

Laguna Beach Christian Retreat

Greetings from **Laguna** Beach Christian Retreat

We look forward to your upcoming stay with us!

To make it as enjoyable as possible and so we can serve you best, please read through this email in its entirety. This email is intended for Group Reservations. If you are a family reservation, some of the information will not be applicable to you.

Family reservations may be cancelled up to 72 hours prior to arrival. Guests who cancel within 72 hours of arrival will be charged 50% of the total rental fee. All cancellations must be made via phone call to our office (850) 234-2502.

Check in is at 2:00pm. In most cases we offer an early check in to your **meeting room** so you can begin setting up. Please let us know if you have an advance team that will need access before 2pm. Plan to pick up your keys at the front office if you will arrive by 4pm. Let us know if you plan to arrive after 4pm and we can make special arrangements.

Check Out: Check out time for groups is 9:30am. We ask all groups to help with clean up at the end of their stay. This greatly helps our staff prepare for the next group to arrive. You will receive the following Clean Up Guidelines at check in.

- **Remove all personal items**
- **Pick up trash off the floor and get it in the trash can**
- **Empty all trash cans**
- **Stack all the chairs and tables in the meeting room**
- **Vacuum the meeting room**
- **Wash and dry any dishes used in your kitchen**

Noise Curfew: We love worship and want your production to be the best it can be, but we also must operate within our local and state laws. Our meeting rooms are designed to contain normal dB levels. They are not capable of containing loud bass. We reserve the right to conduct a sound check prior to your meetings to avoid possible violations to the Bay County Noise Ordinance. Please communicate the following policies to your staff and volunteers:

- **No amplified music inside your meeting room after 10 pm C.S.T.**
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- **No outdoor sound systems may be used on the beach or Laguna Beach Campus**
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- **No swimming, volleyball, basketball or other large group activities after 10 pm C.S.T.**
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- **Noise level from your meeting room measured from the campus property line shall not exceed 60 dBA between the hours of 8am and 10pm**
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- **A noise nuisance shall not exist (extremely loud bass) - if you can hear or feel the bass from your meeting room while standing outside your meeting room it is too loud**
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- **Violating this policy may result in a citation or fine of \$500 and/or arrest from law enforcement. Group Leaders will be held responsible for violations to this policy. Failure to comply with this policy may also result in your group losing your spot at Laguna Beach Christian Retreat for a future camp.**

Curfew: Groups must be off the beach/public beach walkways and back on the **Laguna** Campus by 11:00 pm C.S.T. Pools, basketball, volleyball, and gaga courts close at 10:00 pm C.S.T. Groups must be in their rooms and quiet by 11:30 pm C.S.T.

What to Bring: Please remind everyone to bring their bible, toiletries, linens including pillows, sheets, towels and blankets. Campers may also want to bring spending money for our campus gift shops and coffee shop.

Safety: We want every camper to stay safe on campus. Please remind students to use the designated crosswalks and check traffic before crossing the road. There are no lifeguards at the pools or beach. Please follow the Beach Safety guidelines. You can text "PCBFLAGS" to 888777 to receive text updates about flag conditions of the Gulf of Mexico.

Maintenance: We work hard to maintain the facilities to the highest standards. Please let us know if you have any issues during your stay and our staff will work to correct them.

We look forward to serving you and can't wait to welcome you to **Laguna** Beach Christian Retreat! Please let us know if you have any questions or special requests.

Thank you for reading and responding with the requested information.

Laguna Beach Christian Retreat Staff