

GUIDELINES AND POLICIES

Leaders are responsible for making sure all members of their group are aware of these standards.



1. Each group is responsible for the conduct of their participants, the content of their programming, and for adherence to these policies and guidelines during their stay.
2. No pets are permitted in buildings. Service animals under Title II and Title III of the ADA are allowed at Laurelville. Laurelville does not allow support, therapy, comfort, or companion animals.
3. Out of respect for all guests, smoking is only permitted at the designated smoking area at the parking circle by the Welcome Center or at a station preapproved by the Guest Services Director
4. Alcoholic beverages and illegal drugs are NOT permitted on the Laurelville campus.
5. To be sensitive to other guests and nearby residences, we enforce an 11:00 p.m. noise curfew.
6. Marketing materials for events are to include the following statement, *"This event is not sponsored by Laurelville. The views and opinions expressed by the hosting group do not necessarily reflect those of Laurelville."*
7. A phone is available for emergencies and on-grounds calls in the Shenandoah (gym).
8. To ensure the future provision of well-maintained facilities, we need your cooperation. Vandalism, damages, and excessive cleaning beyond "normal wear" will be charged to you accordingly. Please report any damages to the office.
9. You are welcome to enjoy snack food and beverages in the common areas of our facilities, but we ask that you please keep them to the designated snack area and refrain from taking them into the sleeping rooms. Also, orange and red drink is not permitted in any of our facilities. Those guests staying in the Solarhouse and Guesthouse are encouraged to take meals in the dining hall. We do not allow the preparation and serving of food in those buildings.
10. Laurelville does not provide medical services. If there is a medical emergency, our staff is willing to assist in calling emergency services, or you may call 911 directly. Please notify our staff immediately if you have called for medical services so that we may assist in directing emergency personnel to the building.
11. *Your group is responsible for its own primary medical/accident insurance coverage.*
12. All Audio/Visual Equipment and Campfires are offered on an availability basis and must be scheduled on your final group report in advance of your retreat date.
13. Pennsylvania state law requires that children under 12 wear a helmet when riding bikes. For your safety, Laurelville also recommends appropriate equipment for those on roller blades, skates, skateboards and other recreation equipment.
14. No weapons or fireworks are allowed on grounds.

ACCOMMODATIONS and FACILITIES

Laurelville has dining, sleeping and meeting space for groups of 350+ people. We offer a variety of lodging facilities, from private accommodations to comfortable cottages and rustic cabins. In addition to this indoor lodging, campsites are available for tents and RVs, with water and electric hookups, picnic area and bathhouses.

Solarhouse

- Total sleeping capacity: 121
- 32 rooms, sleeping 2-4 each, with private baths
- Large meeting room, capacity: 125
- Small meeting room, capacity: 50
- Cedar Room for small meeting space or snacks.

Guesthouse

- Total sleeping capacity: 76
- 20 large rooms, sleeping 2-4 each, with private baths
- Large lobby, stone fireplace; capacity 35

Laurel Inn (Motel)

- Total sleeping capacity: 40
- 10 large rooms, sleeping 2-4 each, with private baths
- Meeting room (Laurel Room) with stone fireplace and piano, capacity: 55

Lodge

- Total sleeping capacity: 66
- 13 rooms, sleeping 2-6 each, two common baths
- Meeting room, capacity: 100

Cottages (Oldesloe, Amsterdam, Fernheim, Zurich)

- 4 cottages with total sleeping capacity of 64
- Each cottage sleeps 14-16 in four bedrooms, with two baths per cottage
- Each cottage has a living room and kitchenette.
- Larger meeting room in Zurich, capacity: 45

Cottages (Danzig upstairs and downstairs)

- 1 split level building, each floor is a separate cottage with a total sleeping capacity of 32 (16 on each floor)
- Each floor has four bedrooms and two bathrooms
- Each floor has a living room and kitchenette.
- Meeting capacity on each floor: 35

Youth Village Cabins (Vineland, Basel, Steinbach, Antwerp, Berne, & Friesland)

- 6 cabins with total sleeping capacity of 78
- Each cabin sleeps 13 in dormitory style
- Each cabin has 2 restroom facilities

