Use Guidelines for Martin Institute Retreat House

* Groups may use any dishes, kitchen implements, coffee maker, tea kettle etc.
* To access the internet, select “Monroe house”; the password is 909monroe
* Extra folding chairs are available in the bedroom closet. Please return them after using the chairs.
* No fires in the fireplace.

Prior to leaving:

* Wash all mugs/dishes and coffee pot, empty coffee pot filter
* Wipe down kitchen counters
* Turn off lights
* Return chairs to original places
* Throw away trash and recycling (trash can & recycling bin are located to the left of the microwave in the kitchen). Do not leave out any unsealed food.
* Clean out sink drains and/or use garbage disposal if necessary (please use disposal *only for incidentals* that fall down the drain)
* Make sure coffee maker is turned off and check oven and stove.
* Return thermostat to off by pressing far left button until it shows “off”
* Make sure all three doors are locked—back door off laundry room, sliding door from office, and front door
* Make sure key has been returned to the lockbox

Please promptly report any damage to furniture or any part of the MI Retreat House to Jordan Kaech (jkaech@westmont.edu).

Standards given in Westmont’s Community Life statement apply at Retreat House (i.e., no alcohol, no smoking, etc.)

*I agree to be responsible for the above guidelines.*

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Name Date