

THE ALPHA LODGE AT SPIRIT WIND POLICIES AND PROCEDURES

- Please see the rate sheet for rental information and prices.
- To reserve the Alpha Lodge, a **\$200** Deposit and the return of the signed contract are required. An additional **\$50** Surcharge is due with the deposit. The Surcharge will be refunded in full when all stipulations of the Lodge contract have been fulfilled. Balance is due 10 days after receipt of a billing statement. Contracts must be returned within two weeks of the time the reservation is requested, along with Food Menu chosen. Dates will be held no longer than two weeks without a deposit.
- If cancellations are made 60 days before the reserved date, the deposit will be returned minus 10%. Cancellations made less than 60 days before the reserved date will result in loss of fees. When road conditions prevent a group from holding an event a full refund will be given or the event may be rescheduled.
- Check-in is not before 4:00 p.m. Guestrooms must be vacated by 12:00 p.m. The Gathering Room vacated by 3:00 p.m. A day is defined as 4:00 p.m. of one day to 3:00 p.m. of the following day.
- **Final count for meals must be given to AMY HALL, Minister of Cuisine at 540 382-1963 or safety cake@suddenlink.net, 6 days before an event date, along with any Physicians Dietary restrictions. *The final count given will be the minimum number guests are billed for.***
- **Due to Health Department Regulations, guests *MAY NOT* prepare meals or bring in deli/cheese/meat trays, crock pots, etc. Spirit Wind will prepare meals or guests may choose to eat off-site. Only Spirit Wind staff is permitted in the kitchen.** Guests may bring light snacks and store them in the Break-out room, where a snack machine and refrigerator are available for guests.
- The Alpha Lodge is an adult facility; however youth retreats may be permitted with proper supervision. The Lodge is not set up to accommodate children.
- Eleven o'clock is quiet time. Consideration must be given to others who may be using the building.
- All calls made from the office phone, except in the immediate area, are long distance. Calls may be made with a calling card or collect from the office telephone, if you do not have a cell phone. The Lodge telephone number is **540/763-3383**. Out of courtesy for others, please limit use of all personal electronic devices (cell phones, pagers, etc.) to non-meeting times.
- The use of tobacco is prohibited in the lodge. Smoke stands are available on the deck. Alcoholic beverages are prohibited on Spirit Wind property, except for wine used for communion.
- Animals are not permitted on the Spirit Wind property except for service animals.
- Spirit Wind Ministries is not responsible for returning forgotten or lost personal items.
- Please leave the building orderly and presentable when you leave.
- Report any damages or maintenance needs on the Maintenance request form found at the check in desk. Groups will be held liable for damages caused by careless use. A first aid kit is available in the office.
- Spirit Wind Ministries exists to serve the Christian community. Spirit Wind facilities are open to Bible-believing individuals, groups and organizations; however, Spirit Wind Ministries reserves the right to refuse a reservation request without comment.