

TO: Responsible Parties for Booking Wandering Wheels Kitchen-Retreat House

RE: Updated Policy Information and Reminders

FROM: Bob Davenport, Director of Wandering Wheels

Following is policy information pertaining to the Wandering Wheels Kitchen-Retreat House 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. Even though the two buildings are connected, it is not possible to have one person supervising both buildings at the same time. Therefore, please have more than two adults supervising each building when both places are in use at the same time.

OVERNIGHT BOOKINGS: As a result of a breakdown in adult supervision regarding an overnight stay, Wandering Wheels is insisting on the following:

1. ALL overnight uses MUST be supervised by RESPONSIBLE ADULTS! Not all adults are sensitive enough to know when a teenage "overnighter" is getting out of control. The adults charged with the supervision must know that they are legally responsible for any misconduct on behalf of the 20-year-old and younger participants.
2. The Wandering Wheels retreat facility should be treated with the same respect shown as if you were using a church facility.

Following are a few reminders:

1. You provide your own coffee.
2. All booking times must include set up-times and clean-up times within the hours booked.
3. You should have a cell phone on hand in case of an emergency.
4. A Wheels' staff person will meet you at the Kitchen-Retreat House at the arrival time stated on your application form to unlock for you and then return at the specified departure time to close down and secure the facilities.
5. **You must CALL the office and BOOK a date BEFORE sending in your application! Your Deposit is Due with your Application.**

Thank you for making sure that care is given as to how the facilities are used and to clean up after using them.

If you have questions, please call the Wandering Wheels Office at 765-998-7490. Our office hours are 10:00 A.M. to NOON and 1:00 P.M. to 5:00 P.M. Tuesday through Thursday.

WANDERING WHEELS KITCHEN-RETREAT HOUSE

Application for Use Form

PLEASE NOTE: You must **CALL** the office 765-998-7490 and **BOOK** a date **BEFORE** sending in your application! Your Deposit is due with your application to lock in a booking day. Mail to: P.O. Box 207, Upland, IN 46989.

Date(s) of use _____

Arrival time _____ Departure time _____

Name of Group _____

Contact Person _____ Cell _____

Address _____

Phone _____

Type of Activity _____

Approximate number of People _____

Swimming Pool _____ Fireplace _____

Deposit due with your application to lock in your booking date.

\$ _____ Rental Amount	<u>MONDAY through THURSDAY</u> \$165.00 -any portion of a 12-hour time \$215.00 -13 to 24 hours
\$ _____ Pool	\$10 per person over 25 people overnight
\$ _____ Extra people	<u>FRIDAY through SUNDAY</u> \$230.00 -any portion of a 12-hour time \$300.00 -13 to 24 hours
<u>\$ _____ TOTAL FEE</u>	\$10 per person over 25 people overnight
\$ _____ Less Deposit	<u>POOL</u> \$50.00 -for use of pool per day
<u>\$ _____ Balance due</u>	<u>DEPOSIT</u> *\$50 non-refundable deposit for 12hrs or less *\$100 non-refundable deposit for overnight

Due DATE: _____

TWO WEEKS before Booking Date.

Please call the Wandering Wheels Office right away if your plans change 765-998-7490.

KEEP FOR YOUR RECORDS

WANDERING WHEELS KITCHEN-RETREAT HOUSE

PLEASE NOTE: You must CALL the office 765-998-7490 and BOOK a date BEFORE sending in your application! Your deposit is due with your application to lock in booking date. Mail to: P.O. Box 207, Upland, IN 46989.

Date(s) of use _____

Arrival time _____

Departure time _____

\$ _____ Rental Amount \$ _____ Pool \$ _____ Extra people \$ _____ TOTAL FEE \$ _____ Less Deposit \$ _____ Balance due	<u>MONDAY through THURSDAY</u> \$165.00 -any portion of a 12-hour time \$215.00 -13 to 24 hours \$10 per person over 25 people overnight <u>FRIDAY through SUNDAY</u> \$230.00 -any portion of a 12-hour time \$300.00 -13 to 24 hours \$10 per person over 25 people overnight <u>POOL</u> \$50.00 -for use of pool per day <u>DEPOSIT</u> *\$50 non-refundable deposit for 12hrs or less *\$100 non-refundable deposit for overnight
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Due DATE: _____
TWO WEEKS before Booking Date.

EXAMPLE 1

Booking date is Friday, June 26, 2015
 (overnight, 13 to 24 hours)

\$ 300.00 Rental Amount
 \$ 50.00 Pool
 \$ 50.00 Extra people (5)
\$ 400.00 TOTAL FEE
\$ -100.00 Less Deposit
\$ 300.00 Balance Due

Due Date: June 12, 2015
TWO WEEKS before Booking Date.

EXAMPLE 2

Booking date is Thursday, June 25, 2015

\$ 165.00 Rental Amount
 \$ 50.00 Pool
 \$ 00.00 Extra people
\$ 215.00 TOTAL FEE
\$ -50.00 Less Deposit
\$ 165.00 Balance Due

Due Date: June 11, 2015
TWO WEEKS before Booking Date.

Please call the Wandering Wheels Office right away if your plans change 765-998-7490.

WANDERING WHEELS RETREAT HOUSE

Responsibilities of group using the Retreat House:

1. **CLEANING**
 - * Trash taken to DUMPSTER located behind Wandering Wheels Office
 - * Carpet vacuumed
 - * General cleanup of whole building, particularly kitchen area
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 up stairs. It has 4 red balls and 4 white balls and 2 white balls with red dots. Make sure that number is accounted for.
5. **PLAYER PIANO**
 - * Make sure all playing ROLLS are back in proper boxes.
6. **NO SMOKING**
7. **NO ALCOHOLIC BEVERAGES**
 - *(For exceptions, check with the Wandering Wheels Office.)
8. **NO PETS INSIDE BUILDING**
9. **DO NOT TAMPER WITH EXIT SIGNS**
10. **GOLF BALLS(16) and GOLF CLUBS(10) must be accounted for**

REPAIRS of the building resulting from "roughhousing" or reckless play, such as broken glass in windows or fireplace area, will be charged to the party booking the building.

WANDERING WHEELS

Swimming Pool Rules

1. NO DIVING!
2. NO food or drinks allowed in the pool area.
3. ANY CHILD NOT POTTY TRAINED MUST WEAR SWIM DIAPERS WHEN IN THE POOL. (Diapers are not available at Wandering Wheels.)
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 House. Hooks are provided for hanging towels and wet clothing in pool area.
6. A MAJOR MUST - An adult must be on duty at all times when someone 17 years old or younger is in the pool.
7. Just as you are expected to do a general clean-up of the Retreat House before leaving it, so you will be expected to do a general clean-up of the pool area after you have finished using it and before leaving the building (i.e. all trash picked up, water equipment stored in boxes, chairs and tables returned to original settings, and a search done for "lost and found" items). Repairs of building damage resulting from "roughhousing" or reckless play, such as broken glass in windows or doors, broken chairs or tables, will be charged to the party booking the building.