Family Cabins (Strassburg, Skippack, Witmarsum)

- Cabins with sleeping capacity of 1-5
- Small kitchen, living area and bath

Meetinghouse (rents with the Guesthouse)

- Large meeting room, capacity: 200
- Cathedral ceiling, grand piano
- Public rest rooms

The Gathering Place

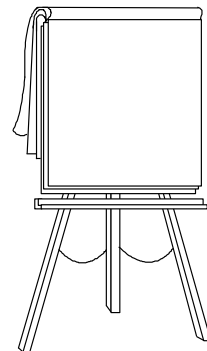
- Large meeting room, capacity: 400
- Ability to split room in two, 200 capacity on each side
- Spacious lobby with hospitality area
- Built in sound system and AV, stage, meeting equipment

Dining Hall

- Courteous staff provide a friendly atmosphere with delicious food served buffet style
- Large dining room, capacity: ~200
- Small dining room, capacity: ~100
- Gift shop

RETREAT SUPPLIES

The following equipment and supplies are available for your use during your retreat time at no charge, unless otherwise noted. Please let us know what you need prior to your arrival and where you'd like to have it.



- DVD/Monitor
- Video Projector for power point presentations (\$30 additional fee)
- Newsprint, easel, and markers
- Dry Erase Boards
- Podiums/music stands
- Portable sound system
- Extension cords
- Voices Together hymnals
- Campfire at various sites around campus (First load of firewood at no charge. Additional wood \$15 per bundle)
- Peplemover rides (Wagon Rides) (\$100 additional fee)
- Roasting sticks
- 6ft folding tables
- Chairs
- Cribs

MEAL OPTIONS

Our meals are traditionally served in the Dining Hall. Please be at the Dining Hall promptly, according to the meal times scheduled for you. If you need specific meal times, please discuss this with the Director of Guest Services in advance of your retreat. Groups are required to pay Pennsylvania’s 6% sales tax on all food unless a tax-exempt certificate is supplied. Children 3-11 are charged half the adult rate: children 2 and under are free.

You are not responsible for any of the meal set-up, but we do ask each individual to carry their dishes to the dishwashing area as the meal is finished. Shirt and shoes must be worn to enter the Dining Hall.

Meal Packages

Groups may select which meals would suit their retreat needs. These meals will be included in your all-inclusive pricing. Below are individual meal prices for those not included in the package price.

Meal Prices

- Breakfast12.00
- Lunch15.00
- Dinner18.00

Special Diets

Should you have someone in your group with a special dietary need, please fill out the “diet request” form included with your contract information and return it to our Guest Services staff at least 2 weeks before your arrival. Our Food Service department will gladly work with you to meet their needs.

Rates effective January 1, 2026 (subject to change)

Food Service Extras

The following items are available from our Food Service Department to enhance your group's retreat experience. Food Service Extras must be requested at least 1 week prior. All snack items are subject to a Pennsylvania 6% sales tax unless a tax-exempt certificate is supplied. Prices include delivery, setup and cleanup, and disposable products. Please note your snack requests on the *Final Group Report*.



Snack Trays

- Order by number of trays
- Small (10-15 people) - \$30
- Large (20-25 people) - \$40
- Meat/cheese/cracker tray
- Fruit tray
- Vegetable tray (includes vegetable dip)

Pizza

- Cheese pizza (24 pieces per pan) - \$28.00
 - Each additional topping: pepperoni, vegetable, etc. - \$5.50/pizza

Meals

- Continental breakfast - \$11/person
- Packed lunches - \$13/person

Snacks

- Bag of pretzels or chips - \$1/person
- Cookies (2 per person) - \$1/person
- Ice cream sundaes (2-4 toppings) - \$3-\$3.50/person
- S'mores - \$1/person
- Hot dogs with condiments
 - One per person - \$2/person
 - Two per person - \$3/person

Beverages

- Freshly brewed coffee (regular/decaf) - \$1.50/person
- Hot tea selections - \$1.50/person
- Hot chocolate - \$1.50/person
- Hot spiced cider - \$1.50/person
- Iced tea - \$1.50/person
- Lemonade - \$1.50/person
- Ice water - complimentary

If there is a special snack or food service extra you would like that is not listed, please call our office to inquire about options. We are happy to work with you to accommodate your needs as best we can.

