

SEABECK CONFERENCE CENTER POLICIES & PROCEDURES

FACILITIES

Group leaders are responsible for relaying this information to all attendees in their group.

OFFICE ASSISTANCE

- Guests needing service, equipment, or questions should inquire at the office. Please call the office at 360-830-5010.

EMERGENCIES

- In case of an emergency when the office is not open, you may get assistance by calling 360-830-5010 or by contacting the Executive Director. The director lives in Cypress House on the property, right behind the Lounge.
- Emergency medical assistance is reached by calling 911. Please notify Seabeck staff if you do call 911.

LINENS and TOWEL SERVICE

- Upon arrival guest rooms are supplied with clean towels, washcloths, soap, fresh bed linens, at least two blankets, and one pillow.
- In the interest in conservation, towels will not be automatically replaced each day. If guests would like towels replaced, we ask that they are left outside of the room door by 10:00 am and the housekeeping staff will try to replace them by 12:00 pm. Hanging towels on hooks in the room signals that they will be reused.

DINING ROOM and MEALS

- Meal times are 8:00am breakfasts, 12:00pm lunches, and 6:00pm dinners.
- Meals are served buffet or family-style in the Dining Room. A bell rings 5 minutes before each meal and a second bell will signal that the dining room is open.
- Changes in meal times must be arranged in advance and may not be possible if other groups are using the facilities.
- Alternative diets can be requested with advance notice through the group leader. Seabeck offers vegetarian, vegan, non-celiac gluten free, dairy free or a combination of these.
- The Dining Room is for guest meal service and is not available for group programs or activities.
- Dishes, silverware, glasses, etc. are not allowed to be taken from the dining room under any circumstances unless authorized by the management staff.

CHANGES TO SEABECK PROPERTY

- Furnishings, beds, and bedding are not to be moved or removed by guests. A charge will be made for unauthorized moving of beds or bedding that has to be returned. Meeting room furniture may not be moved outside of buildings.

DAMAGES or EXCESSIVE CLEANING

- Each guest and/or group is responsible for any damages incurred during your stay. Seabeck will require the guest or group to pay for repair or replacement for the property that is damaged.
- If excessive cleaning, beyond normal, is necessary, a \$150 cleaning fee will be charged. Groups will be informed about the charge as soon as possible.

HANGING ITEMS

- Do not place labels, tape, tacks, etc. on walls, floors, or doors in any Seabeck facilities. Items hung with blue painter's tape will be permitted in certain areas and is available in the office.

PARKING

- Park only in designated areas and not on lawn or paths.

RECREATIONAL VEHICLES

- Sleeping in RV'S and camping are prohibited.

PETS and SERVICE ANIMALS

- Pets are not allowed at Seabeck for reasons of sanitation and safety, unless they are service animals.
- All service animals are required to be on a leash when outside, in dining room or in common areas.
- Emotional support animals are not allowed.

ALCOHOL

- Alcoholic beverages may only be consumed in your rooms or in your meeting rooms. Alcohol may never be consumed in public places, the Dining Room, at the beach, or visible out on the grounds.

SMOKING

- WA state law bans smoking inside buildings and 25 or more feet from any door or window. Marijuana is prohibited.
- For safety purposes, absolutely no smoking is allowed in grassy or wooded areas, including trails.

WEAPONS/FIREWORKS

- All persons on the Seabeck campus are prohibited from possessing, discharging, or otherwise using firearms, explosives or weapons on the Seabeck campus.
- **Firearms:** Any device that shoots a bullet, pellet, flare,

tranquilizer, dart, or other projectile, whether loaded or unloaded, including those powered by CO2.

- **Weapons:** Device that is designed to or traditionally used to inflict serious bodily injury. This includes but not limited to: firearms, slingshots, switchblades, daggers, swords, blackjacks, brass knuckles, bows and arrows, tasers, hand grenades, knives with blades three (3) inches or longer, num-chuks, throwing stars or any object legally controlled as a weapon or treated as a weapon under the law.
- **Explosives:** Any dangerous chemicals, substances, mixtures or compounds capable of or intended to cause injury to another. This includes but is not limited to all fireworks including firecrackers, gunpowder and dynamite.

FIREPLACES, CAMPFIRES or OPEN FLAMES

- Candles, lanterns, fireworks or open flames other than designated campfire and fireplace areas are not allowed.
- Firewood is provided in meeting rooms with fireplaces or wood stoves. Fires at the fire pit must be extinguished before leaving the fire circle. There is a hose available and a water key is needed, which is available at the office.
- Firewood is not an unlimited resource. Please use it wisely.

