

Group Leader FAQ



Lodging Questions

What if we are traveling to Laurelville by bus?

The Retreat Center area is accessible by a coach bus with a drop off spot at the Dining Hall.

What is the check in time?

Check in is at 5 pm.

What is the check out time?

Check out time is 12:00 pm. All personal items should be removed and use of the room discontinued by that time.

What should I do in my room before checking out?

Just make sure you take all your personal belongings with you and put all the trash in the trash cans. Leave the linens on the beds and place used towels on the bathroom floor.

What cleanup is required in buildings with kitchenettes?

Please wash all dishes, utensils, pots and pans that you used and return them to their proper location. Appliances, counters and tables should be wiped clean. It is helpful if you take the garbage from the building and place it in the garbage cans outside the building. If you moved something from within a building, or from one building to another, please return it to its original location.

How much is the cost per person?

Since our rates are influenced by the number of people per room, the per person rate will vary. Each additional person in the room will lower the cost per person. However, there is a maximum number of people for each room based on the number of bed spaces. Our office can provide that information based the lodging and meals your group reserves.

Will other guests be in the same building?

Generally groups will reserve all the bedrooms in a building. Occasionally they need additional rooms that are in a building reserved by other guests.

Do you provide linens and towels?

Linens and towels are provided in the accommodations at the Motel, Guesthouse, and Solarhouse. Linens and towels are available for a small fee in other buildings. Please bring your own towels for use at the swimming pool.

Food Questions

What are the meals like?

We serve buffet style. There is a main entrée, sides, salad bar, beverages and dessert. A sample menu can be provided upon request.

What are the meal times?

To eliminate wait times, your group is given a meal time. Generally the buffet line opens for the first group at 8am for Breakfast; 12 noon for Lunch; and 5pm for Dinner. In general, the buffet line will be open for a minimum of 30 minutes after the last scheduled meal time.

What if I (or a participant) have allergies or other dietary needs?

If you report allergies or other dietary needs in advance with your meal counts, we will do our best to accommodate those needs. However, if you have very extensive needs, we suggest that you reserve a kitchenette so you can prepare your own food. For persons giving us advance notice, identify yourself to the food service staff when you come through the buffet line. They will indicate the items on the buffet line that are suitable for you to eat, and will provide a substitute entrée when necessary.

Can we do our own cooking?

Groups that reserve the Lodge, a Family Cabin, or one of the Cottages can use those kitchens to prepare meals for your group. The Lodge kitchen is not equipped with any eating, serving or cooking utensils. The Cottages and Cabins have some very basic supplies.

Can we bring our own snacks?

You can bring your own snacks, but we ask that you keep them in your meeting room (and not take them to the bedrooms). We provide options for snacks from our kitchen with advance notice, or you can purchase snacks from our snack shop when available.

Meeting Room Questions

Do you charge for meeting rooms?

Each group will be assigned at least one meeting room to accommodate the size of the group. If you need additional rooms for breakout sessions, and they are available, an additional fee may apply.

What is included in the meeting room?

We will set up the meeting room according to your needs. Each meeting room is furnished with chairs and tables. Also available: dvd player with monitor, screen, easel/whiteboard. Some meeting rooms have a piano.

How will the meeting room be setup?

You have an opportunity in advance to indicate your chair, table & equipment needs and to describe how you want the room setup. If you do not give us setup information in advance, you may setup the room when you arrive.

Do you have a PA system or data projector available or should we bring our own?

We have sound systems and projectors available. Work with your group coordinator so we can ensure responsiveness to your needs. Projectors have an additional rental fee.

Phones, TV, Wi-Fi & Miscellaneous

Are there televisions and phones?

To promote a beneficial retreat experience, we encourage guests to take a break from the technology that crowds our lives and to focus on building relationships with Christ and others. For that reason, we do not have televisions available (except for use with DVDs).

Emergency phones are located at the lobby of the Office, Dining Hall, and at most lodging areas. They can be used to contact the office or to reach a staff person for emergencies when the office is closed.

Is there cell phone reception?

Most areas of the camp have good cell phone reception. Verizon users get good reception. AT&T and Sprint get mixed results.

Can I bring electronic devices (radio, mp3, electronic toys, etc.)?

Again to promote a beneficial retreat experience, we ask that you do not use electronics outdoors or in any of the public areas. If you do use them, the volume must be confined to your room.

Do you have Wi-Fi?

Free Wi-Fi is available in the Dining Hall, Office Lobby, and the Meetinghouse.

Do you allow pets?

Sorry, pets are not permitted. Service animals are welcome.

Do you have restrictions on what I can wear?

Laurelville serves guests of all ages from a variety of cultural and denominational backgrounds. Out of respect for one another, we ask that guests wear clothing that is modest and not distracting to our Christian retreat environment. Casual clothes are appropriate.

What is your policy on alcohol and tobacco?

Alcohol and smoking is not permitted on grounds.

Can I bring fireworks or firearms?

The use of fireworks or firearms of any kind – including pellet guns, paintball guns, slingshots & BB guns – are not permitted anywhere on the grounds.

Why are you taking pictures?

Our staff may take photos and/or video footage for promotional purposes, including web and print publication. Names will only be used with permission.

Are there quiet hours?

Quiet hours are to be observed between 11pm and 7am. Pianos or PA systems should not be used. In general, show respect by not disturbing guests who are trying to sleep.