Rates effective May 1, 2026 (subject to change)

ACTIVITIES

RECREATIONAL FACILITIES

The pool is generally open in the summer, Memorial Day to Labor Day. Find up to date hours and information on our website. For your safety, Laurelville must provide a certified lifeguard whenever the pool is opened. Room towels are not to be used at the pool. Please bring your own beach or bath towel.

All our recreational facilities are used by each of the groups on the grounds. Please be courteous to others as you use these areas.

- Indoor recreation building (Shenandoah gymnasium)
(Volleyball, Basketball, table games, etc.)
- Outdoor swimming pool (summer)
- Playground
- Gaga ball
- Outdoor basketball (lights for after dark)
- Mini golf
- Athletic fields
- Horse shoes
- Hiking (trail maps on our website and in office)
- Pickleball (supplies can be checked out during meal times at the Gift Shop in the DH lobby)

LOCAL POINTS OF INTEREST

If you are interested in the local recreational, historical and religious points of interest you may request a listing of these from our office. Included are museums, specialty stores and factories, amusement parks, golf courses, and much more.

DIRECTIONS

Laurelville Retreat Center is located about 40 miles southeast of Pittsburgh, at the foot of the Laurel Mountains of southwestern Pennsylvania.

Coming from the West

Exit the Pennsylvania Turnpike at New Stanton (exit 8/75). Take Rt. 119 South five miles to the Mt. Pleasant exit. Turn left onto Rt. 31. Follow Rt. 31 East through Mt. Pleasant, to the village of Laurelville (4 miles) Turn north (left turn) on Rt. 982; go approximately $\frac{3}{4}$ mile and turn right (there is a sign in the intersection.) Laurelville's entrance is $\frac{1}{4}$ mile on the right.

Coming from the East

Exit the Pennsylvania Turnpike at Donegal (exit 9/91). Take Rt. 31 West (right turn) to the village of Laurelville at the intersection of Rt. 982. Turn on to Rt. 982 North (right). Travel $\frac{3}{4}$ mile to intersection, turn right and drive $\frac{1}{4}$ mile to our entrance

OR

Coming from I-70

Take Rt. 31 East through Mt. Pleasant, to the village of Laurelville at the intersection of Rt. 982. Turn on to Rt. 982 North (left). Travel $\frac{3}{4}$ mile to intersection, turn right and drive $\frac{1}{4}$ mile to our entrance.

FINAL GROUP REPORT

FAX: 724-423-2096

Name of Group: _____ Date of Retreat: _____

Information from this form will be used to prepare your final invoice. Please send back ten days prior to your retreat. You may fax to the above number or email it to hannah@laurelville.org

Meal Counts

Meals in addition
to packages

Adult Child

Adult Child

# Adult Meal Packages		Breakfast			Dinner		
# Child Meal Packages		Lunch			Breakfast		
# Infants		Dinner			Lunch		
		Breakfast			Dinner		
		Lunch					

Lodging Counts (please refer to your contract to determine whether your group has All-Inclusive Rates (rate is per person) or Standard Rates (lodging and meal rates are separate) and complete the appropriate section below)

All-Inclusive Rates

	# of Adults (12 and over)
1 per room	
2 per room	
3 per room	
4 per room	
Total number of Children (3-11)	

Standard Rates

# of rooms (or buildings for cottages)	# of Adults	# of Children 3-11	# of Infants 0-2	# of nights	# of linen packets

Extra info (extra
persons/room
numbers/etc):

Retreat Supplies

Time/date	Location	Item

Food Service Extras

List if snack or coffee setup	Day/Date	Time	Location	Snack or coffee selection	for how many?
Snack/Coffee					
Snack/Coffee					
Snack/Coffee					
Snack/Coffee					
Snack/Coffee					
Snack/Coffee					

SPECIAL DIETARY NEEDS: Submit a diet request form (included with your contract and attachments) for each person with a special diet request

MEETING AREA SETUP: