

# Visitor Guidelines

The group contact or coordinator must be onsite first so they can be checked in and have time to review and sign the guidelines. No deliveries, vendors or guests are allowed on the property until the host has arrived and checked in

A check out procedures list (restating what is in the contract) will be given upon check in. Each item must be initialed when it is completed or to acknowledge that your security deposit will be forfeited if the task is not completed. The finished form must be left in plain site on the office desk. If it is not completed we will assess the condition of the property and deduct as needed.

## General Rules

Absolutely no fires or flames are allowed on the property with the exception of designated areas:

- Candles may be burned inside and must be supervised at all times. Use appropriate containers and do not let the wax drip on the floor or furniture.
- Incense and sage may only be burned on the deck and patio.
- Floating candles are allowed in pool only.
- A small fire pit is allowed on the deck and patio and must be supervised at all times. Wood will be provided.
- No smoking anywhere on the property except the designated smoking areas on the driveway, pool and deck areas. Any room that is smoked in will result in a minimum \$250 charge per room. A minimum \$250 clean up fee will be charged for excessive cigarette butts or trash left on the grounds. Heavy smokers will probably need additional ashtrays.

You are welcome to help yourself to fruit in the orchard, but please don't pick more than you can eat while staying with us.

Pool and beach towels are not provided; please bring your own.

## Emergencies

In case of an emergency, guests may use the telephone provided in the Hidden Valley Event Center. 911 services are provided in San Diego County. The telephone number of Hidden Valley Retreat and Spa is posted next to the telephone, along with other emergency numbers for poison control, electrical outages, etc. You will be notified as to the location of the site manager upon check-in. The rental group must provide their own first aid care, equipment, and supplies.

## Pool Rules

Kids 14 and under may not use the pool or spa without adult supervision. After using the spa please replace the cover and turn off the jets. Absolutely no glass is allowed around the pool or spa. Please bring plastic cups for your beverages.

## Deliveries

No trucks with trailers longer than 12' are allowed on the property (small U-haul size). Any large trucks must park outside the gate and bring their deliveries in a pick-up truck or by hand. Hidden Valley must be notified of all deliveries before checking in.

## Kitchen Use

The kitchen is available for the guests to use at events that are not catered. There is to be no cooking by the guests at catered events. The refrigerator in the main house is open for anyone to use. The kitchen comes stocked with dishes, cookware and utensils. A complete list is available on the website. Please leave the kitchen as you found it (clean and in tact) or your security deposit may not be fully refunded.

## Animals/Pets

Please leave your pets at home. Exception: Helper animals are allowed to accompany their owners. Other special arrangements may be necessary from time to time and will be addressed on an individual basis.

## Firearms and Weapons

Please leave them at home! Including paint ball and air-powered guns.

## Telephone

A telephone is provided in the Hidden Valley Event Center for the safety and convenience of our guests. When making long distance calls outside the local dialing area, please use a personal phone card. You will be invoiced for long distance charges incurred during your stay.

## Parking

Guests must park in the designated parking areas. Individuals with disabilities and the elderly may be transported to the Hidden Valley Event Center. Please notify Hidden Valley in advance of any transportation needs. Packing is limited, carpooling is encouraged. For large groups a shuttle may be needed.

## Accessibility

The Hidden Valley Retreat is quite hilly and there are no paved roads. Access for anyone with a disability can be quite a challenge. The Hidden Valley Event Center is on relatively flat ground and a sidewalk connects it to the driveway. All guests considering rental of the Hidden Valley Retreat should inspect the facilities before making a decision and this especially applies to guests with disabilities.

## Stewardship

Hidden Valley Retreat is committed to preserving the land as far as possible in its natural condition. An ethic of stewardship and responsibility for all the life forms at Hidden Valley Retreat Center is encouraged for children as well as for adults. Guests are asked to respect all the plant life, animals, soil and water on the premises. This includes, for example, taking care to not: cut trees, break off limbs, dig up plants, damage trails, or pollute or disturb waterways. Please be aware that poison oak, stinging nettle, ticks, rattlesnakes, and spiders make this habitat their home. Hunting of animals or use of any firearms is strictly forbidden. Guests may not use any motorized vehicle on the grounds, including "dirt bikes," snowmobiles, or "off-road" machines. No littering of any kind is permitted including cigarette butts. Recycling and/or trash containers are provided in all of the buildings and in other locations on the grounds.

