

GUEST INFORMATION

ALTON L COLLINS RETREAT CENTER

Meals are served family style or buffet style in our dining room. Serving times are:

Breakfast: 8:00 a.m.

Lunch: 12:00 p.m.

Dinner: 6:00 p.m.

Note: On occasion a specific serving time may be assigned for your group.

Please communicate special dietary needs with group leader.

Guests provide table service. Please bus tables.

Fresh towels are available in the alcove off the lobby area.

Extra pillows and blankets are available in your overnight room.

Courtesy telephone is located in the alcove off the lobby area. There are no telephones or televisions in overnight rooms. Long distance calls require calling card.

Copies of documents may be made in the office. Charge is \$.10 per page for one-sided and \$.20 for two sided copies.

FAXES may also be sent or received. Charge is \$1.00 1st page and \$.75 each additional page - outgoing; long distance is \$2.00 for first page. Incoming is \$.75 per page.

Wireless Internet access is available to all guests. There is a computer with Internet access available in the Library.

WE RECYCLE - newspapers, drink cans, glass, etc.

Overnight Room: CHECK-IN: 4:00 P.M. CHECKOUT: 10:00 A.M.

Coffee service and other hot beverages are available daily beginning 7:30 am.

POLICIES- To ensure the enjoyment of all of our guests, we ask that you follow a few simple guidelines outlined below.

- _ Alton L Collins Retreat Center is a Smoke Free and Alcohol Free facility.
- _ No pets please (except service animals)
- _ Please observe quiet hours between the hours of 10:00 p.m. and 7:00 a.m. The lobby is open for fellowship during quiet hours.
- _ Children 18 years old and under must have adequate adult supervision at all times.
- _ Please check with the Front Desk before moving furniture in any of our public areas.
- _ Please carpool whenever possible. We limit parking areas to preserve our natural beauty.
- _ Please contact Alton L Collins Retreat Center with any questions at 503-637-6411 or alcrc@cascadeaccess.com.
- _ The Front Desk is open from 8:30 a.m. through 4:30 p.m. Monday-Friday and around meal times on weekends.

Overnight Room: CHECK-IN: 4:00 P.M. CHECKOUT: 10:00 A.M.

4/14/2007