NOISE ORDINANCE

- Please be mindful of quiet hours from 10:00 pm - 7:00 am.
- Noise at Seabeck coming from guest activities can affect the peace and quiet of other groups on the grounds and the surrounding community. The use of amplified music should be limited to volumes that don't carry beyond the grounds.
- The Kitsap County Noise Ordinance prohibits music or other noises that can be heard off the grounds after 10:00 pm. Seabeck reserves the right to ask groups to modify their activity or equipment to comply with this policy.

BICYCLES, SCOOTERS and OTHER WHEELED SPORTS

- All bicyclists are encouraged to use helmets.
- Skateboards, scooters, hoverboards, roller blades, and roller skates are prohibited.

ADULT SUPERVISION OF CHILDREN

- Supervision of young children on the playground equipment or in any other activities is the responsibility of their parents or other adults with the group.

WATERFRONT ACTIVITIES

- Groups are required to read and sign the "Rules for Lagoon Use" before starting any waterfront activities.
- Seabeck reserves the right to restrict use of boats, swimming area, and other facilities to groups who cannot provide the required supervision.

ARTS & CRAFTS

- Craft activities are to be conducted either outside or in the Colman Craft Center if you have reserved it.
- Meeting rooms and conference tables are not to be used for activities involving paint, glue, etc., and glitter is not allowed.
- Charges to the group may apply if there is any property damage.

SALES OF GOODS ON SEABECK PROPERTY

- In accordance with the RCW 84.36.030 any and all commercial sales of goods or services are forbidden on

Seabeck property. This involves sales by any individual or company that are not incorporated nonprofits and/or where the proceeds of such sales do not go directly to serve the mission and purpose of the organization renting Seabeck facilities.

- If you are unsure if this applies to what you are doing, please contact the office.

PERSONAL ITEMS and LOST & FOUND

- Seabeck is not responsible for items left in rooms or meeting rooms.
- If you have lost something while on the grounds you can check in the dining room on the lost & found table, or ask in the office if your missing item was turned in. You should also check with your group leader.
- Items left behind are kept at Seabeck for up to two weeks.

INSURANCE

- Medical and accident insurance is not provided by Seabeck for guests.
- Insurance is the responsibility of the group or individual using the facilities.

TIPPING THE STAFF

- Seabeck maintains a staff appreciation fund to which donations will gladly be accepted and distributed among all the employees.
- Tipping of individual staff members is not permitted.

UNRULY GUESTS

- Seabeck reserves the right to remove any person from its property who, at the sole discretion of Seabeck, are unauthorized, who are creating an unnecessary disturbance, or who are jeopardizing the health, safety, and rights of other guests.
- Seabeck reserves the right to prohibit or stop activities or events that, in Seabeck's judgement, present a danger to its property and/or guests.

FINAL DAY

- Guests do not need to strip the beds.
- Be sure that all personal belongings are out of rooms.
- Please turn off all lights and close windows and doors when checking out of your room.
- Seabeck reserves the right to ask to have sleeping rooms vacated by 10:00 am on the final day if our schedule requires rooms to be ready for groups arriving that day.

BEFORE DEPARTURE

- Before leaving the grounds on the final day, the group leader will need to check out with the office, return all room keys and finalize the bill.

MISSING ROOM KEYS

- All keys issued to a group must be returned. There is a non-refundable \$10.00 per key charge for missing keys.

GUEST COMMENTS

- The staff appreciates and reads all the comments and ratings given on the Guest Satisfaction Surveys from guests and groups about Seabeck - including the bad, the good, and the great! It helps us to improve our services to you. We look forward to hearing your comments.

RESERVATIONS

Important information about reserving space and holding retreats at Seabeck Conference Center.

MAKING the RESERVATION

- Groups are required to be 501c3 nonprofit organizations and the tax id number is needed to book a retreat.
- Please call our office for availability. Reservations cannot be made online.
- The office phone number is 360-830-5010. You can also email us at seabeck@seabeck.org for available dates.

HOLDING SPACE

- We can tentatively hold space without confirmation for up to 1 week.
- Please call to cancel the hold if you decide not to confirm.
- Once you confirm a reservation an agreement is emailed to the group leader.
- Seabeck is not obligated to hold space, either housing or meeting areas, for any group for which a signed agreement and deposit have not been received by Seabeck on or before the dates stated on the agreement.
- Housing will be held in proportion to guarantees given and may be adjusted by Seabeck at the time of declaration of final numbers.

