



Serving those who serve others since 1915

FACILITY USE POLICIES

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

OFFICE ASSISTANCE

Guests needing service, equipment, or with questions should inquire at the office. The office is normally staffed 24 hours while groups are on the grounds. Please call the office at 360-830-5010 if someone is not available. They will have a cell phone with them or the answering service will respond.

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 (Chuck at Cypress House). Emergency medical assistance is reached by calling 911. Please notify the Seabeck staff of your emergency if you do call 911.

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 also a charge for meals they attend, which need to be scheduled prior to the start of the retreat.

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 it will be reused.

DINING ROOM and MEALS

- Meals times are 8:00 am breakfasts, 12:00 pm lunches, and 6:00 pm dinners. Friday dinner is usually at 6:30 pm unless all groups are already on the grounds.
- All meals are served family style in the Dining Room. A bell rings 5 minutes before each meal. A second bell will signal that the dining room is open. Because of the family style service, we ask that everyone be on time for meals.
- 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 strictly 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 a repair or replacement for the property that is damaged.
- If excessive cleaning (beyond normal) is necessary, a \$150 cleaning fee will be charged. Group leaders 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

Guests can park only in designated areas and not on lawns or paths.

RECREATIONAL VEHICLES

Sleeping in recreational vehicles and camping are not permitted.

PETS

Guests are not allowed to bring their pets to Seabeck for reasons of sanitation and safety, unless they are service animals.

ALCOHOL POLICY

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 POLICY

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

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 until 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 places and volumes that do not 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, roller blades, and roller skates are not to be used on the grounds.

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.

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.

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 one month, then everything is donated to a charity.

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

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

OTHER

Seabeck reserves the right to remove any persons 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 before departure. Seabeck is not responsible for items left behind. Cell phone chargers, still plugged in the outlets, are left behind regularly. Please check for them before leaving.
- 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 room keys and finalize the bill.

ROOM KEYS

- All keys issued to a Conference or Camp Group and its participants must be returned during the Check-Out process by the group leader.

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 from you and thank you for your input.

Seabeck Conference Center

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Seabeck, WA 98380

360-830-5010

Website: www.seabeck.org

Email: seabeck@seabeck.org