5. If you encounter water, A/C or electrical problems, please call the Coordinator at 281.615.2403 or 713.817.4015.
6. Wi-Fi is available. The password is **GCncEu9DzC**. Please use the Wi-Fi and TV with respect and not for casual browsing or inappropriate content.
7. The First Aid and Snake Bite kits are located on the shelf above washer and dryer in the utility closet. A list of emergency numbers is located in the Pampell Retreat Manual. In case of serious medical emergency or fire please call 911.

8. Users of the Retreat will be financially responsible for any damage to the property.
9. Catch and release fishing is allowed in the pond. No other water activities are permitted. There are no lifeguards. Swimming and boating are not permitted.
10. Firearms, knives, archery equipment or fireworks are prohibited on the property.
11. Alcohol, narcotics, or tobacco are prohibited on the property.
12. Outdoor fires will be allowed in areas designated by the Coordinator. When a state or county burn ban is in effect all outdoor burning will be prohibited. You will be notified of any bans prior to your arrival date. Please ensure that all fires are fully extinguished prior to leaving the immediate fire area.
13. No pets allowed.
14. Before leaving please check grounds and pick up any trash.
15. Tractor, mower, ATV and boat are not for public use.
16. Use of private ATV's is prohibited. Mudding is prohibited.
17. Retreat policy violations could be subject to financial penalty.
18. Do not leave dirty dishes or unused food items on property.
19. Please lock all doors and the gate upon leaving.
20. Please extinguish fires in fireplace completely before going to bed or leaving the property.
21. Use of the barbecue grill is permitted. Please let Coordinator know if planning to use the grill so adequate butane will be available. Please clean grill thoroughly after use. Please remove inside pieces and wash with soap and water. Wipe down the inside and outside of grill to remove as much grease and food as possible. After using and when grill is cool enough, please place protective cover over grill. A \$100 fee will be charged for failure to clean grill.
22. If any furniture will be moved, please take a picture of area before moving and replace furniture in proper place before leaving.

An instruction manual is provided in the facility with further information and instructions.

### **Amenities**

1. All bedding, towels, hand towels and wash cloths are provided.
2. Paper towels and toilet paper are provided

3. Shampoo, conditioner and soap are provided.
4. Fireplace
5. TV
6. Coffee makers
7. Dishes and flatware are provided.
8. Cookie sheets, limited pots and pans
9. Refrigerator (with ice maker), double oven microwave and dishwasher
10. Checkers, Jenga, cards, and scrabble are provided.
11. Gas grill with propane