DEPOSIT

- A deposit of 20% of the total anticipated bill is required to reserve space for a group.
- The deposit is credited to the final bill at the end of the event if the group meets its minimum number of guests.
- If the group cancels the reservation, the deposit is 75% refundable up to sixty (60) days prior to the scheduled start of the event and six (6) months for groups with exclusive use of the facilities.
- If the event is cancelled less than 60 days before the event, the deposit is forfeited.

GROUP LEADER CONTACT

- Arrangements and agreement procedures are to be handled by one representative of the group. Multiple contacts can cause confusion with the setup of your retreat.

GROUP LEADER RESPONSIBILITIES

- The registrar is to provide Seabeck with a roster listing the name, address, email, and phone number of each participant, or family, upon arrival at Seabeck. This is a requirement of Seabeck, following the guidelines of the Washington State Innkeepers Law.
- A completed set of housing charts is to be provided to Seabeck prior to or upon arrival. Housing charts are included in the agreement packet and can be found on this site under accommodations.
- Conference groups handle their own registrations and room assignments, as well as all programming.

EXCLUSIVE USE OF THE GROUNDS

- Exclusive use of Seabeck requires a guarantee of 200 people in daily residence.

MEETING SPACE

- Meeting rooms are assigned to groups by Seabeck as

required by group size, needs, and availability.

- There is no additional charge for meeting spaces with an overnight retreat.
- There is a meeting room charge for groups that come to Seabeck for a day use. Rates vary depending on the meeting room used.

EQUIPMENT and MEETING ROOM NEEDS

- The following equipment is available for meeting rooms: chairs, tables, flipcharts with paper and markers.
- Additional audio-visual equipment is available upon request and includes digital projectors, portable tv's, and Blu-ray players.
- Digital projectors are available at \$25.00 per day.
- The Meeting House and the large meeting room in Pines have built-in sound systems.
- The Meeting House has a ceiling-mounted projector and large pull-down screen and Pines has a large 80" wall-mounted screen.
- Children's tables and chairs are available at no charge. These must be reserved in advance and if available.

TABLE POLICY

- Seabeck will provide, at no additional charge, three tables for every five people in the group.
- Additional tables may be provided, only if available, at \$5.00 each.
- Tables must be requested at least 2 weeks in advance, when the meeting room setup information is due.

REGISTRATION OF ROOMS

- Conference groups handle their own registrations and room assignments.
- A completed set of housing charts are to be provided to Seabeck prior to or upon arrival.

CHECK-IN/CHECK-OUT TIMES

- Check-in and check-out times are listed on the agreement and are determined by the beginning and ending meals.
- If available and you request an early check-in and/or late check-out, there is a fee of \$100.00 per hour. This applies to the entire group, not individuals.

DAY PARTICIPANT FACILITY FEE

- Unless a person has paid for overnight lodging, there is a \$10 per person per day fee for guests coming in for the day only.
- There is a charge for meals attended by day use guests. These meals need to be scheduled prior to the start of the retreat through the group leader.
- Day use participants are to pay their group leader for any charges. Seabeck does not take individual payments.

HOUSING

- Groups using more than one housing unit are to fill the space in each unit before using another housing unit.
- A sleeping room used for purposes other than occupancy of a participant may be charged the prevailing rate minus

SINGLE/DOUBLE OCCUPANCY

- Rates are based on double occupancy of rooms.
- There is an additional charge per night for single occupancy of rooms designated for multiple occupancy. If there is only one bed in a room, regardless of the size of the bed, then the single occupancy rate does not apply. Check with the office for the single rate.

GROUP LEADER DEPARTURE

- Before leaving the grounds on the final day, the group leader will need to check out with the office, return room keys and finalize the bill.
- All keys issued to a group and its participants must be returned during the check-out process by the group leader.
- Any keys not returned or unaccounted for from the group will be deemed lost. All lost or damaged keys will incur a non-refundable \$10.00 per key replacement fee.
- All lost or damaged key fees will be billed to the group. It is then the group's responsibility to secure reimbursement for lost or damaged key fees from their own participants.

FINAL PAYMENT

- Final payment is to be made by one check to Seabeck Conference Center and is due by the close of the event.
- A balance forward is charged 1% per month on unpaid balances.

RE-BOOKING FOR THE FOLLOWING YEAR

- The time to re-book for next year is at your check-out time. All our current groups have the first option of booking the same dates with the same housing and meeting spaces for the following year.
- If you are not sure you want to re-book, you will only have a week or so to make a decision, then the dates open up to new groups. We get inquiries on a daily basis so dates can disappear quickly.
- If a group changes dates of their yearly retreat, there is no guarantee that those dates will be available again if the group wants to move back to their original date.