

## Mission Retreat Procedures

This mission retreat has been a blessing for us to share with you. It is our prayer that it will be a blessing to you during your stay. To more fully enjoy your visit, please follow these procedures.

### When first arriving:

1. Either bring personal linens (sheets, pillow cases, etc.,) or you can use the ones provide at the house. ( BR1 double bed, BR2 double bed and BR3 a Futon)
2. Bring your favorite paper towels toilette tissue, soap, etc... it may not be at the retreat.
3. Turn heat/air on to the desired temperature. The thermostat is located on the wall in the living room.
4. For your safety, please check the evacuation plan on the back of interior doors and verify the fire extinguisher locations.

### During your stay

1. You may use the kitchen and all appliances during your stay. (Refrigerator/ Freezer, Electric Range, Dishwasher, Dishes and Cookware, Washer and Dryer in the Basement.)
2. There is one small grocery store in Old Fort. A Super Wal-Mart in Marion at I-40 exit 81 and Ingles, a large grocery in Black Mountain.
3. The Television has a DVD and VHS player. There is no cable or satellite hook-up.
4. There is no house phone.
5. Enjoy the facilities and respect them as your own.
6. If you break it please replace it.

### Before you leave

1. Make sure everything is clean just like it was when you arrived or better.
2. Please make arrangements to check out and leave the keys with your host who checked you in on arrival.
3. Put all garbage in a plastic trash bag and in the container on the parking apron.
4. If you used the linen at the retreat, please make sure it's washed, dried and folded neatly on the beds so the next person can use them.
5. Turn down the heat to 50°F in the winter and the air to 75°F in the summer.
6. If procedures are not followed you will not be allowed to come back.
7. Turn ceiling fans off.
8. Please sign our guest book and leave a list of any special needs you might have that we can pray for you.

### Emergency and Incidents

1. For emergency aid call 911. Your location is 2835 Old Fort / Sugar Hill Rd., Old Fort, NC
2. To report house issues, get operating instructions or request location of other services call (828)442-4865 Bob Carter or (828)668-4313 Harry Templin.

Reviewed & Revised 2/4/13

Next Review 2/4/14