***Lacawac’s Historic Watres Lodge & Ice House***

*What you need to know about the accomodations*

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**Lacawac provides guests with…**

* Wireless internet
* Kitchen appliance usage: stove,

refrigerator, microwave, toaster and coffee pot

* Sustainable kitchen ware: dishes, utensils,

serving ware, pots/pans, glasses and mugs

* Clean and prepared room accommodations

**Upon your arrival on property…**

Your **arrival packet** will be available at the Coulter Visitor’s Center by **check-in time of 2 p.m.** Locate your packet in the entranceway (on the left wall in a key drop box). Your packet contains **your keys and lodging information**. One key is your room key; the other is the kitchen lodge entrance. Ice House guests receive only an Ice House key; no room keys. There will be a $25 fee for each lost key.

**Enjoy your stay…**

* Remember to bring your own toiletries, bedding, towels and personal needs. Lacawac can

provide bed sheets and towels for a minimal fee.

* Quiet hours are 11 p.m. to 7 a.m.
* Pets are not allowed.
* Weapons are not permitted.
* Smoking OR electronic cigarettes are not permitted near any of the buildings. Smoking is permitted only at the smoking receptacle located outside the lodge kitchen entrance.
* Lacawac guests are responsible for leaving the facilities in the condition (or better condition) they were found, and without damage. All guests are asked to complete the departure checklist before check-out time of 11 a.m.
* Guests are responsible for their own meals. Where you are welcome to bring your own food and beverages, please be considerate of sharing the commercial refrigerator with other guests and residents. Leave appliances and kitchen ware clean when you are finished with your meal.

**Housekeeping**

* Lacawac guests are responsible for leaving the facilities in the condition they were found and without damage. Damage and/or cleaning fees will be applied to your security deposit.
* Lacawac guests are responsible for the cleaning of the residential buildings while in residence of these buildings. Cleaning supplies are located in the kitchen areas.
* Residents are encouraged to label food and non-food items in common areas as they may be Residents are expected to keep their room tidy. Lacawac reserves the right to request residents clean their room.

**Meals -** Groups provide their own food, meal preparation and cleaning. Use of kitchen appliances, dishes and utensils are included in the Lodge rental rate.

**Bedding and Laundry -** Sheets and towels are available for rental at $10 per visit. If you are visiting for more than 7 days, you may request fresh linens. A washer and dryer are available in the visitor’s center during business hours from 9 am to 5 pm Monday through Friday. Guests will be charged $0.50 per load for washer use and $1.00 per load for dryer use. Guests must provide their own laundry products.

**Departure:**

*Your Room:*

* Close all windows, turn off all lights
* Empty trash from your room and leave in the kitchen. DO NOT LEAVE TRASH ON PORCH.
* Sweep floor
* Take everything that you brought with your (food, toiletries, etc)
* If using Lacawac linens, remove from bed and place in pillow case and leave in your room

*Common Areas:*

* Empty the dishwasher. Clean and put away all dishes, utensils etc.
* Thermostat should be turned down to 45 degrees (or turn off heat pumps in the ice house and baseboard heating units)
* Sweep all floors and clean all public spaces (kitchen, dining areas and bathrooms)
* Place recyclable materials in the recycling bins.
* Take all food from the premise. Leave no food in the refrigerator.

*Before you go:*

* Lock all doors. Return keys to the key dropbox at the Visitor Center entranceway

**Lacawac Contact Numbers:**

Coulter Visitor’s Center/Administration Office 570.689.9494

Craig Lukatch, President 570.956.2998

• Facilities Manager – Roy Chesseri 570-604-5485

Heidi Van Leuven, Venue Coordinator/ 570.885-0533

Residency Director

**Wireless Password:** royalbird196