



Welcome to Ursula Hall

Angela Center is on the edge of an open space area which provides for quiet walks in a natural setting. That same setting, as well as areas near the buildings, is home to insects, rodents, reptiles, vertebrates, including skunk, fox, bobcat, deer, to name but a few. If given the opportunity, these can and do come into the building(s) unless the outside doors are closed. For health and safety reasons, it is important that unless entering or exiting the building(s) outside doors be closed at all times.

We hope that the following instructions will help you to feel at home during your stay with us.

IN GENERAL

1. Except for loading and unloading, outside doors are not to be left in the propped position, but are to be securely closed at all times.
2. No smoking is permitted in or within 50 feet of the building. Smoking is permitted in the outside Ursula Hall patio area, the pool area to the south of Angela Center or on the paved "Permit Parking" area to the rear of the shop to the west of Angela Center. In smoking areas, dispose of smoking materials in receptacles provided for that purpose.
3. Diagrams which show the location of fire extinguishers and fire alarm pull stations are located at the corridor entrances.
4. Help to conserve energy resources by turning off lights, heat, electricity and water when not needed. Unless needed, please use the stairs rather than the elevator.
5. Out of consideration for the sensitivities of others, please remain clothed when in public.

BEDROOMS

1. You will find towels, sheets, blankets, and pillow cases at the foot of the bed. Please use these to make your bed to your liking.
2. Should you lock yourself out of your room, see your group co-ordinator who will have a key to allow you back into your room.
3. Most bedrooms are equipped with a heating/cooling unit which can be regulated for your comfort. To save energy, please place the "money saver" switch in the "yes" position. When not in the room please turn the unit off.

MEALS

1. Kitchen facilities are not available for individual meal preparation.
2. Meals are not to be eaten in meeting or conference rooms or in bedrooms. Should you take your meals outside, return your dishes to the designated busing area within the scheduled one hour meal time.
3. After the allotted meal time, *conversations should be taken from the dining area to other areas of the building or outside.*

SAFETY

1. For security reasons, valuables should not be left in or visible in parked cars.
2. Fire extinguishers are located at the ends of each corridor.
3. In the event of a major emergency, please assemble in the guest parking lot located to the north of the Angela Center building.
4. Be aware that there are rattlesnakes and poison oak in the immediate area. Since there is a deer population, it can also be assumed that there are also ticks carrying lyme disease.
5. If you leave the building at night, please make certain that the outside door is securely closed and locked behind you.

CLEAN-UP

1. Remove sheets and pillowslips from the bed. Replace the bedspread on the bed, place folded blankets and pillow at the bottom of the bed. Put soiled sheets and towels in pillow case. On the second floor drop them down the laundry chute located near the elevator. On the first floor bring them to the Laundry Room.
2. Check closets and drawers for your own personal belongings.
3. Reset thermostat to 60 degrees.
4. Before leaving, please return the area to the way you found it.
5. Close outside windows and doors.

If you notice something broken or not functioning properly, or if you have suggestions as to how we can make your stay more enjoyable, please leave word with the Group Co-ordinator, who will inform Angela Center staff.

ANGELA CENTER ASSUMES NO RESPONSIBILITY OR LIABILITY FOR PARTICIPANT'S PERSONAL PROPERTY NOR FOR GROUP ITEMS WHICH ARE LEFT BEHIND, NOR DOES IT PROVIDE STORAGE SPACE FOR GROUP EQUIPMENT OR PERSONAL PROPERTY.

Thank you. We appreciate your help and hope that you enjoy your stay.