*Remember the Hiker's Code: "Take nothing but pictures; Leave nothing but footprints."*

## Additional Buildings

There are a number of small buildings and cottages at Hidden Valley Retreat Center. You are welcome to use all of the common areas of the grounds. However, your rental agreement will limit you to the use of only those buildings that are agreed upon in your contract. Disturbing buildings and/or other visitors may result in loss of your Security Deposit and/or expulsion from the retreat. Be sure to inform your group of their responsibilities to respect others and the property.

## Boundaries

Upon check-in, you will receive a sketch of the Hidden Valley Retreat, its buildings and its boundaries. Please familiarize yourself with the area and know where you are supposed to be. Please attempt to stay within our fenced perimeter at all times during your stay. Men are welcome across Old Wagon Rd at the Self Realization Fellowship.

## Cleaning and Recycling

Guests are responsible for leaving the Hidden Valley Retreat facilities in the same condition (or better!) in which they were found. This includes the grounds, the lodges and cabins, including thoroughly cleaning the kitchen area and removing all trash, food items and equipment brought into the camp. All materials that can be recycled, including cans, glass, plastic bottles, and newsprint, must be cleaned and placed in the appropriate bins. No open food items should be left in refrigerators or cupboards.

## Chaperones

All groups must have a minimum of two adult chaperones. Youth Groups require same sex chaperones and one (1) adult for every seven (7) youth under age 18. Adult chaperones are required to stay in each building used. We suggest that an adult stays in each bunkhouse dorm room as appropriate. Chaperones are expected to maintain discipline of their group to ensure a safe retreat experience for everyone using the Center.

## Quiet Hours

Consider the rights of other guests and neighbors; avoid making unnecessary noise. Quiet time goes from 10pm to 9am. Speakers and other amplifiers can be used only with expressed permission and at a controlled volume. Remember that everything echoes more in the mountains than in the city. If the neighbors are disturbed, your security deposit will be deducted.

# Alcohol

Alcohol will be covered under your required Event Insurance or Liability policy. Please dispose of all bottles before checkout. Recycling is available upon request. We recommend that you designate a non-drinking supervisor to regulate the consumption and deal with any incidences that may occur related to drinking (e.g. find sober rides for intoxicated guests, subduing belligerent guests, and making sure no one drives home drunk).

## What is provided

- 1 set of towels per overnight guest (1 bath towel, 1 hand towel and 1 wash cloth) on their bed
- 18 rolls of toilet paper (3 per restroom)
- 6 rolls of paper towels (3 in Main House kitchen and 3 in Event Center kitchen)
- Dish towels are also provided in each kitchen for your use
- 1 small bottle of dish soap in each kitchen and 1 new sponge
- 1 bottle of multi purpose cleaner in the event center kitchen and 1 in main house kitchen
- 1 wood floor cleaner and mop (in the event center)
- 1 sponge mop FOR TILE USE ONLY
- There are 8 outdoor trash cans provided. Each trash can will have 2 liners.
  - \*2 in front of Event Center
  - \*1 by pool
  - \*2 by Main House
  - \*3 in front of Barn (1 for barn and two additional to move to Hippocrates circle or stage area if needed)
- 2 brooms, 2 dustpans (1 set in each building)
- Hand soap in all the bathrooms
- A lined garbage can in each bedroom and bathroom
- Basic First-aid Kit (Band-aids, hydrogen peroxide, ibuprofen, Benadryl, sting relief, and Technu poison oak soap).

Some things that are not provided:

- Kleenex
- Shampoo, body soap, etc.
- Laundry detergent
- Paper plates, cups, napkins
- Food Storage
- Aluminum Foil, Saran Wrap
- Ice
- All food items (including salt, pepper, etc.)

Laundry Facility is available on-site. It is free to use, but you will need to bring your own detergent.

If you feel like you will need additional linens or towels during your stay, please notify us ahead of times and we will make arrangements accordingly.

As the coordinator of this event I take full responsibility for myself and all the guests- day and overnight. I will make sure that all guests adhere to these rules. I understand that if any of these guidelines are broken my security deposit may be forfeited. I also may be billed for any damages that cost above and beyond my security deposit and I will leave a credit card number to cover these costs.

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Guest Name

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Guest Signature

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Date